

JULY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

12 YEARS

Justin Green

2 YEARS

Nicholas New

Green Summer!

Summer is the perfect season to embrace green living. Start by conserving water; install a rain barrel and use the collected water for your garden. Opt for eco-friendly transportation like biking or walking, getting exercise while enjoying the warm weather. Plant native flowers and vegetables to support local wildlife and reduce the need for pesticides. Embrace natural cooling methods like ceiling fans and shades instead of relying on air conditioning. Finally, support local farmers' markets for fresh, organic produce. By making these small changes, you can enjoy a greener, more sustainable summer.

"Patriotism is supporting your country all the time and your government when it deserves it."

—Mark Twain

What's Inside This Month?

How to Live Like a Millionaire

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*Scanning, Storage, And Destruction:
Connecting The Dots*

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Tips for Managing Inactive Files

July Offers!

Thoughts from Richard Steed

As we welcome July, my thoughts naturally turn to freedom and the spirit of celebration. Independence Day isn't just a day for fireworks and parades; it's a time to reflect on the values that our nation was founded upon and the freedom we cherish every day.

Much like how becoming a father brought profound changes and new perspectives to my life, celebrating Independence Day reminds me of the profound impact freedom has on our lives. Just as I became more attentive and nurturing when I became a father, I find myself more grateful and reflective during this patriotic season.

The Fourth of July is a time to gather with loved ones, share stories of our nation's history, and honor the bravery and vision of those who fought for our independence.

In my professional life, I strive to carry this spirit of independence and community into my business. Just as I nurture and watch my business grow, I aim to support and serve my customers with the same dedication and care. Here are a few ways I see parallels between the values we celebrate on Independence Day and the services we provide:

Freedom to Focus on What Matters: Just as our forefathers fought for our freedom, we help you achieve freedom from the hassle of managing records by offering secure offsite storage.

Reliability and Trust: Just as we rely on the trust and resilience of our community, you can rely on us to retrieve your files whenever you need them, 24/7.

Planning for the Future: Independence requires foresight and planning. Similarly, our disaster recovery services ensure your records are protected, allowing you to focus on your future.

Security and Peace of Mind: Just as our nation's security is crucial for our well-being, we ensure the security of your records, helping your office thrive in a secure environment.

As you celebrate this July, remember that we are here to support you. Enjoy the fireworks, the parades, and the time with family and friends. And know that we are committed to serving you with the same spirit of independence and dedication.

Happy Independence Day! Relax, celebrate, and let us take care of your records management needs!

Richard

SHRED 6 DRIVES FOR THE PRICE OF 5

One (1) Hard Drive shredded FREE for every five (5) you bring in during the month of July!

Steps to a Healthier, Greener Lawn

If your lawn is not as green and lush as you'd like, there are a few simple steps you can take to improve your landscape.

1. Get out your rake and go over your entire lawn. Raking clears away stray leaves, sticks, and other debris. It also makes the lawn look neater. If your lawn has significant thatch--the buildup of roots and stems--you will need to dethatch it. Use a heavy rake with sharp, rounded tines, or rent a hollow-tined gas-driven aerator designed just for the task.

2. Feed your lawn if you haven't already done so. A thorough fertilizing will improve the health of your grass and can strengthen any damaged or weak spots that are bare or brown. Five pounds of 10-10-10 fertilizer per 1,000 square feet is usually sufficient.

3. Reseed any trouble spots. Spread grass seed in bare and brown spots and water well. Continue to water these spots daily until you see that the new grass is established.

4. Test your soil if you have continuing problems. Most lawn grasses grow best at a pH of 6 to 7. It is recommended that you test your soil every two to three years. Consult a local garden center or call your local county extension office for information on soil testing.

5. Observe how your sprinkler system is working. Standing water or puddles in your lawn mean that there is inadequate drainage. Low spots may need to be filled in with topsoil and reseeded. If the puddle is quite large, more extensive drainage work, including pipes, may be needed. If you have consistently dry areas after watering, you will need to adjust your sprinkler system to reach those areas.

6. Give your lawn mower a good cleaning. Especially important is that lawn mower blades are sharp and properly balanced. Cutting grass with a dull blade shreds the leaf tip, which can lead to water loss and susceptibility to disease. A lawn mower technician can sharpen your blades, give it a tune-up, and change the oil. The wheels on your mower should be set so that the grass you cut is no less than three inches long. A rule of thumb is to cut no more than one third of the grass blade at any one time.

7. Consider recycling your clippings instead of bagging them. Mulching enriches the soil and improve your lawn's health.

"No people will tamely surrender their Liberties, nor can any be easily subdued, when knowledge is diffused and virtue is preserved. On the Contrary, when People are universally ignorant, and debauched in their Manners, they will sink under their own weight without the Aid of foreign Invaders."

— Samuel Adams

July Holidays and Events

Daily Observances:

- 1-7: National Unassisted Homebirth Week
- 1: Canada Day
- 2: World UFO Day
- 3: National Fried Clam Day
- 4: Independence Day
- 5: National Apple Turnover Day
- 6: International Kissing Day
- 7: World Chocolate Day
- 8: Video Games Day
- 9: National Sugar Cookie Day
- 10: Teddy Bear Picnic Day
- 11: World Population Day
- 12: National Pecan Pie Day
- 13: Embrace Your Geekness Day
- 14: Bastille Day
- 15: National Ice Cream Day
- 16: World Snake Day
- 17: National Tattoo Day
- 18: Nelson Mandela International Day
- 19: National Daiquiri Day
- 20: Moon Day
- 21: National Junk Food Day
- 22: Hammock Day
- 23: Gorgeous Grandma Day
- 24: Amelia Earhart Day
- 25: Thread the Needle Day
- 26: National Aunt and Uncle Day
- 27: Take Your Houseplants for a Walk Day
- 28-8/3: National Bargain Hunting Week
- 28: World Hepatitis Day
- 29: International Tiger Day
- 30: International Day of Friendship
- 31: National Mutt Day

Monthly Observances:

- National Grilling Month
- National Ice Cream Month
- National Parks and Recreation Month
- National Hot Dog Month
- National Picnic Month
- National Blueberry Month
- National Anti-Boredom Month
- National Culinary Arts Month
- National Cell Phone Courtesy Month
- National Independent Retailers Month
- National Watermelon Month
- National Make a Difference to Children Month
- National Peach Month
- National Picnic Month

PacBlog

Scanning, Storage, And Destruction: Connecting The Dots

PacBlog is the monthly web log of Pacific Records Storage. To read this month's installment, please click the title below.

<https://pacific-records.com/scanning-storage-and-destruction-connecting-the-dots/>

You may also access the PacBlog at the URL below. There you will find this month's installment along with archives of previous installments.

<http://pacific-records.com/category/pacnews>

Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email.

(888) 893-6054 or info@pacific-records.com

**Do You Want
To Win A \$25
Amazon
Gift Card?**



Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw the name of one lucky winner.

Here is this month's challenge:

Why did the apple go out with a fig?

Last Month's Answer to:

*I dance in June's twilight with a warm, gentle glow;
what am I, flitting to and fro?*

A Firefly!

Last month's Winner:

DEANN ALEXANDER
**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

Trivia Quiz: All About July!

1. July is the seventh month of the year in the Gregorian calendar. What is the origin of the name "July"?
2. What is the birthstone for July, known for its vibrant red color?
3. Which famous Italian explorer, known for his voyages to the New World, was born on July 3rd, 1491?
4. July 20th, 1969, is famous for the first successful human landing on the moon. Who was the first astronaut to set foot on the moon?
5. In many countries, July is a popular month for enjoying outdoor barbecues. What American holiday, celebrated on July 4th, is often associated with barbecues and fireworks?
6. What type of fruit is traditionally associated with the month of July and often celebrated with festivals?
7. In the Northern Hemisphere, July typically marks the middle of what meteorological season?
8. What famous artist, known for his distinctive dripping painting technique, was born on July 11th, 1913?
9. July 14th is celebrated as Bastille Day in France. What historic event does this day commemorate?
10. What is the zodiac sign for those born for most of July?

Answers on Back Page!

**"Liberty, when it begins to take root, is a
plant of rapid growth."**

—George Washington



"I'm hoping to be
cured of my laziness."

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Tips for Managing Inactive Files

Records management often revolves around storing and handling files containing information on active clients in a business. These records are constantly changing, often growing and taking up significant storage space. However, during the regular course of business, some files become inactive when clients move away, change businesses, or unfortunately pass away. Despite becoming inactive, these records still occupy space and require protection just like active records. Here are some strategies to manage the storage of these inactive files effectively.

Purge

Inactive files don't need to occupy the same valuable, easily accessible space as active files. Consider moving these files out to reclaim valuable space and make it easier to locate active files in less cluttered file drawers. Thinning out your active files can involve:

- **Checking Files for Activity:** You may have more inactive files than you realize. Review your records to identify inactive files that might be mixed in with active ones and move them to the inactive category.
- **Confirming Retention Schedules:** Your files may contain documents with varying retention periods. It's crucial to stay updated on each retention schedule. Go through all your active and inactive files to ensure that any files past their retention dates are removed for destruction.

Move

For files that need to be saved until the end of their retention period or permanently, there are a couple of things you can do to make your office more efficient:

- **Digitize Your Files:** Converting your inactive paper files into digital files is straightforward and will allow you to move these files to available space on your computer. Many inactive paper files can be permanently destroyed after digitization. To save your staff's valuable time and ensure high-quality digitization, use the services of a records management company that offers scanning. They can handle large quantities of documents more efficiently than your staff. Remember that even digital files must conform to the required retention periods as dictated by state and federal privacy laws.
- **Store Offsite:** If you prefer keeping paper documents, partner with a reputable records management company that offers secure offsite storage for your inactive files. This will free up office space, and the files will still be accessible for delivery, pickup, or even scanning and digital transfer when needed.

Destroy

Utilize the services of a reputable and compliant shredding company to destroy any inactive files that have been digitized or have passed their retention date. Never dispose of them in the dumpster or recycling bin, as you are liable for the information they contain. A professional shredding company will provide you with a Certificate of Destruction for your records once the shredding job is complete.

Don't let inactive files clutter up or take over your active business space. Once you've cleared out and reassigned these files to a new location, whether digitally or through shredding, implement a system to regularly pull inactive files after they have not been accessed for a designated amount of time. This will help maintain an organized and efficient records management system, ensuring that both active and inactive files are managed appropriately and securely. By regularly purging, moving, and destroying inactive files, you can keep your business operations smooth and compliant with all necessary regulations.

Celebrate Independence Day with Festive Spirit and Community!

Independence Day is a time for family gatherings, fireworks, parades, and barbecues. More importantly, it's a time to reflect on the values of freedom that our country was founded upon. As you enjoy cookouts with friends and family, share stories of American history and the significance of this day, especially with the little ones. Let's come together as a community to honor the past, celebrate the present, and look forward to a bright future. Happy Independence Day to all! May your celebrations be filled with joy, unity, and patriotic pride.

Trivia Quiz Answers:

1.) Named after Julius Caesar, the Roman general and statesman; 2.) Ruby; 3.) Amerigo Vespucci; 4.) Neil Armstrong; 5.) Independence Day; 6.) Watermelon; 7.) Summer; 8.) Jackson Pollock 9.) The storming of the Bastille during the French Revolution 10.) Cancer

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