

The People Who Protect and Manage Your Information

Security and trust are top priorities when storing your documents offsite. In addition to a top-notch storage facility and the ability to track and manage your retention inventory, you naturally want assurance that only the most knowledgeable and trustworthy individuals are organizing and handling your confidential information.

Peace of mind starts with choosing a records management company that refuses to outsource its services to a third party. They understand that the shorter and tighter the chain of custody for your documents, the less chance they fall into the wrong hands. That's why all document indexing, retrieval and delivery must be done by your vendor's employees and never outsourced. Each employee should be required to wear a uniform and badge for easy identification when visiting your facility. Background checks and drug screening must be done, and every staff member required to sign a confidentiality agreement. Access to your own account manager means your questions are answered thoroughly and on time.

Ongoing employee education and training plays a huge role in ensuring that privacy control and standards are followed for as long as your documents are stored offsite. All staff members receive extensive training on document handling policies and procedures as well as state and federal privacy laws such as HIPAA, FACTA and SOX. The right provider will even have professional records managers on staff to offer you expert advice when drafting a corporate retention policy for your business.

The people behind a records management service are the key to keeping your information secure and organized.

Thoughts from Richard Steed

December brings with it the scents of pine, cider, and cinnamon sticks. And sure, sometimes a simmering panic also wafts through the house. Panic? I'll admit it. With all its benefits, 'tis-the-season-to-be-jolly often glides in on a sleigh of added pressure. Pressure to decorate the house just right, and pressure to remember everybody on your gift list. Pressure not to be caught re-gifting that plastic neon shoe organizer (or reindeer sweater, foot massager, or what have you). And, yes, the pressure to "be merry."



"Merriness" is sort of mandated this time of year, and for some people it's not easy to accomplish. Yet it is those people—the ones who have had a difficult year leading up to the holidays (lost loved ones, illness, lost jobs, etc.)—who need us to reach out to them the most.

Not necessarily with gifts (although homemade sugar cookies are rarely sneered at, least of all by me) but more importantly with our time; an empathetic ear or even a hug or two. It's a wonderful present to give yourself. You will feel far more connected with the real reason for the season if you do. As the hustle and bustle bears down, you can relax in at least one aspect; knowing we're here for you! So as you're storing those gifts away from younger, slier, prying eyes (yeah, good luck with that...) trust that we've got your records management covered, just like always.

Meanwhile, try and slow things up a bit this year and seek out the "stuff" that matters. For 'tis not in the fancy, ribbonwrapped box, but in the precious moments of togetherness and benevolence where the true "merry" of the season nestles.

Richard

What's Inside This Month?

Thoughts from Richard Steed

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Three Simple Swaps for a Healthier Lunch

December Offers!

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

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 December!

Trivia Quiz: Football Fun

1. Which quarterback led the 1951 Cleveland Browns to an 11-1 season record?
2. Two months after President Kennedy was assassinated, which team won the NFL Championship game?
3. Which team was the last in the 20th century to go defunct?
4. What position did Jerry Rice play throughout most of his career?
5. Where did quarterback Donovan McNabb play college football?
6. True or False: Dan Marino never won a Super Bowl.
7. What position takes the hand-offs and also can move out as a receiver?
8. What was the original name of the New York Jets when they were in the AFL, before joining the NFL?
9. Who holds the title of the most fumbles in the NFL?
10. What is the length in yards of a football field, from one end to the other?

TRIVIA QUIZ ANSWERS:

Jon Kitna. 10. 120. 1. Otto Graham. 2. Chicago Bears. 3. Dallas Texans (in 1952). 4. Wide receiver. 5. Syracuse. 6. True. 7. Running back. 8. New York Titans. 9.

Trivia Extras: Animals!

- The world's biggest sharks—the basking shark and the whale shark—are also among the least dangerous.
- When an armadillo gives birth, it almost always has four babies.
- Baby camels are born without a hump!

The Long Walk Home

When little Andy complained about his walk home from school, his father tried to console him, saying “When Abraham Lincoln was your age, he would walk ten miles everyday to get to school.”

“Really?” said Andy. “When he was your age, he was president.”

Quick Tips: Cars

A small crack in the weather-stripping around your car's doors or windows can lead to a leak into the interior of your car. Any leak that lets in rain or melting snow can cause damage to the interior of your vehicle. A small leak can be repaired with a brush-on seam sealer. There is also a product that can repair tears using caulk. If you do need to replace sections of the weather-stripping, contact a dealership or an automotive product supplier. You should get weather-stripping specific to your car in order to get a good seal and an adequate repair.

December Holidays and Events

Daily Observances

- 1 World AIDS Day
- 2 Special Education Day
- 2 International Day for the Abolition of Slavery
- 3 International Day of Persons with Disabilities
- 4 National Dice Day
- 6 National Miner's Day
- 6 National Pawnbrokers Day
- 7 National Pearl Harbor Remembrance Day
- 7 International Civil Aviation Day
- 9 National Salesperson's Day
- 10 Human Rights Day
- 10 International Shareware Day
- 10 National Day of the Horse
- 13 Full Cold Moon ****
- 11 International Mountain Day
- 15 Bill of Rights Day
- 15 Cat Herders Day
- 16 Underdog Day
- 17 Wright Brothers Day
- 18 International Migrants Day
- 20 International Human Solidarity Day
- 21 Forefathers' Day
- 21 Humbug Day
- 22 National Haiku Poetry Day
- 22 First Day of Winter
- 24 Christmas Eve
- 25 Christmas
- 26 Boxing Day
- 26 National Thank You Note Day
- 26 National Whiner's Day
- 29 Tick Tock Day
- 30 Bacon Day
- 30 No Interruptions Day
- 31 Make Up Your Mind Day
- 31 New Year's Eve

Weekly Observances

- 1-7 Cookie Cutter Week
- 10-17 Human Rights Week
- 18-24 Gluten-Free Baking Week

Monthly Observances

- Bingo's Birthday Month
- Safe Toys and Gifts Month
- Spiritual Literacy Month
- National Write a Business Plan Month
- Worldwide Food Service Safety Month



**** FUN FACT:** The December Full Moon is called the Cold Moon by Native Americans of New England because at this time of the year, the nights have become long.

PacBlog

Disposing of Medical and Legal Records the Right Way

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/disposing-medical-legal-records-right-way>

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>

"Other things may change us, but we start and end with family." — Anthony Brandt

DECEMBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

19 YEARS

Greg Tudor, President and CEO

1 YEAR

Jesus Beltran

**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:

Where do snowmen go to dance?

Last Month's Answer to: *How is 2+2=5 like your left foot?*

"They're both not right."

Last month's Winner:

MARY POU

Email your answer to info@pacific-records.com

By The Numbers: Random Stats!

- More than 10 people a year are killed by a vending machine.
- Summer on Uranus lasts 21 years.
- 0.3% of solar energy from the Sahara is enough to power the whole of Europe.
- Thomas Alva Edison patented almost 1,300 inventions in his lifetime.
- The oil used by jewelers to lubricate clocks and watches costs about \$3,000 a gallon.
- The IRS processes more than 2 billion pieces of paper each year.
- Jumbo jets use 4,000 gallons of fuel to take off.
- It takes six months to build a Rolls Royce...and 13 hours to build a Toyota.

Quick Tips: Green Living

Many household contaminants are brought into your home on the bottom of your shoes. To reduce these harmful substances in your home, you should have good, durable mats at all entrances of your home. Encourage your children and guests to wipe their feet well before entering your home. You can also place cotton rugs inside your doors to collect dust from the outside. Don't forget the door to your garage as well. For even better protection, consider becoming a shoe-free household. You can set up an area near the entrance of your home for shoe storage.



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Don't get me wrong, your résumé looks great. It's just that the flying thing is kind of a prerequisite.

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Try These Simple Swaps for a Healthier Lunch

Choosing a healthy lunch doesn't have to be boring or a day-to-day challenge. In fact, there are plenty of tasty and healthier substitutions you can make to your favorite meals when eating out or packing a lunch, such as adding more fresh fruits and vegetables and reducing refined grain products such as white bread and sugary foods. And losing just a few pounds can help reduce your risk for type 2 diabetes, according to the American Diabetes Association. According to them, ". . . healthy choices for people with diabetes are the same as for everyone else: choose more vegetables, especially leafy greens, lean protein sources and whole grains in place of processed refined grains whenever you can," says Sacha Uelmen, Director, Nutrition at the American Diabetes Association.

Making better choices at lunch is a great place to start. And even small changes can help. So check out these healthy swaps below:

* Caesar Salad. The traditional salad contains romaine lettuce, croutons, parmesan cheese and Caesar dressing. Make a healthier salad by asking for the dressing on the side and use it sparingly. Add more veggies to your salad to increase vitamins and minerals, including dark, leafy greens, such as kale or spinach, carrots, bell peppers, tomatoes, or onions instead of croutons. Go light on the cheese or skip it altogether. Some restaurants now offer kale Caesar salad.

* Pizza. Two slices of pizza with extra cheese sounds delicious, but it can be high in saturated fat and calories. A better option is to have one slice of regular cheese pizza with veggie toppings and a side salad or two small slices of thin crust pizza with a side salad. And what about soda? Soda's unhealthy for many reasons, not just its sugar content. Try sparkling water or still water with lemon instead.

* Italian sub. Choosing a sandwich with fries and a soda or sweet tea might satisfy a craving, but it's also a lunch that's packed with calories. Try a grilled chicken breast or turkey sandwich on whole wheat bread or wrap and add plenty of veggies. Replace regular mayo with avocado, hummus, or light mayonnaise and ask for half the cheese. Add fresh fruit or a small salad in place of the fries. And swap out the soda or sweet tea for water, sparkling water, or unsweetened tea with a splash of lime.

Take the stress out of making these choices on your own and consider a structured meal plan like Nutrisystem D, which provides pre-portioned meals to help manage diabetes and keep healthy eating on track at every meal.

For more information, visit www.nutrisystem.com.

The 2017 calendars are in!

Please email us if you didn't get yours and would like one: info@pacific-records.com

Treating the Sniffles with Cold Hard Facts

Everyone would love a miracle cure for the common cold, but unfortunately there isn't one. Many remedies are touted as helpful, including echinacea, zinc, vitamin C, and other supplements. But even these healthy choices are limited. Research has found that echinacea does not prevent or help cold symptoms, as reported in a recent study in *The New England Journal of Medicine*. In fact, in study after study, it has been found that nothing can prevent or cure a cold.

There are some studies that show a reduction in some cold symptoms with the use of zinc and vitamin C, however. But these benefits are limited and do not reduce the severity or duration of colds more than 20 percent. And taking too much of a supplement can cause problems of its own, including an actual suppression of the immune system and gastrointestinal distress. Like anything else, use these in moderation, too.

So what should you do to help with your cold symptoms or even prevent a cold? Your best line of defense against the cold virus is to keep your hands away from your face and wash them often with soap and water—especially during cold and flu season! Avoid sleep deprivation and overexercising during the winter months, as both situations can lower your immune system response. Do get some exercise—just don't overdo it! If you come down with a cold, get plenty of rest and drink lots of fluids, especially warm liquids like tea and chicken soup. No home or over-the-counter remedy is effective in reducing the duration of your cold. Your cold will probably run five to seven days and should clear up on its own.

"A family is a unit composed not only of children but of men, women, an occasional animal, and the common cold." — Ogden Nash

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