

NOVEMBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

18 YEARS

Gabriel Pereira

12 YEARS

Phillip Guerrero

6 YEARS

James Fasking

5 YEARS

Ton Vue

4 YEARS

Tessa Marcelo

3 YEARS

Jose Barajas

1 YEAR

Darin Andrews

Tomas Pena

Thoughts from Richard Steed



November always feels like the deep breath before the grand finale. The colors are softer, the pace a little slower, and the sun seems to clock out early these days. It's the month of

sweaters that somehow multiply overnight, of hot drinks that never seem to stay full, and of learning to appreciate the quiet before the December rush.

There's something comforting about November's rhythm. After the noise of summer and the sparkle of early fall, it's a time to settle in and take stock—of the pantry, the calendar, and maybe even life in general. The holidays are peeking around the corner, but for now, the world feels wrapped in a kind of gentle pause.

That pause can be surprisingly productive, though. Whether you're tidying up before company arrives, planning travel, or sorting through the year's clutter, November gives us permission to simplify. There's satisfaction in clearing a countertop or finally finding that missing mitten, but there's also peace in letting go of what's no longer useful.

In our corner of the world, we understand that feeling well. Good records management is about clarity. November is the perfect time to tidy up digital folders, review retention schedules, or close out those lingering "someday" tasks before the year's end. Just like sweeping leaves off the porch, it's not glamorous work—but it sure makes everything feel more ready for what's next.

And when the evenings get long and the to-do lists feel endless, take a cue from the season itself: slow down, pour something warm, and be thankful for the people who make your daily routine brighter (even if they sometimes mislabel folders).

So here's to November—the cozy middle ground between the hustle and the holidays. May it bring you calm, clarity, and just enough pumpkin pie to make you forget about December's to-do list.

Richard

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Thoughts from Richard Steed

Inviting Guestrooms

Want to Win a \$25 Amazon Gift Card?

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Go Green In November

November Offers!

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!

Inviting Guestrooms

Whether it's family coming for Thanksgiving or friends visiting for a winter weekend, having a welcoming room ready helps everyone feel at ease. Here are some ways to make a guestroom comfortable, hospitable, and inviting.

Comfort

Along with clean bed linens, consider extra pillows and blankets for your guests. If space allows, include a small upholstered chair or a simple bench near the bed. The room should have adequate lighting, including a reading light by the bed and a soft lamp to create a cozy atmosphere in the evening.

Space

Keep knickknacks in your guest room to a minimum so that your guests don't feel crowded. Clear off surfaces so they have room to place their own items. Provide a convenient spot for a purse, keys, and phone. Consider a luggage rack or small table, and clear a space in the closet with several empty hangers. One or two empty drawers are also helpful, especially for guests staying more than a night or two. Before they arrive, take a moment to look around from a guest's point of view—fresh eyes often reveal what feels cluttered or overlooked.

Privacy

Window coverings in your guest room should provide good light control and privacy. If your blinds don't close tightly, add a curtain panel to block early morning light. A nightlight in the hall or bathroom is also a considerate touch for guests who may not know their way around after dark. Make sure the door to your guest room closes properly and has a functioning lock for comfort and peace of mind.

The Extras

A simple alarm clock is a necessity, even for guests who rely on their phones. Keep a pad of paper and pens on the nightstand. Tissues, an ironing board and iron, and a hair dryer are all welcome conveniences. Place a flashlight in a bedside drawer and offer your guests a copy of your house key if they will be coming and going. Add a card with your Wi-Fi password and perhaps a short note with helpful details like coffee instructions or local restaurant suggestions.

A few magazines, a newspaper, or a small stack of books give guests something to browse before bed. Finally, if your guests are interested in exploring, fill a small basket with a local map and a few tourist brochures. A thoughtful touch or two goes a long way toward making your guest room feel like a true home away from home.

Trivia Quiz Answers

1) Topaz (or Citrine); 2) Chrysanthemum; 3) Samhain; 4) The U.S. Constitution (ratified by Delaware in November 1787); 5) Breakdown of chlorophyll; 6) Wild turkey; 7) Perseus; 8) The Edmund Fitzgerald; 9) The Beaver Moon; 10) Sweet potato casserole

November Holidays and Events

Daily Observances:

- 1 National Authors Day
- 2 Plan Your Epitaph Day
- 3 Cliché Day
- 3 Job Action Day
- 4 General Election Day
- 6 National Men Make Dinner Day
- 8 Abet and Aid Punsters Day
- 10 World Orphans Day
- 10-14 National Young Reader's Week
- 11 Veterans Day
- 13 World Kindness Day
- 14 International Girls Day
- 14 Loosen Up, Lighten Up Day
- 15 America Recycles Day
- 16 International Day for Tolerance
- 17 Homemade Bread Day
- 17-21 National Book Awards Week
- 19 "Have a Bad Day" Day
- 20 Universal Children's Day
- 21 World Hello Day
- 21-27 National Farm-City Week
- 22 International Aura Awareness Day
- 23 International Image Consultant Day
- 23-29 National Family Week
- 23-29 National Game & Puzzle Week
- 24 Celebrate Your Unique Talent Day
- 24-30 Better Conversation Week
- 25 Day for the Elimination of Violence Against Women
- 27 Thanksgiving Day
- 28 Black Friday
- 28 Maize Day
- 28 Native American Heritage Day
- 29 Electronic Greetings Day
- 30 Computer Security Day**
- 30 Newborn Heart Defect Screening Day
- 30 Stay Home Because You're Well Day

Monthly Observances:

- Lung Cancer Awareness Month
- Movember
- National Novel Writing Month
- National Native American Heritage Month
- National Memoir Writing Month
- Aviation History Month
- Banana Pudding Lovers Month
- Diabetic Eye Disease Month
- National Adoption Month
- National Alzheimer's Disease Awareness Month
- Worldwide Bereaved Siblings Month

PacBlog

Healthcare Records Management: Balancing Accessibility with HIPAA Compliance

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/healthcare-records-management-balancing-accessibility-with-hipaa-compliance/>

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:

Why couldn't the astronaut book a room on the moon?

Last Month's Answer to:

How do you make a skeleton laugh?

Tickle its funny bone!

Last month's Winner:

JANESSA MALOUGH

**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

Trivia Quiz: All About November!

As autumn deepens and gratitude fills the air, November brings harvest feasts, migrating flocks, and the quiet promise of winter. Test your seasonal savvy below!

1. What is the traditional birthstone for November, known for its warm golden hue?
2. Which flower, often seen in late fall, is November's birth flower?
3. What ancient festival celebrated by the Celts marked the end of the harvest season and the start of winter?
4. Which famous document begins with "We the People" and was signed in November 1787 by the state of Delaware?
5. What natural phenomenon causes leaves to change color before falling in autumn?
6. What North American bird was almost chosen as the U.S. national bird before the bald eagle won out?
7. In the Northern Hemisphere, which constellation named after a mythical hero is most visible during November?
8. Which famous ship sank in Lake Superior on November 10, 1975, inspiring a Gordon Lightfoot song?
9. What is the traditional name of November's full moon, according to the Old Farmer's Almanac?
10. Which popular side dish, often made with marshmallows, is a Thanksgiving staple in the U.S.?

Trivia quiz answers at the bottom of page two!



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The True ROI of a Quality Records Management Partner

Let's be honest: most business owners don't wake up excited about records management. It's one of those things that sits in the "important but not urgent" category until it suddenly becomes very urgent. But here's the thing: partnering with the right records management company isn't just about avoiding disasters. It's about unlocking real, measurable returns that impact your bottom line.

More Than Just Storage Costs

Sure, you might think the main benefit is clearing out your overflowing filing cabinets. And yes, reclaiming that office space is nice (hello, new conference room!). But the financial impact goes much deeper.

A quality records management partner delivers ROI in three key areas:

- **Time savings** – Your team stops playing detective every time someone needs a document from 2019. Professional indexing and retrieval systems mean finding what you need takes minutes, not hours.
- **Compliance confidence** – Regulatory fines aren't just expensive; they're reputation-killers. A proper records management system ensures you're meeting retention requirements and can prove it during audits.
- **Security and risk mitigation** – Data breaches cost companies an average of millions. Climate-controlled facilities, chain-of-custody tracking, and certified destruction protocols aren't just nice-to-haves—they're insurance policies.

The Hidden Productivity Boost

Here's where things get interesting. When your employees aren't spending 20 minutes hunting for files or debating whether something can be destroyed yet, they're doing the work you actually hired them for.

Studies show that knowledge workers spend nearly 20% of their time searching for information. For a team of ten people making \$50,000 each, that's \$100,000 in annual salary going toward playing hide-and-seek with documents. A solid records management system flips that script.

The Disaster Recovery Factor

Nobody wants to think about fires, floods, or ransomware attacks. But ask anyone who's lost critical records in a disaster, and they'll tell you the cost extends far beyond replacing paper. Lost contracts, irreplaceable legal documents, and historical data can cripple operations.

Off-site storage with disaster recovery protocols means you're not gambling with documents that could make or break your business. That peace of mind? It has a price tag too.

What to Look For

Not all records management partners are created equal. The ones worth their salt offer more than warehouse space. Look for indexed retrieval systems, compliance expertise, secure destruction certificates, and technology integration that makes your life easier.

Ready to calculate your real ROI? Consider what you're currently spending on storage space, employee time searching for records, compliance risks, and security vulnerabilities. Then imagine what those resources could do if they were freed up to focus on growth.

The question isn't whether you can afford a quality records management partner—it's whether you can afford to go without one.



Did You Know . . . You Can Pay Online?

Pacific customers can pay their invoices online at:
<https://pacific-records.com/pay-your-bill>



Go Green In November

November is the perfect month to focus on sustainable comfort. Lower the thermostat a few degrees and layer up, switch ceiling fans to spin clockwise to circulate warm air, and seal gaps around windows and doors to prevent heat loss. If you're decorating, choose natural elements—pinecones, gourds, or branches—over synthetic materials. LED lighting for holiday displays uses a fraction of the energy of older bulbs, and unplugging decorations during the day can cut power use further.

When cooking, plan meals carefully to reduce food waste, and store leftovers in reusable containers instead of disposable ones.

November's quieter pace is a great time to rethink habits and set up your home for a greener winter. Small, consistent efforts now can make a big difference for both your energy bill and the environment.

NEWS You Can Use is a free monthly newsletter from your friends at

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