

SEPTEMBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

1 YEAR

Martin Angulo
Anthony Grahn
Timothy Wilson

7 YEARS

David Postlethwait

13 YEARS

Cheng Her
Lori Stone

16 YEARS

David Meza

27 YEARS

Kevin Fenster

Quick Tips: Organizing

Use labeled bins or baskets for items by category. Store frequently used items at eye level, and place less commonly used things higher or lower. Declutter annually, at least!

What's Inside This Month?

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September Offers!

Thoughts from Richard Steed

Can you believe we're stepping into September? It feels like just yesterday we were basking in the summer sun, and now, here we are, embracing the vibrant colors and cooler breezes of fall.



As the season changes, I find myself reflecting on how quickly time flies when you're doing what you love. It's funny how a shift in weather can bring a fresh perspective and a renewed sense of energy. Just like nature transitions seamlessly from summer to fall, our work evolves and adapts to meet your needs with creativity and enthusiasm.

In our world of information management, September is like a new chapter in a captivating book. It's an opportunity to refresh our strategies, revisit our goals, and ensure we're providing you with the best possible service. Whether we're organizing your records, managing your data, or ensuring your information is securely stored, our commitment remains unwavering.

Our team thrives on the challenge and excitement of transforming complex tasks into smooth, efficient processes. And just like the leaves turning shades of gold and crimson, our work is all about making sure every detail is perfectly in place. We take pride in knowing that you trust us with your valuable information, and that trust fuels our passion and dedication.

As we embrace the changes of September, let's celebrate the fresh start and new opportunities this month brings. Whether you're settling into a new routine or tackling exciting projects, we're here to support you every step of the way.

So, here's to a September filled with inspiration, productivity, and a bit of autumn magic. We hope this month brings you joy and a sense of fulfillment in all that you do. After all, when we love what we do, every season becomes an adventure.

Happy September!

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 September!

How Salty Are You?

Cutting excess salt from your diet involves more than just being careful with the salt shaker at the table. In fact, only 6% of your daily sodium intake comes from salting your food while eating. About 5% comes from cooking, and 12% from natural sources. The real problem lies with processed and prepared foods, which account for over 77% of your daily sodium consumption. This means that even if you're cautious about adding salt to your food, it may already be high in sodium.



While sodium is essential for proper body function, too much can strain your kidneys, heart, and blood vessels. How much do you need daily? Experts recommend no more than 2,400 milligrams (mg) per day. If you have existing conditions such as kidney disease, cirrhosis, high blood pressure, or congestive heart failure, you should limit your sodium intake to about 1,500 mg each day. Be sure to consult your doctor to determine the right level for you.

How do you know how much sodium you're consuming? One teaspoon of table salt has 2,325 mg of sodium. A tablespoon of soy sauce has about 900 mg, and even a cup of milk contains around 100 mg of sodium. Your best bet is to read food labels carefully, as they list the sodium content of products. Remember, salt comes in various forms, including monosodium glutamate (MSG), baking soda, baking powder, sodium nitrate, and sodium nitrite.

To reduce sodium easily, try eating fewer processed foods and cook with more fresh meats and vegetables. Reduce the amount of salt you add during cooking, and be aware that salad dressings, sauces, gravies, and many condiments contain large amounts of salt. Many low-sodium products are available if you still need convenience foods.

If you're concerned that your food will taste bland, don't worry. There are many ways to enhance flavor without adding salt. Use fresh or dried herbs and spices, fruit juices, and citrus zest. Natural aromatics like garlic, onions, and celery are also excellent flavor enhancers.

Finally, you can naturally reduce your desire for salt over time. Gradually decrease your salt use, and your taste buds will adjust. After a few weeks of cutting back on salt, you will no longer miss it and will find you enjoy the taste of food even more.

September Holidays and Events

Daily Observances:

- 1: National Chicken Boy Day
- 1-7: National Nutrition Week
- 2: World Coconut Day
- 3: Skyscraper Day
- 4: National Wildlife Day
- 5: International Day of Charity
- 6: Read a Book Day
- 7: National Beer Lover's Day
- 8: International Literacy Day
- 8-14: National Suicide Prevention Week
- 9: Teddy Bear Day
- 10: World Suicide Prevention Day
- 11: Patriot Day (9/11)
- 12: National Chocolate Milkshake Day
- 13: International Chocolate Day
- 14: National Cream-Filled Donut Day
- 15: International Day of Democracy
- 15-21: National Rehabilitation Awareness Week
- 16: National Guacamole Day
- 17: Constitution Day
- 18: National Cheeseburger Day
- 19: International Talk Like a Pirate Day
- 20: National Pepperoni Pizza Day
- 21: International Day of Peace
- 22: Hobbit Day
- 22: Autumn Equinox
- 22-28: National Fall Foliage Week
- 23-29: National Keep Kids Creative Week
- 24: National Punctuation Day
- 25: National Comic Book Day
- 26: National Pancake Day
- 27: World Tourism Day
- 28: National Good Neighbor Day
- 29: National Coffee Day
- 29-10/5: National Chimney Safety Week
- 30: International Translation Day

Monthly Observances:

- National Childhood Obesity Awareness Month
- National Chicken Month
- National Honey Month
- National Potato Month
- National Sewing Month
- National Courtesy Month
- National Bourbon Heritage Month
- National Preparedness Month
- National Self-Care Awareness Month
- National Yoga Month
- National Prostate Cancer Awareness Month

PacBlog

Tips for Changing Records Management Providers

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/tips-for-changing-records-management-providers/>

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:

I signal summer's end and fall's new start,
With day and night in equal parts.
What am I?

Last Month's Answer to:

What is smarter than a talking monkey?

A Spelling Bee!

Last month's Winner:

MARK JESUS

Email your answer to info@pacific-records.com

Trivia Quiz: All About September!

1. September is the ninth month of the year in the Gregorian calendar. What is the origin of the name "September"?
2. What famous English author, known for works like "Pride and Prejudice," passed away on September 18th, 1817?
3. September is known for the harvest of which popular fruit that is often used to make cider?
4. Which famous landmark in the United States, located in New York Harbor, was dedicated on September 22nd, 1886?
5. September 22nd or 23rd marks the occurrence of what astronomical event, signaling the start of autumn in the Northern Hemisphere?
6. What popular sporting event, known as "The Last Grand Slam of the Year," takes place in September?
7. In the Northern Hemisphere, September marks the beginning of which meteorological season?
8. What iconic rock band released their hit song "September" in 1978, which became a classic tune for the month?
9. What is the traditional birth flower for the month of September, often symbolizing love and devotion?
10. What is the zodiac sign for those born for most of September?

Answers on Back Page!

*"September days are here, with
summer's best of weather and
autumn's best of cheer."*

— Helen Hunt Jackson



**"He's posting it to Snapchat
so our kids will see it."**

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Quick Tips to Declutter Your Office

Clutter isn't just the stuff piled up on your desk, floor, or in drawers. According to Peter Walsh, a professional organizer and media personality, clutter is anything that stands between you and the life you want to live. The physical clutter in your home or office can affect how you operate, feel, think, and respond to daily events. So, deciding to declutter your office is not just about clearing space in your room—it's also about creating mental and emotional space for yourself. Here are some quick tips to help you get started on decluttering your office.

1. Begin Small

Feeling overwhelmed by the size of a task is often the biggest barrier to getting it done. Tackling one small piece at a time is a great strategy and far better than feeling defeated by an enormous job. Start by clearing off your desk or organizing a single drawer. Once you've completed that, move on to another small task. Remember the saying, "The only way to eat an elephant is one bite at a time."

2. Sort It Out

Sorting your items is an essential step toward organization. Grouping similar items together will make it easier to find things later. Create a category system that makes sense to you, but try to keep the categories to a minimum. If some categories are similar, feel free to combine them. The key is to make things easier to locate.

3. Purge Unnecessary Items

As you go through paperwork and other items, be strict about what you keep and what you discard. Properly shred any papers that you no longer need to prevent the risk of identity theft or information leaks. For documents you feel are still necessary, consider digitizing them instead of keeping physical copies. Digital files are easier to store and search, and they free up physical space in your office.

4. Get Organized

Using desk organizers, trays, file holders, and other tools can help keep things off your desk and out of piles. These items will also help you create designated spaces for everything, making it easier to maintain order. The visual neatness of an organized workspace can have a positive impact on your mental state as well, making you feel more in control and less stressed.

5. Archive Infrequently-Used Items

Organize your files and other materials so that anything you need regularly is within arm's reach. Items that you rarely

use should be archived in file cabinets, boxes, or other storage solutions. This way, they're protected and out of the way of your daily activities, allowing you to focus on what's important.

6. Utilize Shelves

Consider installing vertical shelving on empty wall space to store and organize items. This approach frees up valuable desk and floor space while keeping your essentials accessible. Shelves are an excellent way to keep your office tidy and functional without sacrificing storage.

7. Manage Cables Effectively

In today's tech-heavy offices, cables can easily take over. Use cable ties to bundle and redirect cables, clearing up valuable space and reducing visual clutter. You might also consider switching to wireless devices, such as a mouse, keyboard, or phone charger, to further minimize cable chaos.

8. Make Decluttering a Habit

Consistency is key to maintaining a clutter-free office. Make it a habit to put things away as soon as you're done using them. For every document you receive, decide immediately whether it should be discarded, dealt with, or added to your to-do list. By cleaning as you go, you'll prevent clutter from building up and keep your spirits high.

9. Seek Professional Help

Consider enlisting the services of a records management company. They offer a range of services that you might not be aware of, such as off-site record storage, secure document shredding, and file digitization. These services are designed to help offices of all sizes maintain a clutter-free environment.

As Barbara Hemphill, a business founder and author, once said, "Clutter is nothing more than postponed decisions." By taking action now and implementing these tips, you can create a more organized and efficient workspace that supports your productivity and well-being.



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.) From the Latin word "septem," meaning "seven," as it was the seventh month in the original Roman calendar 2.) Jane Austen 3.) Apples 4.) The Statue of Liberty 5.) Autumnal Equinox 6.) The U.S. Open (Tennis) 7.) Fall (Autumn) 8.) Earth, Wind & Fire 9.) Aster 10.) Virgo

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