

Where Are Your Vital Business Records?

Your vital records are any documents containing information essential to the survival of your business. Among other things, they can include:

- Contracts and agreements
- Client files
- Legal and tax documents
- Intellectual property information
- Accounting files

And just because you know where your vital records *are* doesn't mean that they are in the *right* place.

Like many business owners, you may have them locked away in a filing cabinet within your office. Or perhaps your vital records are stored in a basement within your facility. Either way, you are assuming a huge amount of risk and liability.

Paper documents are especially susceptible to permanent damage from a wide variety of threats:

- fire
- flooding
- theft

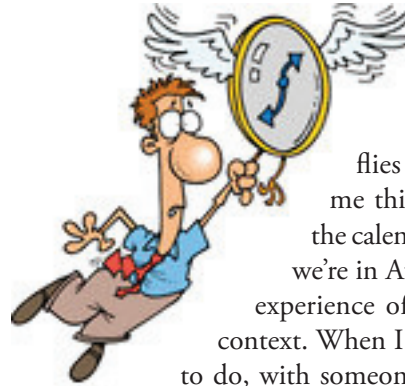
A leaky pipe within your office can be just as catastrophic as a natural disaster such as a tornado or earthquake. Document restoration costs alone can quickly throw your company into the red.

In order to ensure business continuity, all of your vital business records should be stored off-site in a facility that minimizes any potential risks and allows your documents to be preserved long term. A commercial records center features the following:

- climate control
- strict access control
- security and surveillance systems
- fire protection and suppression systems

Barcode tracking enables your vital records to quickly located and retrieved so that if your business does experience a disaster, those mission-critical documents can help you to quickly begin the recovery process.

Thoughts from Richard Steed



Can you believe we are more than half-way through 2014?

The notion that time flies became more apparent to me this year. I sit here looking at the calendar and am blown away that we're in August already. Time and my experience of it are directly affected by context. When I am doing something I love to do, with someone I like to do it with, then time disappears. When I am faced with something that is hard and unknown, where I dislike the context, time drags so very slowly.

So I think I've finally figured it out. It's not because I am getting older or that the world is speeding up. Time is flying by because I love what I do! I thoroughly enjoy the business of managing your company's vital information assets. While you might not be all that excited by boxes and media tapes and shredding, I

have a confession: I love them! I love to know that you are entrusting these things to our care and I'm honored that you have chosen us to help you with your records and information management.

I love the people that work here with me. We come to work every day and do great work. We have fun in what we do. We make a difference.

The days fly by. I love coming to work every day. If this were a movie, I might just call it "A Wonderful Life." I hope that our service to you helps you to love what you do, and helps you to love coming to your job every day, too!

Richard

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By the Numbers: Boating

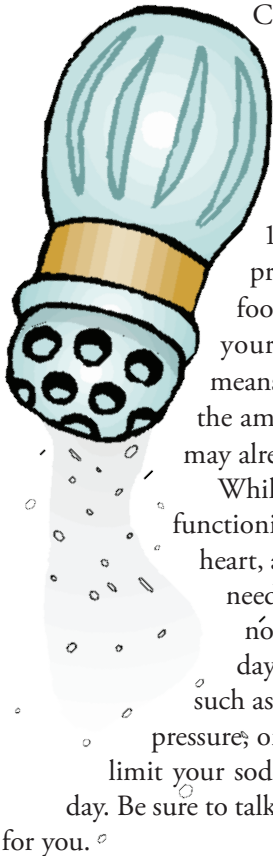
GO GREEN REPORT!

August Offers!

Get 5 FREE Storage Cartons!

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

How Salty Are You?



Cutting excess salt in your diet is more than just being careful with the salt shaker at the table. In fact, only 6% of your daily sodium intake comes from salting your food when eating. About 5% comes from cooking and 12% from natural sources. The real problem is with processed and prepared foods, which account for over 77% of your daily sodium consumption. This means that even when you are careful about the amount of salt you add to your food, it may already be full of sodium to begin with.

While sodium is essential to proper body functioning, too much can tax your kidneys, heart, and blood vessels. How much do you need on a daily basis? Experts recommend no more than 2,400 milligrams (mg) a day. If you have any existing conditions, such as kidney disease, cirrhosis, high blood pressure, or congestive heart failure, you should limit your sodium intake to about 1,500 mg each day. Be sure to talk to your doctor to find the right level for you.

How do you know how much sodium you are getting? One teaspoon of table salt has 2,325 mg of sodium. A tablespoon of soy sauce has about 900 mg. Even a cup of milk contains about 100 mg of sodium. Your best bet is to read the labels on the food you eat. Every food label will list the amount of sodium the product contains. Salt also comes in various forms. Monosodium glutamate (MSG), baking soda, baking powder, sodium nitrate, and sodium nitrite all contain sodium.

To cut sodium easily in your diet, try to eat fewer processed foods. Cook using more fresh meats and vegetables. You should also reduce the amount of salt you add when you cook. Don't forget that foods like salad dressings, sauces, gravies, and many condiments contain large amounts of salt. There are many low-sodium products available if you are still looking for convenience foods.

If you are afraid that your food will taste bland, take heart. There are many ways to increase the flavor of your food without adding salt. Use more fresh or dried herbs and spices. Fruit juices and the zest from citrus fruits can also add flavor, as can natural aromatics. Garlic, onions, and celery are great flavor enhancers, too.

Finally, you can reduce your desire for salt naturally over time. Decrease your use of salt gradually, and you will find that your taste buds adjust to the change. After a few weeks of cutting your salt intake, you will no longer miss it, and you will enjoy the taste of the food itself even more.

August Holidays and Events

- 1 Girlfriend's Day
- 1 National Minority Donor Awareness Day
- 1 Respect for Parents Day
- 1 Rounds Resounding Day
- 1 World Lung Cancer Day
- 1-7 International Clown Week
- 2 National Mustard Day
- 3 Sisters' Day
- 3-9 Single Working Women's Week
- 4 Single Working Women's Day
- 4-8 Psychic Week
- 4-10 National Bargain Hunting Week
- 7 National Lighthouse Day
- 7 Professional Speakers Day
- 8 Sneak Some Zucchini Onto Your Neighbors' Porch Night
- 9 International Day of the World's Indigenous People
- 9 Veep Day
- 11-17 Elvis Week
- 12 International Youth Day
- 13 International Left-Handers Day
- 14 Navajo Code Talkers Day
- 15 National Relaxation Day
- 15-21 National Aviation Week
- 16 International Geocaching Day
- 18 Bad Poetry Day
- 18-24 Minority Enterprise Development Week
- 19 World Humanitarian Day
- 21 Poet's Day
- 22 Be an Angel Day
- 23 International Day for the Remembrance of the Slave Trade and Its Abolition
- 25 Founders Day
- 25 Kiss and Make Up Day
- 25-31 Be Kind to Humankind Week
- 26 Women's Equality Day
- 28 Race your Mouse Around the Icons Day
- 29 International Bat Night
- 30 National Holistic Pet Day
- 31 Love Litigating Lawyers Day

August is also . . .

- American Adventures Month
- Black Business Month
- Children's Eye Health and Safety Month
- Children's Vision and Learning Month
- Happiness Happens Month
- National Immunization Awareness Month
- National Spinal Muscular Atrophy Awareness Month
- National Traffic Awareness Month

PacBlog

Evaluating and Strengthening Your Document Disposal Practices

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/evaluating-strengthening-document-disposal-practices>

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>

Bumper Sticker Humor

- For every action there is an equal and opposite criticism.
- Two wrongs are only the beginning.
- The sooner you fall behind, the more time you'll have to catch up.
- Plan to be spontaneous tomorrow.
- Everybody lies, but it doesn't matter because nobody listens.

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:

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?

Last Month's Answer to: *Many things can break, but this one is always broken purposefully and without noise.*

BREAD

Last month's Winner:

BARBARA DUNMORE
ASSISTANT COUNTY RECORDER

Email your answer to info@pacific-records.com

AUGUST SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

22 YEARS

Archie Strauman

15 YEARS

Leon McKie

9 YEARS

Jay Sharma

By the Numbers: Boating

- Americans bought over 163,000 new power and sailboats last year.
- About 38 percent (88 million) people in the United States participated in recreational boating at least once during the year.
- Among all registered boats in the U.S., 82 percent are power boats. Only two percent are sailboats.
- Boat services represent 70 percent of boating-related businesses in the U.S. Boat building comprises two percent of the industry.
- About ten percent of all American households own a boat.
- There are about 4500 boating accidents a year, but this is down from over 8000 15 years ago.

The Chain of **Custardy**



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Making a Clean Break



There is never a better time to give your belongings a good going-over than when you are moving. Packing and unpacking can be a big hassle, but this process is a perfect opportunity to get rid of the clutter and unwanted items in your life. So, the first step when getting ready to pack should be a thorough house cleaning.

Go through every room of your home and discard any broken items. If it can be fixed, either fix it yourself or take it to a repair shop. If it cannot be fixed or is too expensive to repair, simply toss it. Next, remove all those items you don't want or don't use anymore. You can give them to friends or a charitable organization, or you may decide to have a garage sale to raise some extra cash for all those moving expenses. Another option is to haul your things to a consignment shop. This is an especially wise move for any big ticket items you may have, like stereo equipment, exercise gear, designer clothing, or sporting equipment.

Remember that hazardous wastes, including motor oil, leftover paint, batteries, and some household and lawn chemicals, must be disposed of properly. Most communities have designated drop-off facilities for such wastes.

Clean Your Indoor Air

Have you noticed that the air in your home is not as clean and fresh as it should be? These tips will help you breathe easier.

- When cooking or cleaning, keep your windows open as much as possible.
- When cooking on the top of the stove, cover pots and pans especially when frying. Use the ventilating fan under the

hood of the stove when cooking.

- Use the bathroom exhaust fan or open a bathroom window when steam is present.
- Make sure your vacuum cleaner is working properly and does not blow dust back into the room. Change vacuum cleaner bags frequently.

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

An easy way to clean the air in your home is to bring in some houseplants. Certain varieties, such as English ivy, lady palm, Boston fern, golden pothos, dracaena, spider plant, and peace lilies naturally help reduce indoor air pollution. These plants remove formaldehyde, benzene, and xylene among other harmful toxins.

Go Green Report:

2014 Year-to-Date Lbs Shredded: 3,286,300

	Quantity	Financial Value
Trees Saved	27,934	\$6,983,388
Gallons of Water Conserved	11,502,050	\$51,759
Killowatts of Energy saved	6,736,915	\$538,953
Cubic Yards of Landfill Saved	5,422	\$271,120
Pounds of Pollutants kept out of Atmosphere	98,589	\$492,945
TOTAL Savings to Environment		\$8,338,165

Source: U.S. EPA calculations and actual prices from wholesale suppliers of paper, electric, water and landfill companies.



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