

How Records Management Technology Benefits Your Business

A corporate records management program begins by having a team of knowledgeable and reliable people in your corner and continues with implementing the right practices. But in addition to professional expertise and systems, advanced records management technology also benefits your business in several ways.

Records management technology helps your organization eliminate sluggish, manual records retrieval processes. Prior to being stored, your records cartons are barcoded, allowing important information to be found and retrieved as efficiently as possible. Barcodes can even be assigned to individual files for comprehensive tracking. Records delivery requests are made through a secure web portal, saving you valuable time.

Records management technology also ensures compliance with state laws and federal regulations. Every company faces severe penalties and legal consequences if it fails to follow records retention requirements. Records management technology lets you monitor, control and access your document inventory from any location. Retention schedules and final disposition dates can be assigned and adjusted as necessary. In the event of litigation or a regulatory audit, your business-critical information is always at your fingertips.

The advantage of records management technology extends to the security of your documents and files. Specific access privileges are assigned to individual users, preventing unauthorized access to confidential and sensitive information. File requests can be reviewed online so you have a complete audit trail telling who requested a document and when.

When combined with the right people and processes, records management technology forms a solid foundation for enhancing your core business.

What's Inside This Month?

Thoughts from Richard Steed

Benefits of Records Management

Trivia Quiz: Thanksgiving

Funny Signs

Great Ideas for Leftover Turkey

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

Microsoft vs. GM

November Offers!

Thoughts from Richard Steed



When you stroll outside this November you will likely detect a sense of urgency in the air. Certainly, it is evident in the wildlife. The squirrels and chipmunks are busy burrowing through the fallen foliage, gathering supplies and storing them away for the winter ahead.

And, in tandem, the birds (the ones that are still around, that is) are busily fluttering to and fro, searching out whatever sustenance of the summer bounty that remains. Ah, one bird's worm is another man's steak, or something along those lines.

This sense of urgency, however, is also evident in the children—and those of us who still recognize that inner child within. The recognition that it is vital to grasp those remaining hours of daylight and clutch them with all of our might. For example, once you have spent several hours raking those leaves, go ahead and let the kids use those tempting piles as nature intended: as a pool to fling oneself into with utter abandon and become immersed in the musty, crunchy, savory wonder that is fall. For no matter how glorious and vital the winter season might be, it is a huge change of rhythm. There is a cocooning tendency that overtakes even the most active of individuals.

Understand that as nature's critters are storing away their vital supplies this winter you can have faith that we, too, shall take care of that chore for you with all of your vital data and storage records. Meanwhile, why not take a leap into that leaf pile yourself? You might just discover it's as much fun as you remember!

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 November!

NOVEMBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

13 YEARS

Vladimir Makarov

9 YEARS

Gabriel Pereira

3 YEARS

Guerrero, Phillip

2 YEAR

Anthony Martinez

Trivia Quiz: Thanksgiving

1. True or False: Only the United States celebrates Thanksgiving.
2. What was the first department store to hold a Thanksgiving Day parade?
3. Who was the chief of the Wampanoag tribe, the Indians who were invited to the first Thanksgiving feast?
4. Who was the captain of the Mayflower?
5. Which President set the date for Thanksgiving as the fourth Thursday in November?
6. What does the word "cornucopia" mean?
7. What is a female turkey called?
8. Which state produces the most turkeys annually?
9. True or False: 90 percent of American households eat turkey on Thanksgiving.
10. What is the name of the skin that hangs from a turkey's neck?

Answers:

1. False. Canada has a Thanksgiving Day. 2. Gimbel's Department Store. 3. Chief Massasoit. 4. Miles Standish. 5. Franklin D. Roosevelt. 6. Horn of plenty. 7. A hen. 8. North Carolina. 9. True. 10. Snood.

"Football incorporates the two worst elements of American society: violence punctuated by committee meetings."

— George F. Will

Quick Tips: Organizing

To help with bathroom clutter, hang a shoe bag on the back of the bathroom door. The clear pockets let you organize everyday bathroom items like brushes, beauty and hair care products, small towels, and even a small hair dryer. You can also use some of the upper pockets to keep bathroom cleaning supplies out of reach of little ones.

November Holidays and Events

Daily Observations

- 1 National Authors' Day
- 2 Plan Your Epitaph Day
- 3 Cliché Day
- 4 Use Your Common Sense Day
- 6 Daylight Saving Time Ends
- 7 Job Action Day
- 8 Cook Something Bold and Pungent Day
- 10 Guinness World Records' Day
- 11 Veterans Day
- 13 World Kindness Day
- 14 World Diabetes Day
- 14 World Orphans Day
- 15 America Recycles Day
- 15 I Love to Write Day
- 16 International Day for Tolerance
- 17 Great American Smokeout
- 19 Family Volunteer Day
- 20 Name Your PC Day
- 21 World Television Day
- 21 World Hello Day
- 24 Thanksgiving Day
- 25 Maize Day
- 25 Native American Heritage Day
- 25 Intl Day for the Elimination of Violence Against Women
- 29 Electronic Greetings Day
- 30 Computer Security Day

Weekly Observations

- 1-7 National Fig Week
- 1-7 National Patient Accessibility Week
- 7-11 National Young Reader's Week
- 7-13 Dear Santa Letter Week
- 13-19 American Education Week
- 18-24 National Farm-City Week
- 20-26 National Family Week
- 20-26 National Game & Puzzle Week
- 21-27 Better Conversation Week

Monthly Observations

- American Diabetes Month
- Aviation History Month
- Banana Pudding Lovers Month
- Diabetic Eye Disease Month
- Gluten-Free Diet Awareness Month
- Lung Cancer Awareness Month
- Peanut Butter Lovers' Month
- Pet Cancer Awareness Month
- National Adoption Month
- National AIDS Awareness Month
- National Alzheimer's Disease Month
- National American Indian Heritage Month

PacBlog

What the HIPAA Final Omnibus Rule Means for Your Business

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/hipaa-final-omnibus-rule-means-business>

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>

"To love oneself is the beginning of a life-long romance." — Oscar Wilde

Quick Tips: Green Living

Your garage can harbor a buildup of hazardous substances in the air. These can include carbon monoxide from vehicle engines, and fumes from pesticides, paints, and other hazardous household chemicals. To protect your family, inspect the seal on the door connecting your garage and your home. If there is any leaking air, install weather stripping to the door frame. You can also install a rubber sweep to the bottom of the door to prevent air leakage.

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:

How is $2+2=5$ like your left foot?

Last Month's Answer to: *Spider's best bet for research?*

"The Web"

Last month's Winner:
CLAIRE STONE

Email your answer to info@pacific-records.com

Did You Know: Thanksgiving

- Thanksgiving was only celebrated in an unofficial capacity until President Abraham Lincoln declared it a national holiday in 1863.
- The first Thanksgiving celebration lasted three days.
- Today, Plymouth Rock is only the size of a car engine. It has cracked three times over the years, getting smaller each time.
- Turkeys have been roaming the earth for about 10 million years.
- Can turkeys fly? Only some of them can. Wild turkeys can fly for short distances at 55 miles per hour. Most domesticated turkeys cannot fly at all.
- A cranberry must bounce four inches before it is harvested.
- The first meal eaten on the moon by Neil Armstrong and Buzz Aldrin was roast turkey in foil food packets.
- A baby turkey is called a poult.
- Benjamin Franklin campaigned to have the turkey named as the United States' national bird, but it eventually lost out to the bald eagle.
- Over 45 million turkeys are eaten every Thanksgiving.
- Potatoes were not served at the first Thanksgiving because the Pilgrims thought they were poisonous.



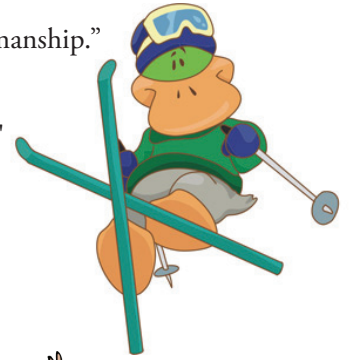
"I'm about to fly home for the holidays."

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Funny Signs

- On a Maine shop: "Our motto is to give our customers the lowest possible prices and workmanship."
- In a restaurant: "Open seven days a week and weekends."
- On a ski lift in Taos, New Mexico: "No jumping from the lift. Survivors will be prosecuted."
- At a Santa Fe gas station: "We will sell gasoline to anyone in a glass container."
- On the grounds of a private school: "No trespassing without permission."
- A poster on a bulletin board: "Are you an adult that cannot read? If so, we can help."
- Fitness center sign: "Self esteem is feeling good about yourself--regardless of the facts."
- At a pizza shop: "7 days without pizza makes one weak."
- On a plumber's truck: "We repair what your husband fixed."
- At a car dealership: "The best way to get back on your feet--miss a car payment."
- Outside a muffler shop: "No appointment necessary. We can hear you coming."
- A sign in a maternity clothes store: "We are open on Labor Day."
- Two signs found on top of one another in a diner: "Restrooms to the left. Please wait for the hostess to seat you."
- A sign in front of a macadamia nut factory in Hawaii: "Caution: Nuts crossing road."
- At a zoo in Budapest: "Please do not feed the animals. If you have any suitable food, give it to the guard on duty."
- At an optometrist's office: "If you don't see what you're looking for, you've come to the right place."



"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them." — John Fitzgerald Kennedy

Great Ideas for Leftover Turkey

If you've had enough of hot and cold turkey sandwiches, these ideas will help you use up the remainder of your leftover turkey.

- Add some turkey to your favorite salad. You can also add in some other seasonal flavors to liven things up. Try cubed turkey with chopped apple, celery, grapes, and nuts. Toss with poppy-seed dressing and serve on fresh spinach leaves. Top with a few mandarin oranges and some more nuts.
- Make barbecue sandwiches by heating shredded turkey in some barbecue sauce and serving on crusty rolls. Top with sliced red onion, a few pickle slices, and a spoonful of coleslaw to complete your meal.
- Turkey is a great addition to your favorite chili recipe. Since your turkey is already cooked, be sure to add it at the last minute to prevent it from becoming dry and overcooked.
- If you don't have enough time to make a classic turkey soup from your leftovers, simply stir some chopped turkey meat into your favorite prepared soup.
- Have some turkey for breakfast. Use up your leftover vegetables and turkey in an omelet or scrambled eggs. Add some cheese to complete your dish.

Microsoft vs. GM

Bill Gates is hanging out with the chairman of General Motors.

"If automotive technology had kept pace with computer technology," boasts Gates, "you would now be driving a V-32 instead of a V-8, and it would have a top speed of 10,000 miles per hour. Or, you could have an economy car that weighs 30 pounds and gets a thousand miles a gallon. In either case, the sticker price of a new car would be under \$50."

"Sure," says the GM chairman. "But who wants a car that crashes all the time?"

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