

The Convenience and Flexibility of Scan on Demand

Sometimes it makes no sense to scan all your documents, especially those inactive records that will be destroyed in the near future. But it's still important to store them somewhere safe and secure.

Scan on Demand combines secure offsite records storage and document scanning to create a flexible and cost-effective solution for storing and digitizing your documents. Your inactive documents are stored, tracked and managed securely in our records center. When you request a document, we convert it to a digital file and send it to you via a secure method. For example, we can send your needed file by encrypted email, transfer it using secure file transfer protocol (SFTP), or upload it to a cloud-based document application.

Scan on Demand saves you time and money by eliminating storing, managing and retrieving inactive documents in-house. Once you request a document, it is ready almost instantly. No time is spent locating the file and waiting for it to be delivered. The electronic file is in your hands and ready for distribution with a few clicks of the mouse.

Plus, Scan on Demand eliminates the cost of scanning your entire document inventory all at once. Instead, your documents are converted to digital images gradually and only when necessary. Also, Scan on Demand makes it easy to share your information. Unlike paper documents, digital images can be viewed by multiple people in different locations at the same time.

If you're looking to cut costs and have more efficient access to your information, our Scan on Demand service offers the perfect solution!

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Thoughts from Richard Steed

Happy Spring! The winter season has been a wild mixed bag around the country this year. Drought in many areas, flooding in others. Long stretches without snow in the northeast, and then an all-at-once dumping with back-to-back-to-back storms.

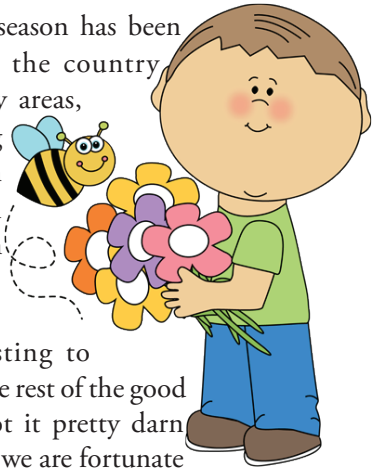
What a year.

It's been quite interesting to compare our weather with the rest of the good ol' USA. Over-all, we've got it pretty darn good, wouldn't you say? Yes, we are fortunate in so many ways. We live in a spectacular part of this nation with warm, friendly people and genuine pride in our city. Even when inclement weather does rear its head, most of us 'round here tend to face it head on and make the best of things.

I do, however, really enjoy watching the national news cover the weather extremes. It's often a great perspective reminder. It can also make one year to experience the February in another area of the country for a day or two—or not!

As for spring's dawning, we're now in the home stretch. Each day gives us a little more of that precious daylight than the day before. Yes, March is one of those interim months: it's not really wintertime and it's not quite springtime. It's Marchtime! (Sounds like a bit like a song written by John Phillip Sousa, doesn't it?) During this season of Marchtime (as always) be assured that we've got your invaluable information assets well guarded so you can relax and make this month of 2017 the best one yet!

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 March!

Trivia Quiz: Amazing Inventions

March is International Ideas Month. How much do you know about the history of inventions? Test your amazing invention knowledge with this trivia quiz.

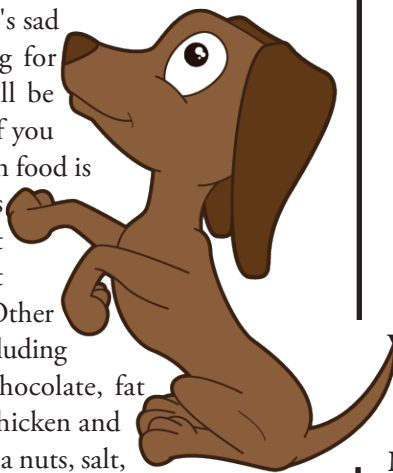
1. This drink was originally sold as a brain tonic, but was poorly received. Today it is loved around the world. What is this drink?
2. Canned food was invented by Peter Durand in 1813. How long after that did it take for the can opener to be invented?
3. The Fig Newton is named after what?
4. The first windshield wiper wasn't designed for an automobile. What mode of transportation was it intended for?
5. What invention did the most to increase summertime attendance at the movies?
6. How much did Nike pay for their famous logo?
7. Dom Perignon invented champagne. What was his main profession?
8. What was the nationality of the inventor of the rickshaw?
9. What company claims as its most famous inventions Scotch Tape, Scotch Guard, and Post-It Notes?
10. What famous inventor wrote instructions for making stink bombs?



Watch that People Food

It can be hard to resist your dog's sad eyes when he or she is begging for a taste of your food, but it will be better for him in the long run if you deny him the treat. Some human food is loaded with fat, grease, and spices that can cause dogs to have upset stomachs, bloating, and gas. It can even lead to pancreatitis. Other foods are seriously dangerous, including alcoholic beverages, caffeine, chocolate, fat trimmings, raisins and grapes, chicken and turkey bones, onions, macadamia nuts, salt, and sugar. These foods can cause serious health problems and even be toxic.

If you can't resist the urge to treat your dog from the table, try offering vegetables, such as broccoli and carrots. But your better course of action is to stop the begging altogether. Do not reward your pet with human food. You can also feed your dog at the same time you eat, but in a different part of the house. Finally, you can get a toy to offer your dog when he begins to beg for food.



March Holidays and Events

Daily Observances:

- 1 Ash Wednesday - date varies
- 2 Old Stuff Day
- 3 Employee Appreciation Day first Friday in March
- 4 Holy Experiment Day
- 4 Hug a GI Day
- 5 Multiple Personality Day
- 6 Dentist's Day
- 8 International (Working) Women's Day
- 9 Popcorn Lover's Day second Thursday
- 10 Middle Name Pride Day
- 11 Johnny Appleseed Day
- 12 Girl Scouts Day
- 13 Ear Muff Day
- 13 Jewel Day
- 14 Learn about Butterflies Day
- 14 National Pi Day
- 15 Ides of March
- 16 Freedom of Information Day
- 17 Saint Patrick's Day
- 18 Goddess of Fertility Day
- 19 Poultry Day
- 20 International Earth Day
- 20 Extraterrestrial Abductions Day
- 21 Credit Card Reduction Day
- 21 National Agriculture Day
- 22 National Goof Off Day
- 23 Melba Toast Day
- 24 National Chocolate Covered Raisin Day
- 25 Pecan Day
- 25 Waffle Day
- 26 Make Up Your Own Holiday Day
- 28 Something on a Stick Day
- 29 National Mom and Pop Business Owners Day
- 30 Take a Walk in the Park Day
- 31 Bunsen Burner Day
- 31 World Backup Day

Weekly Observances:

- 2nd Week National Bubble Week
- 2nd Week Crochet Week

Monthly Observances:

- International Ideas Month
- National Irish American Heritage Month
- Music in Our Schools Month
- National Craft Month
- National Frozen Food Month
- National Nutrition Month
- National Peanut Month
- National Women's History Month
- Red Cross Month

PacBlog

Answers to Your Questions about Offsite Records Storage

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/answers-questions-offsite-records-storage>

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

Tackling your organization problems can seem daunting, but there are some simple things you can do each and every day to make the job easier. Start by designating a place for your keys and personal items. Place them in this spot every time you walk through the door. Never again will you have to search for your keys. Sort mail as soon as you come into the house as well. Junk mail should be immediately recycled and bills sorted right away. Pick a place to store magazines and catalogs that you'd like to read and make sure to put these items there each day.

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:

Why did the boy throw butter out of his window?

Last Month's Answer to: *What do a car, a tree, and an elephant have in common?*

A TRUNK!

Last month's Winner:

LAURA N. PULIDO

Email your answer to info@pacific-records.com

Green Living: Ant Control

Spring will be here soon and with it: ants.

Many homeowners all-too-quickly reach for the can of insecticide when ants become a problem. But there are more environmentally-friendly ways to deter them.

People have successfully created ant barriers from lemon juice, cinnamon, and baking soda. A ring of coffee grounds around plants can keep these troublesome insects from reaching them.

Spray vinegar around doorways to repel the would-be invaders. Baby powder also stops ants dead in their tracks.

One method of ant control is to discourage colonization in the first place. Remove rotting wood and boards from around your home and garden. Plant mint around vegetable patches, flower beds, and around your home. Ants invade for a reason—food or nesting—so be sure to keep food items well secured and clean up after you prepare meals. Check plumbing for leaks to keep the surrounding wood from becoming soft. Carpenter ants will readily bore into soft wood to create nests.

If you absolutely must kill a nest of ants, pouring boiling water into it will do the trick. As a last resort, boric acid is the cheapest, safest and most effective commercially available pesticide you could possibly use—which is why pesticide manufacturers keep it a secret. Buy a pound of plain boric acid on eBay, or use "Borax" if you happen to have some on hand. Mix powdered borax with sugar or honey to attract ants that then carry the poison back to their nest. Please be careful to not place sweetened borax where your pets can get at it.

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"I need this sorted, stapled, filed . . . then shredded, burned, and denied."

3 months FREE secure Destruction service

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Overcoming Career Boredom

If you feel like you're in a dead end, doing the same things over and over again at work, you may be suffering from career boredom. This burnout can result from the human brain's need for constant stimulation. If you have mastered your job to the point of boredom, your brain may tell you to move on. The key to overcoming this is to find something new related to your job or career that can keep you energized and excited. Here are some ideas to recharge your career.

- Become a teacher. This can be anything from writing a book using your career knowledge, to editing technical manuals, to training new employees. You could also get a part-time teaching job at your local community college or trade school.
- Become a speaker. Give talks to groups of young people about your profession, offer visitors tours of your company, or speak to local professional groups. You can also offer to mentor a young person.
- Become a consultant. If you are an expert in what you do, you may be able to offer that expertise to companies just starting out.
- Become a volunteer. If your job skills would be beneficial to other organizations, see how you can help.
- Become a business owner. If you are really suffering from job burnout, it may be time to forge your own trail. Starting a company offering your specific skills can be a great way to restart your career.

“That which we persist in doing becomes easier, not that the task itself has become easier, but that our ability to perform it has improved.” — Ralph Waldo Emerson

Asleep at the Wheel

According to the National Highway Traffic Safety Administration (NHTSA), drowsiness or fatigue is the principal cause of up to 100,000 passenger vehicle crashes every year, with over 1,500 deaths and 71,000 injuries. Many people think that those most at risk are long-haul truckers, but less than one percent of all sleep-related crashes involve truck drivers.

Twenty percent of crashes and 12 percent of near-crashes are caused by tired drivers. Surprisingly, most of these occur during daytime hours rather than at night. Many nighttime crashes, however, are more serious because they are more likely to occur on high-speed highways and rural roads. Researchers have also found that the 18-20 age group is the one most likely to be involved in fatigue-related accidents. All other age groups had the same percentage of drowsy-driving crashes.

How can you keep from becoming a tired driver? Here are the best things you can do to protect yourself and others.

1. Don't drive if you feel sleepy. Pull over to a safe spot and stop your vehicle.
2. If you want to use caffeine to stay alert, be aware that it can take up to 30 minutes for it to enter your bloodstream. Do not drive during that time. Instead, use it to take a short nap.
3. If you are planning a long road trip, be sure to get at least six hours of sleep the night before.
4. It's not safe to work or go to school all day, then drive at night.
5. Try to only drive at times when you're normally awake.
6. Take care during the tired parts of the day, usually midafternoon and the hours between midnight and dawn.
7. High-protein snacks are better than high-carbohydrate snacks when on a long driving trip.
8. Cold, flu, or allergy medicine can make you drowsy, as can some prescription drugs and sleep aids. Only take these medications if you're finished driving for the day.
9. Having an alert passenger with you can help keep you awake. Engage in conversation to keep from drifting off. A radio, however, is not a good substitute for a person with you.
10. Take a break every two hours, even if you don't feel like you need it. Get out of the car, do some stretching, and chat with someone for a few minutes.
11. Try to limit your total driving per day to less than 400 miles.
12. Look for these warning signs of drowsiness: frequent yawning, inability to remember the last few miles driven, difficulty focusing or keeping your eyes open, and missed traffic signals or exits.

TRIVIA QUIZ ANSWERS:

1. Coca-Cola. 2. Another 45 years. 3. A small town in Massachusetts named Newton. 4. A streetcar. 5. Air conditioning. 6. Nike paid a Portland state art student \$35,000. 7. He was a French monk. 8. The rickshaw was invented by Jobathan Scobie, an American minister stationed in Japan. 9. 3M. 10. Leonardo da Vinci.

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