

Why Document Indexing is Important

Assigning proper records retention policies and adhering to them is critical to ensuring compliance for your organization. Yet, without an ability to accurately locate information in prompt manner, you not only put compliance at risk—you also reduce the overall efficiency of your company. Document indexing organizes documents so you can quickly put your hands on the information you need.

Think of a file cabinet full of documents. If not properly organized and labeled, finding a single file folder can take a considerable amount of time. And once located, that folder may be stuffed with documents adhering to no specific rhyme or reason, complicating the whole process. Correctly classifying and cataloguing every document saves a whole lot of time and unnecessary headaches.

In addition to active documents stored in file cabinets, any archival records stored off-site should also be properly indexed. Doing so ensures that any documents requested during audits or litigation proceedings are found within an acceptable timeframe. Document indexing levels vary from organization to organization based on:

- internal policies
- legal requirements
- industry classification standards
- regulatory requirements

Electronic documents should also be properly indexed. Scrolling through a PDF file to find a specific piece of information can be just as time-consuming and frustrating as riffling through a file cabinet of hardcopy documents. When applied as part of an imaging and scanning solution, Optical Character Recognition (OCR) software allows for electronic documents that can be searched using pre-defined, customized keywords so you can pinpoint exactly the information you need, precisely when you need it.

“The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.” —Michelangelo

Thoughts from Richard Steed

September's here and that means the pre-20 crowd is back to school. When they return to school it somehow seems the rest of us return to our normal lives. Vacation days are over. Households stabilize. People return to their regular habits, spaces, and routines.

There is something very reassuring about a stable routine, even as it underlies what many refer to as "the daily grind." You know what today will look like; what the day will bring. You know who you'll be surrounded by and that if the unexpected should happen, you and those around you will work together to get through it.

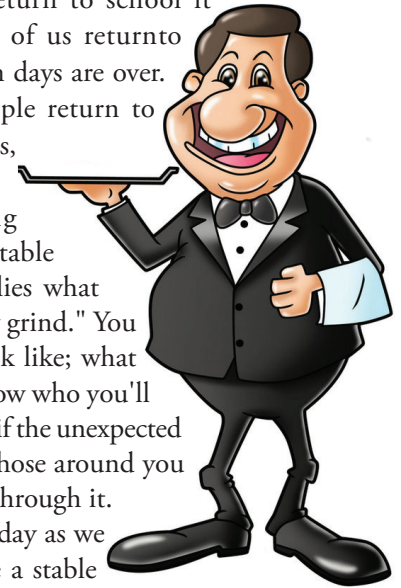
That's our goal every day as we serve you. We want to be a stable resource - habitually and routinely responding to your information asset needs and requirements. If you need us, we're there. If you have a pressing matter, we respond quickly. In those moments when things get completely crazy or out of control in your world, we will confidently support you and be ready to act at a moment's notice.

Kind of reminds me of a great butler. Quietly ready for whatever his employer will need at any given moment . . . but also maintaining the everyday necessities.

That's us. your information assets butler. Yeah, that sounds good.

You rang?

Have a great September!



Richard

What's Inside This Month?

How to Remove Sticky Messes

Helping Your Child Deal with Bullies

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Howling Hounds

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September Offers!

Get 5 FREE Storage Cartons!

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

How to Remove Sticky Messes

Anytime you have to remove a label, sticker, or tape, you can be left with a sticky residue that is almost impossible to remove. This is especially difficult if the adhesive is old or has been exposed to high temperatures or humidity. Here are some helpful hints to make removing this gunk easier.

First, try to remove as much adhesive as possible by scraping away at the glue. You can use your fingernail or the dull edge of a knife. If that does not remove all of the adhesive, you will need to use chemical agents.

On any surface, first test it in an inconspicuous place to make sure it will not be damaged by the chemicals you use. The simplest solution to use is one of warm water, liquid dish washing detergent, and vinegar. Soak the label in this solution and let stand. After a few moments, the label can be removed easily. For stubborn adhesives, use ammonia instead of vinegar. This solution will need to remain on the surface for a longer period of time, up to two hours. Reapply if the label dries out. Do not, however, use ammonia on plastic or aluminum surfaces.

Helping Your Child Deal with Bullies



Bullying seems to be a universal problem faced by children growing up. Despite many efforts to combat this aggression in schools, your child may still face the unwanted prospect of dealing with a bully. How can you best help your child? These strategies can help keep your child safe and in control.

- Encourage your child to develop real and strong relationships with trusted adults and friends. He should feel comfortable around people who appreciate him for who he is and what he can accomplish.

- Encourage your child to share his thoughts with you and be available to listen if he is worried about something.

- If your child feels like he or she is being bullied, don't downplay the situation. Try to get more details to understand the situation. It is usually not helpful to just tell your child to ignore the aggression.

- Teach your children resilience skills. Encourage brave and courageous behavior and tell them to speak up when they see a wrong being done.

- Suggest sticking with friends. If the teasing or bullying feels like too much, encourage your child to talk with his or her teacher for help.

- Talk to your child's teachers and other parents about ways to reduce bullying in your school community.

- If the bullying goes beyond simple and temporary teasing, be sure to document the details. You can contact the authorities at your child's school for assistance in addressing the problem.

- If your child has been traumatized or injured by continued bullying, consider seeking help from a mental health provider.

September Holidays and Events

- 1 Labor Day
- 1-7 International Enthusiasm Week
- 4 Newspaper Carrier Day
- 5 Be Late for Something Day
- 5 Bring Your Manners to Work Day
- 7 Grandma Moses Day
- 7 National Grandparents Day
- 7-12 Substitute Teacher Appreciation Week
- 8 International Literacy Day
- 8-13 National Line Dance Week
- 9 Wonderful Weirdos Day
- 10 World Suicide Prevention Day
- 11 Patriot Day
- 13 Kids Take Over the Kitchen Day
- 14 National Hug Your Hound Day
- 15 International Day of Democracy
- 15-21 Balance Awareness Week
- 16 International Day for the Preservation of the Ozone Layer
- 17 Citizenship Day
- 17 Constitution Day
- 17-23 Constitution Week
- 18 World Water Monitoring Day
- 19 International Talk Like a Pirate Day
- 20 AKC Responsible Dog Ownership Day
- 21 International Day of Peace
- 21-27 International Clean Hands Week
- 21-27 World Reflexology Week
- 21-28 International Week of the Deaf
- 22 First Day of Autumn
- 22 International Day of Radiant Peace
- 23 Innergize Day
- 23-30 International Interpreters and Translators Week
- 24 National Women's Health and Fitness Day
- 25 National One-Hit Wonder Day
- 26 Love Note Day
- 27 Ancestor Appreciation Day
- 27 World Tourism Day
- 28 World Rabies Day
- 29 National Attend Your Grandchild's Birth Day
- 29 World Maritime Day

September is also . . .

- World Animal Remembrance Month
- International Women's Friendship Month
- AKC Responsible Dog Ownership Month
- Atrial Fibrillation Awareness Month
- Attention Deficit Hyperactivity Disorder Month
- Baby Safety Month
- Backpack Safety America Month

PacBlog

3 Easy Ways to Protect Your Business Information

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/
3-easy-ways-protect-business-information](http://pacific-records.com/3-easy-ways-protect-business-information)

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>

By the Numbers: Chocolate

- Chocolate is an \$83 billion a year business, with a value larger than the Gross Domestic Product (GDP) of more than 130 nations.
- In the U.S., more than 58 million pounds of chocolate are sold during the week preceding Valentine's Day for a total of over \$345 million.
- Africa produces more than 75% of the world's cocoa.
- About 91% of women say they eat chocolate. More than 87% of men do.

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:

What pattern do you see in this series of numbers: 0236719458?

Last Month's Answer to: *Three kinds of apples are mixed randomly in a box. How many apples must you take out to be sure of having at least two apples of one kind?*

FOUR

Last month's Winner:

**SHERYL PEREDA
BARTH DALY, LLP**

Email your answer to info@pacific-records.com

SEPTEMBER SERVICE

AWARDS

Celebrating Pacific Employee Anniversaries

6 YEARS

David Meza

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

Quick Tips: Green Living

Cranking up your oven to cook dinner uses more energy than most other appliances in your home. You can cut that energy usage by employing your smaller cooking appliances. Instead of the oven, use your toaster oven, slow cooker, or microwave.



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.

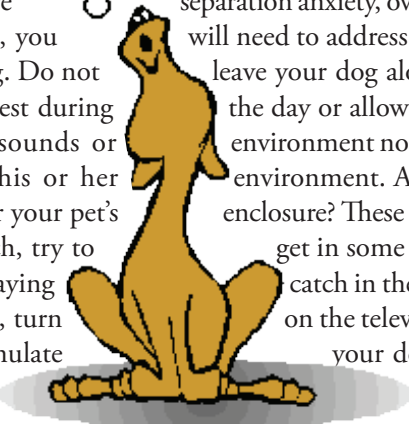
Howling Hounds

Howling is a normal form of communication in dogs. This doesn't mean that you want your dog howling all day long. If your dog is excessively howling, here are some strategies to help limit this behavior.

Common reasons for excessive howling are separation anxiety, overstimulation of sounds, or medical conditions. If your dog is often left alone and is howling, you will need to address the cause. You may need to change your dog's environment to help correct excessive howling. Do not leave your dog alone outside for long periods of time. You can also provide a quiet place for him or her to rest during the day or allow him in during the night.

If there are too many uncomfortable sounds or why your dog is howling, spend time in his or her environment. Are there other dogs nearby that howl? Is there a lot of traffic noise? Do pedestrians walk near your pet's enclosure? These factors may cause your dog to howl more often.

To keep your dog from howling too much, try to get in some exercise before he or she is left alone. An early morning jog and then some time in a park playing catch in the evening may help provide deeper more restful sleep at night. If your dog stays indoors alone, turn on the television or a radio to mask outside noises. Be sure to keep the volume low so as not to overstimulate your dog. You can also offer your dog lots of touch stimulation when you are home. Pet your dog, brush his coat, and let him lie touching you. This can calm your dog and provide reassurance to him.



Finally, consider getting a crate for sleeping and when you are not at home. This should only be done for short periods of time, so that your dog can get exercise and access to food and water. This can help your dog to rest and keep him or her from getting overstimulated.

If none of these approaches work, then there may be another underlying cause. Dogs sometimes howl when they are sick or hurt. An injury can cause a dog to howl to get attention. If you suspect that your dog is not healthy, a visit to your vet is in order. Mention that you've noticed excessive howling. Your vet has strategies that may help.

Social Media and the Elderly

Social media is often criticized for its tendency to isolate people behind their computer screens, limiting their face-to-face, real world interactions. But for one group, Americans 65 and older, it can have a different effect.

A recent Michigan State University study showed that Internet use by those of retirement age actually reduces the chances of depression by more than 30 percent. This comes from an increased ability to communicate and stay connected with friends and family who may not live nearby. Those living alone showed the greatest reduction in depression rates.

But the researchers stressed that, as in all things, moderation is the key. The best way to stay connected with your social network is a combination of social media use and actually being with your loved ones. In this way, social media enhances your connections rather than replacing them.

Quick Tips: Travel

Before heading out on a trip, stop by the website TripAdvisor.com. There are over 150 million reviews of over four million accommodations, restaurants, and attractions. You can read detailed reviews from people who have actually been there. It is free to users and features locations in 42 countries around the world.

Quick Tips: Cars

Do you know how much your roof rack can carry? Before loading up, check your vehicle owner's manual to find the weight limitation. If you have a heavy load to get home, and are unsure of how much your roof can handle, consider having it delivered instead. This will prevent damage to your vehicle and can save on wear and tear as well.

Bumper Sticker Humor

- If the shoe fits, it's ugly.
- Everyone is a genius. It is just that some people are too stupid to realize it.
- Apart from the unknowns, everything is obvious.
- I ask for so little. And boy do I get it.
- If you wish to live wisely, ignore clichés.