

OCTOBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

4 YEARS

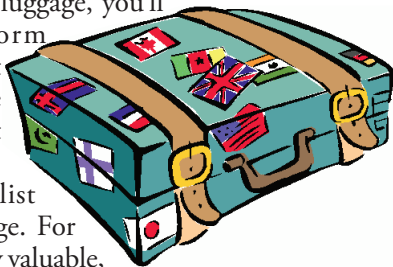
Cher Vue

34 YEARS

Shelly Haynes

Quick Tips: Travel

If the airline loses your luggage, you'll need to fill out a form detailing each item that was in your bag. If you're packing any items that carry a significant value, it's helpful to have a list of what's in your luggage. For items that are particularly valuable, you may be asked to provide a receipt. So if you're carrying these types of items in your check-ins, you should carry a list and copies of receipts in your carry-on bag. If you bought valuable items at your destination, keep these new receipts as well. You can also photograph the contents of your bag, but it is not a given that the airlines will accept this as a good description.



What's Inside This Month?

Thoughts from Richard Steed

Preventing Identity Theft

Funny Epitaphs

Want to Win a \$25 Amazon Gift Card?

Busting Document Retention Myths

Top Weight Loss Mistakes

October Offers!

Thoughts from Richard Steed



As September silently slips away with summer, October charges forth with its glorious blaze of vibrant fall foliage and remarkable, bluer-than-blue skies. There's something superbly magical about this month, even for those of us who are well past the "trick-or-treat" age. For, when all of the pumpkins have been carved (who can ever forget what it feels like to hand-scoop the slimy pulp and seeds from one?!) and the bonfire's glow has faded (along with summer's daylight) we understand what lies ahead: chilly mornings and evenings—ultimately to be filled in by chilly afternoons. Yep, like it or not, winter lies ahead.

In October, we dig out our favorite sweatshirts and cozy up on the couch or bed with an extra blanket. This month pretty much has it all. Warm days, cool nights trick-or-treat goodies (we always buy way too much . . . you know . . . just to be safe), pumpkins, bright sunshine, and the rivaling baseball teams and high school football teams battling it out on the local fields.

So, I ask that you make an effort to really enjoy this October with its alternating warmth of summer and fluttering snippets of the cooler season ahead. Get outdoors as much as you can. Go on a hike with your family, ride your bike—yes, more than a couple of blocks without fear of dehydration! The sun's touch feels spectacular again, just as it did in April!

Enjoy! And rest assured this October, as with every month, we'll make sure to keep track of all of your important data . . . while you might want to keep track of how many times you raid that trick-or-treat stash.

Deal?

Richard

One need not be a chamber to be haunted;

One need not be a house;

The brain has corridors surpassing

Material place.

— Emily Dickinson

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 October!

Preventing Identity Theft

It can happen to anyone. You leave your purse in a restaurant or a pickpocket takes off with your wallet. From the instant you realize your valuable identification, credit cards, and cash are gone, it can be a fight to recover. The repercussions are serious. Not only can a thief steal your cash and use your credit cards, he can also steal your identity. You could face bank accounts and credit lines opened in your name, astronomical bogus cell phone bills, and even a change in your driving record. With your Social Security number in hand, a thief can assume your identity and damage your credit and good name forever.

However, there are some steps you can take now to protect yourself from such disaster. You can begin today by writing down every credit card number you have, along with the toll-free phone numbers you'd need to contact your credit card companies in the event of a lost or stolen card. Keep this list in a safe place, separate from your purse or wallet. In addition, you'll need to include your bank account numbers and the bank's telephone number. If they have a fraud hotline, then write that down, too. Also include the phone numbers of the three largest credit-reporting organizations (Equifax 1-800-525-6285, Experian 1-888-397-3742, TransUnion 1-800-680-7289).

If you're the victim of theft or have simply lost your wallet or purse, follow these steps:

- Call the police immediately to report the theft or loss.
- Call your bank and credit card companies to report the loss. You may ask for a freeze on your account for further protection. Follow this up with a written letter, detailing this information. Include the date you called and reported it to the police and the name of the person you spoke to on the phone.
- Call the three national credit-reporting companies and ask to have a fraud alert placed on your both your name and Social Security number. From then on, any company that checks your credit in the future will contact you prior to issuing any new lines of credit.
- Contact the Social Security Administration at 1-800-269-0271. They can also place a fraud alert on your name and Social Security number.
- Alert your insurance agent to the theft to see if you are covered for all or part of your loss.
- Check all future bills that come to ensure that there are no wrongful charges. You must report these errors within 60 days.
- Document all calls made by you and keep these records in order to ensure that you have adequate information needed to fight false claims or wrongful charges.

October Holidays and Events

Daily Observances:

- 1 Fall Astronomy Day
- 2 International Day of Nonviolence
- 3 World Habitat Day
- 5 World Teachers' Day
- 6 National German-American Day
- 7 World Smile Day
- 8 Universal Music Day
- 9 Leif Ericson Day
- 10 World Mental Health Day
- 11 Columbus Day (Observed)
- 12 Columbus Day (Traditional)
- 13 Navy Birthday
- 14 Be Bald and Be Free Day
- 15 White Cane Safety Day
- 16 World Food Day
- 17 International Day for the Eradication of Poverty
- 19 Evaluate Your Life Day
- 20 International Credit Union Day
- 21 National Mammography Day
- 22 International Stuttering Awareness Day
- 23 Mother-In-Law Day
- 24 World Development Information Day
- 25 Sourest Day
- 26 Mule Day
- 27 Cranky Coworkers Day
- 28 Frankenstein Friday
- 29 National Cat Day
- 29 National Forgiveness Day
- 30 Checklists Day
- 30 Create a Great Funeral Day
- 31 Halloween

Monthly Observances:

- Bat Appreciation Month
- National Cyber Security Awareness Month
- National Down Syndrome Awareness Month
- Workplace Politics Awareness Month
- Adopt a Shelter Dog Month
- Antidepressant Death Awareness Month
- Car Care Month
- Celiac Disease Awareness Month
- Children's Magazine Month
- Church Library Month
- Domestic Violence Awareness Month
- Dyslexia Awareness Month
- Eat Better, Eat Together Month
- International Starman Month
- International Strategic Planning Month
- National Animal Safety and Protection Month
- National Bake and Decorate Month

PacBlog

The True Costs of a Paper-Dependent Office

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-true-costs-of-a-paper-dependent-office>

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 do ghosts make good cheerleaders?

Last Month's Answer to:

What kind of bicycle does a gym teacher ride to school?

An exercise bike!

Last month's Winner:

RAYLEEN WAGNER

**** CONGRATULATIONS ****

Email your answer to info@pacific-records.com

FUNNY EPITAPHS

Talk about getting the last laugh! These epitaphs are from actual tombstones around the world.

HERE LIES A MAN NAMED ZEKE.
SECOND FASTEST DRAW IN CRIPPLE CREEK.

POEMS AND EPITAPHS ARE BUT STUFF:
HERE LIES ROBERT BURROWS. THAT'S ENOUGH.

HERE LIES LESTER MOORE.
FOUR SLUGS
FROM A FORTY-FOUR.
NO LES
NO MORE.

HERE LIES THE BODY
OF JONATHAN BLAKE
STEPPED ON THE GAS
INSTEAD OF THE BRAKE.

SACRED TO THE MEMORY OF
MY HUSBAND JOHN BARNES
WHO DIED JANUARY 3, 1803
HIS COMELY YOUNG WIDOW, AGED 23, HAS
MANY QUALIFICATIONS OF A GOOD WIFE, AND
YEARS TO BE COMFORTED.



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This is BETTER than using Zoom!"

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Busting Document Retention Myths

In the early 19th century, newspapers started using sensationalism to increase their circulation. This sensationalism came in the form of tabloid journalism, which included unverifiable or even blatantly false information. Just as the newspapers hoped, the public's attention was captured and readers paid good money for false information. Today, the Internet spreads misinformation faster and further than anyone back then could have imagined.

A myth is a widely-held but false belief or idea. Myths about document retention may not have started as sensationalism, but they often remain believable until someone does the work of verifying the truth. It's dangerous to make business decisions based on myths.

Here are a few document retention myths we'd like to bust:

Myth: Retention schedules only apply to paper records.

Truth: The purpose of a retention period is to make sure records are kept for a maximum period of time, but once the information is no longer needed, it is destroyed so that there is no possibility of a data breach. Paper documents can be misplaced, seen, or stolen by the wrong people, and electronic files are vulnerable to breaches through cyberattacks and digital scams. Sensitive information needs to be destroyed at the end of its useful lifecycle, no matter what form it's in.

Myth: Keep everything for 7-10 years.

Truth: 7 and 10 years are often assumed to be magic numbers for the required retention span of things like tax documents. The truth is that each type of document has its own unique retention period. Some are governed by the state and others federally. Just within the financial sector itself, ledgers, bank reconciliations, benefit records and payroll records all have different required retention lifecycles. Take the time to ask an expert about the right retention periods for your documents.

Myth: When in doubt, don't throw it out.

Truth: By not throwing out a document, you put its sensitive information at increased risk of a data breach. The real saying should be, "When in doubt, go find out." Find out when the document should be destroyed and ensure it happens.

Snopes, a fact-checking website, is described as a "well-regarded reference for sorting out myths and rumors" on the Internet. Their purpose is to debunk misinformation. Fact checking your information about document retention periods with a records and information expert may save you, your company, and your clients from embarrassment, bad press, legal issues, and expensive fines.

Top Weight Loss Mistakes

Are you looking to lose a few pounds? Hoping to slim down by the holidays? As you begin your weight loss program, be sure to avoid these top weight loss mistakes.

Not Enough Patience

Experts recommend dropping only one to two pounds per week. This means that if you're hoping to slim down by, say 30 pounds, you'll have four to six months before you hit that goal. Patience is a virtue—and it also helps you lose weight in a healthy manner. Expecting immediate weight loss is unrealistic, unhealthy, and can be discouraging to the point of making you quit your weight loss program altogether.

Not Enough Time

If you're serious about losing weight, start by scheduling into your day time for exercise and meal planning. Treat these times as appointments that you can't miss. Also, look at your exercise time as a reward, not a punishment, by choosing a type of exercise and a place to exercise that you really enjoy. You'll find that you will look forward to this time of your day.

Not Enough Food

Eating a well, balanced, healthy and low-carb diet is the best approach to weight loss. Starving yourself is not. If you don't eat enough each day, your plan will actually backfire. By doing this, your metabolism will slow down too much, making it harder for you to drop those pounds.

Not Enough Optimism

Make sure that your attitude is in the right place before starting a weight loss program. You should be doing this for you, not for your spouse, your mother, or to spite your ex-boyfriend. Your goals should be realistic, and you need a firm resolve to change the daily habits you have that do not help with your weight loss.



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