

The Advantages of Storing Your Documents Offsite

Every business has to be prepared for the unknown. If a fire, flood, natural disaster or theft hits your business, it's likely that paper records stored onsite will be permanently lost. Storing your vital business documents offsite in a commercial records center protects them from catastrophic events impacting your office facility.

In addition to concerns about disaster recovery, every organization faces the challenge of where to store its paper records. In the typical office, documents are tucked away in file cabinets, boxes and desk drawers. Unfortunately, none of these options are secure, efficient or even cost-effective. Sometimes, storing documents in this scattered fashion leads to permanent loss of information. Fortunately, a professional records center can protect your business documents from disaster, theft and loss.

The right records storage provider will also make it easier to access to your information and help your organization remain compliant with information privacy laws. When records are stored in your office, unauthorized employees may gain access to confidential employee or client information. If a file goes missing or is not destroyed at the end of its retention period, and it falls into the wrong hands or becomes part of a legal proceeding, the consequences can be devastating to your business.

An offsite records storage solution enables your paper records to be securely managed throughout the retention lifecycle—from initial document creation to final disposition. Access to your documents is monitored and controlled by screened and trained records management professionals, and barcode tracking enhances the document retrieval process by eliminating time-consuming searches through file cabinets and boxes.

Storing your documents offsite helps you properly protect and manage your information at all times.

"Courage is going from failure to failure without losing enthusiasm."

—Sir Winston Churchill

Thoughts from Richard Steed



It's May already; or finally -- depending upon your frame of mind. Seems like everything's green, growing, stretching towards the sun: reaching their peak of bloom. This also includes many people's allergies. The tissue companies must see a bloom in sales this time of year, as well, huh?

All sneezing aside, sometimes I catch myself pondering something off the cuff, such as where did the names of the months come from? After all, May is May and has been May since I can remember and long before that, I'm sure. I seem to vaguely recall that the months of the year are based upon the Roman calendar.

A quick search discovered that this month was named after Maia and/or Maius, which is the Italian goddess of spring; the spouse of Vulcan (the ancient Greek one, not the one with pointy ears on Star Trek. Otherwise, we'd probably be required to do that odd finger salute thing throughout this month that Leonard Nimoy perfected and "Trekkies" have adopted with aplomb.)

It's nice to know that with all the things that change, the month names have pretty much stayed the same (after a little finagling by Caesar to reap some extra days and rob February at the same time, but that's another column).

Each country utilizes the same months (albeit in their own language) and that is a small way of uniting everybody. Yeah, very small, but nowadays, we'll take what we can get. Don't forget that we, too, are united as a team to expertly manage all of your storage and data needs and we appreciate the opportunity to prove this to you each and every May day and beyond. May the force (of a blessed spring) be with you!

Richard

What's Inside This Month?

Advantages of Storing Your Documents Offsite

By the Numbers: Gardening

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

How Your Cat Makes You Healthier

May Offers!

Get 5 FREE Storage Cartons!

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

By the Numbers: Gardening

- About 35 percent of American households grow food at home or in a community garden.
- The average home food garden is about 600 square feet.
- Almost 76 percent of households with a food garden grow vegetables.
- Tomatoes are the most popular vegetable grown and are found in 86 percent of all home gardens.
- The average time spent per week gardening at home averages about five hours.

Source: National Gardening Association

Things that Make You Go Hmmm

Why do we drive on parkways and park on driveways?

Why is 'phonetic' not spelled the way it sounds?

Why is it that when you transport something by car, it's called a shipment, but when you transport something by ship, it's called cargo?

Why are there interstate highways in Hawaii?

If you tied buttered toast to the back of a cat and dropped it from a height, what would happen?

What was the greatest thing before sliced bread?

Why is it called a boxing "ring" if it's square?

Whose cruel idea was it for the word "lisp" to have an "s" in it?

Why do they put Braille on the drive-through bank machines?

So what's the speed of dark?

If all the world is a stage, where is the audience sitting?

If the #2 pencil is the most popular, then why is it still #2?

What hair color do they put on the driver's license of a bald man?

Why is the word abbreviation so long?

What's another word for synonym?

Have you ever imagined a world with no hypothetical situations?

Quick Tips: Quick Tips: Money

Before exchanging wedding vows, take the time to have an honest and frank talk about your finances. Money matters can be a major source of friction in a relationship, so it pays to be candid and open. Discuss debt you both owe and set short and long-term goals for your financial future.

May Holidays and Events

- 1 May Day
- 1-7 Choose Privacy Week
- 2 Join Hands Day
- 3 World Press Freedom Day
- 3-9 Update Your References Week
- 4 International Respect for Chickens Day
- 4-10 Children's Book Week
- 5 World Asthma Day
- 6 Great American Grump Out
- 6-12 National Nurses Week
- 7 National Day of Prayer
- 8 World Red Cross Red Crescent Day
- 9 International Migratory Bird Day
- 9 World Fair Trade Day
- 10 Mother's Day
- 10-16 Work at Home Moms Week
- 11 Eat What You Want Day
- 11-15 National Etiquette Week
- 11-17 National Stuttering Awareness Week
- 12 Limerick Day
- 13 Donate A Day's Wages to Charity Day
- 14 Underground America Day
- 15 International Virtual Assistants Day
- 15 International Day of Families
- 16 Biographers Day
- 16-22 National Safe Boating Week
- 17 World Telecommunication and Information Society Day
- 17-23 International New Friends, Old Friends Week
- 17-23 World Trade Week
- 18 International Museum Day
- 18-25 National Backyard Games Week
- 19 National Hepatitis Testing Day
- 20 Weights and Measures Day
- 21 National Waitstaff Day
- 22 Canadian Immigrant's Day
- 22 National Maritime Day
- 23 International World Turtle Day
- 24 International Tiara Day
- 24-30 National Hurricane Preparedness Week
- 25 Memorial Day
- 26 World Lindy Hop Day
- 27 National Senior Health and Fitness Day
- 29 Hug Your Cat Day
- 31 World No-Tobacco Day
- 31 What You Think Upon Grows Day

May is also . . .

- Arthritis Awareness Month
- Asian American and Pacific Islander Heritage Month
- Asthma Awareness Month
- Better Hearing and Speech Month

PacBlog

Red Alert: The Top 3 Risks to Your Paper Documents

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/red-alert-the-top-3-risks-to-your-paper-documents>

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: Green Living

It makes good environmental sense to reuse shipping boxes, but often the outside of the box is cluttered with old mailing labels, bar codes, and tape. There is a simple solution. Cut through the old tape to completely disassemble the box. You can then recreate the box inside out so that the outside is clean and label-free. Depending on how the box is constructed, you may need to tape an extra seam, but it makes for a nice new-looking box to reuse.

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 neutron eat for free at its favorite restaurant?

Last Month's Answer to: *What did the pony say when it had a sore throat?*

"I'm a little horse."

Last month's Winner:

DEANN CANTU

MCCORMICK BARSTOW, LLP

Email your answer to info@pacific-records.com

MAY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

22 YEARS

Kerry Pou

12 YEARS

Ray Medina

12 YEARS

Rafael Tellez

8 YEARS

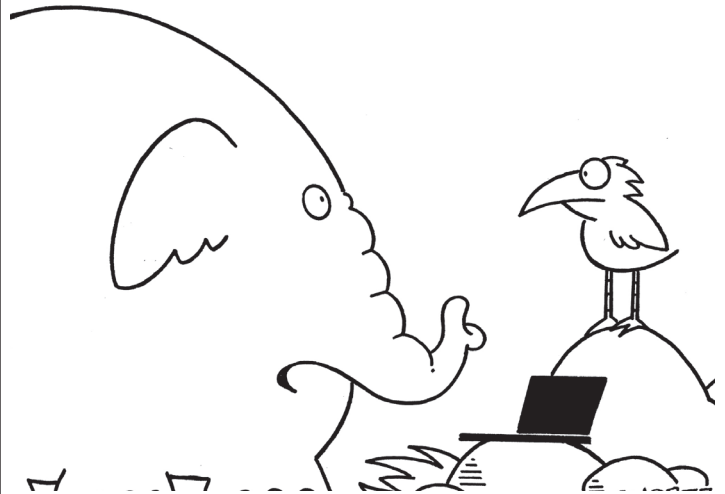
John "Reggie" Jackson

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

"There are always flowers for those who want to see them." — Henri Matisse



"They say an elephant never forgets, but that was before I had so many passwords, user names and PIN numbers!"

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.

How to Leave Us a Google Review

Thank you for being a client of Pacific Records Management!

As the online world grows and expands, one thing we rely on for business is client reviews. These reviews help us to achieve better ranking in search engines. Would you be willing to review our company? We've provided the links below with easy instructions to submit your review.

Thanks in advance for taking the time to help us! We appreciate your business and it is a pleasure to serve you.

How to Review Us on Google

Please go to the appropriate link below for your service area:

Sacramento: <https://plus.google.com/+PacificRecordsManagementSacramento/about?hl=en&review=1>

Modesto: <https://plus.google.com/+PacificRecordsManagementModesto/about?hl=en&review=1>

Stockton: <https://plus.google.com/+PacificRecordsManagementStockton/about?hl=en&review=1>

Fresno: <https://plus.google.com/+PacificRecordsManagementFresno/about?hl=en&review=1>



Next, sign in to Google+, and click the gray "Write a Review" button found just under our address.

You will be directed to a login screen for Google. If you are logged into your Google account, you will see a review window, and your review will be posted using your Google ID. If you do not have a Google account, click on the red "Create Account" button link at the top right to get your free Google account.

In the Review section, choose the rating that best represents your opinion of our company and the service we provide. Then in the open box area, please add a description to support your rating. Be sure to click the blue "Publish" button when you are finished.



Our New Arrival!

Weight: 25,500 lbs
Length: 27'10"
Birth Date: March 2015
Owner's Names: Pacific Shredding Company
Sibling's Name: 3 other hungry siblings with insatiable appetites

*Sleeps through the night:
always hungry and wants to eat all day.*

PLEASE FEED ME!

(844) 49-SHRED
www.pacificshredding.com

How Your Cat Makes You Healthier

Cat owners know that their feline friends can bring them joy, but many people do not realize that a cat in the home can also make you healthier. A study conducted by researchers at the University of Minnesota found that owning a cat can reduce your risk of a heart attack by nearly one third. This effect persisted even when the researchers looked at other factors known to trigger heart attack, including high cholesterol levels, smoking and diabetes. The researchers are not sure exactly why this is, but they speculate that owning a cat can lead to a reduction in stress and anxiety, factors that can contribute to a risk of heart attacks.

Veterinarians offer more insight into why this link may exist. Since cats are lap animals and will sit for long periods of time to be petted, owners tend to spend more time relaxing with a cat. The act of petting an animal brings down stress levels, heart rate, and blood pressure.

NEWS You Can Use is a free monthly newsletter from your friends at
Stockton (209) 320-7771 • Sacramento (916) 649-7360 • Fresno (559) 475-7892
Modesto (209) 343-4630 • Napa/Solano County (888) 893-6054

PACIFIC
SINCE 1856
RECORDS MANAGEMENT
www.pacific-records.com