

Storage vs. Digital Storage: A Key to File Accessibility

Today, by utilizing scanning technology, businesses can have vital records at their fingertips – literally! – but before you opt for lightning-speed accessibility, you may want to take note of how often you need to access certain files.

Most likely, not all files in your office hold the same level of importance. The amount of active and inactive files you've accumulated can be a key deciding point in whether "to scan" or "to store."

Active files, or files that you reference on a regular basis (often including information on billing, personnel, and service), may benefit from the digital storage scenario. Scanning these records to an electronic format that can be easily accessed and shared will save time and make your daily operations much more efficient and manageable.

Inactive files, those that are more rarely accessed, may benefit from being stored in an off-facility storage space. These may include documents that require retention for legal or regulatory compliance reasons, but often tend to take up a lot of valuable space.

But why not scan all of your files so that everything can be accessed on the fly? After all, that seems like the easiest solution to this query, right? Unfortunately, the process of scanning can be costly in both time and money.

Take another look at the files that you use on a regular basis. Locating the files that require your attention more than others will help you determine whether "to scan" or "to store."

What's Inside This Month?

[Storage vs. Digital Storage](#)

[Tackling Debt](#)

[Tricks With Eggs](#)

[Use Your Noodle!](#)

[The Packrat Chronicles](#)

[Keeping Your Older Dog Healthy](#)

[How to Dispose of Expired Medication](#)

[March Offers!](#)

Thoughts from Richard Steed

Most of us are familiar with the old saying, "If March comes in like a lion it will go out like a lamb." This phrase generally referred to springtime barometric weather pressures, but the conditions in our workplace and home life are certainly subject to pressures, as well.

Not barometric pressures -- although some folks swear they can tell in their bones if a storm is brewing. We also have those familiar pressures we face from day-to-day living. (Truth-be-told, some folks can tell in their bones if those types of storms are on the horizon, as well!)

Seems that no matter where we find ourselves professionally or personally at this juncture in our journey there is always more to accomplish.

Pressure can sometimes be good for us if it prompts us forward in a healthy direction. Giving thought about our business and personal to-do lists and finding the gumption to check off some of those betterment goals can be confidence-building and invigorating. It's helpful to clarify what goals we are marching towards and gauge how we're progressing.

On the business front, we are always focused upon offering the top-of-the-line data storage and security services to our clients but believe me, we don't rest on our laurels.

We continuously value your input and feedback and are always seeking 100% customer satisfaction. You are number one on our list!

It is because of your trust and appreciation that we feel the pressure to outdo ourselves each month -- and we always will. Now let's March on!

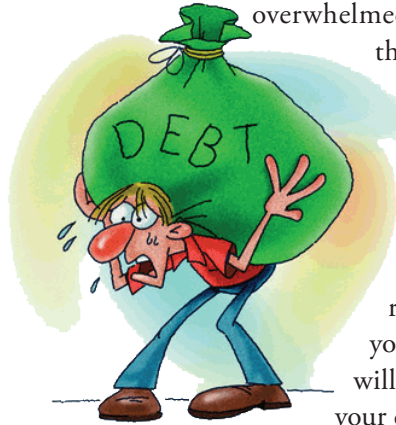
Richard



Get 5 FREE Storage Cartons!

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

Tackling Your Debt



If you find that you are becoming overwhelmed by your debt, now is the time to take control.

The first step is to track your spending. Knowing where your money is going will give you a head start on controlling your expenses. Try recording every last penny you spend for month. You will get a clearer picture of your current spending status.

You will need to set up a budget. By tracking your expenses, you will now know where your money goes. You can then see better which expenses are easy to eliminate without too much pain. Writing down your budget, posting it where you can see it often, and using it to track future expenses can go a long way towards getting your finances under control.

Your next step will be to develop a debt elimination plan. While it may seem overwhelming at first, coming up with a plan will allow you to see which way you should proceed. Paying off your highest interest debt first is one approach to take. You can also consider eliminating the greatest monthly draw on your available funds. Either way, carefully analyze the costs and benefits of each approach.

If you feel that you cannot eliminate your debt without some help, consider getting credit counseling. This assistance is often low-cost or even free and will give you specific strategies for eliminating your debt. They offer help with budgeting, contacting your creditors, and interest rate reductions. They can also help you avoid bankruptcy by developing a plan to tackle that debt.

Tricks with Eggs

Separating eggs: Cold eggs are easier than warm eggs to separate. An egg separator is the easiest way to do it, but you can also try it with your hands. With your fingers slightly apart, pour the egg into your hand, letting the white slip through your fingers into a little cup. The yolk will be left behind in your hand.

Cracking an egg: The easiest way, according to the American Egg Board, is to hit right across the middle with the edge of a flat butter knife. When you are adding more than one egg to a mixture, crack each new egg into a separate little bowl before adding it to the main mixture, so if there is a problem, everything isn't spoiled.

Raw or cooked? You can tell by spinning the egg on a flat surface. A hard-cooked egg will spin like a top; a raw egg will wobble.

March Holidays and Events

- 1 World Compliment Day
- 1-7 National Write a Letter of Appreciation Week
- 2 Read Across America Day
- 3 National Anthem Day
- 3 What if Cats and Dogs Had Opposable Thumbs Day
- 3-10 National Sleep Awareness Week
- 4 National Grammar Day
- 5 Peace Corps Day
- 6 Discover What Your Name Means Day
- 7 National Agriculture Day
- 8 International Working Women's Day
- 9 Genealogy Day
- 9 International Fanny Pack Day
- 10 Daylight Saving Time Begins
- 11 Dream 2013 Day
- 12 Organize Your Home Office Day
- 13 Good Samaritan Involvement Day
- 14 Pi Day
- 14 World Kidney Day
- 15 Freedom of Information Day
- 16 National Quilting Day
- 17 St. Patrick's Day
- 18 Forgive Mom and Dad Day
- 18 National Biodiesel Day
- 20 First Day of Spring
- 21 Companies That Care Day
- 22 World Day for Water
- 23 National Puppy Day
- 24 World Tuberculosis Day
- 25 National Medal of Honor Day
- 26 American Diabetes Association Alert Day
- 29 National Mom and Pop Business Owners Day
- 30 Doctors Day
- 31 Easter Sunday

March is also . . .

- National Noodle Month
- Poison Prevention Awareness Month
- Workplace Eye Wellness Month
- Credit Education Month
- Employee Spirit Month
- International Ideas Month
- Irish-American Heritage Month
- Music in our Schools Month
- National Caffeine Awareness Month
- National Clean Up Your IRS Act Month
- National Kidney Month
- National Multiple Sclerosis Education and Awareness Month
- National Nutrition Month
- National Peanut Month
- National Social Work Month

Boat Rentals

A boat rental company rented boats by the hour and would radio each boat when their time was up, reminding them to return to the dock. The company operator scanned the lake and noticed a boat that had not returned. He called into the radio microphone, "Boat 99, your hour is up. Please head back in."

An employee walked up to the operator and said, "We only have 75 boats. There is no boat 99."

"Oh," said the operator, then spoke into the microphone again, "Boat 66, are you in trouble?"

Bumper Sticker Humor

- Repetition is always better the second time.
- In theory, everything works.
- If everything is coming your way, then you're in the wrong lane.
- No matter where you go, there you are.
- I'm objective—I object to everything.

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

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:

It's black when it falls from the sack, red before you are fed, and gray at the end of the day.

Last Month's Answer to: *What is in seasons, seconds, centuries and minutes but not in decades, years or days?*

THE LETTER N

Last month's Winner:

ANDREA TERRY

KRONICK MOSKOVITZ TIEDEMANN & GIRARD

Email your answer to info@pacific-records.com

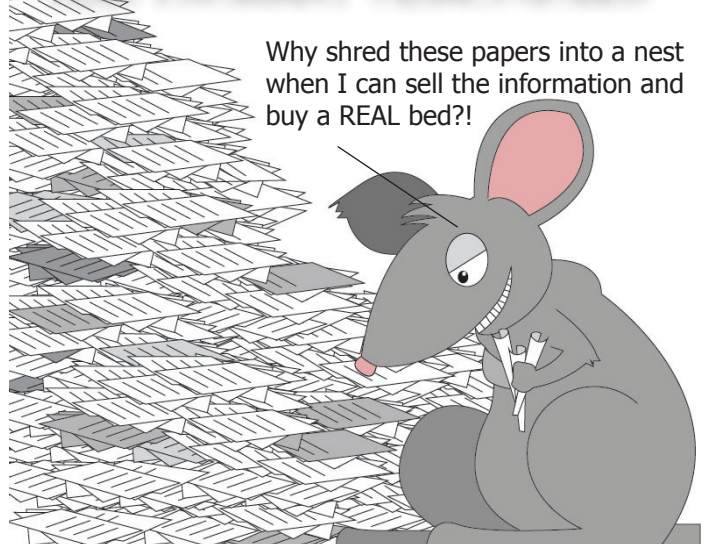
Use Your Noodle

March is National Noodle Month. Can't tell the difference between a cannelloni and a capellini? Here are some popular types of pasta and their descriptions.

- Cannelloni – meat filled tubes of pasta cooked in the oven
- Capellini – very thin round pasta strands, only slightly thicker than angel hair
- Cavatappi – tubular corkscrew pasta about 1-inch long
- Farfalle – bow tie shaped pasta
- Fettucine – flat wide pasta strands
- Fusilli – hollow corkscrew pasta about 8-inches long
- Gnocchi – small pasta dumplings
- Linguine – narrow flat pasta
- Macaroni – small tubular curved pasta
- Manicotti – large tubular pasta
- Mostaccioli – diagonally cut tubular shapes with a smooth surface
- Penne – diagonally cut tubular shapes with a ridged surface
- Rigatoni – large ribbed tubes about 1-1/2 inches long
- Spaghetti – round thin strands of pasta
- Tagliatelle – thin strips of ribbon pasta
- Torellini – little pasta "hats" with a filling
- Vermicelli – round strands of pasta, thinner than spaghetti

"I have learned to seek my happiness by limiting my desires, rather than in attempting to satisfy them."
—John Stuart Mill.

THE PACKRAT CHRONICLES



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.

How to Dispose of Expired Medication



Once a prescription or over-the-counter medication has reached its expiration date, it is best to discard it. While medication may not spoil, it can suffer from a breakdown in its chemical composition, making it ineffective or sometimes even dangerous.

If your usual method of disposing of medications is to flush them down the toilet, you should consider the environmental consequences first. Researchers have been able to find traces of medications in water supplies, since these compounds often slip through the standard water treatment process. These chemicals can be harmful to fish and wildlife. Throwing away old medication in the trash can be a hazard if you have small children or pets who might find the pills and accidentally ingest them. Once your trash reaches a landfill, medications can still leach out into ground water systems.

So, what is the best way to dispose of your old medications? First, ask your pharmacist if he or she will accept expired medications for disposal. While not all pharmacies will do this, some offer this service, taking in your old medications and disposing of them in the proper manner. Some pharmacies only offer this service every few months, as a type of "clean out your medicine cabinet" promotion. If you can't find a pharmacy participating in this type of disposal program, check to see if your local hazardous materials recycling and disposal facility will accept medications.

If neither of these options is available to you, it is left for you to decide how to dispose of your unused medications. Placing medications in the trash is preferable to flushing them, due to the environmental impact. Liquid medications can be mixed with some sawdust or kitty litter to help prevent an accidental ingestion from the trash by a child or pet. Solid medications can be mixed with some water to dissolve them and then placed in a sealed container in the trash. You can add a noxious tasting substance, like cayenne pepper, to any medication's container to reduce the risk of accidental ingestion. Liquid medications can also be placed in a plastic bag to help prevent leaking.

The FDA recommends that some highly addictive drugs, including oxycodone, fentanyl, and morphine, not be placed in the trash. These are the only types of medications that should be flushed down the toilet, to avoid the risk of them falling into the wrong hands.

Finally, if you are disposing of your prescription medications in their original containers, you should remove the label to help protect your privacy. Trash containing any medication should be placed out for collection at the last possible time before pick-up.

Keeping Your Older Dog Healthy

At around eight years of age, dogs begin to show some signs of age-related changes in health. While some of these are avoidable, you can help your dog to stay healthy and active, even into old age.

One of the most important things you can do is realize that when your dog gets older, he needs a change in diet. For small breeds, that change may begin at age seven, but larger breeds need a change in diet even earlier, beginning at five years of age. You should talk to your veterinarian about the necessary changes in diet for your dog.

Some senior diets for dog have reduced levels of protein, but studies have shown that this is not the best choice. Protein levels do not contribute to the development of disease, so you should be feeding your older dog a diet that contains good levels of highly digestible protein. This helps maintain muscle mass and energy levels. Dogs also begin to put on body fat as they age, due to a change in their metabolism and a decrease in activity level. A good diet for an older dog has a decrease calorie level, while still maintaining optimal levels of protein.

A good diet for a senior dog should include an increase in GLA, an omega-6 fatty acid, and FOS, which promotes the growth of beneficial bacteria in the gut. Your dog should also get higher levels of antioxidants such as vitamin E and beta-carotene.

Finally, remember that regular exercise is a must for good health as your dog ages. Changes in your dog's daily routine can cause stress, so make any changes in daily activity gradually.



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