

Things to Consider Before Scanning Your Records

Reduced reliance on paper records can help your business become more productive and profitable. Yet going “digital” with your files is more complicated than you think. It’s a multi-step process that requires strict attention to detail. Here’s some food for thought to help you decide how to make the most of a scanning solution.

Will you need regular access to these documents? If so, they are prime candidates for converting to electronic files. On the other hand, if your records are of a purely archival and inactive nature, storing and managing them offsite can be done at a fraction of the cost of scanning.

It’s likely that the documents you’re imaging contain sensitive information. In-house scanning may not be that secure—especially if your documents contain private client or employee information.

Hiring temporary staff for your scanning project is tempting, but it may result in lost data. Document scanning specialists utilize imaging expertise and technology along with strict quality control processes to ensure all information is accurately captured, organized and converted to electronic format.

Where will your electronic documents be stored and how will they be accessed? Searching through a collection of PDF files is no more efficient than riffling through file cabinets. Digital files must be properly labeled, indexed and organized to support your workflow processes.

A professional document scanning service provides a solution for converting your paper records to electronic files in a secure, timely and cost-effective manner.

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

Thoughts from Richard Steed

Ever had a box of files go missing? If not, you must have luck of the Irish with you because I’ve lost count of the how many disappearing file stories I’ve heard!

With St. Patrick’s Day just around the corner, I’ve been thinking about the phrase “luck of



the Irish”. After some diligent Google searching I’ve decided the phrase most likely originated during the gold and silver rush years in the second half of the 19th century.

At that time a number of the most famous and successful miners were of Irish and Irish American birth. The most notable probably being James Fair, James Flood, William O’Brien and John Mackay who were collectively known as the “Silver Kings” after they hit the famed Comstock Lode. Over time this association of the Irish with mining fortunes led to the expression “luck of the Irish.”

History lesson aside, in most cases luck is not about national heritage or a shamrock but rather planning and execution. Thomas Jefferson said... “I’m a great believer in luck, and I find the harder I work, the more I have of it.”

If you’re tired of searching for misplaced files or feel like your luck has given way to liability there is a solution. We work hard each and every day protecting and managing TENS OF THOUSANDS of boxes of files for our customers and we’d love to do the same for you. Put us to the test and I guarantee your records management luck is in for a change.

Richard

What’s Inside This Month?

Information Disposal Mistakes

Taking Multiple Medications Not Always Risky

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Protect Yourself from Car Theft

March Offers!

Get 5 FREE Storage Cartons!

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Taking Multiple Medications Not Always Risky

Many seniors take multiple medications to treat a variety of conditions. It has long been accepted that this increases health risks, as there is greater possibility for drug interactions and overdose of similarly-working medications. However, researchers at the Cambridge Centre for Health Services Research in the UK have found that the risks tend to increase only in certain circumstances.

The researchers found that patients taking multiple medications for a single illness were indeed at greater risk for complications or adverse health effects. These patients, who were taking 10 or more medications for a single condition, were three times more likely to have an unplanned admission to the hospital than patients who were taking only one to three medications for a single illness.

Patients who had multiple health conditions requiring medications, but who only were prescribed one or two different medications for each condition, were at lower risk for complications. In other words, taking many medications overall is not the problem. Issues arise when there are multiple medications all trying to treat the same condition. In this case, there can be a risk of increased adverse reactions.

It is important for doctors to look for signs of drug interaction and complications in their patients who are on multiple medications. This is especially crucial when a new drug is added to the patient's regimen to treat an existing condition. It may be necessary at that time to drop some of the existing medications to prevent complications. You should always talk to your doctor about all of your medications at each visit, and be sure to ask if any new drug might interact negatively with your existing medications.

Corporate Shakeup

A manufacturing company got a new CEO who was determined to shake things up at his new company. While touring the factory floor for the first time, he noticed a man leaning up against a wall near a door. The CEO didn't like the look of this slacker. All the workers watched as the CEO walked up to the young man and asked, "How much money do you make a week?"

A little surprised, the man answered, "About \$400."

The CEO said, "Wait right here." He walked to the office and came back with \$800 in his hand. He handed it to the young man and said, "Here's two week's pay. Now get out of here."

The young man hurriedly left, and the CEO, feeling pretty good about himself, asked the workers, "Can anyone tell me what that goof ball did here?"

A voice from the back of the floor called out, "He's the pizza delivery guy."

March Holidays and Events

- 1 World Compliment Day
- 1-7 National Write a Letter of Appreciation Week
- 2 Namesake Day
- 2-8 National Consumer Protection Week
- 3 Fun Facts About Names Day
- 3-7 National School Breakfast Week
- 3-7 National School Breakfast Week
- 3-9 Women of Aviation Worldwide Week
- 4 International Pancake Day
- 4 Mardi Gras
- 5 Discover What Your Name Means Day
- 6 Nametag Day
- 7 World Day of Prayer
- 8 International Working Women's Day
- 8-14 National Procrastination Week
- 9 Daylight Saving Time Begins
- 9-15 Teen Tech Week
- 10 Fill Our Staplers Day
- 10-16 Brain Awareness Week
- 11 Organize Your Home Office Day
- 12 Registered Dietician Day
- 13 World Kidney Day
- 14 Pi Day
- 15 Brutus Day
- 15 National Quilting Day
- 15 True Confessions Day
- 16 Freedom of Information Day
- 16-22 National Poison Prevention Week
- 17 Saint Patrick's Day
- 17-23 World Folk Tales and Fables Week
- 18 Forgive Mom and Dad Day
- 20 First Day of Spring
- 21 World Down Syndrome Day
- 22 International Day of the Seal
- 22 World Water Day
- 23 World Meteorological Day
- 23-29 National Protocol Officers Week
- 24 World Tuberculosis Day
- 25 Pecan Day
- 25 Tolkien Reading Day
- 26 Legal Assistants Day
- 29 National Mom and Pop Business Owners Day
- 30 Doctors' Day

March is also . . .

- Credit Education Month
- Employee Spirit Month
- International Ideas Month
- International Listening Awareness Month
- International Mirth Month
- Irish-American Heritage Month

PacBlog

Three Easily Preventable Information Disposal Mistakes

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/three-easily-preventable-information-disposal-mistakes>

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>

Irish Toasts

Here are some fun Irish Toasts to surprise your friends and family with, should the occasion arise.

- May you have warm words on a cold evening, a full moon on a dark night, and a smooth road all the way to your door.
- May your right hand always be stretched out in friendship but never in want.
- May you be poor in misfortune, rich in blessings, slow to make enemies and quick to make friends. And may you know nothing but happiness from this day forward.
- May your home always be too small to hold all your friends.

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 begins and ends with letter S for sure, but contains one letter, two or three or more!

Last Month's Answer to: *Two people were in a completely sealed room. Then there were three people. How?*

A baby was born

Last month's Winner:

**LORETTA FLYNN
DOWNEY BRAND**

Email your answer to info@pacific-records.com

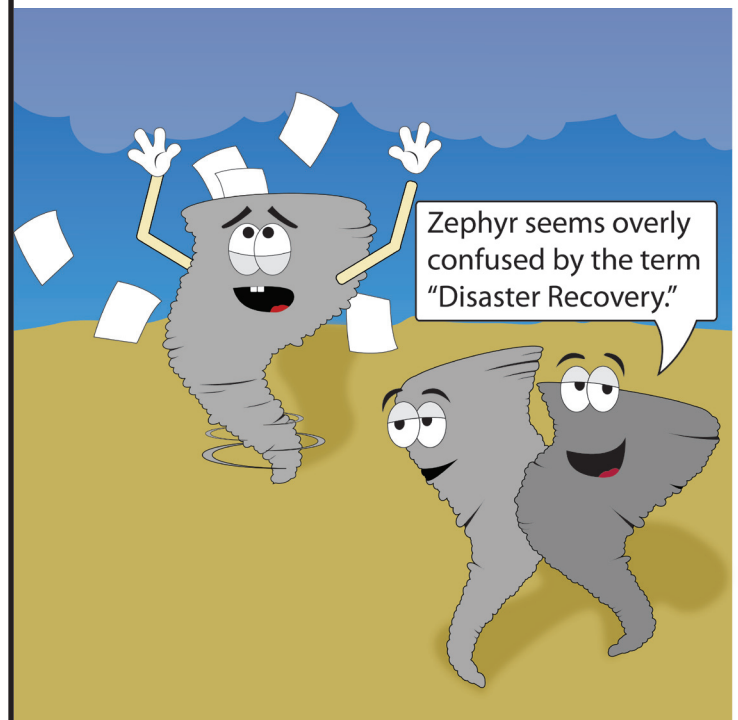
By the Numbers: Fire

- There are about 70,000 reported wildfires in the United States each year.
- Residential fires result in almost \$8 billion in losses each year.
- In the United States, a fire department responds to a fire every 23 seconds.
- Lightning causes almost 10,000 fires each year.
- The United States' mortality rate from fires ranks eighth among developed countries.

Sources: U.S. Fire Administration, National Fire Protection Association

Green Living Tip

If you'd like to increase your bike use, consider purchasing a bike trailer. While designed mainly to haul kids around with you, a bike trailer can also be used to bring home groceries, garden supplies, take-out food, small furniture, library books, or anything that can easily fit into the trailer compartment.



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Morning Joe Can Help Your Memory

Most people grab a cup of coffee in the morning to give their day a kick-start. In fact, about 80 percent of adults consume caffeine every day. The caffeine in that cup of joe boosts alertness, but a new study shows that it may also benefit memory too.

Researchers at Johns Hopkins University found that caffeine stimulates certain memories for up to 24 hours after drinking it. Study subjects, who were low caffeine consumers, had memories that were more permanent and less forgettable after drinking coffee. The best dose to enhance memory was at least 200 mg of caffeine, which is about what you would find in a large cup of coffee.

While researchers don't believe that this new finding has any practical significance for people with memory loss due to dementia or Alzheimer's disease, anyone drinking caffeine could see increases in memory retention. This finding, in addition to acknowledged benefits to attention, alertness, and vigilance, is leading researchers to study further the effect of caffeine on learning in normal people.

Protect Yourself from Car Theft

Do you know if your car is likely to be stolen? The National Insurance Crime Bureau (NICB) is a not-for-profit insurance organization devoted to addressing the problem of vehicle theft and insurance fraud. Every year, they research data from the FBI in order to provide statistics to the public. In their analysis released last year, the following were the most commonly stolen vehicles in the United States:

1. Honda Accord
2. Honda Civic
3. Ford Full Size Pickup
4. Chevrolet Full Size Pickup
5. Toyota Camry
6. Dodge Caravan
7. Dodge Full Size Pickup
8. Acura Integra
9. Nissan Altima
10. Nissan Maxima

Many times these popular vehicles are stolen just for parts.

Vehicle owners in or near port or border cities are at additional risk, as many cars are stolen with the intention of selling them internationally.

How can you protect yourself from car theft? By following some simple rules, you can decrease the likelihood that your car will be next. Remember to park in well-lit areas, lock your doors, and take your keys with you. Never leave valuables in sight. Even an empty shopping bag can be tempting, as the thief doesn't know what it might contain.

If you want to take it one step further, consider investing in some type of security device. It can be as simple as a steering wheel locking mechanism or as elaborate as an alarm system. You can even get a tracking device installed, which allows law enforcement agencies to pursue your stolen vehicle.

If your car is stolen, call your local police department immediately. Know where your vehicle registration is located and be able to give the police a good description of your car, along with the license plate information.

St. Patrick's Day Celebrations Around the World

Shortest St. Patrick's Day Parade

Bridge Street in Hot Springs, Arkansas, has been dubbed the shortest street in the world by "Ripley's Believe It or Not." Every year on St. Patrick's Day, there is a parade on all 98 feet of Bridge Street. The parade features a middle-age Irish dance troupe called "Lards of the Dance" and Irish Elvis impersonators.

St. Patrick's Day Name Change

New London, Wisconsin, loves St. Patrick's Day so much, they change the name of the town for the day. Members of the Shamrock Club dress up as leprechauns and change all the signs around town to read New Dublin instead of New London. The town swells over four times in size as visitors come for the festivities, including bagpipe players and Celtic bands.

Green River

The city of Chicago has embraced St. Patrick's Day for over 40 years by dyeing the Chicago River green. Not to worry—the dye is eco-friendly and made out of vegetable protein. It can take several days for the green to dissipate from the water.

Caribbean St. Patrick's Day

The Caribbean island of Montserrat declares St. Patrick's Day a national holiday each year. The citizens of Montserrat can trace their lineage to both Irish and African ancestors and call their island home the "Emerald Island of the Caribbean." Every year, the festivities include street dancers blending their African and Irish cultural elements.

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