

NOVEMBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

14 YEARS
Gabriel Pereira

8 YEARS
Phillip Guerrero

Four Tips for a Safe Thanksgiving Meal

1. Buy your foods from a reliable source. All perishables should be promptly and properly refrigerated.
2. Clean your hands and all surfaces that have been in contact with raw meat or eggs before touching anything else. This includes cutting boards, knives, utensils, and countertops.
3. Your turkey should not be stuffed until right before entering the oven, and your oven temperature should be set to no lower than 325 degrees.
4. Promptly refrigerate all leftovers in tightly covered containers.

What's Inside This Month?

Thoughts from Richard Steed

Safe Thanksgiving Meal

Job Searching While Employed

Check Engine

Want to Win a \$25 Amazon Gift Card?

Cybersecurity Awareness Month

November Offers!

Go Green Report

Thoughts from Richard Steed

When you stroll outside this November you will likely detect a sense of urgency in the air. Certainly, it is evident in the wildlife. The squirrels and chipmunks are busy burrowing through the fallen foliage, gathering supplies and storing them away for the winter ahead. And, in tandem, the birds (the ones that are still around,



that is) are busily fluttering to and fro, searching out whatever sustenance of the summer bounty that remains. Ah, one bird's worm is another man's steak, or something along those lines.

This sense of urgency, however, is also evident in the children—and those of us who still recognize their child within. We feel it's vital to grasp those remaining hours of daylight and clutch them with all of our might. For example, once you have spent several hours raking those leaves, go ahead and let the kids use those tempting piles as nature intended: as a pool to fling oneself into with utter abandon and become immersed in the musty, crunchy, savory wonder that is fall. For no matter how glorious and vital the winter season might be, it's a huge change of rhythm. There's a cocooning tendency that overtakes even the most active of individuals.

Understand that as nature's critters are storing away their vital supplies this winter, you can have faith that we shall take care of that chore for you with all of your vital data and records. Meanwhile, why not take a leap into that leaf pile yourself? You might just discover it's as much fun as you remember!

Richard

~
"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

—Margaret Mead

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 November!

Job Searching While Employed

If you're interested in seeking new employment when you already have a job, you'll find that the process is somewhat different than looking for work while unemployed. One of the main differences will be a lack of time to devote to your job hunt. A rule of thumb is that it takes about a month of job searching for every \$10,000 you expect to make. If you're looking while working a day job, you can expect to add four to six months on top of that. You simply will not have the same time and energy you have when you're free during the day.

That's not to say that it's an impossible task. In fact, the security of knowing you have a current job allows you to be more selective in evaluating the opportunities available to you. To help make this process easier, be sure to keep the following tips in mind:

1. Give yourself enough time. Patience is a virtue in this case, keeping you from jumping from one unsatisfying job to another. Realize that your current situation is temporary, and be realistic about your time frame.
2. Make sure the change is right for you. Consider whether you would be willing to move to another city or if you would rather stay where you're at. Work out the financial details if you're changing careers and expect to receive a different salary. This is especially important if you're switching to a career that might pay less, but would be more satisfying to you.
3. If it has been a while since your last job search, you may need to revise your resume to reflect your current position. Also consider getting advice from a career coach to brush up on your interviewing skills.
4. Rework your schedule to include time for your job search. Remember to include time for networking, internet searching, and interviewing. You may find that early mornings or lunch breaks work well for you.
5. Talk about your job search with close family, friends, and associates. Networking is still the best way to land a new job. However, it's a good idea to keep your job search from your current employer. It's best if you have no correspondence or phone calls come to your office. Also ask potential employers not to contact your present employer if at all possible. You may need to plan vacation days for interviews. On the other hand, if you work in a closely-networked profession and are looking for a job in the same line of work, be realistic about whether your current boss will find out about your job hunt. If it is highly likely that word will get back to your boss, be upfront about your intentions.

November Holidays and Events

Daily Observances:

- 1 Samhain
- 2 Dia de los Muertos
- 2 Plan Your Epitaph Day
- 3 Cliché Day
- 3 National Men Make Dinner Day
- 6 Saxophone Day
- 7 Daylight Saving Time Ends
- 8 National Parents as Teachers Day
- 10 Guinness World Records' Day
- 11 Veterans Day
- 13 Sadie Hawkins Day
- 14 Loosen Up, Lighten Up Day
- 14 National Girls Day

15 America Recycles Day

- 15 I Love to Write Day
- 15 National Bundt Day
- 16 National Educational Support Professionals Day
- 17 Great American Smokeout
- 17 Homemade Bread Day
- 19 Family Volunteer Day
- 19 National Day of the Play
- 20 Universal Children's Day
- 21 World Hello Day
- 24 Celebrate Your Unique Talent Day
- 25 Thanksgiving Day
- 26 Native American Heritage Day
- 29 Electronic Greetings Day

30 Computer Security Day

Monthly Observances:

- American Diabetes Month
- Aviation History Month
- Banana Pudding Lovers Month
- Diabetic Eye Disease Month
- Gluten-Free Diet Awareness Month
- Lung Cancer Awareness Month
- National Adoption Month
- National AIDS Awareness Month
- National Alzheimer's Disease Month
- National American Indian Heritage Month
- National Diabetes Month
- National Family Caregivers Month
- National Georgia Pecan Month
- National Inspirational Role Models Month
- National Lifewriting Month
- National Long-Term Care Awareness Month
- National Marrow Awareness Month
- National Pomegranate Month
- Peanut Butter Lovers' Month
- Pet Cancer Awareness Month

PacBlog

Identifying and Protecting Mission-Critical Information

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/identifying-and-protecting-mission-critical-information>

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 old spirits do when they retire?

Last Month's Answer to:

Why do ghosts make good cheerleaders?

Because they've got lots of spirit!

Last month's Winner:

LORI STRALEY

GOLDEN PACIFIC LABORATORIES, LLC

Email your answer to info@pacific-records.com

Check Engine

Since 1994, cars and trucks have been required to have an on-board diagnostics system to ensure proper emission-control system operation.

If your vehicle shows any signs of having an emission problem, your



"Check Engine" or "Service Engine Soon" light will glow. It is intended to inform the driver that a problem has been detected and vehicle service is needed.

It can be tempting to ignore this light. After all, your vehicle continues to drive in what seems like a normal fashion, and there seems to be no immediate need to take it in for service. A steady warning light indicates that something is amiss and the vehicle should be brought in for service as soon as is convenient. It is not an emergency situation, but should be addressed within a few days. However, a blinking warning light should be heeded immediately. A vehicle with this light flashing should be taken in for service at the earliest opportunity.

Possible causes of warning light activation include an overheating catalytic converter, an oxygen sensor malfunction, a fouled spark plug, a loose gas cap, or up to a hundred other causes. The glitches that activate this light are usually those which a driver would not detect. They can often lead to other problems if not addressed promptly, including fuel inefficiency, a shortened engine life, or expensive repairs.

Your best bet is to take a reasoned response. It is not a cause for panic, but should not be ignored either.



"No Shakespeare plays yet, but we have gotten some pretty good blog posts."

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Every Month Is Cybersecurity Awareness Month

The potential for a cyberattack exists every moment of every day, and we need to be vigilant and prepared. Cybersecurity Awareness Month is a great time to evaluate our cybersecurity understanding and readiness. In 2004, Cybersecurity Awareness Month was initiated as a collaborative effort between government and industry with a mission to ensure that all Americans have the knowledge and resources needed to stay safe and secure online. Forbes Magazine reported that in 2020, all records were broken when it came to data lost in breaches and cyber-attacks on companies, government and individuals. Whether you surf the internet or visit social media at home, work, school or remotely, cybersecurity should be a part of every decision you make. 2021's cybersecurity-awareness theme is, "Do Your Part. #BeCyberSmart." Here are four cybersecurity concepts for you to consider throughout the year:

- 1. Be Cyber Smart!** You can do this by creating strong, unique passwords for each online account and mobile app, using multi-factor authentication, backing up your data, keeping your software updated, and using anti-malware.
- 2. Fight the Phish!** Be on the alert with every call, email, text, or chat box. Of course you'll be on high alert with communications from unfamiliar sources, but what about the ones that look like they're from someone you know but aren't? Every second you pause and think before the next conversation or click will increase your chances of avoiding a cyberattack. Did you know that phishing attacks account for most reported security incidents?
- 3. Explore, Experience, and Share.** Considering a career in cybersecurity, or just want to know more so you can be part of the fight against cybercrime? The National Institute of Standards and Technology (NIST) offers free, online learning content for you at <https://nist.gov/itl/applied-cybersecurity/nice/resources/online-learning-content>.
- 4. Cybersecurity First.** In your business, build security into your products and your processes. Make sure that you train new staff recruits and then offer ongoing training so everyone stays current with the ever-changing cyberworld. Take advantage of NIST's free content to keep your business information safe and secure.

Take time to review and share this with family, friends, and colleagues. Start discussions around cybersecurity at home, the office, and in the community. *Do your part. Be cyber smart.*

Go Green Report

Pacific has reached a new milestone company wide: We have shredded over 100,000,000 lbs of paper! Just one ton of recycled paper saves 17 trees, 7,000 gallons of water, 9 barrels of oil, 650 kilowatts of energy, 3 cubic yards of landfill space, 165 gallons of gasoline, and 60 pounds of pollutants from the atmosphere. For the past several years we've been publishing our annual Go Green Report each fall. This year we present our totals saved from all years to date:

Total Shredded: 50,564 Tons!
(101,127,521 Lbs)

Trees Saved	859,584
Gallons of Water Conserved	353,946,324
Barrels of Oil Saved	455,074
Kilowatts of Energy Saved	32,866,444
Cubic Yards of Landfill Saved	166,860
Gallons of Gas Saved	8,343,020
Pounds of Pollutants kept out of Atmosphere	3,033,826

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