

3 Steps for Streamlining Business File Retrieval

If you manually retrieve documents, you know how bulky and inefficient paper filing systems are. Several hours a month may be wasted rifling through filing cabinets and drawers, draining productivity away. Fortunately, by following these three easy steps, you can streamline your business file retrieval processes:

1. Get rid of the files you don't need. There's no good reason to hold on to expired files indefinitely. Hoarding documents longer than necessary not only leads to stuffed file cabinets, it increases your company's risk of fraud as well as legal liability. When records reach the end of their lifecycle, destroy them securely with a professional document destruction service.

2. Store the documents you need to keep in an off-site records center. In addition to protecting your inactive, archival documents from theft and disaster, commercial records storage keeps your information organized. Your records get unique barcodes that track every movement. Document management software lets you view your inventory, assign retention schedules, and request pickup and delivery services. When you need a file, it's hand-delivered to you or sent digitally using Scan on Demand.

3. Scan your most active files. After prepping, indexing and converting your hardcopy documents to digital images, a document scanning provider can export them to a web-based electronic document management system. Document scanning lets you retrieve your documents digitally without having to leave your desk.

Following these three steps with a top-notch document scanning provider will help you reach a new level of file accessibility and business productivity!

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Thoughts from Richard Steed

As September slips away, October blazes forth with its gloriously vibrant fall foliage and remarkable, bluer-than-blue skies. There is something superbly magical about this month, even for those of us who are well past the "trick-or-treat" age. For, when all of the pumpkins have been carved (who can ever forget what it feels like to remove the pulp and seeds from a pumpkin by hand?) and the bonfire's glow has faded (along with summer daylight) we understand what lies ahead. Chilly mornings and evenings – ultimately filled in with chilly afternoons. Yep, like it or not, winter.

In October, sweatshirts that bear logos of our favorite teams are dug out and serve dual use; keeping us cozy and proclaiming our devotion. This month pretty much has it all. Warm days, cool nights trick-or-treat goodies (we always buy way too much – you know, just to be safe), pumpkins, bright sunshine and the elite teams of baseball battling it out along with high school, college and professional football.

So, I ask that you make an effort to really enjoy this October with its alternating warmth of summer and fluttering snippets of the cooler season ahead. Get outdoors as much as you can. Go on a hike with your family, ride your bike – yes, more than a couple of blocks without fear of dehydration! The sun's touch feels spectacular again, just as it did in April!

Enjoy! And rest assured this October we'll make sure to keep track of all of your important data...while you might want to keep track of how many times you raid that trick-or-treat stash. Deal?

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 October!

OCTOBER SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

29 YEARS

Shelly Haynes

Quick Tips: Safety

To prevent electrical fires, don't overload circuits or extension cords. You should never run a cord under a rug. Make sure that any plug you put into an outlet fits snugly. If not, inspect the outlet to make sure it's not loose and that the housing is not cracked. Do not leave a plug in a poorly fitting outlet, as it can overheat and cause a fire within minutes.

Trivia Quiz

1. Where does the word "laser" come from?
2. True or false: A rat can live longer without water than a camel.
3. What is the dot over the letter "i" called?
4. The very first bomb dropped by the Allies on Berlin during World War II killed what animal in the Berlin Zoo?
5. What direction do all bats turn when exiting a cave?
6. Who is the voice of Shaggy on Scooby-Doo?
7. What is the maximum number of times a single piece of paper can be folded in half consecutively?
8. Which burns more calories: sleeping or watching television?
9. Which is the only planet that rotates clockwise?
10. Where are two-thirds of the world's eggplant grown?

Answers:

1. It is an acronym for "Light Amplification by Stimulated Emissions of Radiation." 2. True. 3. A tittle. 4. The elephant. 5. Left. 6. Casey Kasem. 7. Only seven times. 8. Sleeping. 9. Venus. 10. In New Jersey.

Quick Tips: Travel

If the airline loses your luggage, you will need to fill out a form detailing each item that was in your bag. If you are packing any items that carry a significant value, it is helpful to have a list of what was in your luggage. For items that are particularly valuable, you may be asked to provide a receipt. So if you are carrying these types of items in your check-ins, you should carry a list and copies of receipts in your carry-on bag. If you bought valuable items at your destination, keep these new receipts as well. You can also photograph the contents of your bag, but it is not a given that the airlines will accept this as a good description.

October Holidays and Events

Daily Observances

- 1 International Day of Older Persons
- 1 World Card Making Day
- 1 World Vegetarian Day
- 2 World Farm Animals Day
- 3 World Habitat Day
- 5 World Teachers' Day
- 7 World Smile Day
- 8 Universal Music Day
- 9 World Post Day
- 10 Columbus Day (Observed)
- 10 World Mental Health Day
- 11 General Pulaski Memorial Day
- 12 Columbus Day (Traditional)
- 12 International Moment of Frustration Scream Day
- 12 International Top Spinning Day
- 12 International Day for Natural Disaster Reduction
- 13 Navy Birthday
- 14 Be Bald and Be Free Day
- 15 International Day of Rural Women
- 16 World Food Day
- 17 International Day for the Eradication of Poverty
- 19 Evaluate Your Life Day
- 19 Hagfish Day
- 20 Smart About Credit Day
- 20 International Credit Union Day
- 22 International Stuttering Awareness Day
- 22 Make a Difference Day
- 23 Mother-In-Law Day
- 24 United Nations Day
- 24 World Development Information Day
- 25 Sourest Day
- 26 Mule Day
- 27 Cranky Coworkers Day
- 27 Navy Day
- 28 Frankenstein Friday
- 29 National Forgiveness Day
- 30 Checklists Day
- 30 Create a Great Funeral Day
- 30 Haunted Refrigerator Night
- 31 Halloween
- 31 National Knock-Knock Day
- 31 Magic Day
- 31 National Unicef Day

October is also:

- National Cyber Security Awareness Month
- Bat Appreciation Month
- Car Care Month
- International Starman Month
- International Strategic Planning Month
- Adopt a Shelter Dog Month

PacBlog *4 Ways Your Business Could Lose Its Data*

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/4-ways-business-lose-data>

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>

"A grandmother pretends she doesn't know who you are on Halloween."
— Erma Bombeck

Quick Tips: Green Living

An old showerhead can use up to three gallons of water per minute. Newer models reduce that rate to less than two gallons per minute. If you want to reduce your water usage, consider replacing the showerheads in your home. Choose one that delivers the water in multiple small streams rather than in a mist for maximum efficiency. Avoid compound designs with multiple showerheads in one unit.

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:
A spider's best bet for research?

Last Month's Answer to: *What kind of apple has a short temper?*

"A Crab Apple."
Last month's Winner:

MONICA COLYER

Email your answer to info@pacific-records.com

By the Numbers: Television

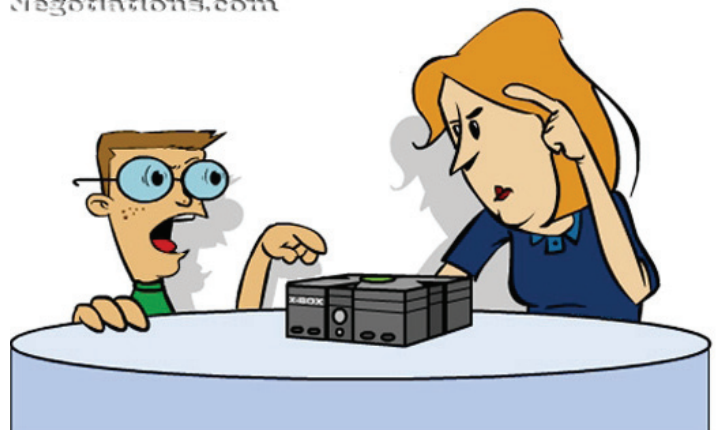
- About 99 percent of American households possess at least one television.
- There is an average of 2.24 television sets per U.S. household. Sixty-six percent of homes have three or more TVs.
- Americans watch over 250 billion hours of television each year.
- The average American youth spends over 1,500 hours per year watching television, but only 900 hours each year in school.
- Forty-nine percent of Americans admit they watch too much TV.

Did You Know: Bats

October is Bat Appreciation Month!

- Bats are the only mammals truly capable of flight.
- The smallest mammal in the world is the Bumblebee Bat from Thailand. It weighs less than a penny.
- The world's largest bats live in Indonesia. These giant Flying Foxes have a wingspan of almost six feet.
- A group of bats is called a colony.
- Brown bats are the most common in the United States and Canada. One brown bat can eat up to 1200 insects in one night.
- Mexican free-tailed bats can fly 60 mph.

Negotiations.com



"My final offer: X-box till midnight, no cabbage, or dad's laptop password remains a boy's secret!"

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History of the Jack O'Lantern



The tradition of the Jack O'Lantern began, surprisingly enough, with a turnip. Legend has it that in Ireland there lived an unhappy, mean old man called Stingy Jack. He often stole turnips from gardens in the village where he lived and could be seen carrying them around at night. Stingy Jack often played tricks on his neighbors and was generally avoided.

The story goes that one night, the Devil himself came to visit Stingy Jack. Jack offered the Devil some apples from his tree, but told the Devil he had to climb the tree to pick them himself. The Devil climbed high up in the tree. Stingy Jack quickly pulled several crosses from behind his back and placed them around the tree. The Devil was stuck in the tree and Jack told him he would stay there until he promised not to take Jack's soul. The Devil finally agreed, climbed down the tree and left Jack.

Several years later, Stingy Jack died. He went to Heaven, but could not get past the Pearly Gates. St. Peter turned him away, telling him he was too mean and miserable to enter. Jack went down to Hell, but the Devil kept his promise to not take his soul and turned him away as well. This left Jack with nowhere to go and he was now in utter darkness outside the gates of Hell. Jack happened to have a turnip in his hands when he died, as he was stealing it from a field, and he now carried it with him. He begged the Devil for a light and was thrown a burning ember from the depths of Hell. He then placed it into the turnip. From that time onward, Stingy Jack roamed the earth with his "Jack O'Lantern" carved from the turnip he carried.

The Irish carried on the traditions in this legend by carving out turnips, gourds, and even potatoes, and placing a lighted candle inside them to keep Stingy Jack away on all Hallow's Eve, the night before All Saints Day. Thus began the tradition of the Halloween jack-o-lantern. Irish immigrants brought this tradition to America and soon began using pumpkins because they were larger and easier to carve.

Halloween Safety for Scaredy Cats & Frightened Fidos

Halloween is a fun holiday, as long as your family stays safe. This includes your furry friends. To keep your pets comfortable and safe, instead of scared, keep these tips in mind.

1. Unless your pet really loves wearing a costume, don't force him or her to wear one. Putting on a costume can cause undue stress. If you are dressing up your pet, make sure the costume is safe. There should be no parts that restrict his ability to breathe, meow, or bark. Also watch closely for allergies to the costume material.

2. Costumes for pets, children, and adults often have small decorations on them. Make sure that nothing is on your or your pet's costume that could cause your animal to choke.

3. During trick-or-treating activities, keep your pet in a separate room away from the front door. All those costumed goblins and ballerinas can cause your pet stress. This also will keep your cat or dog from escaping out the front door.

4. Remember that the candy is for humans only. Chocolate especially is very dangerous for dogs and cats. The artificial sweetener xylitol is also harmful. If your pet does ingest something toxic, call your veterinarian or the ASPCA Animal Poison Control Center at (888) 426-4435.



*I would rather sit on a pumpkin and have it all to myself
than be crowded on a velvet cushion. — Henry David Thoreau*

Quick Tips: Food

Brown sugar can harden quickly once the bag or box is opened. To keep fresh as long as possible, store in a cool area in an airtight container. If your brown sugar does get hard, add a fresh apple slice, the peel of a lemon, or a slice of bread to the container. Let it sit overnight. The sugar will reabsorb the moisture from the apple, lemon, or bread, making it soft again. If you are in a hurry to use your hardened brown sugar, spread it on a baking pan. Place it in an oven heated to 225 degrees until soft. This can take up to ten minutes, but be sure to watch it carefully, as it can become very hot.

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