

## *Taking Your Backup Tape Home?*

Are you leery of entrusting someone outside of your organization with your corporate data? If so, your backup plan may involve taking your backup tapes home each evening. While it's definitely important to have an offsite storage plan for your media, and assuming responsibility for the rotation of your data seems like a secure practice, in reality you may be putting your business information at risk.

A backup tape is a sensitive piece of media which is especially vulnerable to the slightest environmental changes. After it leaves your data center or server room, it may be subject to multiple temperature and humidity variances which could compromise the digital data stored within. Need to stop by the grocery store on the way home? When left in a hot and humid car for even a few minutes, your backup tape could lose the very data you're trying to protect. Not to mention the risk of theft from someone breaking into your car. Backup tapes are prime targets for identity theft.

Storing backup tapes in your home is also a risky proposition. Magnetic interference and climate fluctuations within your home can affect the data stored on your media. And if a natural disaster strikes your home, the additional loss of your backup tapes would be a double-edged catastrophe.

Professionally managed backup rotation eliminates these risks by providing tested chain of custody procedures, a dedicated media storage environment, secure transportation, and barcode tracking for your backup tapes.



## *Thoughts from Richard Steed*

The old Roman Calendar consisted of ten months. It began on the spring equinox in

March and ended in December. What about January? They just lopped it off! For that matter, they lopped off February, too. The year was only 304 days long.

Those Romans sure new how to do things! Who needs to plan for vacations? Just build them right into the calendar by leaving sixty days completely unaccounted for. Police interrogators had an automatic two-month shut down. "Where were you on the night of ????" See? It just wouldn't work.

Neither would your filing system for that matter. The manilla folders immediately after December 31<sup>st</sup> would have blank sticky labels on them. In a busy Roman office, you'd have to walk your fingers across several hundred folders before reaching March 1<sup>st</sup> again.

If you lived back then, you'd think you might have an easier time dealing with information in months that actually had names. However, nobody ever knew when a given month would begin. You had to watch the skies for the crescent moon. Then, based on its shape and orientation, you'd guesstimate how many days remained for that month . . . counting down . . . backwards!

Geesh, and if that weren't enough, every once-in-awhile, they'd make adjustments that would lop off other days of the year. In 1752, when England made the switch to the Gregorian calendar, its citizens went to bed the evening of September 2<sup>nd</sup> and woke up the morning of . . . September 14<sup>th</sup>!

Thankfully, calendars and filing systems are in better shape this century, but in a busy office things can still get out of hand. If you notice your filing system showing signs of early Roman calendar influence, then maybe it's time to give us a call?

Have a great January (now that there *Richard*  
IS one)!

## **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?**

*Taking Your Backup Tape Home?*

*January 20th is Martin Luther King Day!*

*By the Numbers: Babies*

*Winter Strategies for Seniors*

*How to Settle In*

*January Offers!*

**Get 5 FREE Storage Cartons!**

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

## January 20th is Martin Luther King Day!



Dr. Martin Luther King Jr. once said, "Life's most persistent and urgent question is: 'What are you doing for others?'"

Each year, Americans across the country answer that question by coming together on the King Holiday to serve their neighbors and communities.

The MLK Day of Service is a part of United We Serve, the President's national call to service initiative. It calls for Americans from all walks of life to work together to provide solutions to our most pressing national problems.

To learn more, visit [mlkday.gov](http://mlkday.gov)!

***"The game of life is a lot like football. You have to tackle your problems, block your fears, and score your points when you get the opportunity."***

— Lewis Grizzard

### Catching Snowflakes



Snowflakes are fascinating things. To really understand what they look like, you need to see them up close. But how do you do that when they melt so quickly? You can catch them!

Mount some black construction paper or velvet to a piece of cardboard. Place your board outside where it can come to outside temperature without getting any snow on it. Once your board is cold enough, you can use it to catch snowflakes. To move them around, use a toothpick or a small soft paintbrush. Use a magnifying glass to get a close up look at your snowflakes.

Want to keep your snowflakes longer? Get a small piece of glass or a microscope slide and place it in the freezer. When you are ready to catch your snowflakes, take the glass out of the freezer and spray it with hairspray or artist's fixative. Catch snowflakes on the glass and then bring it indoors. After the snowflake dries completely, you will have a permanent shape on the glass. Use a microscope to get an even closer look.

## January Holidays and Events

- 1 New Year's Day
- 1-7 Diet Resolution Week
- 2 Happy Mew Year For Cats Day
- 2-8 Someday We'll Laugh About This Week
- 4 Trivia Day
- 4 World Hypnotism Day
- 5-11 Home Office Safety and Security Week
- 7 International Programmers Day
- 8 Argyle Day
- 10 National Cut Your Energy Costs Day
- 11-17 Cuckoo Dancing Week
- 13 National Clean Off Your Desk Day
- 14 Poetry at Work Day
- 16 Religious Freedom Day
- 17 Kid Inventors Day
- 17-23 National Fresh-Squeezed Juice Week
- 19 World Religion Day
- 19-25 Clean Out Your Inbox Week
- 20 Martin Luther King Jr Day
- 20-24 Sugar Awareness Week
- 21 National Hugging Day
- 22 Answer Your Cat's Question Day
- 23 Women's Healthy Weight Day
- 24 Belly Laugh Day
- 25 Visit Your Local Quilt Shop Day
- 27 International Day of Commemoration of the Victims of the Holocaust
- 29 Freethinker's Day
- 31 Chinese New Year

### January is also . . .

- National Clean Up Your Computer Month
- International New Year's Resolutions Month for Businesses
- Be Kind to Food Servers Month
- Book Blitz Month
- Celebration of Life Month
- Get a Life Balanced Month
- Get Organized Month
- International Brain Teaser Month
- International Child-Centered Divorce Awareness Month
- International Creativity Month
- International Wayfinding Month
- National Be On-Purpose Month
- National Glaucoma Awareness Month
- National Hot Tea Month
- National Mentoring Month
- National Personal Self-Defense Awareness Month
- National Poverty in America Awareness Month
- National Radon Action Month
- National Skating Month
- National Volunteer Blood Donor Month

# PacBlog

## *Regulations that Have an Impact on How you Manage Your Business Records*

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/regulations-impact-manage-business-records>

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: Babies*

- Americans use over 27 billion disposable diapers each year.
- The global baby food market has sales of about 45 billion U.S. dollars each year.
- One in every 30 babies born in the United States is a twin.
- Sundays are the slowest days for births. More babies are born on Tuesdays than any other day of the week.
- In the United States, families with children average 1.86 children each.

Sources: CDC, MarketLine, U.S. Census Bureau

### *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:

Jamie placed 21 kittens in 4 boxes, each box containing an odd number of kittens. How did he do this?

**Last Month's Answer to:** *Name something that's set on the table, cut, passed around to everybody, yet nobody eats it.*

**DECK OF CARDS**

Last month's Winner:

**DEANN CANTU  
ADMINISTRATOR**

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

## JANUARY SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**27 YEARS**  
Richard Steed

**7 YEARS**  
Garren Allala

**3 YEARS**  
Jerry Hicks

**2 YEARS**  
Dick Kelton

### *A New Year's Resolution*

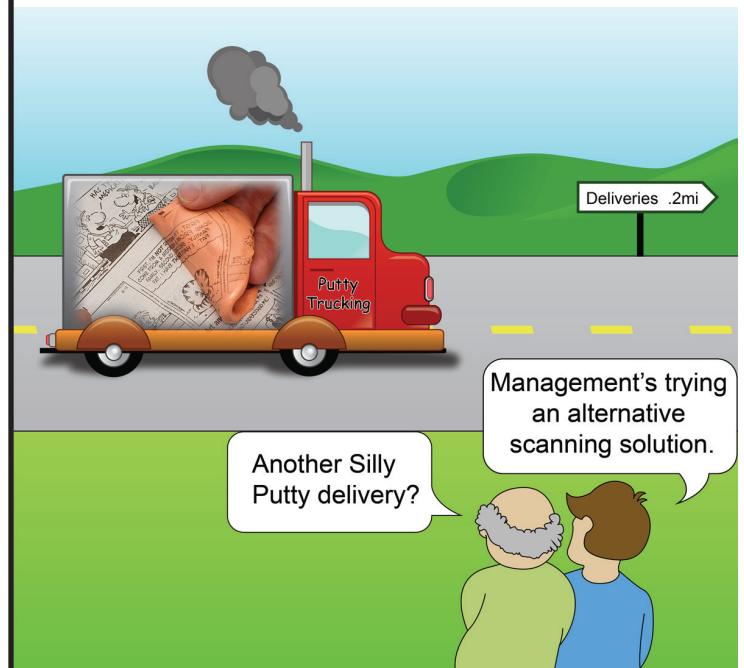
A man joined a New Year's Eve party and spotted his friend on the other side of the room. He made his way over to his friend, who immediately asked for a cigarette.

"Hold on a second," the man said. "I thought you made a resolution to quit smoking."

"Well, I did," replied his friend, "but you see I am only on phase one."

"What is phase one?" asked the man.

"I've quit buying them," replied his friend.



## **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.*

---

# How to Settle In

A move to a new home can be stressful, but there are some simple strategies to help make the first day in your new home easier. Keep these ideas in mind as you plan your approach to packing and unpacking.

When packing your boxes, assign each room a different color. Use that color marker to label each box. When you've reached your new home, your movers and you will be able to see immediately where each box needs to go. Place a large chart near the doorway of your home with a list of each room and color to make it easy to remember your organizational scheme.

You may also want to have a plan for the furniture arrangement in each room in your new home before your move. Although you may later decide to rearrange your furniture, it is helpful to have a general idea of the placement of larger pieces of furniture before you begin. Again place a diagram of each room near the corresponding doorways to allow anyone helping you with the move to know where furniture goes without having to ask over and over.

Items that you need to have handy can easily get lost in the shuffle. To prevent this, be sure to pack a bag or some luggage with clothes, toiletries, and other essentials. You can approach this in the same way that you pack for a vacation—include those items that you will need for day-to-day living. Be sure to move these bags into your vehicle. Don't place them in with the other boxes, bags, and furniture to be moved, so that you can be sure to find them when you arrive.

Extend this concept to the basics you'll need to enable your household to run smoothly. Items such as baby care items, pet food, medication, a first aid kit, and address and phone books will need to be easily accessible. Each room should also have a box of essentials packed separately. For example, in your kitchen you will need some basic cookware, dishes and utensils, a coffee pot, and your microwave. Your bathroom will need toilet paper, towels, a shower curtain, and some personal care products. Each bedroom should also have readily available clean sheets, pillows, and comforters.

With a little bit of planning ahead, and some organization as you unload, your unpacking job can begin more smoothly, allowing you to settle into your new home as quickly as possible.

---

## Winter Strategies for Seniors: Fighting Seasonal Lows

For seniors, winter can often lead to symptoms of depression. There is less daylight and often less contact with others during colder months. An increase in depression can lead to memory impairment, an impaired ability to fight infections, and can have a negative effect on cardiovascular and metabolic health. To help combat this problem, keep these tips in mind.

### Keep in Touch with Friends and Family

The best antidote for seasonal depression is to stay connected. Family members should check in with their loved one as often as possible. Even a short phone call each day can make a difference. Plan activities that are easy to do even with bad weather swirling outside—a visit to a mall, a meal at a restaurant, or catching a movie.

### Enlist the Help of Neighbors

If bad weather or distance keeps family members from visiting an elderly loved one, get a trusted neighbor to connect

with him or her every day. A neighborhood teen can be hired to shovel snow, deliver meals, or bring in the mail.

### Keep Moving

Regular exercise is important, even during the winter months. If it is too cold for an outdoor walk, try yoga and stretching exercises at home. There are also great exercise programs offered at most senior centers. Indoor swimming is another low-impact aerobic exercise that is great for seniors and is available year round.

### Get Some Light

Seasonal depression is often made worse because of the reduction in sunlight each day. If you can't get outside each day due to the weather, consider light therapy. A light box device can emit light that mimics sunlight. Even an hour or two of this light therapy a day can significantly improve depression symptoms.

---

## Early Morning Lecture

On New Year's Day, very early in the morning, a young newlywed left a party a bit too tipsy to drive. He sensibly left his car and decided to walk home. He was stumbling a bit when he was approached by a police officer. The officer asked him, "What are you doing out here at three o'clock in the morning?"

"Officer," slurred the young man, "I'm on my way to a lecture."

"A lecture? Who gives a lecture in the middle of the night on New Year's?" asked the policeman.

"My wife," answered the drunk man.

---

**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](http://www.pacific-records.com)