

***National Association for  
Information Destruction (NAID)  
AAA Certification***

The AAA-Certification represents the highest standards accepted by the industry. When a NAID Certified company undergoes an audit, their hiring practices, equipment and facilities are carefully scrutinized.



The following are some of the security specifications that NAID auditors verify:

- Persons with a known history of related-crimes are not employed
- Security and operations policies and procedures are written and followed
- Destruction equipment is functioning properly
- Access to materials is restricted at all times
- There is an audit trail, including CCTV image capture and retention, and a thorough, documented chain of custody

The NAID AAA-Certification is the only real security assurance in the document destruction industry.

This short video explains the value of NAID Certification in establishing the ongoing compliance and security of data destruction companies. It also explains how, by selecting a NAID AAA Certified company, customers are actually fulfilling important regulatory requirements to validate the policies and procedures of their data destruction company contain specific language and provisions:

<http://pacific-records.com/shred-services/naid-aaa-certification>

Recently, Pacific Records Management completed their certification in Fresno, CA which means that all 4 offices are now NAID AAA Certified.

***Thoughts from Richard Steed***

To many of us, the month of June brings memories of the final days of school. In days gone by, the month signified that there was an endless summer of fun stretched out before our wide, eager eyes.

There surely were some amazing experiences of summers past, but it's funny how we can't readily recall the many times we actually pestered our beleaguered parents with cries of "I'm bored! There's nothing to do!"

It's always interesting to be reminded that although June equals summer in the Northern Hemisphere, it is the onset of winter in the Southern Hemisphere. While we're applying sunscreen, Australians are fighting frigid winds. While our kids are on "Summer Vacation" their kids are on "Winter Holiday."

I'm sure the "Land Down Under" grownups have just as many fond memories of their winter holidays as we do our summer vacations. Memories seem to wax nostalgic, but that's okay. Day-to-day reality can be reality enough. We can't help but hope this summer brings you many fabulous, relaxing moments that turn into treasured, nostalgic memories.

We like to think we're a part of those relaxing moments. Managers and heads of businesses with critical information assets need assurance that these assets are managed securely or they will never be able to fully relax. Our clients know, summer, winter--whatever season it may be--we've got them covered. If you're not a client yet, how 'bout giving us a call?

Happy Summer!

*Richard*

**What's Inside This Month?**

*Thoughts from Richard Steed  
National Association for Information  
Destruction (NAID) AAA Certification*

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*June Offers!*

**Get 5 FREE Storage Cartons!**

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

## ***Finding Your Lost Pet***

It is every pet owner's nightmare—you can't find your pet anywhere and don't know where to look. How can you increase your odds of finding your beloved companion? These strategies will help you and your family search for and hopefully find your pet.

First, don't panic. Give yourself some time to think about what happened. Knowing who saw your pet last, and where he or she was seen, gives you a good starting point. Before heading outdoors, be sure to thoroughly check your home. A sick or injured pet might simply be hiding in your home instead of responding to your calls. Try to lure your pet out of hiding by shaking food in a food dish or squeaking a favorite toy.

If you determine that your pet has left your home, start your search by gathering some basic information and tools to help you. Bring a photo of your pet and grab a leash or pet carrier before heading out. Check your own street first and don't forget to look under porches, bushes, and shrubs. Let your neighbors know that your pet is missing and that you will be heading out to search for him or her. That way, if your pet returns while you are gone, someone will still be on the lookout at home.

Then, hop in your car and drive slowly around your neighborhood. Call to your pet from your window or periodically stop and call while walking in your neighborhood. If you don't find your pet this way, you may need to get some further help.

Begin by calling your local animal control agencies, shelters, and rescue groups. Don't be discouraged if they don't have your pet. You may need to call back for several days or even visit to be sure.

You can also post lost pet posters. Print them on one consistently colored paper so that they are noticeable and will stick in people's minds. Include a picture of your pet, your pet's name, his breed, color, weight, and any other distinguishing features. You can also include where he was last seen. Provide your name and two phone numbers. Place the flyers around your neighborhood. Ask at your local pet supply store, veterinary office, and school to place flyers there.

These strategies give you the best chance to find your lost pet. Many lost animals have been found with consistency and persistence, so remember to not give up too soon.

### ***PacBlog: Our Monthly Blog . . .***

This month: [Integrating Storage, Scanning, Data Protection and Destruction for your Business](#). Click on the foregoing link or click the [PacBlog](#) tab on our website to read the entire blog.

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

## ***June Holidays and Events***

- 1 Say Something Nice Day
- 2 Children's Awareness Memorial Day
- 2-8 Black Single Parents Week
- 3 National Leave the Office Earlier Day
- 5 World Environment Day
- 7 National Donut Day
- 8 Upsy Daisy Day
- 9-15 National Flag Week
- 12 National Jerky Day
- 13 National Nursing Assistants Day
- 13-20 National Nursing Assistants Week
- 14 Flag Day
- 15 Nature Photography Day
- 16 Father's Day
- 16-22 Meet a Mate Week
- 18 International Sushi Day
- 19 World Sauntering Day
- 20 Recess at Work Day
- 21 First Day of Summer
- 21 World Humanist Day
- 22 Stupid Guy Thing Day
- 23 Let It Go Day
- 23-29 Carpenter Ant Awareness Week
- 25 National Columnists Day
- 26 International Day in Support of Victims of Torture
- 27 National Bomb Pop Day
- 30 Log Cabin Day

### **June is also . . .**

- Adopt a Shelter Cat Month
- Cataract Awareness Month
- Children's Awareness Month
- Dairy Alternative Month
- Effective Communications Month
- Great Outdoors Month
- International Childhood Cancer Awareness Month
- June Dairy Month
- Migraine Awareness Month
- Perennial Gardening Month
- Pharmacists Declare War on Alcoholism
- Rebuild Your Life Month
- Skyscraper Month
- Sports America Kids Month
- Student Safety Month

## ***Wedding Ring***



A newlywed woman noticed that shortly after returning from their honeymoon, her husband stopped wearing his wedding ring. She was very distressed over this and finally asked, "Why don't you ever wear your wedding band anymore?"

Her husband replied, "Because it cuts off my circulation." "Well, that is just silly," answered his wife. "That's what it's supposed to do!"

## By the Numbers: Golf

- There are about 27 million golfers in the United States.
- Twenty-two percent of American golfers are women.
- Just five states—California, Texas, Florida, New York, and Georgia—account for 49 percent of total U.S. golf spending.
- Destination golf accounts for 32 percent of total golf spending.
- There are about 4,000 private and 11,500 public golf facilities in the U.S.
- A golf ball usually has anywhere from 330 to 500 dimples.
- The average Par 4 fairway is between 251 and 470 yards.

Sources: AmEx Business Insights, NGF and the WWW

## 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)**

## 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:

I am a box with many keys but you don't need a key to open me.

**Last Month's Answer to:** *This musical instrument can make virtually any sound, but you can't see or touch it.*

**THE VOICE**

Last month's Winner:

**CORINNE HARRIS**

GASTROENTEROLOGY MEDICAL CLINIC

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

## JUNE SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**11 YEARS**

Carmen Rutz:

**9 YEARS**

Bernie Hamby

**9 YEARS**

Gurmit Singh

**2 YEARS**

Dallin Woodruff

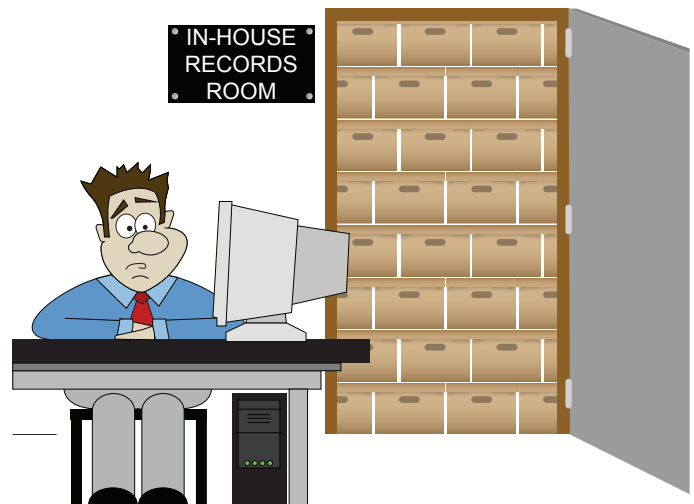
## No Problem

A young bride phoned her mother just three days before the wedding. "I have some awful news," she said. "My fiancé's mother has bought the exact same dress as you to wear for the wedding!"

"Oh, no!" exclaimed her mother. But after giving it a second thought she said, "Don't worry! I'll just go and buy another dress to wear to the ceremony."

Her daughter sighed with relief but then said, "Mom, that dress cost a fortune. What will you do with it? What a waste not to use it!"

"Who said I won't use it?" replied her mother. "I'll just wear it to the rehearsal dinner."



Now let me think . . .  
it was in one of the brown boxes.

## 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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# Packing a Healthier Picnic Basket

Summer is a wonderful time for a picnic at the beach, at a park, or when traveling on the road. It can be tempting to grab some pre-made items at the store or even load up on junk food. This convenience can be bad for your waistline and your health. Here are some ideas to make your picnic lunch tasty and healthy.

## Improve your sandwiches

Sandwiches are a great picnic staple. They are inexpensive and easy to prepare ahead of time. Choose whole wheat bread or flatbreads. Skip the roast beef and salami and instead select lean turkey. Pass on the mayo while still adding flavor by going with flavored mustards. Use low-fat cheese and be sure to load up on healthy veggies like lettuce and tomatoes. To keep your sandwiches from getting soggy, pack the veggies separately and add when serving.

## Bring some fruit

Not all fruits are good travelers, but others are made to take on the go. Oranges and apples are perfect for picnics, and nothing beats a juicy watermelon on a picnic. You can also bring dried fruit. Fruit pies are healthy options if they are homemade with minimal sugar, letting the natural sweetness of the fruit shine through.

## Watch those salty snacks

Potato chips are not a healthy option, but you can feel better by bringing baked chips instead. Pita chips or baked tortilla chips are also lower in fat and calories. Salted nuts, beef jerky, and low-fat popcorn are other healthy choices to consider.

## Pack healthier salads

Potato salad, macaroni salad, or coleslaw are easy to pick up at the deli counter, but they are loaded with fat and calories. Instead make these salads at home using low-fat mayo or use a low-fat vinaigrette in place of the mayo-based dressing.

## Drink wisely

Sweet beverages have lots of calories that can sneak up on you at a picnic. When you are eating and playing outdoors, you drink more to cool off and stay hydrated. Instead of soda, lemonade, or sweet ice tea, bring low-calorie tea or flavored water.

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***Planning is bringing the future into the present so that you can do something about it now. – Alan Lakein***

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## ***Solutions for Saying Goodbye to your File Cabinet***

Did you know the vertical file cabinet was invented by Edwin G. Seibels in 1898? Now, over one hundred years later, it's nearly impossible to imagine a business that doesn't have at least one. Yet, the venerable file cabinet represents one of the biggest space hogs in your office, requiring 7 -9 square feet of potentially costly office space.

Thinking about transferring those files to a utility closet or basement space? They're probably not the safest areas for sensitive information. Since it is likely that your file cabinets contain an assortment of records, you'll want to identify and separate your active, archival and dead files, after which you can then apply the following document management rules of thumb:

### Scan

Files that you need to access regularly can be scanned to an electronic format, eliminating the time and effort needed to search through file cabinets. Electronic documents can also be easily shared and distributed within your office.

### Store

Records that need to be kept for retention purposes, but are otherwise rarely utilized, can be considered archival and stored for the appropriate retention period.

### Destroy

Since they may still contain confidential information, documents that are no longer needed from an organizational or legal standpoint should be securely shredded/destroyed.

After that, your biggest decision will be how to turn the space your file cabinet once occupied into one that generates revenue!

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**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

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