

What and When to Scan

A conversion from paper to electronic documents can benefit your business on a number of levels. Digital information is quickly retrieved by your team without the headache of having to dig through file cabinets in the hope of finding the right file. Electronic documents transform an office once cluttered with paperwork into a more efficient and productive workspace. Additionally, working remotely becomes more viable, as documents can be accessed on the go with mobile devices.

When you run out of physical space to store records—or finding information becomes challenging and begins to negatively impact your business operations—it's time to consider a document scanning solution. But an imaging project can also become overwhelming and costly without a clear scope and plan. Converting an entire records inventory to digital images is also time-consuming and may not even be necessary. A combination solution that involves scanning active paper records and storing archival documents off-site can streamline workflow processes and keep your document conversion costs down.

Keep in mind that a document scanning project requires specialized skills that ensure accuracy and privacy protection during the conversion process. Healthy and appropriate records management practices must be applied so digital files are properly stored, organized and tracked throughout their retention lifecycle. You can achieve a greater rate of success when you outsource your document scanning project to a professional document scanning company with the right expertise, equipment and technological resources to ensure accuracy during the imaging and conversion process.

The past is a ghost, the future a dream, and all we ever have is now. —Bill Cosby

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

Thoughts from Richard Steed

October is a strange month.

Short of being invited to a knock-down-drag-out Columbus Day party, October usually means there's nothing in the way of anything going on except we're back to normal again.

Kids are settled back into school. It's not a big vacation month. Heck we don't even have to change our clocks back this October thanks to the Energy Policy Act of 2005, which allows us to put even that task off until November. Hmmm . . . what to do . . . what to do . . .

Maybe it's time to pull one of those dusty old ideas off the shelf and get to it while the gettin's good. You know the ideas I'm talking about. The one's most of us have had on our minds since, oh, about New Years'. Let's see . . . there was that resolution to exercise more . . . hmmm . . . and the other one to call that estranged aunt . . . er, what else . . . oh, yes, to read more. I'm sure we all have lists of such dusty ideas.

Personally, I've decided to do something to spice up my October, something special for myself. It doesn't really matter what it is (okay, I'll confess that I probably won't be calling that estranged aunt), but I've got a few ideas and one of them is to share this concept with you.

We're proud to be your records management provider and, as such, you know we're handling your records management responsibilities all day, every day—in October and every month of the year—strange month or not! So, I encourage you to have a special day for yourself—we'll watch the store! Do something to spice up your own October . . . visit that estranged aunt (or not), carve a pumpkin, stop at a farm stand, or curl up with your favorite book. Or . . .

Just plain old relax knowing that we're here looking out for you.

Happy (strange) October!

Richard

What's Inside This Month?

What and When to Scan

Got Milk?

By the Numbers: House Cleaning

Top 5 Financial Planning Tips

Cook Perfect Pasta

October Offers!

Get 5 FREE Storage Cartons!

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

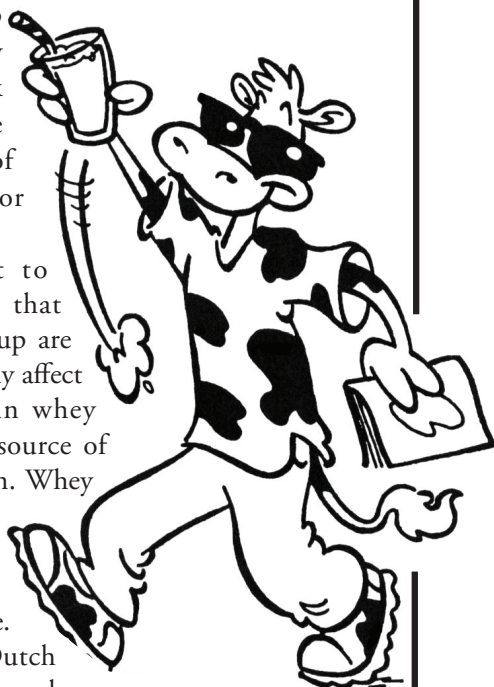
Got Milk?

In response to low-carb and low-fat diet fads, many people have sworn off milk products. Others may be sensitive to the effects of milk on their digestive or respiratory systems.

There is a benefit to drinking milk, however, that those who have given it up are missing. Milk can positively affect your mood. It is high in whey protein, which is a rich source of the amino acid tryptophan. Whey decreases physiological responses to stress, can enhance your mood, and boost memory performance. A study conducted by Dutch and Yale University researchers found that whey increases tryptophan in the brain, which in turn leads to a higher production of the chemical serotonin. This body chemical boosts your mood and has the potential to enhance your brain's performance during stressful times.

Whey has also been found to aid in weight loss, as it plays an important role in limiting hepatic fatty acid synthesis. This means that muscle tissue burns more fat when exercising. Whey also can help with mild depression.

So, what is the best way to get milk in your diet without any negative side effects? Try adding low-fat or fat-free milk sources such as yogurt, cottage cheese, and cultured dairy beverages like kefir. You can also add whey powder to a daily smoothie. Or simply drink some milk. Most negative effects come from drinking too much milk. An 8-ounce glass, one cup, of fat-free organic milk every few hours will boost your mood and give you a steady stream of energy for the entire day.



Quick Tips: Organizing



Tall and narrow shelving units can make great benches. Turn the bookshelf on its side and lay it on the floor. Top the unit with a covered foam pad to make a seat for the bench. Into each cubby of the shelving unit, you can place an organizer basket to hold toys, linens, clothing, shoes, or other

items. Not only do you get storage, but the space makes great seating for a playroom, kid's room, or entryway.

October Holidays and Events

- 1 International Day of Older Persons
- 1 World Vegetarian Day
- 2 International Day of Nonviolence
- 2 World Farm Animals Day
- 3 World Smile Day
- 4-10 World Space Week
- 4 Fall Astronomy Day
- 5-11 Mental Illness Awareness Week
- 6-12 Financial Planning Week
- 6 World Habitat Day
- 8 International Top Spinning Day
- 9 World Post Day
- 10 World Mental Health Day
- 11 Universal Music Day
- 12-18 World Rainforest Week
- 12 Columbus Day (Traditional)
- 13-17 National School Lunch Week
- 13 Columbus Day (Observed)
- 13 International Day for Disaster Reduction
- 14 Be Bald and Be Free Day
- 15 International Day of Rural Women
- 15 White Cane Safety Day
- 16 Dictionary Day
- 16 Get Smart About Credit Day
- 16 International Credit Union Day
- 16 World Food Day
- 17-24 Food and Drug Interaction Education and Awareness Week
- 17 Mulligan Day
- 17 International Day for the Eradication of Poverty
- 18 Sweetest Day
- 19-25 Freedom from Bullies Week
- 19-25 Pastoral Care Week
- 20-24 National School Bus Safety Week
- 19 Evaluate Your Life Day
- 22 International Stuttering Awareness Day
- 22 Smart is Cool Day
- 23 National Mole Day
- 24 National Pharmacy Buyer Day
- 24 United Nations Day
- 24 World Development Information Day
- 25-31 International Magic Week
- 5 World Teachers Day
- 25 Make a Difference Day
- 25 National Forgiveness Day
- 26 Mother-In-Law Day
- 26 Mule Day
- 27 Cranky Coworkers Day
- 27 Navy Day
- 29 National Cat Day
- 30 Checklists Day
- 31 Halloween

PacBlog

Preventing Data Mishandling Within 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/preventing-data-mishandling-within-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>

Quick Tips: Green Living

Rather than decorating with plastic fake ghosts, spiders, and bats this Halloween, green your decorating with natural and recycled materials. Use pumpkins, gourds, leaves, and pinecones to lend a festival air to your home. Use old handkerchiefs to make a set of ghosts. Punch holes in old cans to make a set of luminaries, and wrap up dolls with strips of torn sheets to make small mummies.

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:

You have a single match and are in a pitch black room with a candle, an oil lamp and a gas stove.

Which do you light first?

Last Month's Answer to: *What pattern do you see in this series of numbers: 0236719458?*

THEY ARE IN REVERSE ALPHABETICAL ORDER

Did you know the answer last month?

If you had sent it in, **YOU would have been the lucky winner** . . . nobody guessed correctly last month! Why not send in your answer today?

Email your answer to info@pacific-records.com

OCTOBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

27 YEARS

Shelly Haynes

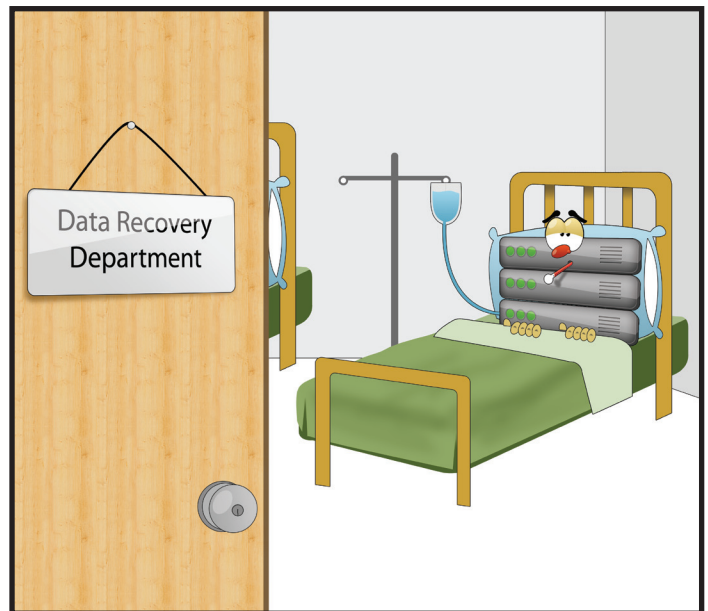
By the Numbers: House Cleaning

- About 51% of women do housework daily. Only 20% of men do.
- Most homes in the U.S. are vacuumed every 2.25 days.
- 45% of cleaning companies offer green cleaning services.
- There are over 1.4 million people employed as maid or housekeeping cleaners in the U.S.
- About 80% of two-income households use a cleaning service at least once per year.

Source: Bureau of Labor Statistics, U.S. Department of Commerce

Quick Tips: Travel

You may find that your suitcase develops a musty smell after frequent use. If your luggage is not at its best, place a few dryer sheets in the bottom. This will keep your clothes smelling fresh when you travel. When you return home, replace the dryer sheets with new ones while your luggage is stored.



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.

Top 5 Financial Planning Tips

October 6-12 is Financial Planning Week. What are the best ways to improve your money and budgeting situation? These top five strategies will help.

1. Make saving a priority.

Saving on a regular basis can be hard, but if you treat this as an expense, you'll have better success. As with any bill, you should make it nonnegotiable to pay into your savings account each month. Even just a little saved on a regular basis will make a difference. If you struggle with this strategy, consider an automatic deduction to a savings account to make it a no-brainer.

2. Plan for the unexpected.

A budget is crucial, but we don't always know what is in the future. To prepare for the unexpected, you need an emergency fund. This is different from a long-term savings account because you should expect to use this money at any time. By realistically developing a working budget and having a reasonable emergency fund, you will have the means to pay all your expenses and avoid debt.

3. Understand your emotions.

It is crucial to understand your money personality and that of your spouse. If you tend to be a spender, recognizing this and developing strategies to manage your expectations is important. A person who tends toward saving as much as possible also needs to learn how to properly spend money. If you and your spouse are opposite money personalities, communication about your financial goals will help you develop a plan that works for both of you.

4. Set your goals.

Without goals, you will be unable to stay on track. Getting input from a good financial planner can help you see how much you need to save for retirement. Paying off debt should always be your first goal in financial planning. You also need to identify what you want to spend your money on. If you love to travel, then your extra money after savings may go toward that. If you have significant expenses coming up, like college for your kids, or the purchase of a new home, then you should be clear about those goals. Whatever your goals are, identifying them, talking about them, and tracking them is crucial.

5. Don't bet on what you hope happens.

Many people plan their financial present based on things they hope happen in their financial future. But if those things don't materialize, you can be in trouble, especially if you are accumulating debt now in anticipation of a change in your situation. Until you actually get that bonus, move to a cheaper city, inherit that money, or see the stock market move up, don't spend that money. It is better to have it actually be a bonus and increase in funds than to have to deal with trying to come up with money you'll never see.

Cook Perfect Pasta

Pasta originated in China 40 centuries ago, but we most often associate pasta today with Italy. Even Italian law recognizes pasta as under its domain, prescribing that pasta must be made from pure durum wheat semolina flour and that its quality must be certified.

Pasta is simple and quick to cook, but some simple tips can help ensure that your pasta comes out perfect. Fresh pasta will cook more quickly than dried pasta. Different shapes and sizes of pasta will cook in different amounts of time. But there are some common things you should do no matter what type of pasta you are preparing.

First, start with a large, uncovered pot of boiling water. Your pot must be large enough to accommodate the water, the pasta, and allow for expansion of the pasta. Your goal should be to have enough water to allow the pasta to move freely in the pot while boiling.

The keys to keeping your pasta from sticking are to use enough water and to keep the pasta moving. You should stir your pasta occasionally when cooking. Also keep the water rapidly boiling. The movement of the water keeps the pasta pieces apart.

How do you know when pasta is done? The term "al dente" means, firm "to the tooth," and is considered the ideal way to serve pasta. Thus the best way to tell if your pasta is done is to taste it. Cook it for the minimum time recommended and continue to test your pasta every couple of minutes until it is done to your liking. Pasta cooked "al dente" will be slightly chewy with a very small white dot of uncooked core at the center. For more tender pasta, wait until there is no white uncooked core showing.

Bumper Sticker Humor

Don't be irreplaceable. If you can't be replaced, you can't be promoted.

Practice makes perfect, but no one's perfect—so why practice?

It's not whether you win or lose—it's how you place the blame.

No amount of advance planning will ever replace dumb luck.

Two rules for success: 1) Never tell people everything you know.



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