

MARCH SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

19 YEARS

Collings Aki

5 YEARS

Gabriel Cornado

3 YEARS

Chris Flores

4 YEARS

Chris Sharp

This Month in History

March 17, 1897 — In the first heavyweight title fight to be filmed, “Gentleman Jim” Corbett lost the world title to “Ruby Robert” Fitzsimmons in Carson City, Nevada.

March 18, 1965 — Soviet cosmonaut Colonel Leonov stepped out of the Voskhod 2 capsule for 20 minutes in a special space suit, making him the first man to leave a spaceship in space.

March 28, 1881 — P.T. Barnum and James A. Bailey merged their circuses.

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March Offers!

Thoughts from Richard Steed

Happy Spring! The winter season has been a wild mixed bag around the country this year. Drought in many areas, flooding in others. Long stretches without snow in the northeast, and then an all-at-once dumping with back-to-back-to-back storms.



What a year.

It’s been quite interesting to compare our weather with the rest of the good ol’ USA. Overall, we’ve got it pretty darn good, wouldn’t you say? Yes, we are fortunate in so many ways. We live in a spectacular part of this nation with warm, friendly people and genuine pride in our city. Even when inclement weather does rear its head, most of us ‘round here tend to face it head on and make the best of things.

I do, however, really enjoy watching the national news cover the weather extremes. It’s often a great perspective reminder. It can also make one year to experience March in another area of the country for a day or two—or not!

As for spring’s dawning, we’re now in the home stretch. Each day gives us a few more minutes of that precious daylight than the day before. Yes, March is one of those interim months. It’s not really wintertime and it’s not quite springtime. It’s Marchtime!

(Sounds like a bit like a song written by John Phillip Sousa, doesn’t it?) During this season of Marchtime, as it is with every season, you can rest assured that we’ve got your invaluable information assets well guarded so you can relax and make this month of 2023 the best one yet!

Richard

If spring came but once a century instead of once a year, or burst forth with the sound of an earthquake and not in silence, what wonder and expectation there would be in all hearts to behold the miraculous change.

— Henry Wadsworth Longfellow

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 March!

People Skills in the Workplace

According to The Conover Company, research shows that inferior interpersonal skills are the No. 1 reason employees don't get along, fail to get promoted, and—worst of all—lose their jobs.

Following are tips for displaying these essential interpersonal skills and etiquette in today's workplace.

– Start and maintain good relationships with colleagues and newcomers. You'll help maintain a pleasant workplace and make new friends too. Even with a difficult manager or coworker, stay professional and polite.

– If you need to confront someone, do so thoughtfully and professionally. Your attempts to understand and relate to the feelings of others is called empathy—the laudable sense of understanding them and how they feel. When a coworker shares something personal with you, try to put yourself in their shoes. Think carefully about how you would react in the same situation. What would you want to hear someone say or have them do for you?

– When approached by a person who wants to talk to you in private, set aside your phone, computer, or task. Share eye contact, listen carefully, and ask for clarification on issues that can help you better understand the situation. Avoid unnecessary interruptions.

– Cooperating with others—especially working on a team—is vital in the workplace. Even though each person may have his or her own individual tasks and goals, all must share the primary goal: helping the company succeed. Without cooperation, the atmosphere of your workplace suffers and threatens the company issuing your paychecks.

– Finally, when you're talking to a manager or coworker, stand at arm's length so that person will not feel like you're invading his or her personal space. It's wise to refrain from touching any person in the workplace, so there are no misunderstandings about intentions.

Trivia Teaser: Street Smart

1. Whose first words on "Sesame Street" were "Don't bang on my can! Go away!"?

2. What fictional lawyer was assisted by a secretary named Della Street?

3. On what London street did demon barber Sweeney Todd ply his trade?

4. In what musical did Freddy Eynsford-Hill sing "On the Street Where You Live"?

5. What rock singer is backed by the E Street Band?

6. What actor won a Best Supporting Actor Oscar for reprising his Broadway role in "A Streetcar Named Desire"?



Answers on Back Page!

March Holidays and Events

Daily Observances:

- 1 National Peanut Butter Lover's Day
- 2 Read Across America
- 2 Texas Independence Day
- 3 Missouri Compromise
- 3 National Anthem Day
- 3 World Wildlife Day
- 3 World Birth Defects Day
- 4 National Grammar Day
- 6 National Day of Unplugging
- 7 Vermont Town Meeting Day
- 7 National Be Heard Day
- 9 National Popcorn Lover's Day
- 9 National Get Over It Day
- 10 National Pack Your Lunch Day
- 10 National Hug Your Dog Day
- 11 National Proposal Day
- 12 National Plant a Flower Day
- 12 Daylight Saving Time Starts
- 12 National Girl Scout Day
- 13 National K9 Veterans Day
- 13 National Good Samaritan Day
- 14 Pi Day
- 14 National Potato Chip Day
- 16 National Corn Dog Day
- 17 Evacuation Day
- 18 National Biodiesel Day
- 19 National Let's Laugh Day
- 20 National Proposal Day
- 20 Vernal Equinox
- 21 World Puppetry Day
- 21 World Poetry Day
- 21 National Common Courtesy Day
- 21 National French Bread Day
- 22 World Water Day
- 22 National Goof Off Day
- 23 National Tamale Day
- 23 National Near Miss Day
- 24 National Cheesesteak Day
- 25 Maryland Day
- 25 International Waffle Day
- 26 Purple Day
- 26 National Spinach Day
- 26 Prince Kuhio Day
- 27 National Joe Day
- 28 Respect Your Cat Day
- 29 National Mom and Pop Business Owners Day
- 29 National Vietnam War Veterans Day
- 30 National I am in Control Day
- 30 National Doctors' Day
- 31 National Crayon Day

PacBlog

How to Choose a Records Storage Facility in CA's Central Valley

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/how-to-choose-a-records-storage-facility-in-cas-central-valley>

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.

How can you tell which rabbits are the oldest in a group?

Last Month's Answer to:

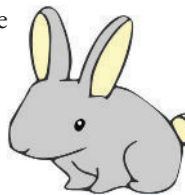
What did the boy sheep say to the girl sheep on Valentine's Day?

"I love ewe!"

Last month's Winner:

AMANDA CABRAL
** CONGRATULATIONS **

Email your answer to info@pacific-records.com



The No-Spend Challenge

Spend Nearly Nothing For A Month — Or A Year

What if you could cut your expenses in half — or more — for a month? We're talking living thin, here. No clothes, no TV, no beer with pals.

Financial writer Michelle McGagh and her husband did it for a year. They didn't buy coffee, eat out, or buy gas. She rode her bike everywhere. She spent only \$35 on food every week. What happened? At the end of one year her jeans were threadbare, but she saved \$23,000. McGagh wrote about her extreme challenge in her book, "The No Spend Year: How you can spend less and live more."

McGagh's challenge was extreme but even a month of thin living could pay off a bill.

According to Bankrate.com, the first thing to do is decide why. It could be to pay off a big bill that is coming or pad your savings account, but the goal should mean something to you.

Next steps:

- Eliminate any optional expense that comes out of your checking account such as subscriptions. You can resubscribe next month.
- Start thinking of some things as luxuries. You could get rid of Netflix for \$10 a month or cable for \$120, or both.
- Make a barebones food plan and stick to it. No prepared foods.
- Cellphone: No extra overages or get rid of the plan, if you can.
- No restaurants or pubs. Plan some things to do that are free.

Finally, count your cash at the end of the month!



"They need to come up with an app that will locate your glasses."

3 months FREE secure Destruction service

Get 3 months of free Secure Destruction service when you sign up for a new Secure Destruction account with a one-year agreement. Just mention this coupon! Email info@pacific-records.com for more information.

Document Retention 101

The term “101” refers to the elementary or basic facts of a particular subject. This slang term originated with college course numbers, with 101 being the entry-level course. Think of it as getting the *Reader’s Digest* version—abbreviated so that you have the vital information without unnecessary details.

If learning more about document retention is on your radar, here is our “Document Retention 101” overview.

Also known as “records retention,” document retention is the practice of storing, maintaining, and archiving confidential information over a required period of time, whether it’s administrative, financial, client, personnel, or other confidential information.

Every business depends on its records, and most of them must be retired at some time. In fact, the law lays out specific records retention requirements for certain types of records, including the length of time they must be kept and when they must be destroyed. It is the responsibility of your organization to know these timelines and adhere to them.

The Five Stages of a Document’s Lifespan

- 1. Generation:** The information is gathered and a file is created.
- 2. Use:** The information created is used to benefit the organization’s purpose. It may be modified over time.
- 3. Maintenance:** The information is kept in various forms, whether paper or digital, and may be accessed regularly or simply stored.
- 4. Disposal:** The information is securely destroyed at the end of its retention period.
- 5. Archival:** Information that is not required to be destroyed may be saved for future reference.

Do We Need a Document Retention Plan?

In short, yes. Here’s why:

1. Document retention is strictly governed by state and federal laws, and having a written plan in place is a fundamental step toward becoming and remaining legally compliant.
2. Your document retention plan can protect you, your organization, clients, and employees from legal action and government fines. If documents are kept for too long and a data breach occurs, not only can it upend the victims’ personal lives, destroy their finances, and wreck your company’s reputation, your organization and even specific employees may be held legally liable for the damages. Some companies never recover from the financial and reputation damage resulting from a data breach and ultimately go out of business. Everyone loses in this scenario.
3. Be sure to keep your plan up to date, use it to train new employees, and hold refresher courses for all employees at least once a year.
4. A healthy business operation is only possible when all staff are working within the same guidelines, including your document retention plan. Understanding what needs to be done and why can decrease the risk of human error and increase productivity.

Getting Started

We suggest seeking help from a reputable records management company. They will take your organization far beyond Document Retention 101 so you can be confident in your document retention plan.

Don’t Be Polite When It Comes To Security

One World Trade Center in NYC, has a \$20M security system. Nonetheless, in 2016 a teenager got in and roamed about for two hours. Everyone knows the security dangers in that scenario.

Maintaining secure areas is a problem because people are so nice. They let their colleagues into the building, even when they’re not sure they know the person. The most common causes of unauthorized entry into a building are piggybacking & tailgating.

Tailgating is when one person properly enters a secure door but another follows, unbeknownst to the first person. Piggybacking is when the transgressor gets permission (“Hey! Hold the door!”). Sometimes, people just hold the door for the person coming behind them, without them even asking. This kind of courtesy has no place at the entrance of a secure building.

Trivia Quiz Answers

1. Oscar 2. Perry Mason 3. Fleet Street 4. “My Fair Lady” 5. Bruce Springsteen 6. Karl Malden

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