

MAY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

23 YEARS

Carmen Rutz

22 YEARS

Rafael Tellez
Reynaldo Medina

5 YEARS

Samuel Casillas

3 YEARS

Anita Mendoza

2 YEARS

Samuel Allen

Making a Green and Frugal May

May is a great month to refresh your routine with a green twist! As flowers bloom and days get longer, look for ways to reduce your environmental impact. Line-dry laundry in the sun, use natural light during the day, and switch to non-toxic cleaners for spring chores. If you're tidying up, donate or recycle instead of tossing. Planting herbs or native plants can brighten your space and support local ecosystems. Whether it's conserving energy or cutting back on waste, small changes make a big difference.

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Thoughts from Richard Steed

Is it just me, or is May always a bit breathless? Spring is in full swing, school years are winding down, gardens are waking up, and Mother's Day has a way of sneaking up on you with the kind of emotional punch that turns a simple brunch into a misty-eyed memory-fest.



And maybe it's the longer days or the sudden bloom of color everywhere, but people seem more willing to connect in May—neighbors wave more, coworkers linger a little longer over coffee, and even the birds seem chatty. There's a rhythm returning, like life is stretching after a long nap.

In my case, May always feels like life is tapping the gas pedal just a little too hard. There are events, deadlines, and the quiet pressure to start things fresh while keeping everything else spinning. It's a month full of beginnings and endings—like January and December got together and decided to throw a garden party.

But as hectic as May can feel, there's something lovely about the in-between. Windows cracked open. Socks optional. A breeze that smells like lilacs and cut grass. It reminds me that not everything has to be done at a sprint. Sometimes, you just need to pause, breathe, and clear out a little space.

Which brings me, naturally, to our line of work. Information, like life in May, can get a little overwhelming if you let it pile up. There's value in tidying, in streamlining, in taking a fresh look at what you're holding onto—and what's ready to be let go. Whether it's a forgotten box in a back room or a folder you haven't peeked at since 2019, May's a fine month to reevaluate.

So take a cue from the season. Breathe. Clear a little space. And if you need help finding order in the middle of the madness, well—you know where to find us.

Happy May!

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 May!

How to Live with Noisy Neighbors

Apartment living—or any close quarters—can be challenging, especially if your neighbors are noisy. Even in a quiet suburban neighborhood, a loud group next door can fray your last nerve. Fortunately, there are constructive ways to deal with the nuisance. Keep these tips in mind the next time a cacophony breaks out nearby.



Is It Really a “Nuisance”?

First, familiarize yourself with your community’s rules and laws. What feels disruptive to one person may not fall within the legal definition of a nuisance. People with unique circumstances—a night worker who sleeps during the day, or a parent with a napping baby—may be more sensitive to daytime noise, but such situations usually aren’t protected by law. To find your local noise ordinance, visit your town’s website, stop by your city offices, or check your local library.

First, Go to the Source

Your best first step is to calmly and respectfully approach your neighbor directly. This can feel intimidating, but if you keep things friendly, it might be all you need. Often, people don’t realize their noise level is a problem and will be willing to adjust. You may also want to check with other neighbors to see if they’ve had similar concerns, to gauge how the noisy neighbor might respond.

Start Documenting

If speaking directly doesn’t resolve the issue, start documenting the disturbances. Send your neighbor a polite letter describing the problem, mentioning your earlier conversation. Include a copy of any local ordinances or apartment community rules that apply. Let them know you hope to resolve things amicably but may need to contact the authorities (a landlord, the police, or an attorney) if the noise continues. Be specific—note dates, times, and details whenever possible.

Take It to the Next Step

If the noise problem persists, you have options. If you rent, speak to your landlord—they usually have established procedures for handling noise complaints. If you own your home or the issue continues, contacting the police may be the next step. Make your report when the noise is happening so it can be verified. A formal warning might be enough to resolve the problem.

If All Else Fails

In extreme cases, legal action is possible. Consult an attorney to explore your options and determine whether pursuing a lawsuit is the right path.

May Holidays and Events

Daily Observances:

- 1 May Day
- 3 Garden Meditation Day
- 4 Star Wars Day
- 5 Cartoonists Day
- 5-11 Spring Astronomy Week
- 6 World Asthma Day
- 7 Great American Grump Out
- 8 No Socks Day
- 9 National Specially-Abled Pets Day
- 10 Spring Astronomy Day
- 11 Mother’s Day
- 12 Limerick Day
- 14 Underground America Day
- 15 International Day of Families
- 16 National Bike to Work Day
- 17 National Learn to Swim Day
- 18 Visit Your Relatives Day
- 20 Weights and Measures Day
- 21 National Waitstaff Day
- 22 World Goth Day
- 23 International World Turtle Day
- 24 Brother’s Day
- 25 National Missing Children’s Day
- 26 Memorial Day
- 28 National Senior Health and Fitness Day
- 30 Hug Your Cat Day
- 31 What You Think Upon Grows Day

Monthly Observances:

- Home Schooling Awareness Month
- Gardening for Wildlife Month
- Get Caught Reading Month
- Gifts from the Garden Month
- Arthritis Awareness Month
- Spiritual Literacy Month
- Asian American and Pacific Islander Heritage Month
- Better Hearing and Speech Month
- Fibromyalgia Education and Awareness Month
- Global Civility Awareness Month
- Haitian Heritage Month
- Heal the Children Month
- Healthy Vision Month
- Huntington’s Disease Awareness Month
- International Mediterranean Diet Month
- International Victorious Woman Month
- Latino Books Month
- Melanoma/Skin Cancer Detection and Prevention Month
- Motorcycle Safety Month
- National Allergy/Asthma Awareness Month

PacBlog

The Art of Streamlining Records Management

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-art-of-streamlining-records-management/](https://pacific-records.com/the-art-of-streamlining-records-management/)

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,
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**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 did the caveman say as he slid down the dinosaur's neck?

Last Month's Answer to:

What kinds of stories do horses like the best?

Tails of whoa!

Last month's Winner:

DEANN ALEXANDER

**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

Trivia Quiz: All About May!

As flowers bloom and sunshine lingers, May brings celebrations,
traditions, and turning points in the seasons. Test your
knowledge of all things May with this fun quiz!

1. May is named after which Roman goddess
associated with growth and fertility?
2. What flower is traditionally associated with May
Day celebrations?
3. Which U.S. holiday honoring fallen military
personnel is observed on the last Monday in May?
4. What is the birthstone for May?
5. Which zodiac signs are associated with May?
6. Which seasonal festival, celebrated around May 1st,
marks the halfway point between the spring equinox
and summer solstice?
7. What famous horse race takes place in the U.S. on
the first Saturday of May?
8. Which U.S. state celebrates its official statehood day
in May and is known for pineapples and volcanoes?
9. What sweet-smelling white flower is traditionally
considered the birth flower of May?
10. Which international celebration honoring mothers
often takes place on the second Sunday in May?

Trivia Quiz Answers

1. Maia 2. Maypole (or Lily of the Valley in floral symbolism)
3. Memorial Day 4. Emerald 5. Taurus and Gemini 6. Belane
7. The Kentucky Derby 8. Hawaii 9. Lily of the Valley 10. Mother's Day



Really, I'm fine. I've been this way ever
since I went through sensitivity training.

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Creating a Retention Schedule: What Your Business Needs to Know

Imagine running a kitchen without ever tossing expired ingredients. Chaos, right? That's what managing business records without a retention schedule feels like—cluttered, risky, and inefficient.

So, what exactly is a retention schedule? It's a policy that outlines how long your business keeps different types of records—and when it's safe to dispose of them. Think of it as your file room's expiration guide: what to keep, for how long, and what to securely destroy.

Why It Matters

You may wonder, "Can't we just keep everything forever?" In short: no. Retention schedules are crucial for:

- **Legal Compliance** – Many laws (HIPAA, IRS, OSHA) require specific retention timelines.
- **Risk Reduction** – Holding onto sensitive data too long increases breach exposure.
- **Efficiency** – Outdated files make it harder to find what matters.
- **Audit Preparedness** – Organized records show accountability and professionalism.

Building Your Schedule in 5 Steps

1. Take Inventory

What types of records do you create? Financials, contracts, HR files, emails—all should be accounted for.

2. Check Legal Requirements

Regulations vary by industry and document type. For example, tax records may need to be kept for seven years, while personnel records could differ by state.

3. Set Retention Periods

Use legal mandates as a baseline, then adjust based on operational needs. Don't hold onto records longer than necessary.

4. Plan for Disposition

Define how to destroy outdated records—secure shredding or digital deletion, depending on the sensitivity.

5. Document & Train

Write it all down in plain language. Then, train your team so the schedule is followed consistently across departments.

Avoid These Pitfalls

- Over-retaining "just in case"
- Ignoring digital files
- Failing to update policies as regulations change

A retention schedule is more than a filing rulebook—it's a protective shield for your business. With it, you're not just organized; you're smart, compliant, and ready for anything.

How to Review Us on Google

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.

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

Sacramento: bit.ly/sac-review Modesto: bit.ly/mod-reviews

Stockton: bit.ly/sto-review Fresno: bit.ly/fres-review

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 blue "Create account" link to create one.

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 "Post" button when you're finished.



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