

## MEET THE TEAM: Ken Porcho



Ken Porcho is our lead shredding driver in our Fresno market. He joined us over 3 years ago, having previously worked for a competitor. Ken grew up in Southern California then moved to Fresno where he has lived ever since.

Ken is married and a proud parent of 2 little girls. Ken enjoys sports and says his favorite teams are the LA Dodgers and Dallas Cowboys!

Ken has been an excellent addition to the Fresno Pacific team. His focus and dependability have been invaluable. He settled right in with Pacific with his experience driving trucks and customer interaction. We are glad to have a dedicated worker that can be depended on.

## 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](mailto:info@pacific-records.com)**

## What's Inside This Month?

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## Thoughts from Richard Steed



September 17-23 is National Love Your Files Week. Who would know that except for your Records Management provider? Yes, there's actual official calendar recognition for the love of files. And not just a "Love Your Files Day," but, in fact, an entire week for that!

You may not love your files. You can probably think of a dozen reasons why you don't even like them. They can take up valuable office space, be in the way, be hard to find, and sometimes even disorganize themselves for no apparent reason. They can be hard to manage when you're trying to focus more on your

primary business concern—your customers!

You're most likely not feeling up to worshipping your files for an entire week and probably don't want the stress of even thinking about whether you should. So how can you sincerely honor National Love Your Files Week? How can you truly put your heart into it? My God! What will the neighbors think?

Well, hey, that's what you have us for. We're your Information Management provider and we love your files for you! In fact, we're already loving them, even as you read this. We're like the Scrubbing Bubbles: We love your files so you don't have to!

If fact, loving your files for you is something we do at no additional charge. It's just a tad embarrassing for us to admit . . . but it's easy for us. We don't even have to try . . . "Files R Us." Every day . . . we even have fun with it (blush).

So relax and know that the onerous task of loving your files for an entire week has been placed squarely on our shoulders and we got you covered. So enjoy the third full week in September stress free. As for the rest of September's weeks—enjoy those too!

*Richard*

# 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 September!

## SEPTEMBER SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**6 YEARS**  
Cheng Her

**9 YEARS**  
David Meza

**20 YEARS**  
Kevin Fenster

### ***September Trivia: Honey Bees!***

September is National Honey Month. Test your honey knowledge with this trivia quiz!

1. How many eyes does a honey bee have?
2. What is another name for honey wine?
3. How many sides does each honeycomb cell have?
4. How many wings does a honey bee have?
5. What are male bees called?
6. How many flowers does it take for honey bees to produce one pound of honey?
7. How far does a hive of bees fly to collect enough nectar for that one pound of honey?
8. True or False: Bees don't sleep.
9. How fast do bees' wings beat?
10. What is the average number of bees in a hive?



*“Those things which are precious are saved only by sacrifice.”*

— David Kenyon Webster

### ***Quick Tips: Healthy Living***

If you are trying to lose weight, a great strategy is to practice portion control. This can be easier said than done, but there are some simple things to try to make it easier. Consider switching to a smaller plate. Reducing your plate size from 12 inches to 10 inches will reduce your calorie consumption by about 20 percent. You can use the same strategy with bowls and utensils. Eating ice cream out of a large bowl with a big spoon will get you more calories than switching to a small bowl and a smaller spoon.

## ***September Holidays and Events***

### **Daily Observances:**

- 1 Emma M. Nutt Day, the first woman telephone operator
- 2 VJ Day, WWII
- 3 Skyscraper Day
- 4 Labor Day
- 5 Be Late for Something Day
- 6 Read a Book Day
- 7 National Salami Day
- 8 International Literacy Day
- 8 Pardon Day
- 9 Teddy Bear Day
- 10 Grandparent's Day
- 10 National Pet Memorial Day
- 10 Swap Ideas Day
- 11 911 Remembrance
- 12 Chocolate Milk Shake Day
- 13 Positive Thinking Day
- 15 Make a Hat Day
- 15 POW/MIA Recognition Day
- 16 Working Parents Day
- 17 Citizenship Day
- 17 Constitution Day
- 17 National Apple Dumpling Day
- 18 National Cheeseburger Day
- 19 International Talk Like A Pirate Day
- 20 National Pepperoni Pizza Day
- 21 International Peace Day
- 21 World Gratitude Day
- 22 Autumn Equinox
- 23 Checkers Day
- 24 National Cherries Jubilee Day
- 25 National Comic Book Day
- 26 Johnny Appleseed Day
- 27 Crush a Can Day
- 28 National Good Neighbor Day
- 29 Confucius Day
- 30 National Mud Pack Day

### **Weekly Observances:**

National Love Your Files Week (third week of month)

### **Monthly Observances:**

Baby Safety Month  
Chicken Month  
Better Breakfast Month  
Classical Music Month  
Fall Hat Month  
Hispanic Heritage Month  
Honey Month  
International Square Dancing Month  
Little League Month  
National Blueberry Popsicle Month

## PacBlog

### ***Cloud Backup or Offsite Media Vaulting? We Help You Decide.***

PacBlog is the monthly web log of Pacific Records Storage. To read this month's installment, please click the title below.

<https://pacific-records.com/cloud-backup-offsite-media-vaulting-help-decide>

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: Organizing***

If you do not have enough towel rack space in your bathroom, consider adding a small coat rack to the room. This stand can hold extra towels and your bathrobes. It not only gives you more storage space, but it lets your towels dry out better without taking up too much space.

### ***Do You Want To Win A \$25 Amazon 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:

Where do you go to learn how to make ice cream?

**Last Month's Answer to:** *How does a bee brush its hair?*

**With a honeycomb!**

Last month's Winner:

**BREANNA CABRERA**

PROFESSIONAL ENGINEERS IN CALIFORNIA

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

### ***Green Living: Air Fresheners!***

The majority of air fresheners sold in the supermarket do not destroy odors, but simply mask them. They create a chemical coating on your nasal membranes that fools your brain into thinking the smell is gone. Not only are such chemicals bad for your nose, they're also bad for the environment. Here are some greener ways to help keep your home smelling fresh.

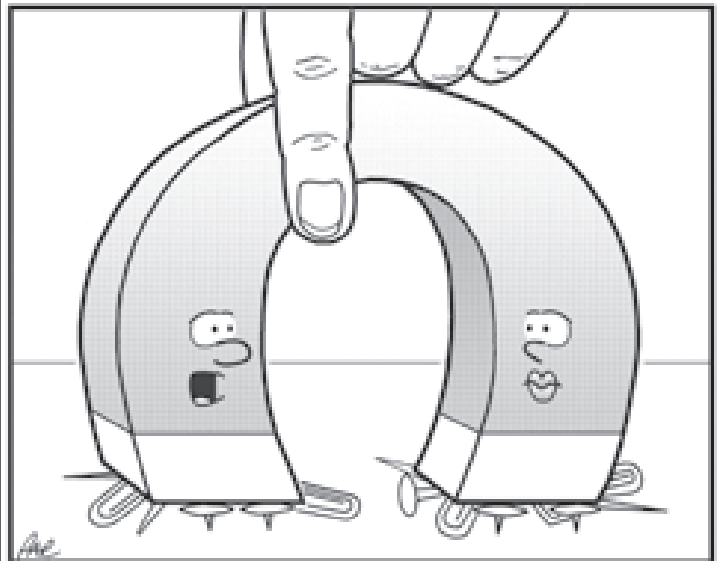
Simply improving air circulation will work wonders—open windows when you can! A tablespoon of salt in a half an orange peel is a good one for the bathroom. One to two teaspoons of natural vanilla extract placed in small containers around your home will freshen things up. Try making potpourri from fresh lavender, roses or other scented plants from your garden.

Use baking soda to absorb acidic odors. Baking soda can also be used as a spray—dissolve one teaspoonful in a cup of water and then spray it as a fine mist. Use vinegar to neutralize alkaline odors. Like baking soda, you can also mix it with water and spray it from a bottle.

A few of drops of essential oil in an atomizer or mister, or placed in cotton balls in cupboards and drawers, will generate refreshing scents around your home!

*"I don't think necessity is the mother of invention. Invention in my opinion, arises directly from idleness, possibly also from laziness. To save oneself trouble."*

— Agatha Christie



*"With the whole paperless thing, I really don't get out much anymore."*

## **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](mailto:info@pacific-records.com) for more information.*

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## ***Breaches Aren't Only Digital***

Even though hacking, malware, phishing and other cyber-attacks grab most of the headlines, don't underestimate the importance of keeping your hard copy records and digital devices safe. Every day, documents and digital devices are stolen, leading to costly data breaches. From creation, to storage, to final disposition, paper records, hard drives and tapes should be well-protected and managed.

Your employees are the first line of defense against physical threats to confidential documents and data. Giving them the right tools can help prevent the types of mistakes that can lead to a data breach.

First, set up a file retention storage and tracking policy. You should know who has a specific document at any given time. Investing in a document shredding service ensures outdated documents are destroyed promptly and securely. Make sure archival documents are stored offsite in a records center where they're tracked with barcodes and only background-screened records management professionals have access to them.

Employees who work remotely should never leave company devices unsecured. Tapes, hard drives and other backup media should be encrypted and stored in a media vault. It's also important to dispose of your media securely. Even after digital devices are erased and reformatted, the data can still be accessed. With the right software, a thief can steal client data and proprietary information from those devices. Use a hard drive destruction service to physically demolish no-longer-needed digital devices so the data stored on them is completely inaccessible.

Data security isn't just an IT issue. Have a plan for keeping your physical assets safe!

*“Many persons have the wrong idea of what constitutes true happiness. It is not attained through self-gratification but through fidelity to a worthy purpose.”*

— Helen Keller

## ***Securing Your Home for Your Pets***

Home security is not just for your family. Your pets are also in need of protection in the event of an emergency or break-in. Help make your home safer and secure for your pets with these tips.

### **Lock up**

One of the simplest things you can do to secure your home for your pets is to lock your doors and windows. You should do this not only when you leave, but also when you are at home. This will help prevent break-ins and can prevent your pet from being accidentally let outside. Choose reliable dead-bolt door locks and sturdy window locks.

### **Watch your garage**

Get in the habit of keeping your garage door closed at all times. This helps prevent unauthorized access to your garage and home. If your pet has access to your garage, this will also help keep him from being let out.

### **Turn on the lights and noise**

A home that looks occupied is less likely to be targeted by criminals. Leave some lights on when you leave. You can also turn on a radio or television to provide some noise. Your pet may even like to watch the television while you are gone, which can prevent boredom.

### **Inform your security company**

If your home is protected by a security company, let them company know you have pets so they can inform emergency responders. You can also request monitored smoke detectors. This is an early detection system that could save your pet's life.

Don't leave your key under the mat

Burglars routinely look under mats, flower pots, and on window ledges for spare keys. Don't leave an extra key in these locations. Get creative and place your spare key in a more hidden location away from the front door.

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### **TRIVIA QUIZ ANSWERS:**

1. Five. 2. Mead. 3. Six. 4. Four. 5. Drones. 6. Two million. 7. Over 55,000 miles. 8. True. 9. 180 beats a second. 10. 30,000 to 60,000.

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NEWS You Can Use is a free monthly newsletter from your friends at  
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Modesto (209) 343-4630 • Napa/Solano County (888) 893-6054

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