

Storing and Preserving Documents Long Term

Even in today's digital world, many businesses still rely on hard copy paper documents. Determining what to do with your files is challenging, especially if you access them regularly. How do you avoid taking up too much space while keeping your documents secure, accessible and in excellent condition? Fortunately, there are several practical and cost-effective solutions for storing and preserving your documents long term.

Where and how you store your documents is important. Factors such as temperature, light, dust and humidity can speed up the degradation of paper. A storage environment should be secure, climate-controlled and pest-free. Never store documents in the same place as combustible and flammable items. Since documents often contain sensitive personal and financial data, the storage facility also needs to be highly secure.

A commercial records center with advanced security and climate control systems offers the ideal storage environment for storing hard copy paper documents. Your documents are stored on high-density shelving units and tracked with bar codes. State-of-the-art fire detection and suppression systems offer an added layer of protection. Screened records management personnel index your documents and deliver them to you upon request.

You can also scan your documents to save time, money and space. Digital documents can be accessed quickly and securely without digging through a paper filing system. Whether you decide to convert your entire paper document inventory or go with a gradual or Scan on Demand approach, your document storage and scanning provider can offer a solution tailored to your business needs and budget.

What's Inside This Month?

Thoughts from Richard Steed

Storing and Preserving Documents

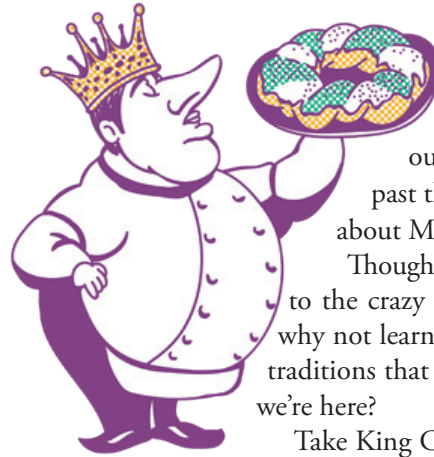
February Trivia: Superbowl Firsts!

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Attracting Backyard Visitors

February Offers!

Thoughts from Richard Steed



Because February is the month when Cupid floats around depositing flowers and candy into our arms, we tend to mist past the other big draw. What about Mardi Gras?

Though most of us won't be privy to the crazy fun on Bourbon Street, why not learn a bit about some of the traditions that are honored there while we're here?

Take King Cakes, for example. King Cakes are made from cinnamon laced dough and shaped like a massive doughnut, all gooeyglazed with goopy frosting . . . complete with a plastic baby hidden somewhere inside. These traditional cakes come in three colors: Purple (representing justice), green (for faith) and gold (representing power). Tradition decrees that whoever gets the select slice of King Cake with the baby inside must buy the next King Cake—or throw the next party.

People might think it's only adults who celebrate Mardi Gras but that's not the case – certainly not in New Orleans. Children hold their own parades at school and build floats, often utilizing a decorated wagon or some small vehicle they can tug along with them. The kids also enjoy a three-day respite from school each Mardi Gras season.

A more recent tradition is for party-givers from around the continent to concoct ideas that allow Hurricane Katrina victims to benefit financially from their Mardi Gras celebrations; great fun for an even greater cause.

Oops, looks like I just grabbed the select slice of King Cake with the plastic baby inside. We have a modified version of this age old tradition, which states that we must continue to keep your data secure. Which, coincidentally, is also our tradition no matter what slice of cake we eat! Your records management needs top our list, so you can simply relax, kick back, enjoy Mardi Gras . . . or kick off a celebration of your own. Either way enjoy your February!

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 February!

FEBRUARY SERVICE

AWARDS

Celebrating Pacific Employee Anniversaries

22 YEARS

Lori Ornellas

20 YEARS

Tony Silva

18 YEARS

Tim Hoskins

13 YEARS

Ellen Clare

3 YEAR

Porcho, Kenneth

Quick Tips: Cars

You should not add water to a windshield washer reservoir. Not only does it not clean as well as washer fluid, but it can also freeze in cold weather. If you know that your washer fluid reservoir is empty, do not continually try to run it. This can damage the washer fluid pump. Instead, fill it as soon as possible with washer fluid.

February Trivia: Superbowl Firsts!

This year, Super Bowl LII will be played on February 4th in Minneapolis, MN. Test your gridiron knowledge of Super Bowl firsts with this fun trivia quiz.

1. In what year was the first Super Bowl played?
2. Who was the first team to score 50 points in a Super Bowl?
3. Which domed stadium was the first to host a Super Bowl?
4. When did the Super Bowl get its name, having previously been called the AFL-NFL World Championship?
5. In 1976, the Dallas Cowboys became the first team to advance to the Super Bowl as what?
6. Who was the first team to lose three Super Bowls?
7. Which Super Bowl was the first to have no cheerleaders at the game?
8. This year, Super Bowls ads will top \$3.5 million for a 30-second spot. How much did the first Super Bowl commercials cost, adjusted for inflation?
9. During the first Super Bowl half time, who was the featured performer?
10. Who were the first two coaches leading teams in the Super Bowl?

Answers on back page!

February Holidays and Events

Daily Observances:

- 1 Work Naked Day
- 2 Day of the Crêpe
- 2 Play Your Ukulele Day
- 3 Eat Ice Cream for Breakfast Day
- 3 Carrot Cake Day
- 4 Thank Your Mailman Day
- 4 Create a Vacuum Day
- 4 Stuffed Mushroom Day
- 5 National Weatherperson's Day
- 5 Chocolate Fondue Day
- 6 Lame Duck Day
- 7 e-Day
- 7 Send a Card to a Friend Day
- 8 Laugh and Get Rich Day
- 9 Toothache Day
- 9 Bagel and Lox Day
- 10 Umbrella Day
- 11 Make a Friend Day
- 11 Don't Cry Over Spilled Milk Day
- 12 Clean Out Your Computer Day
- 12 Darwin Day
- 13 Fat Tuesday
- 14 Valentine's Day
- 14 Library Lovers Day
- 15 Gumdrop Day
- 16 Do a Grouch a Favor Day
- 17 Random Act of Kindness Day
- 18 Battery Day
- 19 Chocolate Mint Day
- 22 Single Tasking Day
- 22 Be Humble Day
- 23 International Dog Biscuit Appreciation Day
- 24 Tortilla Chip Day
- 24 World Sword Swallowers Day
- 26 Pistachio Day
- 26 Tell a Fairy Tale Day
- 27 No Brainer Day
- 28 Public Sleeping Day

Weekly Observances:

- 11-17 International Flirting Week

Monthly Observances:

- American Heart Month
- Black History Month
- Canned Food Month
- Creative Romance Month
- Great American Pie Month
- National Cherry Month
- National Children's Dental Health Month
- National Grapefruit Month

PacBlog

Your Questions about Data Destruction, Answered

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/questions-data-destruction-answered>

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 a lucky name.

Here is this month's challenge:

What word becomes shorter when you add two letters to it?

Last Month's Answer to: *How many bricks does it take to finish a brick building?*

One (The last brick "finishes.")

Last month's Winner:

DYANN WOLFE

Email your answer to info@pacific-records.com

Green Living: Conserving Water!

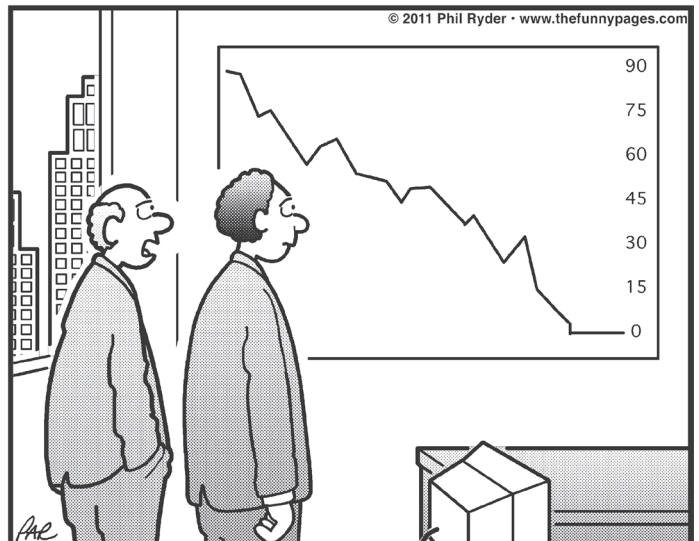
A few years ago, the Food and Agricultural Organization of the United Nations (FAO) warned that within two decades, the majority of the earth's population could face serious water shortages. As individuals, there are some things we can do to reduce our water consumption—and save cash in the process too!

Install a water saving shower head (under \$10!). Ensure taps, water pipes and hose connections don't drip. Check that toilets are not constantly running. Install tap aerators. Turn off the tap while brushing your teeth, shaving, etc. Set washing machines at the lowest possible water level for the load. Fill a dishwasher completely before running it.

For outdoors, install a rainwater tank or even just a small rain barrel. Water gardens just after sunrise or just after sunset to reduce evaporation. Mulch garden areas to reduce watering requirements. Never use a hose to blast leaves or litter off a driveway—sweep it, it's good exercise too! Use the collected water to wash your car—or have fun with the kids by washing the car when it's raining! If you do go to a car wash, choose a low water one. Use grey-water from sinks and washing machines to water the garden. Cut grass a little longer during summer to keep it from drying out.

Buy clothing made with fibers that aren't so water intensive, such as hemp.

If every person in the USA reduced consumption by just 100 gallons per year—and it's not hard to do!—it would save over 30 billion gallons of potable water annually, which is enough to provide 5 billion people with sufficient water to meet direct consumption and basic hygiene needs.



"Well, we've stopped the decline."

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.

Be Good to Your Heart as You Age

As you get older, you are sure to recognize how hard your heart works for you. This Valentine's Day, think about your heart health and show your heart some tender loving care with these simple tips.

Get moving.

As you age, you may feel the tendency to slow down, but be sure to get some exercise each day. One fun activity for Valentine's Day is to dance with your sweetheart. Even just taking a romantic walk can get you some good exercise.

Do your favorite thing.

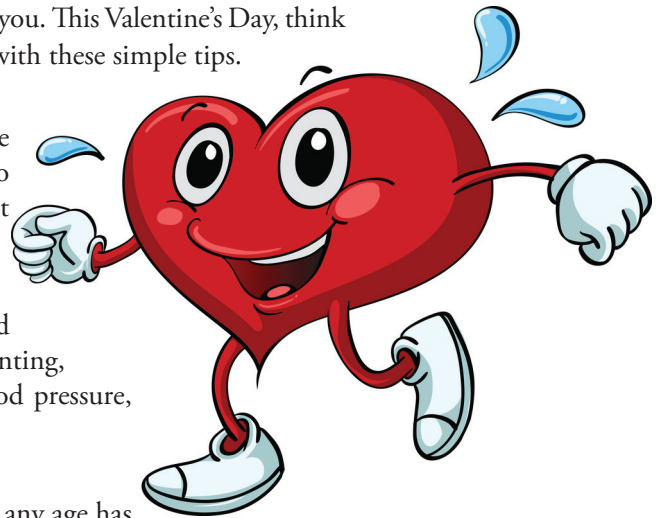
Make time for your favorite hobby or activity. Keeping your body and mind active can lead to a longer life. Quiet activities like knitting, painting, yoga, or praying help slow down your heart and can lower your blood pressure, which are good for your heart and your whole body.

Give something up.

If you smoke, don't think it's too late to quit. Quitting smoking at any age has demonstrated benefits for your heart and your general wellbeing. Find a support group and talk to your doctor about medications that can help increase your chances of kicking the habit.

Feed your heart well.

Finally, be sure to get the most out of your diet. You will have lots of sweet treats for Valentine's Day, but don't forget to eat some fruits and vegetables too. Go easy on the chocolate and load up on blueberries or strawberries to increase your intake of heart-healthy antioxidants.



Attracting Backyard Visitors



Winter is a great time to begin attracting and feeding birds around your home. The key is to keep your bird feeders clean and filled. During the winter months, fill your feeders every day, but only with an amount of seeds that the birds will eat in a day. This helps protect from scavengers such as squirrels and raccoons.

If there is snow in your yard, stamp down the snow around the feeder to allow birds to forage off the ground. Birds also need a steady supply of water for drinking and bathing. You can purchase small birdbath heaters to prevent your water source from freezing.

To keep birds coming back to your feeder, you will need to clean it. Use a mild bleach solution (1/4 cup bleach to two gallons of warm water) and be sure to rinse your feeder very well. With some luck and a bit of tender loving care, your yard can become an oasis to many feathered friends.

Quick Tips: Safety

Chocolate is a fun part of Valentine's Day, but be sure to keep all of your chocolate goodies out of the reach of your pet. Chocolate can cause an abnormally high heart rhythm in dogs. Even baking chocolate can cause problems. Because dogs have such a good sense of smell, hiding your chocolate may not be enough. Be sure to put your chocolate candy up high out of reach of a curious snout.

Quick Tips: Home

If you find that your dishwasher is not getting your dishes as clean as they can be, it may be that it needs a good cleaning. Let your dishwasher cool down completely and wipe the inside with a damp cloth to remove any stuck on debris. Check the spinning arms to be sure that the holes are open and water can run freely. Use pliers or a toothpick to remove any debris.

TRIVIA QUIZ ANSWERS:

1. 1967. 2. San Francisco 49ers. 3. The Superdome in New Orleans. 4. 1969. 5. A wildcard team. 6. Minnesota Vikings. 7. Super Bowl XLV in 2011. 8. About \$260,000. 9. University of Arizona and Granddabbing State University. Marching Bands, along with entertainer Al Hirr. 10. Vince Lombardi coached the Packers, while Hank Stram coached the Chiefs.

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