

Do It Yourself or Outsourced Scanning?

Should you scan your documents yourself or hire a professional for the task? Well, that depends on how much time, money and patience you have. A desktop scanner is great for imaging receipts and notes one page at a time, but if you have a several multi-page files, you'll spend several hours digitizing them. And more time scanning means less time for responsibilities that drive business profitability. You could buy a high-speed scanner, but it will set you back several thousand dollars. Even if your budget allows for a high-speed scanner, you still have to learn how to use it and the software that goes with it. And if your documents aren't properly imaged and indexed, you end up with a collection of unreadable and disorganized digital files. Frankly, unless you know what you're doing and have lots of time and money, it makes more sense to outsource your scanning project to a qualified partner.

With a document scanning service, experienced imaging technicians use their own high-speed scanners and software to image your documents. From initial document preparation to final transfer of files to your preferred document management application, strict quality control measures are used throughout the scanning process to ensure your documents are converted to easily-searchable digital files. You get an organized and accurate paperless solution in half the time and at a fraction of the cost it takes to do the job yourself, without all the hassle!

"The way to gain a good reputation is to endeavor to be what you desire to appear."
— Socrates

What's Inside This Month?

Thoughts from Richard Steed

Do It Yourself or Outsourced Scanning?

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Living With Weeds

June Offers!

Thoughts from Richard Steed

Zoom! Here we go zipping into another month. This, however, is the long one. The one with just thirty days but oh, baby, don't they stretch out to infinity like a field of bright yellow Kansas wheat? You can't help but feel like you're getting an extra zap of something magical each night when dinner is through, dishes done and the golden hue keeps right on glowing throughout your home like it might never end. There's something about the light on a summer night that cannot be properly described, nor captured. That's as it should be, isn't it?

Even the buzzing of insects offers a song of summer that is worthy of pause. Appreciating these long, yet fleeting days is a practice I've honed over the years. Each June brings back memories of tackling ice cream cones before they melt all over your hands and feet, humid walks around the block and running through (or, in my case, tripping over) the sprinkler.

The midsummer solstice—the longest day of the year!—is Wednesday, June 21st!

Father's Day is due, too. Don't forget! It will come wafting through just before the solstice on Sunday, June 18th.

Keep in mind that we've got your records management needs covered . . . but you're on your own when it comes to acknowledging good ol' pops.

Happy June to all, and Happy Father's Day to the Dads, too! Savor the ice cream and the memories...



Richard

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 June!

JUNE SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

14 YEARS

Carmen Rutz

12 YEARS

Bernie Hamby

12 YEARS

Gurmit Singh

5 YEARS

Dallin Woodruff

Did You Know: Accoridon Trivia

June is National Accordion Awareness Month.

In 1800, J.T. Eschenbach of Hamburg constructed an early accordion-type instrument, called the Aeolidicon, which was a bellow-blown keyboard instrument.

Christian Friedrich Ludwig Buschmann invented an instrument he dubbed the "Konzertina" in 1822, improving on previous designs to include hand operated bellows, valves to aid compression, and free-reeds.

After several variations were presented to the public, the accordion was finally patented by Austrian piano and organ maker Zyrill Demian on May 23, 1829.

The accordion became popular very quickly mainly due to its ability to be heard over loud pub environments.

There are at least eight major accordion types of instruments, along with dozens of variations of concertinas and ethnic variations of the accordion.

In America, there are three major styles of polka music, the Slovenian-American "Cleveland" style, the Polish-American "Chicago" style, and the Tex-Mex style.

Nicknames for the accordion include Squeezebox, Pleated Piano, Stomach Steinway, Waistline Wurlitzer, and Belly Baldwin. In France, it is sometimes called a piano with suspenders.

Famous people who have picked up the accordion or concertina include Ghandi, Richard Nixon, H. Ross Perot, actor James Stewart, actor Drew Carey, film star Charlie Chaplin, novelist Charles Dickens, John Lennon, and TV host Deborah Norville.

Quick Tips: Safety

Walking is a wonderful way to get exercise, but you should take care when hoofing it. Pay close attention to your surroundings and try to avoid empty parks, parking lots, garages, and alleyways. Your route should be well-lit and have safe sidewalks. If you must walk in the roadway, always walk facing traffic. Finally, walk with purpose and project a confident image.

June Holidays and Events

Daily Observances:

- 1 Dare Day
- 3 National Trails Day
- 3 Repeat Day
- 4 Hug Your Cat Day
- 5 World Environment Day
- 8 Best Friends Day
- 9 Donald Duck Day
- 10 Iced Tea Day
- 11 National Corn on the Cob Day
- 12 Red Rose Day
- 13 Sewing Machine Day
- 14 **Flag Day**
- 15 Global Wind Day
- 16 Fresh Veggies Day
- 17 Eat Your Vegetables Day
- 18 Father's Day
- 19 National Kissing Day
- 20 Ice Cream Soda Day
- 21 Summer Solstice
- 22 National Chocolate Eclair Day
- 23 National Columnists Day
- 24 Swim a Lap Day
- 25 Log Cabin Day
- 26 Forgiveness Day
- 27 Sun Glasses Day
- 28 Paul Bunyan Day
- 29 Camera Day
- 29 Waffle Iron Day
- 30 Meteor Day

Weekly Observances:

- Week 1 Fishing Week
- Week 2 Email Week

Monthly Observances:

- National Accordion Awareness Month
- Entrepreneurs "Do It Yourself" Month
- Aquarium Month
- Candy Month
- Dairy Month
- Fight the Filthy Fly Month
- National Gardening Week
- Gay Pride Month
- National Adopt a Cat Month

What's In Swimming?

You can sometimes make words using the letters in a larger word. For example, from the word "tube" you can make "be," "bet," "but," and "tub." Now onto a harder one: how many words can you make from the word "swimming?" (Hint: we found 16.)

PacBlog

How to Ensure HIPAA Compliant Document Destruction

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/ensure-hipaa-compliant-document-destruction>

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>

Quick Tips: Organizing

If your garage is a mess, it may be time for a total cleanup. Choose a nice day and remove everything to your driveway. Throw away broken or old items. Sort through what is left and decide what you can donate or sell. If you haven't used an item in two years or more, you probably don't really need it. When placing things back in your garage, don't just put things where they fit. Reorganize your garage into areas of specific activities, like sports gear, tools, lawn care, and storage.

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 was Mickey Mouse's original name?

Last Month's Answer to: *What do dinosaurs use for flooring?*

Rep-tiles!

Last month's Winner:

ROBERT L.S. ANGRES

Email your answer to info@pacific-records.com

Green Living: Weeds—Useful Plants, Wrong Location?

Most of us are aware of our responsibility to use environmentally friendly means to destroy weeds. But what if weeds needn't be destroyed at all?

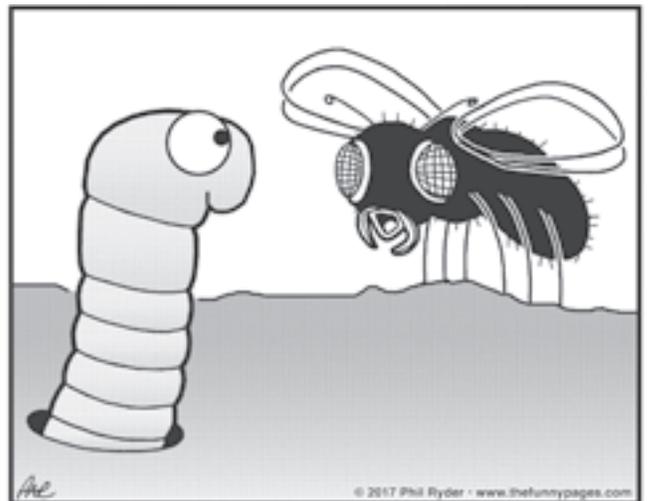
While some weeds are incredibly invasive to every other plant in its path, sometimes they actually can save a landscape from further degradation. Generally speaking, weeds help break up and aerate soil, fixing nitrogen and providing organic material when they die. Sometimes the best thing to do with a weedy area is to leave it alone for several seasons until the weeds restore balance to the soil at which point you can pull up the weeds and plant something more to your liking in that spot.

With global climate change, some grasses are just too thirsty for some areas with decreasing rainfall. What may formerly have been considered "weed" grasses might now be good choices for groundcover.

Some weeds are just plain useful. Like dandelions. They not only provide a splash of color and food for bees, but they are edible. The petals can be used as a garnish and young leaves can be added to a salad. You can also make tea and wine from dandelions. Researchers have also discovered dandelion root sap can be economically used in the production of high quality rubber.

Milkweed is the primary food source of the incredibly beautiful Monarch butterfly. You also boil and eat the seed pods.

Clover makes a nice ground cover. It's another weed that has a nice flower and that bees love. With its long roots, clover handles compacted soil better than lawn grass.



"I see it like this. We're nature's recyclers."

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Trivia Quiz: Self Starters

June is Entrepreneurs “Do It Yourself” Month. In celebration of all those who forge out on their own, we’ve put together a trivia quiz to see how much you know about famous innovators.

1. Jack Daniel bought his distillery when he was 13 years old. What unusual way did this entrepreneur die?
2. J.C. Penney was started by James Penney. What was his appropriate middle name?
3. The Model T was produced by Henry Ford for nineteen years beginning in 1908. How many of these cars were sold in the United States?
4. True or False: Bill Gates never graduated from college.
5. As a young man, when he decided to get into the business world, Louis Chevrolet had a wonderful new idea to bring to the market. What was it?
6. Russell Stover got his start selling the first chocolate covered ice cream bar. What was the name of this ice cream treat?
7. One of Walt Disney’s first claims to fame was the character we now know as Mickey Mouse. What was the original name given to this animated mouse?
8. Charles Pillsbury was a shrewd businessman and led his company to success. But the success of the advertising icon for his company outpaced his own success. What is the name of the “spokesman” for Pillsbury?
9. The Veg-O-Matic, the Pocket Fisherman, Mr. Microphone, and Seal-A-Meal were all products pitched by which television commercial salesman?
10. A popular tire company’s mascot has the official name of Bidenbum, but he is more commonly known as what?

We take the stars from heaven, the red from our mother country, separating it by white stripes, thus showing that we have separated from her, and the white stripes shall go down to posterity, representing our liberty. – George Washington

Quick Tips: Healthy Living

To get the best protection from sunscreen, you don’t have to buy the highest SPF you can find. Unless you have a skin condition, have had skin cancer, or are very fair, you can use a product with an SPF of 30. If you do burn easily or you need extra protection, sunscreens with ratings up to 50 SPF are good. But remember that you will usually pay more for a higher SPF, so buy only what you need.

Quick Tips: Your Car!

If you are buying your gasoline at an independent gas station, ask them whether they use filters on their pumps, and how often they change those filters. If you do not get a straightforward answer, you may want to consider finding another station. If a gas station does not change the filters regularly, or does not use them at all, you may be pumping dirty gasoline into your vehicle, which can cause damage in the long term.

Occupational Hazard

Four men were in a hospital waiting room while their wives were having babies. A nurse opened the door and said, “Congratulations, Mr. Wilson! You’re the father of twins!”

“Wow, what a coincidence,” said Mr. Wilson. “I work for the Minnesota Twins!”

Then the door opened again, and the nurse said, “Mr. Chase, your wife just had triplets!”

“Well what do you know?” said Mr. Chase. “I work for the 3M Company!”

The door swung open a third time, and the nurse said, “Mr. Allen, we are happy to report you are the father of healthy quadruplets!”

“Now that is strange,” said Mr. Allen. “I work for the Four Seasons Hotel! What are the odds?”

The last man sat slumped over in his chair, groaning and banging his fist against his head. Looking at him, the other three men realized something was bothering him. “What’s wrong?” they asked.

“I work for 7 Up!”

TRIVIA QUIZ ANSWERS:

1. He kicked it safe in frustration after forgetting the combination. His broken foot developed gangrene, eventually killing him. 2. Cash. 3. 15,500,000. 4. True. 5. A wine making pump. 6. Eskimo Pie. 7. Mortimer. 8. Poppin Fresh. 9. Ron Popeil. 10. The Michelin Man.

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