

## OCTOBER SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**36 YEARS**

Shelly Haynes

**6 YEARS**

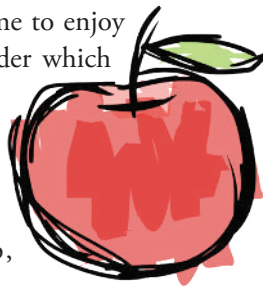
Cher Vue

**1 YEAR**

Peter Foy

### *Know Your Apples!*

Fall is apple season! It is the perfect time to enjoy apples, in all their varieties. Ever wonder which type of apple is best for pies? Which is good for applesauce? Use this list to help you decide.



**Best for snacking:**

Red Delicious, Fuji, Winesap, Gala

**Best for pies:**

Granny Smith, Golden Delicious, Newtown Pippin, Rome

**Best for applesauce:**

Newtown Pippin, Elstar, Rome, Golden Delicious

### What's Inside This Month?

*Trivia Quiz: All About October!*

*Helping Your Child Cope with Pet Loss*

*Want to Win a \$25 Amazon Gift Card?*

*Records Management Terms*

*You Should Know*

*October Offers!*

### *Thoughts from Richard Steed*



Ah, October! As the vibrant tapestry of autumn unfurls across the landscape, I'm reminded of the ever-evolving world of Records and Information Management. This month's crisp air and fiery foliage, serves as a timely reminder that change is both inevitable and beautiful. Let's embrace the spirit of October as we reflect on the evolving landscape of our industry.

Just as leaves drift and dance on the breeze, businesses must adapt to the winds of technological change. In this season, we often see innovations and digital tools reshaping the way we manage and protect information. From AI-powered data classification to blockchain for document security, October reminds us that the landscape of security technology is constantly evolving.

Much like farmers reaping the harvest, business managers must cultivate best practices to yield a bountiful information landscape. Effective data retention policies, compliance strategies, and disaster recovery plans are crucial to the integrity of your business, and, ultimately, to the fruits it will bear.

October's Halloween festivities serve as a fitting backdrop to explore the haunting world of compliance and regulatory challenges. Strategies for navigating the complex maze of data privacy laws and other evolving regulations are essential. They can help ensure your records and information practices are both compliant and effective . . . so they don't come back to haunt you!

In this season of change within the field of records management, we often seek guidance from professionals who share their wisdom and experiences. Their insights help us navigate the changing tides of records management and emerge stronger, wiser, and better prepared for what lies ahead. Got questions? Don't hesitate to ask us!

October is a month of transformation and preparation. As the world outside us undergoes its annual metamorphosis, let us harness this energy to embrace best practices. Together, we'll reflect on the changing seasons of our industry and find inspiration to adapt and thrive.

*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 October!

## Trivia Quiz: All About October!

It's October! Test your knowledge of this autumn month with 10 fun questions. Enjoy!

1. October is the tenth month of the year in the Gregorian calendar. However, it got its name from the Latin word "octo," which means what?
2. In the United States and Canada, people celebrate Thanksgiving in October. In which month is Thanksgiving celebrated in the United States, and what is the reason for the different dates in Canada?
3. Halloween, celebrated on October 31st, has its origins in an ancient Celtic festival. What was the Celtic festival called?
4. October is known for the birth of a famous playwright and poet who wrote many famous tragedies, including "Romeo and Juliet" and "Hamlet." Who is this literary icon?
5. Which orange vegetable is often associated with October, especially in the form of Jack-o'-lanterns?
6. The Major League Baseball (MLB) World Series is usually held in October. How many games does a team need to win to become the champion of the World Series?
7. In Mexico, the Day of the Dead (Dia de los Muertos) is celebrated in late October and early November. What is the main purpose of this holiday?
8. In the Northern Hemisphere, October marks the transition from summer to fall. What is this transitional period often called?
9. What is the astrological sign for those born in most of October?
10. October is National Breast Cancer Awareness Month in many countries. What is the color associated with breast cancer awareness, and what is the symbol commonly used to support this cause?

*Answers on Back Page!*



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<https://pacificshredding.com/service-request>

*"Don't judge each day by the  
harvest you reap but by the  
seeds that you plant."*

— Robert Louis Stevenson

## October Holidays and Events

### Daily Observances:

- 1 National Hair Day
- 2 National Custodial Worker's Recognition Day
- 3 National Techies Day
- 4 World Animal Day
- 5 National Do Something Nice Day
- 6 National Noodle Day
- 7 National Frappe Day
- 8 National Pierogi Day
- 9 World Post Day
- 10 World Mental Health Day
- 11 National Sausage Pizza Day
- 12 National Farmers Day
- 13 National Train Your Brain Day
- 14 National Dessert Day
- 15 National Mushroom Day
- 16 World Food Day
- 17 National Pasta Day
- 18 National Chocolate Cupcake Day
- 19 National Kentucky Day
- 20 National Suspenders Day
- 21 National Pumpkin Cheesecake Day
- 22 Make a Difference Day
- 23 National Boston Cream Pie Day
- 24 United Nations Day
- 25 World Pasta Day
- 26 National Pumpkin Day
- 27 National Black Cat Day
- 28 National Chocolate Day
- 29 National Cat Day
- 30 National Candy Corn Day
- 31 Halloween

### Monthly Observances:

#### **National Cybersecurity Awareness Month**

- National Substance Abuse Prevention Month
- Breast Cancer Awareness Month
- National Apple Month
- National Caramel Month
- National Chili Month
- National Cookbook Month
- National Cookie Month
- National Dessert Month
- National Pasta Month
- National Pickled Peppers Month
- National Popcorn Poppin' Month
- National Pork Month
- National Seafood Month
- National Vegetarian Month
- National Disability Employment Awareness Month

## PacBlog

### Avoid These 5

#### Records Management Mistakes

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/avoid-these-5-records-management-mistakes>

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](mailto: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 spiders eat at barbecues?

**Last Month's Answer to:**

*Why do soccer players do well in school?*

**They use their heads!**

**Last month's Winner:**

**MICHELLE DURHAM**

**\*\* CONGRATULATIONS \*\***

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

## Helping Your Child Cope with Pet Loss

It is a sad time in any family when a beloved pet dies. It can be especially hard on your children, who often have known their pet all their lives. The loss of a pet may also mark the first time a child has had to deal with any type of death, which can lead to varied and confusing emotions. To help your child deal with this grief, consider some of these approaches:



- Keep a small memento of your pet. A collar, favorite toy, or tag can be comforting.
- Gather up some photos of your pet with your child and frame them. You can also put together a photo album of pictures of your pet.
- Be sure to talk about your pet and share memories. Sometimes laughing about good memories can help in the grieving process.
- Encourage your child to continue regular activities, even if those used to include your pet.
- If possible, hold a memorial service for your pet. You can invite friends to share in this. Planting a tree in your pet's honor is a tangible way to remember him or her.



## 3 months FREE secure Destruction service

Get 3 months of free Secure Destruction service when you sign up for a new Secure Destruction account with a one-year agreement. Just mention this coupon! Email [info@pacific-records.com](mailto:info@pacific-records.com) for more information.

# Records Management Terms You Should Know

Records management means knowing what you have, where it is, and how long you should keep it. To help you effectively manage your records, we think it's helpful to start with the commonly-used terms associated with records management. Here are some of the key terms you will need to know.

## Types of Records

**Vital Records** are fundamental to the day-to-day functioning of an organization. They are necessary to continue operations, and without them, work would stop. Vital records could include staff contact details, contracts, security procedures, accounting documents, and blueprints.

**Active Records** are needed to perform current operations or assist with ongoing business matters. They are consulted frequently, at least once per month. They need to be easily-retrievable whether physically or digitally.

**Inactive Records** include those records that are no longer needed to conduct current business and may not get used within a single year's time but must be kept until they reach the end of their retention period.

**Archival Records** are preserved because of their continuing value. These records are inactive and may include manuscripts, papers, and memorabilia with historical, legal, research, or social value. These documents typically do not have a retention period and are preserved indefinitely.

## Records Storage Terms

**File Indexing** is an arranged system through which required documents and papers are easily located for the speedy disposal of urgent and ordinary matters. For example, if you wanted to store personnel files electronically, you could index them with information to make them easy to locate and retrieve, such as: Employee Name, ID, Status, Office Location, Department, Expiration Date.

**Boxed File Storage** is the storage of documents in archival boxes. Similar documents are stored together making it easier to retrieve files for destruction at a set date in the future. The protection of the physical container surrounding the files adds an extra level of security from damage or unauthorized viewing.

**Open-Shelf File Storage** is when each file is stored individually on a shelf rather than a file box, and labeled for immediate identification and retrieval. These types of files are often seen in healthcare facilities where files are quickly and regularly retrieved and later returned to the same spot.

**Retrieval** is the process of locating and withdrawing documents and delivering them for use. Off-site records management companies might provide physical delivery by vehicle, or digital delivery by Scan On Demand services.

## Lifecycle Terms

**Information Lifecycle** refers to the distinct phases of the existence of information from creation to final disposition, sometimes referred to as "cradle to grave." Distinct phases include: Creation, Use, Storing/filing, Evaluation, Disposition or Archiving.

**Retention Period** is the length of time—expressed in years, months and days—that an organization must keep particular records. Retention periods are set by state and federal data privacy laws.

**Final Disposition** is the last required action taken with regard to a record, and could come in the form of: Destruction, Transfer to another entity, or Permanent preservation.

This list of terms is important for managing your records and is best used in partnership with a professional records management company. Familiarity with these terms will increase the efficiency of your record keeping and your business while also benefiting your staff and clients.



**Did You Know . . . You Can Pay Online?**

Pacific customers can pay their invoices online at:

<https://pacific-records.com/pay-your-bill>



## Trivia Quiz Answers:

1. (.) Eight; 2.) November—Different historical origins; 3.) Samhain; 4.) William Shakespeare; 5.) Pumpkin; 6.) Four; 7.) To honor and remember deceased loved ones; 8.) Autumn; 9.) Libra; 10.) Pink

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