

Richard Steed Receives Lifetime Achievement Award

Richard Steed, Senior Vice President of Records Management, was honored last month as the 6th recipient of the Robert Johnson Lifetime Achievement Award at the i-SIGMA Annual Conference.

The award recognizes individuals who have made long-standing contributions to the information management and secure data destruction industry. Richard Steed was acknowledged for his decades of leadership, commitment to industry standards, and dedication to advancing best practices in records and information management.

Throughout his career at Pacific, Richard has played a key role in strengthening compliance, security, and client trust, while also serving as a respected leader and mentor within the organization and the broader industry.

The recognition at the i-SIGMA conference highlights a career defined by integrity, service, and lasting impact. Pacific Storage Company congratulates Richard on this well-deserved honor and thanks him for his continued leadership and contributions.

This Month in History

May 10, 1865 — President of the fallen Confederate government, Jefferson Davis, was captured with his wife near Irwinville, Georgia, by a detachment of Union General James H. Wilson's cavalry.

What's Inside This Month?

Thoughts from Richard Steed

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Want to Win a \$25 Amazon Gift Card?

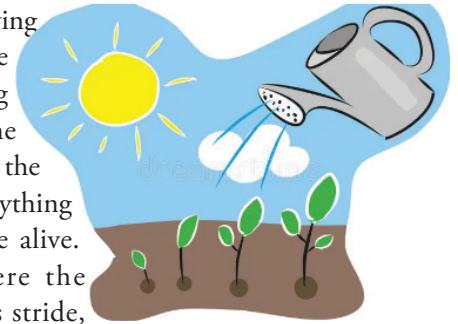
Tips for a Great Garage Sale

The True ROI of a Quality Records Management Partner

May Offers!

Thoughts from Richard Steed

May has a way of arriving all at once. One moment we're easing out of spring, and the next the trees are full, the days are long, and everything feels just a little more alive. It's the month where the world seems to hit its stride, settling into a rhythm that feels both busy and balanced at the same time.



There's an energy to May that's hard to ignore. Calendars start to fill, projects pick up speed, and the idea of "getting things done" feels more natural than it did just a few weeks ago. Windows open, fresh air moves through, and even the smallest tasks feel a bit lighter when the sun sticks around into the evening.

At the same time, May has its quieter moments. Early mornings feel calm before the day gets going, and those in-between spaces—waiting for coffee to brew, sitting outside for a few minutes—offer a chance to pause. It's often in those moments that we notice what's working well and what might need a little attention.

This is also when small things can start to pile up. Not in a dramatic way, just gradually—notes, tasks, files, and plans that seemed manageable at first but begin to gather momentum. May doesn't demand a full reset, but it does reward a bit of awareness. A quick check-in can go a long way.

In records management, that same idea holds true. It's not always about large projects or sweeping changes. Often, it's the steady, consistent attention that keeps everything running smoothly. Reviewing what's active, keeping things organized, and making small adjustments along the way can prevent bigger challenges later on.

So here's to May—a month of movement, momentum, and just enough breathing room to keep everything in balance. It's a reminder that progress doesn't have to be overwhelming. Sometimes it's simply a matter of keeping things on track, one step at a time.

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!

Tips for a Great Garage Sale

Is your closet fuller than your wallet? Do you have bags of old clothes crammed under the beds? Are you tripping over the junk that's been accumulating around your home? Summer is the perfect time to get rid of it all! A garage sale is a great way to clean up the clutter and make some extra cash at the same time. To help you prepare for a great garage sale, here are some ideas to make the day as easy (and profitable) as possible.



Prepare ahead of time.

Before the big day, designate a collection area in your home. It can be a large cardboard box or a whole spare bedroom. This will keep you from forgetting items on the day. Practical household goods such as appliances, dishes, furniture, tools, and the like are good sellers. Items of clothing, especially children's clothing, sell well if they are clean and still in good condition.

Organize as much as possible.

The more you organize and sort your items for sale, the better. Have one box for books and perhaps a small table for kitchen items. Clothing can be displayed hanging on a rack or spread out on a blanket on the ground. Make sure everything is clean and include original packaging if you still have it. Labeling your displays can boost sales.

Price your items fairly.

Keep in mind, however, that some people will want to bargain, so don't make your prices too low to begin with. To save time, only individually price large items. Price groups of items all the same price. For example, price all books 50 cents and all toys \$1. Lower your prices toward the end of the day. Some people will return to see if items they were interested in earlier have been discounted. If you don't lower your prices at the end of the day, some items may not sell.

Have all the basics handy.

Keep plenty of change available. Most people will come with \$5, \$10, and \$20 bills. You should have a calculator, a measuring tape, and an extension cord if possible to try out electrical appliances. Have grocery bags and newspaper for wrapping fragile items. Consider wearing a hip pack to hold your money, rather than leaving it in an unattended box on a table.

Get some help.

It's a good idea to have a friend, neighbor, or relative help. You do need the occasional bathroom break. If you have kids, they can join in on the fun. Setting up a lemonade and cookie stand or selling hot coffee and doughnuts can be a great way for them to make a little extra money as well.

Trivia Quiz Answers

1) Growth and fertility; 2) Emerald; 3) Virgo; 4) Beltrane; 5) Late frost; 6) Oak; 7) Earth's axial tilt; 8) Bee; 9) Heart wave; 10) April showers bring May flowers"

May Holidays and Events

Daily Observances:

- 1 Lei Day
- 1 May Day
- 1-7 Choose Privacy Week
- 2 Join Hands Day
- 3 Garden Meditation Day
- 3 World Press Freedom Day
- 4 Star Wars Day
- 5 World Asthma Day
- 6 National Bike to School Day
- 7 National Day of Prayer
- 8 No Socks Day
- 9 International Migratory Bird Day
- 9 Mother Ocean Day
- 10 Mother's Day
- 11 Eat What You Want Day
- 12 Limerick Day
- 13 Donate A Day's Wages to Charity Day
- 14 Underground America Day
- 15 National Bike to Work Day
- 16 National Learn to Swim Day
- 17 Neighbor Day
- 18 Visit Your Relatives Day
- 19 National Hepatitis Testing Day
- 20 Weights and Measures Day
- 21 "I Need a Patch For That" Day
- 22 Canadian Immigrant's Day
- 23 International World Turtle Day
- 24 Brother's Day
- 24 International Tiara Day
- 25 Memorial Day
- 26 World Lindy Hop Day
- 27 National Senior Health and Fitness Day
- 29 Hug Your Cat Day
- 31 World No-Tobacco Day
- 31 What You Think Upon Grows Day

Monthly Observances:

- Home Schooling Awareness Month
- Older Americans Month
- Spiritual Literacy Month
- Electromagnetic Radiation Awareness Month
- Gardening for Wildlife Month
- Get Caught Reading Month
- Gifts from the Garden Month
- Global Civility Awareness Month
- Arthritis Awareness Month
- Asthma Awareness Month
- Better Hearing and Speech Month
- National Bike Month

PacBlog

The ROI of Professional Records Storage

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-roi-of-professional-records-storage/>

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 two things can you never have for breakfast?

Last Month's Answer to:

What did the pony say when it had a sore throat?

I'm a little hoarse!

Last month's Winner:

BARRY WALTERS

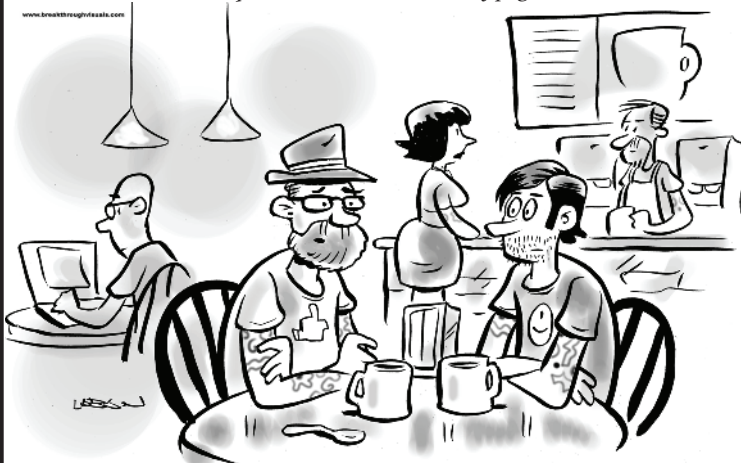
Email your answer to info@pacific-records.com

Trivia Quiz: May Days

With longer days, blooming landscapes, and the approach of summer, May is a month of growth, warmth, and lively traditions. Put your knowledge to the test!

1. May is named after Maia. In Roman mythology, what was Maia associated with?
2. What is May's traditional birthstone, known for its deep green color?
3. Which constellation becomes prominent in the evening sky during May, featuring the bright star Spica?
4. What ancient Celtic festival, celebrated around May 1, marks the midpoint between spring and summer?
5. What type of frost can still occur in early May and damage budding plants despite warmer days?
6. What tree is famous for releasing large amounts of pollen in May, often triggering seasonal allergies?
7. What natural phenomenon causes the length of daylight to increase rapidly during May?
8. What common garden insect is especially active in May and is known for pollination?
9. What term describes a period of unusually warm weather in late spring?
10. What well-known phrase refers to the abundance of flowers typically seen during May?

Trivia quiz answers at the bottom of page two!



"No matter how clever my t-shirt is, there will always be someone with a t-shirt that's cleverer."

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The True ROI of a Quality Records Management Partner

When business owners think about records management, the conversation often starts and ends with storage costs. How many boxes do we have? What's the monthly rate? But that narrow view misses the bigger picture entirely. The real return on investment from a quality records management partner goes far beyond square footage. It touches compliance, productivity, risk mitigation, and ultimately, the long-term health of your business.

The Hidden Cost of "Doing It Yourself"

Most small and mid-sized businesses start by managing records in-house. A back room fills up with filing cabinets. Bankers boxes stack up in a spare office or warehouse corner. Employees spend minutes (sometimes hours) hunting down a single document. It seems manageable until it isn't.

Studies consistently show that in paper-heavy environments, workers lose significant time searching for, retrieving, and re-filing records. Even saving a few minutes per retrieval adds up dramatically when you factor in the number of employees and daily file requests across an entire year. That's time your team could be spending on revenue-generating work instead of digging through boxes.

Compliance: The Risk You Can't Afford to Ignore

Regulatory requirements aren't getting simpler. Whether your organization falls under HIPAA, state privacy laws like the CCPA, financial regulations, or industry-specific mandates, the consequences of mismanaging records are steep. In the US, the average cost of a data breach reached \$10.22 million in 2025, the highest of any country globally and an increase from \$9.36 million the year prior. Even for smaller incidents, the combination of regulatory fines, legal fees, and lost business can be devastating to an SMB.

A quality records management partner builds defensible retention schedules, ensures proper chain of custody, and provides secure destruction when the time comes. That's not just a convenience; it's a compliance safeguard that protects your business from exposure you may not even realize you have.

Reclaiming Real Estate and Reducing Overhead

There's a straightforward financial equation that many businesses overlook: the cost of storing records on-site versus offsite. Commercial real estate in most markets runs anywhere from \$1.50 to \$3.00+ per square foot per month. Every filing cabinet and every row of boxes sitting in your office is occupying space that could be used for employees, equipment, or operations. Offsite records storage with a professional partner typically costs a fraction of that, and comes with indexing, retrieval services, and security that your back room simply can't match.

Business Continuity and Disaster Recovery

Fires, floods, and theft don't send calendar invitations. If your critical records (contracts, employee files, financial documents, client records) are sitting in a single location with no backup plan, you're one incident away from a serious business disruption. A professional records management partner provides secure facilities with redundancy and disaster recovery protocols built in. That peace of mind has real, measurable value.

The Strategic Advantage

The organizations getting the most from their records management partners aren't just storing boxes; they're building systems. They have clear retention policies, fast retrieval when they need it, compliant destruction workflows, and a paper trail that holds up under scrutiny. That kind of operational discipline makes your business faster, leaner, and better prepared for whatever comes next.

The true ROI of a quality records management partner is the cumulative impact of lower risk, higher productivity, regulatory confidence, and smarter use of your resources. And in today's environment, that's a competitive necessity.

MAY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

24 YEARS

Carmen Rutz

23 YEARS

Reynaldo Medina

Rafael Tellez

8 YEARS

Justine Brown

6 YEARS

Samuel Casillas

4 YEARS

Charles Reynolds

3 YEARS

Samuel Allen

2 YEARS

Anita Mendoza

1 YEAR

Pernell McDonald

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