

JUNE SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

3 YEAR

Sue Clouse
Orlando Chavez
Jesse Aguilar
Nicholas Clouse
William Clouse
David Nichols
Connor Swalley

4 YEARS

Justine Brown

10 YEARS

Dick Kelton

11 YEARS

Dallin Woodruff

18 YEARS

Gurmit Singh

19 YEARS

Carmen Rutz

Thoughts from Richard Steed

Zoom! Here we go zipping into another month. This, however, is the long one. The one with just thirty days but oh, baby, don't they stretch out to infinity like a field of bright yellow Kansas wheat? You can't help but feel like you're getting an extra zap of something magical each night when dinner is through, dishes done and the golden hue keeps right on glowing throughout your home like it might never end. There's something about the light on a summer evening that cannot be properly described, nor captured. That's as it should be, isn't it?

Even the buzzing of insects offers a song of summer that is worthy of pause. Appreciating these long, yet fleeting days is a practice I've honed over the years. Each June brings back memories of tackling ice cream cones before they melt all over your hands and feet, humid walks around the block and running through (or, in my case, tripping over) the sprinkler. The midsummer solstice—the longest day of the year!—is Tuesday, June 21st!

Father's Day is due, too. Don't forget! It will come wafting through just before the solstice on Sunday, June 19th. Keep in mind that we've got your records management needs covered . . . but you're on your own when it comes to acknowledging good ol' pops.

Happy June to all, and Happy Father's Day to the Dads, too! Savor the ice cream and the memories...



Richard

"That piece of red, white and blue bunting means five thousand years of struggle upwards. It is the full-grown flower of ages of fighting for liberty. It is the century plant of human hope in bloom."

—Alvin Owsley



Need an unscheduled service of your shred bin?

Feel free to fill out a request



<https://pacificshredding.com/service-request>

What's Inside This Month?

Thoughts from Richard Steed

Do You Have a Quarterly Records Management Checklist?

Trivia Quiz: Self Starters!

Want to Win a \$25 Amazon Gift Card?

How to Leave Us Google & Yelp Reviews

June Offers!

It's the Thought That Counts

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 June!

Do You Have a Quarterly Records Management Checklist?

A simple checklist can help you remain effective and efficient as we approach the third quarter of the year. It can remind you about things you may have overlooked.

Here we've provided a way for you to assess your records management policy:

Organization

Have you defined and allocated your records management responsibilities?

Policy

Have you recently reviewed and presented your records management policy?

Risk

Has your records management risk level been evaluated?

Training

Is your staff current with their training, including recently enacted or changed laws, equipment, software, etc.? Have you offered an annual refresher session, retreat, workshop, or similar staff development opportunity?

Monitoring

Do you run regular checks on records security and compliance?

Control

Do you have a process to ensure personal collected data is accurate, relevant, and not excessive to your requirements? Do you regularly purge unnecessary or outdated information?

Tracking

Do you have a proper chain of custody for all records? Are retention periods observed and managed, with obsolete records being shredded at the end of their lifecycle? Do you have a Certificate of Destruction for the items shredded?

Electronic Transfer

Do you have measures in place to protect loss or theft of personal data during electronic transfer? Are your computers and network well protected?

Access

Are your records restricted to only those who require access? Are passwords changed frequently, and have personnel that no longer work there been removed from your systems?

Recovery

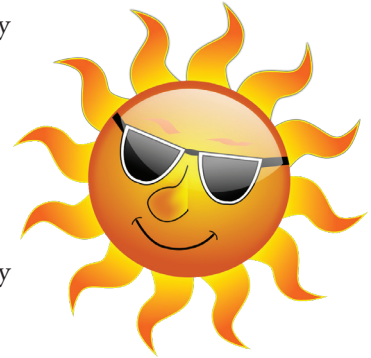
Is your disaster recovery process up to date, and is everyone familiar with it?

By reviewing and evaluating your records management with this checklist, you've already started on the path to better records management. Rather than try to accomplish it all at once, tend to one thing at a time by tackling the highest-priority items first. Consider designating tasks to the right leaders. And last but not least, schedule a review of this checklist three months from now and see how you've done.

June Holidays and Events

Daily Observances:

- 1 National Barefoot Day
- 2 National Leave the Office Earlier Day
- 3 Chimborazo Day
- 4 National Trails Day
- 5 World Environment Day
- 8 World Oceans Day
- 12 Crowded Nest Awareness Day
- 14 Flag Day
- 15 Native American Citizenship Day
- 16 Recess at Work Day
- 17 Work at Home Father's Day
- 18 World Juggling Day
- 19 Father's Day
- 20 World Refugee Day
- 21 Midsummer Solstice
- 23 Let It Go Day
- 24 Celebration of the Senses
- 24 Take Your Dog to Work Day
- 26 America's Kids Day
- 26 Descendants Day
- 30 National Bomb Pop Day
- 30 National Handshake Day



Monthly Observances:

- National Camping Month
- Perennial Gardening Month
- Adopt a Shelter Cat Month
- Audiobook Appreciation Month
- Child Vision Awareness Month
- Children's Awareness Month
- Dairy Alternatives Month
- Effective Communications Month
- Entrepreneurs "Do It Yourself" Marketing Month**
- Great Outdoors Month
- International Men's Month
- International Surf Music Month
- June Dairy Month
- National Accordion Awareness Month
- National Aphasia Awareness Month
- National Bathroom Reading Month
- National Candy Month
- National Iced Tea Month
- National Rivers Month
- National Rose Month
- National Safety Month
- National Soul Food Month
- National Steakhouse Month
- Professional Wellness Month
- Rebuild Your Life Month
- Skyscraper Month

PacBlog

Why is DPI So Important in Document Scanning?

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-is-dpi-so-important-in-document-scanning>

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 do you call a cat that works for a doctor?

Last Month's Answer to:

If you were to spell out numbers, how far would you have to go until you would find the letter "a"?

One Thousand!

Last month's Winner:

XAVIER MOLINA
**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

Trivia Quiz: Self Starters!

June is Entrepreneurs "Do It Yourself" Month. In celebration of all those who forge out on their own, we've put together a trivia quiz to see how much you know about famous innovators.

1. Jack Daniel bought his distillery when he was 13 years old. What unusual way did this entrepreneur die?
2. J.C. Penney was started by James Penney. What was his appropriate middle name?
3. The Model T was produced by Henry Ford for nineteen years beginning in 1908. How many of these cars were sold in the United States?
4. True or False: Bill Gates never graduated from college.
5. As a young man, when he decided to get into the business world, Louis Chevrolet had a wonderful new idea to bring to the market. What was it?
6. Russell Stover got his start selling the first chocolate covered ice cream bar. What was the name of this ice cream treat?
7. One of Walt Disney's first claims to fame was the character we now know as Mickey Mouse. What was the original name given to this animated mouse?
8. Charles Pillsbury was a shrewd businessman and led his company to success. But the success of the advertising icon for his company outpaced his own success. What is the name of the "spokesman" for Pillsbury?
9. The Veg-O-Matic, the Pocket Fisherman, Mr. Microphone, and Seal-A-Meal were all products pitched by which television commercial salesman?
10. A popular tire company's mascot has the official name of Bidenbum, but he is more commonly known as what?

Answers on Back Page!



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How to Leave Us Google & Yelp Reviews

Thank you for being a client of Pacific Records Management!

As the online world grows and expands, one thing we rely on for business is client reviews. These reviews help us to achieve better ranking in search engines. Would you be willing to review our company? We've provided the links below with easy instructions to submit your review.

Thanks in advance for taking the time to help us! We appreciate your business and it is a pleasure to serve you.

How to Review Us on Google

Please go to the appropriate link below for your service area:

Sacramento: <https://goo.gl/YVhD3A>

Modesto: <https://goo.gl/MU53Wp>

Stockton: <https://goo.gl/TbA9Zb>

Fresno: <https://goo.gl/hhQXMJ>



Next, sign in to Google+, and click the gray "Write a Review" button found just under our address.

You will be directed to a login screen for Google. If you're logged into your Google account, you will see a review window, and your review will be posted using your Google ID. If you do not have a Google account, click on the red "Create Account" button link at the top right to get your free Google account.

In the Review section, choose the rating that best represents your opinion of our company and the service we provide. Then in the open box area, please add a description to support your rating. Be sure to click the blue "Publish" button when you're finished.

For Yelp . . .

As the online world grows and expands, one thing we rely on for business is client reviews. These reviews help us to achieve better ranking in search engines. Would you be willing to review our company? We've provided a link below with easy instructions to submit your review

Thank you in advance for taking the time to help us! We appreciate your business and it is a pleasure to serve you.

Sacramento: <https://www.yelp.com/biz/pacific-records-management-sacramento-5>

Modesto: <https://www.yelp.com/biz/pacific-shredding-modesto>

Stockton: <https://www.yelp.com/biz/pacific-records-management-stockton>

Fresno: <https://www.yelp.com/biz/pacific-shredding-fresno>





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



It's the Thought That Counts

A seventeen year old boy was out late with his friends one summer night when he realized that the next day was Father's Day. He had forgotten all about it. So after finding an open store, he was disappointed to see only two cards left on the picked-over rack. He read them both, shrugged his shoulders, and left with one of the cards.

The next morning, he tumbled out of bed, made his way downstairs, and presented the card to his dad. His father read it and then looked up with a puzzled expression on his face.

"You've been like a father to me," he said questioning.

"Well," said the boy, "you're lucky I didn't get the one that said, 'Now that I am a father too!'"



Trivia Quiz Answers

1. He forgot the combination of his safe, so he kicked it in frustration. His broken foot later had gangrene set in, eventually killing him. 2. Cash. 3. 15,500,000. 4. True. 5. A wine making pump. 6. Eskimo Pie. 7. Mortimer. 8. Poppin Fresh. 9. Ron Popell. 10. The Michelin Man.

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