

## JULY SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**14 YEARS**

Justin Green

**4 YEARS**

Nicholas New

## Green Fragrances

According to a Danish study of allergens, after nickel, fragrances were the second most common cause of allergic contact dermatitis, which is inflamed skin caused by an allergic reaction. Over the last decade, fragrance sensitivities among dermatitis patients have increased by up to 13 percent. These substances can also cause allergic reactions when inhaled and may contribute to indoor air pollution and environmental concerns when washed into waterways.

If you are sensitive to fragrances, you can reduce your exposure by choosing fragrance-free products, double-rinsing detergents, and avoiding fabric softeners, perfumes, colognes, aftershaves, fingernail-care products, and hairspray. Choosing simpler, less heavily scented products can benefit both personal health and the environment.

## What's Inside This Month?

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## Thoughts from Richard Steed



July has a way of convincing us that time slows down. The evenings stretch on, the grill gets more use than the stove, and the words "I'll get to it tomorrow" somehow sound

perfectly reasonable. There's no urgency in July. It's a month that encourages us to linger a little longer on the porch, take the scenic route home, or watch one more sunset before calling it a day.

Of course, the funny thing is that time doesn't actually slow down at all. If anything, July has a habit of disappearing faster than almost any other month. One weekend becomes the next, gardens seem to double in size overnight, and before you know it, someone is talking about "back-to-school" sales while you're still looking for your sunglasses.

Maybe that's why July has always reminded me to enjoy the moment without completely forgetting what comes next. Summer has a wonderful way of making us feel carefree, but it also rewards those who do just a little planning. A little weeding today means a healthier garden next month. A little maintenance now keeps the lawn mower from quitting halfway through August. Small efforts have a way of paying us back when we least expect it.

The same is true in our working lives. The busiest seasons rarely announce themselves in advance. They simply arrive, and we're grateful for whatever preparation we've managed to do beforehand. A little organization during the quieter days often makes the hectic ones much easier to navigate.

That's especially true in records management. July can be an ideal time to catch your breath, review what has accumulated during the first half of the year, and make a few thoughtful adjustments. Nothing dramatic—just enough housekeeping to ensure information is where it belongs before business begins to accelerate again.

So enjoy the long evenings, the family cookouts, and the inevitable search for that one beach chair that always seems to disappear over the winter. July reminds us that life's best moments are often the unplanned ones—  
but a little preparation never hurts.

*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!

## How to Clean Out Your Fridge

Have you noticed a funny smell every time you walk into your kitchen? It might just be time to give your refrigerator a good cleaning! Here's the best way to get the job done.



Begin by taking everything out of your refrigerator. Throw away any food that is old, spoiled, or moldy.

Take out all the removable parts from the refrigerator, including the shelves, racks, and drawers. These parts should all be hand-washed in warm, soapy water using a mild dishwashing detergent. Let the shelves, racks, and drawers drain on a towel or dish rack while you clean the inside of the refrigerator.

Using warm, soapy water and a sponge or dishcloth, wash the inside of the refrigerator, starting at the top of the compartment. Don't forget the inside of the door and any compartments or racks on the door. Rinse the interior with clean water and let it dry completely.

Before returning food to the refrigerator, take a few moments to wipe off jars, bottles, and other containers that may have sticky spills or drips on them. Check expiration dates and discard anything that is no longer safe to eat. Group similar foods together—such as dairy products, condiments, fruits, and leftovers—to make items easier to find and help reduce food waste. An organized refrigerator also allows cold air to circulate more freely, helping the appliance operate more efficiently.

When the inside of the refrigerator and all the shelves and drawers are clean and dry, replace the shelves and drawers. Clean the outside of the refrigerator with a mild, soapy solution. Don't forget the gasket (the rubber seal around the door). If the gasket is particularly dirty, use an old, soft toothbrush to clean the crevices. If your refrigerator has a removable drip pan, clean it as well. If your refrigerator has accessible condenser coils, vacuum them several times a year to help keep the appliance running efficiently.

A quick refrigerator inspection every week or two can prevent major cleanups later. Wipe up spills as soon as they happen, toss leftovers before they overstay their welcome, and rotate older foods to the front so they'll be used first. Spending just a few minutes on regular maintenance will help keep your refrigerator cleaner, reduce unpleasant odors, and make meal preparation a little easier.

To keep your refrigerator smelling fresh, place an opened box of baking soda in both the refrigerator and freezer compartments.

## Trivia Quiz Answers

1. 1776, during the Declaration's first reading; 2. The Lee Resolution, also known as "The Resolution for Independence"; 3. Cancer and Leo; 4. Ruby; 5. Pink; 6. Tour de France; 7. Sirius; 8. Alaska; 9. Water Lily; 10. The Perseid meteor shower

## July Holidays and Events

### Daily Observances:

- 3 Compliment Your Mirror Day
- 3 Stay Out of the Sun Day
- 4 Independence Day
- 4 International Day of Cooperatives
- 5-11 National Farrier's Week
- 6 Take Your Webmaster to Lunch Day
- 7 Father-Daughter Take a Walk Together Day
- 7 Tell the Truth Day
- 10 Cow Appreciation Day
- 11 Bald Is In Day
- 11 World Population Day
- 13 Embrace Your Geekness Day
- 13 Gruntled Workers Day
- 13 International Town Criers Day
- 18-26 National Moth Week
- 18 National Woodie Wagon Day
- 19 Lake Superior Day
- 19 National Ice Cream Day
- 20 National Get Out of the Doghouse Day
- 21 No Pet Store Puppies Day
- 22 Rat-Catchers Day
- 23 Hot Enough For Ya Day
- 24 National Drive-Thru Day
- 24 National Tell an Old Joke Day
- 25 National Day of the Cowboy
- 26 Aunties Day
- 26 Parents Day
- 27 National Korean War Veterans Armistice Day
- 27 Take Your Houseplants for a Walk Day
- 27 Walk on Stilts Day
- 30 National Chili Dog Day
- 30 International Day of Friendship

### Monthly Observances:

- National Grilling Month
- National Hog Dog Month
- Cell Phone Courtesy Month
- International Alopecia Month for Women
- International Zine Month
- National "Doghouse Repairs" Month
- National Horseradish Month
- National Ice Cream Month
- National Make a Difference to Children Month
- National Park and Recreation Month
- National Vacation Rental Month
- Smart Irrigation Month
- Women's Motorcycle Month
- Worldwide Bereaved Parents Awareness Month
- Herbal/Prescription Interaction Awareness Month

## PacBlog The Hidden Costs of Not Scanning Your Documents

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/the-hidden-costs-of-not-scanning-your-documents/>

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](mailto: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:

What do you get when you drop a piano into a mine shaft?

**Last Month's Answer to:**

*How did the scarecrow win the Nobel Prize?*

**He was out standing in his field!**

**Last month's Winner:**

**DEREK ARMON**

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

### Trivia Quiz: All About July

July is filled with sunshine, summer vacations, backyard barbecues, and patriotic celebrations. See how many of these July-themed trivia questions you can answer!

1. In what year did the Liberty Bell reportedly crack while being rung during a reading of the Declaration of Independence?
2. What famous document was officially adopted on July 2, 1776?
3. Which two zodiac signs fall during the month of July?
4. What is the birthstone for July?
5. July's birth flower includes the larkspur. What color larkspur traditionally symbolizes first love?
6. Which annual bicycle race is traditionally held during the month of July?
7. What is the name of the brightest star in the night sky, often visible during July evenings?
8. Which U.S. state is nicknamed "The Last Frontier" and celebrates its statehood each July?
9. What flower, commonly associated with ponds and lakes, is one of July's birth flowers?
10. What is the name of the annual meteor shower that begins in mid-July and peaks in August?

*Answers on Back Page!*



"You have a good attitude, you're a hard worker and you're always on time. On the other hand, you let Gigantor destroy New York."

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# ***Top Reasons Your Business Needs a Document Retention Policy***

Every business generates records. Contracts, invoices, tax documents, personnel files, patient charts, and client communications pile up faster than most organizations can manage. Without a clear plan for how long to keep each type of record and when to securely destroy it, that volume becomes a liability. A document retention policy turns guesswork into a defined system. Here are the top reasons your business needs one.

## **Stay Aligned with Legal and Regulatory Requirements**

State, federal, and industry-specific rules all shape how long records must be kept. Healthcare organizations work within HIPAA standards, financial firms follow their own retention mandates, and legal practices carry strict confidentiality obligations. A retention policy maps each record type to the appropriate schedule, so your business holds documents long enough to meet its obligations and disposes of them properly once that window closes.

## **Reduce Risk and Limit Exposure**

Keeping records longer than necessary increases your exposure in the event of a data breach, audit, or dispute. The more sensitive information you store, the more you have to protect. A retention policy keeps only what you need, when you need it, and ensures everything else is destroyed through a secure, documented process. Pacific Records Management's NAID AAA Certified shredding gives you a defensible chain of destruction that protects your business and your clients.

## **Improve Efficiency and Retrieval**

A growing pile of boxes and overstuffed file cabinets slows everyone down. When records follow a defined schedule, your team knows exactly what exists, where it lives, and how long it stays. Pacific Records Management's secure, web-based ordering system and on-demand retrieval mean you can locate and request any active file without digging through storage. Records arrive when you need them, with a complete audit trail behind every request.

## **Control Storage Costs**

Storing documents you no longer need wastes money and space. A retention policy identifies records that have reached the end of their lifecycle, freeing up valuable office space and reducing the cost of holding inactive files. Offsite records storage with Pacific Records Management gives you a secure, climate-controlled environment built for long-term preservation, at a fraction of the cost of using prime office real estate as a filing room.

## **Support Audits and Operational Continuity**

When an audit or legal request arrives, scattered records create stress and delay. A retention policy paired with organized offsite storage means you can produce the right documents quickly and confidently. That readiness supports daily operations and protects your business when timing matters most.

## **Build Your Policy on a Trusted Foundation**

A document retention policy is only as strong as the partner who helps you carry it out. For 150 years, Pacific Records Management has served businesses across Sacramento, Stockton, Modesto, Fresno, and Reno with secure storage, scanning, and shredding services built around compliance and accountability.

Ready to put a smarter retention strategy in place? Call Pacific Records Management at 800-685-9034 or visit [pacific-records.com](http://pacific-records.com) to get started.



***Did You Know . . . You Can Pay Online?***  
Pacific customers can pay their invoices online at:  
<https://pacific-records.com/pay-your-bill>



*“Let fortune do her worst, whatever she makes us lose, so long as she never makes us lose our honesty and our independence.” —Alexander Pope*

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