

NOVEMBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

17 YEARS

Gabriel Pereira

11 YEARS

Phillip Guerrero

5 YEARS

James Fasking

4 YEARS

Tou Vue

3 YEARS

Tessa Marcelo

2 YEARS

Jose Barajas

1 YEAR

Kevin Johnston

1 YEAR

Kevin Lee

Thoughts from Richard Steed

November has arrived! As we dive into this month, the air is filled with the scent of wood smoke, and the days grow shorter, reminding us that it's time for reflection and gratitude.

November is like a warm hug, inviting us to gather around tables adorned with autumn's bounty.

It's a chance to celebrate not just the harvest, but the relationships and connections that nourish us throughout the year. In our line of work managing your essential information, we recognize that it's the trust and collaboration we share that truly makes a difference.

As we embrace this season of thankfulness, I find myself reflecting on the incredible team we have here. Each member brings unique talents and perspectives, making our workplace a vibrant hub of creativity and problem-solving. Together, we transform what could be mundane tasks—like organizing records and securing data—into opportunities for innovation and excellence.

This month, let's also focus on the power of inspiration. Just as farmers harvest their crops, we too can harvest ideas and strategies to enhance our services. What new projects are on the horizon? How can we better support your goals? We're eager to hear your thoughts and collaborate on ways to optimize your information management.

As we gather with loved ones and share our thanks, let's remember that every interaction, every challenge overcome, and every success celebrated adds to the rich tapestry of our community. It's the little moments that matter—the laughter, the teamwork, and the satisfaction of a job well done.

So, here's to a November filled with gratitude, inspiration, and the promise of new adventures. May this month remind us of the strength we find in unity and the joy that comes from embracing change together.

Happy Thanksgiving!

Richard



What's Inside This Month?

Thoughts from Richard Steed

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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!

Home Repairs You Can't Ignore

Procrastinating on home repairs is tempting—there's never enough time, the cost can seem too high, or it's just hard to know where to start. In many cases, you can get away with putting things off. However, some repairs are critical, and delaying them can lead to costly or even dangerous outcomes. Here are essential home repairs that you just can't afford to ignore in 2024.

Water Leaks

Any water leak needs immediate attention. Water is one of the most damaging forces in a home, and leaks can go unnoticed for long periods. If not addressed, water damage can lead to extensive problems, including wood rot, mold growth, and even termite infestations. In severe cases, leaks can weaken structures, causing roofs to collapse or foundations to crack.

In 2024, many homeowners are adding smart leak detectors, which can alert you to water issues right away, preventing costly repairs and conserving water. Once you identify a leak, the primary goal is to stop it completely, then assess and repair any resulting damage.

Peeling Paint

Peeling or cracking paint, particularly on a home's exterior, should be repaired as soon as it appears. Left unattended, peeling paint can allow moisture and pests to penetrate, leading to rot and termite damage. In dry climates, peeling paint can also cause wood to dry out and crack.

Older homes, especially those built before 1978, may still have lead-based paint, which poses significant health risks if dust or chips are inhaled. This year, regulations around the safe removal of lead paint are stricter, so it's wise to consult a professional if your home contains it. And if repainting, consider eco-friendly, low-VOC options to enhance indoor air quality while providing a durable finish.

Dirty Filters

Your HVAC system (air conditioner and furnace) relies on filters to trap dust and other particles. Once filters are clogged, these systems work harder and less efficiently. In 2024, indoor air quality is more of a priority than ever, so choosing filters with high MERV or HEPA ratings can capture finer particles and improve your air quality.

Clogged filters in an air conditioner can also cause condensation to increase, fostering mold and bacteria that can spread through your home. Restricted airflow can even lead to overheating and a fire risk. Inspect your HVAC system annually, and replace filters regularly during peak use periods.

Dryer Vent

Clothes dryers are responsible for more than 15,000 fires each year, often due to lint buildup in the duct that vents to the outside. Clean your dryer vent regularly to prevent fire hazards, and if you have a plastic duct, replace it with a safer metal one. Newer dryer models in 2024 often come with lint-trap indicators to remind you when it's time to clear excess lint, providing extra protection.

November Holidays and Events

Daily Observances:

- 1: National Authors' Day
- 2: International Stress Awareness Day
- 3: National Sandwich Day
- 4: National Candy Day
- 5: National Love Your Red Hair Day
- 6: International Day for Preventing the Exploitation of the Environment in War and Armed Conflict
- 7: National Bittersweet Chocolate with Almonds Day
- 8: National STEM/STEAM Day
- 9: World Freedom Day
- 10: Marine Corps Birthday
- 11: Veterans Day
- 12: National Happy Hour Day
- 13: World Kindness Day
- 14: World Diabetes Day
- 15: America Recycles Day**
- 16: International Day for Tolerance
- 17: National Take a Hike Day
- 18: Mickey Mouse Day
- 19: International Men's Day
- 20: Universal Children's Day
- 21: World Television Day
- 23: Small Business Saturday
- 25: Intl Day for the Elimination of Violence against Women
- 28: National French Toast Day
- 28: Thanksgiving Day
- 29: Black Friday

30: Computer Security Day

Monthly Observances:

- National Novel Writing Month
- National Memoir Writing Month
- American Diabetes Month
- Aviation History Month
- Diabetic Eye Disease Month
- Lung Cancer Awareness Month
- November
- National Adoption Month
- National Alzheimer's Disease Awareness Month
- National Diabetes Month
- National Epilepsy Awareness Month
- National Family Caregivers Month
- National Inspirational Role Models Month
- National Long-Term Care Awareness Month
- National Marrow Awareness Month
- National Native American Heritage Month
- National Pomegranate Month
- Peanut Butter Lovers' Month
- Vegan Month

PacBlog

How to Find a Scanning Solution that Matches Your Budget

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-find-a-scanning-solution-that-matches-your-budget/>

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:

Sweet or savory, I sit in a crust; cut too soon, and I'm a bust—what am I?

Last Month's Answer to:

How do vampire police find the bad guys?

They go on stake-outs!

Last month's Winner:

JANESSA MALOUGH
**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

Trivia Quiz: All About November!

1. November is the eleventh month of the year in the Gregorian calendar. What is the origin of the name "November"?
2. What day is celebrated in the United States as Thanksgiving, traditionally involving a feast with turkey?
3. November is known for the birthstone topaz. What color is topaz most commonly associated with?
4. Which famous holiday falls on November 11th and honors military veterans in the United States?
5. What significant event is observed in the U.S. on the fourth Thursday of November each year?
6. In which country is November 1st celebrated as All Saints' Day, a day to honor all saints?
7. What popular flower is often associated with November and symbolizes remembrance?
8. The meteorological season of winter begins in November in many countries. In the Northern Hemisphere, which month is considered the first month of winter?
9. Which famous author known for works like Moby Dick was born on November 1, 1819?
10. November's zodiac signs include Scorpio and Sagittarius. Which sign is associated with those born from November 1 to November 21?

Trivia Quiz Answers

1.) From the Latin word "novem," meaning "nine," as it was the ninth month in the Roman calendar. 2.) Fourth Thursday of November; 3.) Yellow; 4.) Veterans Day; 5.) Thanksgiving; 6.) Many countries, including Mexico and Spain; 7.) Chrysanthemum; 8.) December; 9.) Herman Melville; 10.) Scorpio



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Preparing Your Records for Offsite Storage

Think back to preparing for a big move—whether it was leaving for college or moving into a new home. It can feel overwhelming. You find yourself sorting through belongings, figuring out what to keep, what to discard, and how to pack everything efficiently. Just like that personal experience, moving your records to offsite storage can feel daunting at first. However, you're not in this alone. Records management companies specialize in making the process smooth and manageable, and this guide is designed to help you understand the steps and make the transition easy.

Why Are You Moving Your Records Offsite?

When preparing for a move, it's always helpful to remind yourself of the "why." Moving your records to offsite storage serves several important purposes, from improving security to saving space. Here are some key reasons why organizations choose offsite storage:

- **Security:** Offsite storage facilities provide heightened security measures, protecting your sensitive documents around the clock. In addition to the protection offered by firewalls, passwords, and locked doors, offsite facilities are equipped with controlled access and continuous surveillance. These facilities also offer protection against physical risks like fire, flood, or pest damage through climate-controlled environments.
- **Space Efficiency:** Storing your records offsite frees up valuable space in your office, allowing for a more organized and functional work environment.
- **Disaster Recovery:** In the event of a disaster like a fire, flood, or storm, your records stored offsite will be safe and accessible.
- **Better Organization:** Professional offsite storage facilities are designed to help businesses maintain order and streamline access to their files.
- **Cost-Effective:** By storing documents offsite, you reduce the need for extra office space, which can lower overhead costs. It's often more affordable to outsource storage rather than manage it in-house.
- **Compliance:** Many industries have specific regulations regarding the storage and retention of documents. Offsite storage providers ensure that your records are stored in compliance with laws like HIPAA and FACTA.
- **Accessibility:** Offsite storage facilities often provide digital indexing and retrieval options, making it quick and easy to access any document you may need.

Steps to Prepare for Offsite Storage

Now that you understand why offsite storage is beneficial, let's dive into the steps to ensure a smooth and successful transition:

1. **Assess Your Inventory:** The first step is to take stock of your current records and determine what needs to be stored offsite. Focus on documents that are no longer actively used but must be retained for legal or business purposes, such as financial records, legal contracts, or

personnel files. Organizing your inventory by record type (e.g., financial, legal, HR), retention period (e.g., short-term, long-term), and sensitivity (e.g., confidential, public) will help streamline the process and ensure you store only what's necessary.

2. **Organize and Label Your Records:** Proper labeling is essential for efficient offsite storage. Ensure that every box or file is clearly labeled with its contents, relevant dates, and a retention schedule. This practice will save you time and headaches down the road by making future retrieval easy and quick. Group similar records together (e.g., by department or project) to further enhance organization.
3. **Prepare for the Transfer:** Use sturdy, well-labeled boxes to protect your documents during transport. Avoid overpacking boxes to prevent damage to the contents. Consider using folders or dividers inside the boxes to keep your records organized. If you're transferring digital records along with physical documents, make sure to back up all files and encrypt sensitive information before sending them to the offsite facility.
4. **Choose the Right Offsite Storage Provider:** Selecting the right records management partner is crucial for the long-term success of your offsite storage system. Look for providers that offer secure, climate-controlled facilities and comply with all relevant regulations, such as HIPAA or FACTA, to ensure your records remain protected and accessible. Ask about their retrieval services and how quickly and easily you can access your stored documents when needed. The right provider will make the process hassle-free while ensuring your records are stored securely.
5. **Maintain a Management System:** Once your records are safely stored offsite, it's important to establish a management system. This includes developing a retention schedule that outlines how long each type of document should be kept and when it can be disposed of. Staying compliant with industry regulations requires that you regularly audit your records to confirm they are being stored according to your schedule and that you're prepared for any external inspections or audits.

Regularly reviewing your inventory and keeping an accurate record of what is stored offsite will ensure that you can easily access important documents when needed and avoid keeping unnecessary records for too long.

Making the Transition Smooth

By following these steps and partnering with a reputable offsite records storage provider, you'll streamline your document management process and reduce clutter in your office. The right provider will not only protect your records but also offer quick access and cost savings, making offsite storage a valuable solution for your business.