

The Advantages of a Scan on Demand Solution

Limited office space? Lost files? Worried about confidentiality? Maintaining an inventory of paper records is a hassle that may leave you wondering whether to professionally store or scan your documents. Each option offers a solution for reducing overhead and administrative costs, streamlining document management, and enhancing privacy protection. Luckily, your decision doesn't have to be an either/or proposition.

Scan on Demand combines the best of professional records storage and document scanning so you can have the best of both worlds. There's no need to scan and convert your entire records inventory to digital images, especially since some will sit inactive until the end of their required retention period.

Here's how it works: Your hardcopy files are stored safely and securely offsite in a commercial records center where they are properly indexed, managed and tracked with barcode technology.

When a file is needed, it is retrieved from its storage location, converted to an electronic image, and sent to you electronically. Your digital document can then be easily shared and used for team collaboration by any team member within your organization. Storage, retrieval and scanning are done for you—so you never have to leave your desk!

Scan on Demand offers the benefits of:

- affordable and secure offsite storage
- fast remote access to files
- enhanced confidentiality and privacy protection
- digital document management

Scan on Demand offers a secure, economical and time-saving solution for storing, accessing and digitizing your business information.

What's Inside This Month?

The Advantages of Scan on Demand

Did You Know: Groundhog Day

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

Preparing for a Flood

GO GREEN REPORT!

February Offers!

Thoughts from Richard Steed

As I watched the early newscast this morning our anchorwoman remarked (shaking her perfectly coiffed head) that she encountered an Easter candy display at a store recently.



Easter? It's February! What happened to Valentine's Day? You know . . . gaudy cards, overpriced roses and the like? Yet, I'm not as cynical as it might sound . . . really . . . in fact, I will share with you a story I recently heard . . .

A lady was recounting her early Valentine's Days. It was the one day a year where her no-nonsense father would buy a good box of chocolates for her mother, and also purchase a thrifty box of chocolate covered cherries for each of his children, which would be unceremoniously dropped in their laps.

The thing is . . . none of the kids cared for chocolate covered cherries all that much, especially this lady, who admitted she despised them as a child. She did not tell her father this, however. Instead, she would thank him and eat one or two in front of him. She seemed to understand, even though young, that his gesture meant more than the candy.

The lady is now grown and last year her father passed away. Valentine's Day came just like it always had, but this time without her Dad, or the waxy, gooey candy. No more having to pretend she liked those yucky things, she thought.

That afternoon, however, she found herself in the parking lot of a local grocery store, crying, as she opened a box of chocolate covered cherries and took a big, gooey bite.

Let's not forget this February that it's all about the people in our lives and not the quality of the chocolates.

Richard

Happy Valentine's Day!

Quick Tips: Green Living

To reduce your paper and plastic use at the office, keep your own dishware, flatware, and mug at your desk. This will keep you from using paper and plastic disposables for your lunch. When you are finished eating, give your plate and utensils a quick wipe down in the sink. You can also bring your drinks in reusable bottles and can tuck a cloth napkin into your lunch bag.

Get 5 FREE Storage Cartons!

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

Considering Adult Day Services?

Adult day services are designed to provide care and companionship for seniors who need some assistance or supervision during the day. These programs allow seniors to continue living in their home comfortably, but give them needed support to do this safely and with continued health and social opportunities. These services are perfect for seniors who need the help of someone other than a family member.

Many of these programs offer home visitation services, as well as opportunities to get out for activities. They provide help with meals and exercise programs in the home. In addition, there are opportunities for shopping, enjoying creative therapies such as art, music, and dance, and enjoying games and fun with other seniors.

How do you know if adult day services might be beneficial for you or your loved one? This checklist can help you decide:

1. Do health issues cause problems with enjoying home life?
2. Do you find yourself forgetting things occasionally?
3. Is your spouse finding it hard to keep up with household duties and attending to your needs?
4. If your children are assisting you, do they have full-time jobs that keep them from visiting as often as they'd like?
5. Do you find it difficult to prepare nutritious meals every day?
6. Would you like to have a partner to help you keep up with a fitness program in your home?
7. Are you lacking in opportunities for socializing because of limited mobility?
8. Do you have a caregiver that would appreciate the opportunity for time alone and needed rest?

If you think that an adult day services program would be right for you, contact your local senior center for resources. These services are often offered by nursing facilities, churches, hospitals, or community centers. Some services are offered at adult day services centers and others offer in-home services. You can find a program that is just right for your specific needs.

By the Numbers: Chewing Gum

- Americans purchase over \$2 billion of chewing gum each year.
- Wrigley produces about 35 percent of all chewing gum manufactured.
- If each piece of gum consumed each year was chewed for 30 minutes, it would add up to 187 billion hours.
- Every American chews on average 280 sticks of gum annually.
- Chewing gum for one hour burns about 11 calories.

Source: Wrigley, National Association of Chewing Gum Manufacturers

February Holidays and Events

- 1 Robinson Crusoe Day
- 1-7 Women's Heart Week
- 2 Groundhog Day
- 2-6 International Networking Week
- 2-8 Publicity for Profit Week
- 3 African-American Coaches Day
- 4 Digital Learning Day
- 4 World Cancer Day
- 5 Weatherperson's Day
- 6 Bubble Gum Day
- 6 National Wear Red Day
- 7 Take Your Child to the Library Day
- 7 Wave All Your Fingers at Your Neighbors Day
- 8 Laugh and Get Rich Day
- 8 Man Day
- 9 Read in the Bathtub Day
- 9-15 International Flirting Week
- 9-15 Random Acts of Kindness Week
- 11 Get Out Your Guitar Day
- 11 National Shut-In Visitation Day
- 11 Satisfied Staying Single Day
- 13 Employee Legal Awareness Day
- 13 Get a Different Name Day
- 13 Madly in Love with Me Day
- 14 National Donor Day
- 14 National Have a Heart Day
- 14 Saint Valentine's Day
- 15 Susan B. Anthony Day
- 15-21 National Pancake Week
- 16 Presidents' Day
- 17 International Pancake Day
- 17 Mardi Gras
- 17 My Way Day
- 19 Chinese New Year
- 20 World Day for Social Justice
- 21 International Mother Language Day
- 22-28 National Eating Disorders Awareness Week
- 23 Curling is Cool Day
- 24 Single-Tasking Day
- 25 Inconvenience Yourself Day
- 26 Introduce a Girl to Engineering Day
- 26 National Chili Day
- 28 Floral Design Day
- 28 National Tooth Fairy Day
- 28 World Sword Swallowers Day

February is also . . .

- National Time Management Month
- International Boost Self-Esteem Month
- Library Lovers' Month
- Marfan Syndrome Awareness Month

PacBlog

Records and Information Management Resolutions for the New Year

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/records-information-management-resolutions-new-year>

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 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 number divided in half is zero?

Last Month's Answer to: *What is the shortest complete sentence in the English language?*

GO.

Last month's Winner:

**JULIE TREMAYNE
PRACTICE ADMINISTRATOR**

Email your answer to info@pacific-records.com

FEBRUARY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

19 YEARS

Lori Ornellas

17 YEARS

Tony Silva

15 YEARS

Tim Hoskins

10 YEARS

Ellen Clare

9 YEARS

Justine Brown

3 YEARS

Israel Lopez



"We're installing a USB port so it's easier to recharge you after lunch."

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 for more information.



Go Green Report:

2014 TONS Shredded: 2,973 (5,946,300 Lbs!)

	Quantity	Financial Value
Trees Saved	50,541	\$12,635,250
Gallons of Water Conserved	20,811,000	\$ 93,650
Killowatts of Energy saved	12,189,300	\$ 975,144
Cubic Yards of Landfill Saved	9,811	\$ 490,545
Pounds of Pollutants kept out of Atmosphere	178,380	\$ 891,900
TOTAL Savings to Environment		\$15,086,489

Source: U.S. EPA calculations and actual prices from wholesale suppliers of paper, electric, water and landfill companies.

Preparing for a Flood

Springtime can bring rains and melting snow that cause flooding. Floods can develop quickly and are unpredictable. They also are very dangerous. Don't get caught unprepared. These steps will help keep you and your family safe.

1. Find out if you are in a flood-prone area. If so, learn about your community's flood plans, evacuation routes, notification services, and locations of safe areas.
2. Practice a flood evacuation plan with your family. This should include steps to take at your home before you leave (turning off electrical and gas power, handling valuables, and securing unsafe items). You should also know where to meet at a safe point if you are separated, and everyone should have access to an emergency contact, which should be a friend or relative outside of the potential flood zone.
3. Keep a stock of emergency supplies in the event that you are stranded in your home by floodwaters and unable to leave.
4. Keep your family's tetanus vaccinations up to date.
5. Talk with your insurance agent about your homeowners' or renters' insurance. If you are not covered for flooding, contact the National Flood Insurance Program at www.FloodSmart.gov.
6. Secure important documents in a fire- and water-proof container. This should include copies of critical documents such as birth certificates and passports, a copy of your homeowners insurance, and an inventory of the items in your home.

Did You Know: Groundhog Day

- Every February 2nd is celebrated as Groundhog Day.
- According to folklore, if it is cloudy when the groundhog emerges from his burrow on this day, then there will be an early spring. If it is sunny, there will be six more weeks of winter.
- The largest Groundhog Day celebration takes place in Punxsutawney, Pennsylvania. The resident groundhog is named Punxsutawney Phil.
- There are 32 6-foot tall fiberglass replicas of Punxsutawney Phil on the sidewalks and corners of the town of Punxsutawney.
- When not attending the Groundhog Day celebrations, Punxsutawney Phil lives at the Punxsutawney Memorial Library.
- Students at Punxsutawney Area High School have Groundhog Day off from school each year.
- The National Climatic Data Center has analyzed Punxsutawney Phil's accuracy. They found an accuracy rate of 39 percent