

JULY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

3 YEAR

Eric Trost

6 YEARS

Robert Martinez

Protect Yourself from Mail Fraud

Identity theft is becoming increasingly more common these days. One of the prime ways these criminals get your personal information is through mail theft. To protect yourself, keep these tips in mind.

- Place outgoing mail in a secure box, like a USPS collection box.
- Pick up your incoming mail as soon as possible. Do not leave mail in your mailbox overnight.
- Carefully review all of your credit card statements each month to be sure not to miss any fraudulent activity.
- Pick up new checks directly from your bank instead of having them mailed.
- Never send cash through the mail.
- Immediately report any vandalism or tampering with your mailbox to your local postmaster and the police.

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Thoughts from Richard Steed

July is finally here . . . which means SUMMER! Sure, we all know summer really began on June 21st, but July marks Summer-for-Real with Independence Day celebrations kicking off the season's festivities. Fireworks anyone?

When I think of July, I think about enjoying longer days with friends and family, relishing pleasant strolls on warm summer nights, and dusting off the ol' grill for the summer's premier barbecue!

Burgers anyone?

Hot dogs?

Corn on the cob???

The upcoming months are sure to bring many pleasantries, and maybe even some fond memories of summers past, sure to inspire nostalgia. Maybe even a distant childhood memory to warm you on one of those crisp late-July nights. And July's "natural fireworks"—those rare passing thunderstorms—will also be a welcome treat, especially this year!

So what are you waiting for? Go ahead . . . compose that out-of-the-office-until vacation response for your emails and take that well-deserved time off. Enjoy your vacation with the peace of mind that comes with knowing your business's most confidential records are in our safe hands.

Eat too much.

Take long walks.

Worry about nothing.

We've got you covered!

Have a great summer!!

Richard

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

—Mark Twain



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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!

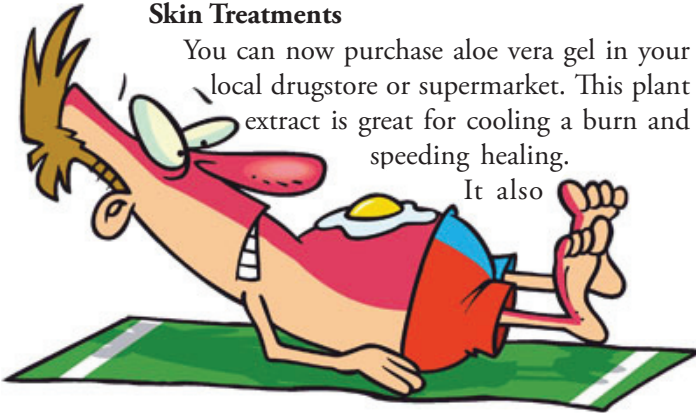
How to Treat Sunburn

Ever have one of those days? You've spent a couple of hours enjoying the great outdoors, you return home, and then it hits you. Your shoulders and face start to sting and you realize you've got one bad sunburn. Next time this happens, don't just suffer through it. There are some things you can do to make the healing time better.

Skin Treatments

You can now purchase aloe vera gel in your local drugstore or supermarket. This plant extract is great for cooling a burn and speeding healing.

It also



moisturizes your skin. There are also several types of anesthetics available that are applied as lotions or sprays. These will numb the affected area while your skin recovers. Avoid products containing benzocaine, and don't cover the area with petroleum jelly, as this does not allow the heat to escape.

Pain Relief

Ibuprofen or acetaminophen can relieve some of the discomfort you feel with a sunburn. Avoid aspirin, however. Take a cool (not cold) bath, adding a small amount of baking soda to the water. Use cool, wet compresses on the afflicted areas, but don't use ice. Drink extra liquids to help prevent dehydration.

Get Help

If your skin is simply red and painful, you've probably suffered a first degree burn. A second degree burn will cause blisters to form on your skin. If you have extremely blistered skin, are suffering severe pain, or generally feel ill, seek the assistance of a physician immediately. Also, any sunburn in an infant under the age of one should be considered an emergency and requires immediate medical attention.

It is important to try to not get another sunburn while your skin is still healing. This will only further delay healing and will cause more pain. Remember, though, that prevention is the always the best medicine. Use sunscreen when going outdoors, take a hat, and stay out of the sun during the hottest times of the day. Hopefully, you'll never have to treat a sunburn again.



To forget how to dig the earth and to tend the soil is to forget ourselves.

— Mohandas K. Gandhi

July Holidays and Events

Daily Observances:

- 1 Canada Day
- 1 Second Half of the New Year Day
- 2 International Day of Cooperatives
- 3 Compliment Your Mirror Day
- 3 Stay Out of the Sun Day
- 4 Independence Day
- 6 Take Your Webmaster to Lunch Day
- 7 Father-Daughter Take a Walk Together Day
- 7 Tell the Truth Day
- 10 Don't Step on a Bee Day
- 11 International Town Criers Day
- 11 World Population Day
- 13 Embrace Your Geekness Day
- 13 Gruntled Workers Day
- 16 National Woodie Wagon Day
- 17-23 National Independent Retailers Week
- 17 National Ice Cream Day
- 18 Global Hug Your Kids Day
- 18 National Get Out of the Doghouse Day
- 22 Rat Catchers Day
- 23 Gorgeous Grandma Day
- 23 Hot Enough For Ya Day
- 23 National Day of the Cowboy
- 24 Cousins Day
- 24 National Drive-Thru Day
- 24 National Tell an Old Joke Day
- 24 Parents' Day
- 27 National Korean War Veterans Armistice Day
- 27 Take Your Houseplants for a Walk Day
- 27 Walk on Stilts Day
- 28 National Chili Dog Day

Monthly Observances:

- National Grilling Month
- National Hot Dog Month
- National Ice Cream Month**
- Bereaved Parents Awareness Month
- Bioterrorism/Disaster Education and Awareness Month
- Cell Phone Courtesy Month
- Freedom from Fear of Speaking Month
- Herbal/Prescription Interaction Awareness Month
- International Women with Alopecia Month
- International Zine Month
- National "Doghouse Repairs" Month
- National Blueberries Month
- National Child-Centered Divorce Month
- National Horseradish Month
- National Make a Difference to Children Month
- National Recreation and Parks Month
- Sandwich Generation Month

PacBlog

Why Self-Storage is a No-No for Business Records

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/why-self-storage-is-a-no-no-for-business-records>

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:
What kind of cat can swim?

Last Month's Answer to:

What do you call a cat that works for a doctor?

A First Aid Kit!

Did you know the answer last month?

If you had sent it in, **YOU would have been the lucky winner** . . . nobody guessed correctly last month!

Why not send in your answer today?

Email your answer to info@pacific-records.com

Trivia Quiz: Ice Cream!

July is National Ice Cream Month. Test your frozen confection knowledge with this cool trivia quiz!

1. A popular ice cream topping is sprinkles, also known as nonpareils. Nonpareils is French for what?
2. What flavor of ice cream is most popular?
3. Which American ice cream company has the slogan, "Ice Cream of the Future"?
4. Which U.S. state has the most Dairy Queen stores?
5. Which U.S. state makes the most ice cream each year?
6. What is the bestselling frozen novelty in the United States?
7. In which country was ice cream made available to the general public for the first time?
8. Sorbet is unique in that it does not have what ingredient?
9. What do you call the paper wrapper around the bottom of an ice cream cone?
10. A Baked Alaska is an ice cream dessert baked in the oven. What keeps the ice cream from melting?

Answers on Back Page!

Green Refrigeration

Your refrigerator works best when it's full, but not crowded. Food in your refrigerator helps retain the cold. This better maintains a consistent temperature when you open and close the refrigerator doors. If your refrigerator is tightly packed, however, air flow can be restricted, causing it to run less efficiently. If your refrigerator is lightly stocked, use jugs of water to more efficiently fill the space. Then, when you bring home the groceries, pull the jugs out to make space.



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Records Management Best Practices

All businesses are responsible for handling information in a secure, organized, and legally-compliant manner. There are several steps you can take to make sure your records management program is effective:

1. Document Retention

Knowing which of your records to keep, and for how long, is essential to ensuring legal and regulatory compliance. To manage records properly, your business should have a comprehensive document retention policy. If you're just starting to draft a policy, consult with a records management professional who can offer guidance on industry-specific and general regulatory requirements.

2. Indexing and Categorization

Know exactly where your information is at all times. First, accurately index and categorize every document you maintain. You should be able to locate a document at any point in its lifecycle and distinguish between active files and archival documents.

3. Secure Storage

The foundation of proper records management is protecting documents from disaster and unauthorized access. First, a commercial records center that meets National Fire Protection Agency (NFPA) and State of California Department of Public Health (CDPH) standards is an ideal facility for safeguarding your records from physical damage. Second, specialized climate and fire protection systems within the records center should be utilized to protect your vital business documents for decades. Finally, advanced access controls, intrusion prevention systems, and barcode tracking technology should be used to limit access to authorized staff within your organization.

4. Final Disposition Reviews

Just as you should review how long to keep documents, you should also know when to destroy them. Final disposition dates represent the expiration date of legal statutory periods. Partnering with a NAID AAA Certified shredding company allows you to make sure expired records are destroyed securely and within a strict chain of custody. They will provide locked collection containers that allow for confidential disposal and collection of sensitive documents, and when the containers are full, a background-screened shredding technician collects the contents and either destroys your documents on site or transports them to their plant-based shredding facility for destruction.

5. Employee Training

Every person in your organization should understand and comply with your company's records management policies and procedures. Distribute written copies of your records retention policy so employees don't have to guess whether a file or important piece of data should be stored or destroyed. Schedule ongoing training sessions to keep staff up to date on evolving compliance and privacy protection regulations and trends. The better you educate your employees on records management best practices, the better your organization can handle information in a secure and organized manner.

The Mystery of Hiccups

Imagine having the hiccups for almost your whole lifetime! Charles Osborne of Anthon, Iowa, did—hiccupping for over 68 years. He started hiccupping in 1922. Two wives and eight children later, in 1990, his hiccups finally went away. Thankfully, this type of condition is incredibly rare.

Believe it or not, hiccups are somewhat of a mystery to the medical profession. Although many causes of hiccups are understood, such as eating spicy foods or drinking too much, many cases are unexplained. Hiccups can also be a symptom of a stroke or a tumor. But many times, the cause is just "nothing."

Hiccups have been studied for thousands of years, since the time of Hippocrates. In fact there is even a technical term for hiccups, "singultus." But as of yet, there is no known cure. There are, however, many home remedies. Some involve stimulating the back of the throat, like sipping ice water, swallowing sugar, or sucking on a lemon. Others interrupt normal breathing, like holding your breath, breathing into a paper bag, or reacting to sudden fright. Eventually, most hiccups will subside. However, if you do have a case of the hiccups that don't go away, consider seeing your doctor.

Trivia Quiz Answers

1. Without equal. 2. Vanilla. 3. Dippin' Dots. 4. Texas. 5. California. 6. The Klondike Bar. 7. France. 8. Dairy products. 9. The jacket. 10. A meringue covering.

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