

What Privacy Protection Means for Your Business

The responsibility for protecting your business information runs deep. All corporate records have to be continuously safeguarded and monitored, and your clients and employees expect you to maintain the confidentiality of their sensitive data. State and federal privacy laws such as FACTA, HIPAA, and GLB outline legal consequences for failure to prevent unauthorized access. Privacy protection means implementing storage, access and disposal strategies that help you fulfill these obligations at all times.

How and where you store your information plays a big part in privacy protection. Documents, files and backup tapes should be stored in secure areas. Cabinets, file rooms, and self storage facilities fail to provide comprehensive security necessary for privacy protection.

An offsite facility with controlled access and security prevention systems is ideal for preventing theft. Commercial records centers feature barcode tracking integrated with inventory management technology, which enables access levels to be customized to the individuals within your company and continuously monitored for added information security.

How you choose to dispose of your information also makes a difference to privacy protection. No-longer-needed paper records should be shredded in an efficient and confidential manner. A professional shredding and destruction service ensures that sensitive files are disposed of in a timely manner and with strict security and chain of custody protocols. A Certificate of Destruction is issued for proof of your adherence to privacy protection laws.

In today's world, where identity theft and corporate fraud is a constant threat, having a privacy protection plan in place for your business is essential.

Quick Tips: Organizing

When serving condiments at a picnic or potluck, instead of placing lots of big, bulky bottles on the table, use a muffin tin. Fill each compartment with a different topping—ketchup, mustard, mayo, relish, hot sauce—and place a spoon in it. This makes for quick and easy access, which is especially helpful when you are serving a crowd or have lots of kids in your group.

Thoughts from Richard Steed



Knock, knock! Who's there?
April Fool's Day, that's who!

Ha! When you're a child (of 4 or 94), this month signifies one of the greatest times of the year: an entire 24 hours set aside for you to play tricks on those around you. The remarkable day where you not only get to do your utmost to "get" your

pals/family members into believing the silliest of notions, but are actually encouraged to (well, sort of) by societal tradition. Can't get much better than that!

The best part is when your well-thought-out ruse actually works and you have a stunned person standing before you, while you're doubled-over, roaring with laughter. What usually follows is that somebody then plays an April Fool's joke on you; and for some reason those jokes never seem to be quite as funny.

Assuming that most of us are past that stage (sadly!), oftentimes we look to this month as a sign of fresh life and renewal. Renewal in the buds on trees and flowers, sure, but also renewal within our lives if we so choose. I think it's a wonderful time of year to count one's blessings and embrace the new season both literally (get out there and enjoy the day!) and figuratively (do something new that you've always wanted to try).

We'll be here, watching over your precious data materials and handling your storage needs so you can devote yourself to welcoming the upcoming springtime.

Knock, knock! Who's there? A new beginning, that's who!
Enjoy... *Richard*

What's Inside This Month?

Privacy Protection for Your Business

Make Your Diet Program More Successful

Brain Teaser: Win a \$25 VISA Gift Card!

Spring Safety Tips for Your Pets

April Offers!

Get 5 FREE Storage Cartons!

Buy 25 or more Pacific Records Management cartons and get 5 free anytime in April with mention of this coupon!

Taming All Those Scarves

Scarves are great fashion accessories, but they can be difficult to store without turning into a jumbled mess in a drawer. There are a few ways to make storing all your scarves easier, while still being able to see them all at once.

One of the easiest ways to organize your scarves is to simply hang a towel bar on your wall. You can then create a loop in each scarf by doubling it and hanging it over the bar. Tuck the ends into the loop, and secure by pulling down on the ends. You can add a large number of scarves to a standard towel bar. If you need more space, just add another bar or two below the first one.

If you'd like to keep your scarves out of sight, you can easily store them in your closet. Take a sturdy wooden hanger and thread several shower curtain rings onto the cross bar of the hanger. Then slip each scarf through the ring. The hanger can hold many scarves and you can see them all at once by simply removing the hanger from your closet. If you need more room, just rig up an additional hanger.

Finally, if you'd rather keep all your scarves in your drawers, it is better to roll them than to fold them. If you fold and stack them, you cannot get to the bottom scarves without disturbing those above. By rolling them and placing them side by side in a drawer, you maximize your storage space and can see your entire scarf collection at once.

Trivia Quiz: Fairy Tales

1. In the classic tale of Beauty and the Beast, what ultimately happened to Beauty's two wicked sisters?
2. In Jack and the Beanstalk, what type of musical instrument did Jack steal from the giant?
3. In the Brothers Grimm tale, what was the name of the evil woman who imprisoned Rapunzel in the tower?
4. In Hansel and Gretel, what did the children's father do for a living?
5. How many mattresses did the princess sleep on in The Princess and the Pea?
6. In Snow White and the 7 Dwarfs, what type of ore did the dwarfs mine?
7. In The Emperor's New Clothes, who told the emperor that he wasn't wearing any clothes?
8. Which character said, "I'll huff and I'll puff and I'll blow your house down"?
9. In the tale of Three Billy Goats Gruff, who lives under the bridge?
10. The Pied Piper was hired by the village of Hamelin to

Answers: 1. They were transformed into living statues and set before the palace gate. 2. A magical harp. 3. Dame Gothel. 4. He was a wood cutter. 5. 20. 6. Gold. 7. A child in the town square. 8. The wolf in The Three Little Pigs. 9. A troll. 10. Rats.

April Holidays and Events

- 1 April Fools Day
- 1 National Fun at Work Day
- 1-7 Laugh at Work Week
- 2 International Children's Book Day
- 2 World Autism Awareness Day
- 4 International Pillow Fight Day
- 4 National Love Our Children Day
- 5-11 Bat Appreciation Week
- 5-11 National Window Safety Week
- 6 Tartan Day
- 7 International Snailpapers Day
- 7 World Health Day
- 8 National Dog Fighting Awareness Day
- 9 National Alcohol Screening Day
- 10 National Siblings Day
- 12 International Day of Human Space Flight
- 12-18 National Library Week
- 12-18 Pan American Week
- 13-18 International Dark Sky Week
- 14 National Library Workers Day
- 14 Pan-American Day
- 15 Income Tax Day
- 16 Celebrate Teen Literature Day
- 17 Ellis Island Family History Day
- 17 National Haiku Poetry Day
- 18 International Amateur Radio Day
- 18-24 Cleaning for a Reason Week
- 18-25 Money Smart Week
- 18-26 National Park Week
- 19 National Hanging Out Day
- 19-25 Administrative Professionals Week
- 19-25 Sky Awareness Week
- 20-24 National Playground Safety Week
- 20-26 Spring Astronomy Week
- 21 Kindergarten Day
- 21 National Bulldogs Are Beautiful Day
- 22 Administrative Professionals Day
- 22 Earth Day
- 23 Take our Daughters and Sons to Work Day
- 23 World Book and Copyright Day
- 23 World Book Night
- 24 National Arbor Day
- 25 Spring Astronomy Day
- 25 World Healing Day
- 25 World Malaria Day
- 25 World Penguin Day
- 25 World Tai Chi and Qigong Day
- 25 World Veterinary Day
- 26 Richter Scale Day
- 28 Workers Memorial Day
- 30 International Jazz Day

PacBlog

Addressing Privacy Protection Vulnerabilities Within Your Organization

PacBlog is the monthly web log of Pacific Records Storage. To read this month's installment, please click the title below.

<http://pacific-records.com/addressing-privacy-protection-vulnerabilities-within-your-organization>

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

"You must pay taxes. But there's no law that says you gotta leave a tip." — Morgan Stanley

Do You Want To Win A \$25 VISA 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 a lucky name.

Here is this month's challenge:

What did the pony say when it had a sore throat?

Last Month's Answer to: *What should you give a sick lemon?*

Lemon Aid

Last month's Winner:

**ANNI FARNSWORTH, OFFICE MANAGER
BARTKIEWICZ, KRONICK & SHANAHAN**

Email your answer to info@pacific-records.com

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Don't judge each day by the harvest you reap but by the seeds that you plant. —Robert Louis Stevenson

Quick Tips: Green Living

It can make a big difference when you bring your own cloth bags to the grocery store. If you shop just once a week, in three years you will have kept about 500 plastic grocery bags out of landfills. By using fewer bags, you will also help cut energy use when the bags are manufactured. Even better, some grocery stores offer discounts when you use your own bags. This means that your bag will pay for itself in no time.



"I keep our secure files in a coffee can buried behind the office. You can't hack into *that* with a computer!"

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Spring Safety Tips for Your Pets

With the change in season and warmer weather here, remember to take some time to include ensuring your pet's safety in your spring cleaning chores. Here are some things to do to make spring as safe as possible.

Check your screens.

Examine your screen doors and window screens for tears or loose spots. This is especially important for screens on upper floors of your home. If you are ready to leave windows open to let in the fresh spring air, make sure that your screens will not let your pets out.

Keep up to date on vaccinations and medications.

Spring can bring new hazards with the onslaught of pesky bugs. Your pets will also wish to spend more time outdoors. Make sure that your pets have year-round heartworm preventive medication and protection from fleas and ticks.

Make sure your garden is safe.

When you are outdoors starting your garden, keep in mind that your pets will also take an interest in your garden. Keep toxic bulbs like tulips, daffodils, and hyacinths out of your garden. Only use as much fertilizer as is necessary and observe the waiting period after applying before letting your pets outdoors.

Keep identification current.

A microchip is the best way to find a lost pet. Be sure to update your information if you've moved since your dog or cat has received a microchip. Even if your pet is microchipped, it is still good to have a sturdy collar and a tag. Make sure the tag has your address and cell phone number on it.

Make Your Diet Program More Successful with Increased Fiber

A recent study released by researchers at the University of Massachusetts has shown that a diet program that emphasizes eating more fiber-rich foods is more successful than one that restricts dieters from eating certain foods. Subjects in the study were asked to increase their fiber intake by at least 30 grams a day. This was compared to a diet designed by the American Heart Association. While this diet also had an increase in fiber, it had another 12 changes to the diet, including restricting calories, reducing sugar and salt, eliminating alcohol, and keeping fat, carbohydrate, protein and cholesterol levels at specific ratios.



After a year, the researchers found that both groups had lost about the same number of pounds. Since the simple high-fiber diet was easier to follow, researchers believe that it can have a greater success rate with more participant satisfaction. While the increase in fiber helped both classes of participants feel fuller during the day, the less restrictive diet resulted in happier dieters overall.

By the Numbers: Ballparks

- Dodger Stadium in Los Angeles has the largest capacity of any MLB park, holding 56,000 fans.
- Coors Field in Denver is the highest baseball stadium in the country measuring in at 5,211 feet above sea level. The low air density at this elevation can result in balls traveling farther than in other parks.
- The L.A. Dodgers had the highest attendance of all MLB stadiums in 2014. A total of 3,782,337 fans attended games last year.
- By contrast, 1,446,464 fans attended Tampa Bay Rays games in 2014.

Sources: NPD Group, NHDSC

Quick Tips: Healthy Living

A new study suggests that athlete who consume several sports drinks a day could be facing dental problems. These drinks, especially in combination with a high-carbohydrate diet, can introduce too much sugar and acid into the mouth. In addition, when training, any dehydration can lead to a reduced production of saliva, which helps protect teeth from decay. To help prevent this, drink more water when exercising and be sure to brush your teeth after consumption of these drinks.

Baseball, it is said, is only a game. True. And the Grand Canyon is only a hole in Arizona.

— George F. Will

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