

Information Security and Teamwork Go Hand-in-Hand

In today's world, there's an ever-changing landscape of information security threats. Preparing for and dealing with them can't only be one person's responsibility. Whether it's combating sophisticated cyber-attacks or preventing low-tech identity theft risks in your business, a collaborative effort makes a big difference.

As your organization's leader, it's up to you to get the security-awareness ball rolling. Not every employee knows how to spot a phishing email. A few individuals may still be using weak passwords to log in to company applications and software. Discussing these risks presents an excellent opportunity to educate your staff on security best practices.

Jump start training by reviewing state and federal privacy laws with your employees. Give real-world examples of breaches and their impact on the affected companies. You won't have to look far beyond the headlines to find tangible and meaningful examples. Review your organization's incident response plans and encourage your team to report suspicious and/or negligent behavior as soon as it's spotted.

Since it's critical to keep your information safe throughout the retention life-cycle, highlight policies and best practices for storing, handling and disposing of sensitive documents and data. Make sure your staff knows how to send documents offsite for storage and understands the process for requesting record deliveries and destruction from your records management provider.

Remember, a collaborative culture forms a strong defense against information security threats.

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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 promised 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's 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" grown-ups 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



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

Shred 6 Drives for the Price of 5!

One (1) Hard Drive shredded FREE for every five (5) you bring in during the month of June!

JUNE SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

15 YEARS

Carmen Rutz

13 YEARS

Bernie Hamby

13 YEARS

Gurmit Singh

6 YEARS

Dallin Woodruff

“A goal without a plan is just a wish.”

—Antoine de Saint-Exupery

June Trivia: Marilyn Monroe

Marilyn Monroe's birthday was June 1, 1926. She was an iconic image of America in the 20th century. Test how much you know about Marilyn with this trivia quiz.

1. How old was Marilyn when she first got married?
2. What is the only movie Marilyn made in which her character dies?
3. What was Marilyn Monroe's real name?
4. What was the title of Marilyn's first movie?
5. When Marilyn was first starting out in Hollywood, she was roommates with another famous actress. Who was her roommate?
6. How old was Marilyn when she died?
7. Marilyn's estate still makes money every year, even after her death. How much does the licensing of her name and likeness bring in each year?
8. Marilyn's burial vault is next to another famous person. Who is it?
9. Before her marriage to Arthur Miller, Marilyn converted to which religion?
10. What common speech disorder did Marilyn suffer from?

Answers on back page!

Quick Tips: Healthy Living

You've always heard that breakfast is the most important meal of the day. This is true especially if you are trying to lose weight. Start with breakfast foods that contain at least five grams of fiber per serving. Choose high-fiber cereal, muffins, or breads. This fiber will fill you up. Studies show that eating a healthy breakfast helps you eat less during the rest of the day.

June Holidays and Events

Daily Observances:

- 1 Dare Day
- 2 National Trails Day
- 3 Repeat Day (I said "Repeat Day")
- 4 Hug Your Cat Day
- 5 Hot Air Balloon Day
- 6 D-Day, WWII
- 6 National Gardening Exercise Day
- 7 VCR Day
- 8 World Ocean Day
- 9 National Strawberry Rhubarb Pie Day
- 10 Ball Point Pen Day
- 11 National Corn on the Cob Day
- 12 National Jerky Day
- 13 National Weed Your Garden Day
- 14 Flag Day
- 15 Global Wind Day
- 16 Fresh Veggies Day
- 17 Father's Day
- 18 International Panic Day
- 19 Juneteenth
- 20 National Bald Eagle Day
- 21 Summer Solstice
- 22 Take Your Dog to Work Day
- 23 National Columnists Day
- 24 Swim a Lap Day
- 25 Log Cabin Day
- 26 Forgiveness Day
- 27 Sun Glasses Day
- 28 Paul Bunyan Day
- 29 Camera Day
- 30 Meteor Day

Monthly Observances:

- Aquarium Month
- Candy Month
- Dairy Month
- Fight the Filthy Fly Month
- National Gardening Week
- National Adopt a Cat Month

Quick Tips: Organizing

Take a look at your inbox. If it has things in it that belong somewhere else, then it is serving more as a clutter collector than an inbox. Take time each day to go through your inbox. If something has been there more than a couple of days, commit to handling it, filing it, or getting it to its correct owner. Making your inbox serve as only an inbox will do more to reduce clutter on your desk than any other organizing activity.

PacBlog

Five (5) Common Document Destruction Mistakes to Avoid

PacBlog is the monthly web log of Pacific Records Storage. To read this month's installment, please click the title below.

<https://pacific-records.com/5-common-document-destruction-mistakes-to-avoid>

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>

"In June as many as a dozen species may burst their buds on a single day. No man can heed all of these anniversaries; no man can ignore all of them."

—Aldo Leopold

Do You Want To Win A \$25 Amazon 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:

What is the next number in this sequence: 2, 5, 9, 14 . . .

Last Month's Answer to: *What does this say:
I'm ABCDEFGHIJKLMNOPQRSTUVWXYZ*

I'm Missing U!

Last month's Winner:

CATHI ERBE

ASSISTANT CITY CLERK

CITY OF MODESTO

Email your answer to info@pacific-records.com

Green Living: Recycling

Instead of buying more books and magazines, check out your local library. You can find books, magazines, DVDs, CDs, and audio books. They often have the latest best sellers and most popular magazines that most people are interested in. By using these and then returning them, you reduce the manufacture of these items and save on the use of paper and therefore the harvesting of trees. Borrowing instead of buying is green!

Most libraries also have a "swap shelf" where you can bring in your books and swap them with those that other patrons have brought in. This is direct recycling, which is even better than placing books and magazines into the recycling bin since no processing is needed to make the paper useful to someone again.

Of course, when those books and magazines finally do become too tattered to share, then the recycling bin is the best home for them.

Nowadays most of the latest book releases are also available in e-book format, which you can buy and download directly from your favorite online bookstore. No paper needed (or trees) needed at all!



Morty's 1940's file purge program was sorely in need of modernization.

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Don't Make These Money Mistakes

Keeping more of your money and spending it wisely should be goals for everyone. Unfortunately, it's easy to make some simple money mistakes. Be careful about these three common money goof-ups.

Overpaying for Homeowners Insurance

A recent survey revealed that 78 percent of independent insurance agents believe that homeowners pay too much for their house insurance. To save money on insurance, consider increasing your deductible. Also avoid getting extra insurance for items you don't really have. If you don't own furs or expensive jewelry, you may be able to get a cheaper policy.

Paying Late Fees Each Month

Paying the occasional late fee isn't going to break you, but if you are late every month, you may need to get better organized. You can ask your creditors to change your due dates on accounts to make it easier to pay on time. Some people like having all their due dates around the same time, and some prefer a couple of due dates during the month. Simply call your creditors and ask them to adjust the date. Then set automatic reminders on your calendar, and you won't be scrambling to stay ahead of your due dates anymore.

Not Checking Your Credit Score

You should check your credit score at least three times a year. You can request one free credit report each year from each of the three credit rating agencies, Equifax, Experian, or Transunion. Report any discrepancies immediately to these agencies. If you believe there is any fraud, be sure to report that to all three agencies, even if you only see suspicious activity on one report.

Did You Know: Hummingbirds

There are more than 325 hummingbird species in the world, but only two dozen species are found in the United States.

- A hummingbird has 1,000 to 1,500 feathers, the fewest number of feathers of any bird species in the world.
- Hummingbirds have little to no sense of smell.
- The smallest species of hummingbird is the Bee Hummingbird in Cuba. It only weighs 0.07 ounces and is about two inches long.
- About 30 percent of a hummingbird's weight is in its pectoral muscles which are those primarily responsible for flight.
- The average hummingbird feeds about seven times per hour and needs to consume about half of its weight in sugar daily.
- The average hummingbird's heart rate is more than 1,200 beats per minute
- When resting, a hummingbird takes an average of 250 breaths per minutes.

Making Road Trips More Fun for Everyone

Do your summer plans include a road trip? Not only can you save money, but you will also be able to create some great memories of your family's time spent together. These tips will help make your road trip a time that everyone can enjoy

- Hand out several maps. Everyone likes to know where he or she is headed. This will also cure some of those "Are we there yet?" headaches.

- If you are traveling with children, try to leave before they wake up in the morning. You will get some quiet driving time and they will be on their best behavior. Schedule lots of breaks at rest stops that include running around time. Try to get to your destination for the day in the late afternoon. This gives the kids time to unwind by playing or swimming before bed. If the weather is rainy, try visiting a local indoor mall.

- To save even more money, avoid restaurants by picnicking for lunch every day of your road trip. Children and adults alike will enjoy the freedom of being able to move around after spending time in the car.

- There is a wide selection of audio books for adults and children. Visit your library before your trip and get several titles for free. Having individual audio players for everyone is a must if you don't all want to listen to "Green Eggs and Ham" over and over again.

- Pack wisely. Bring several goodie bags for the kids to open up when they begin to get bored. Keep water and non-messy snacks in the car for everyone. Pack all of your children's bags on top of other items for easy access anytime you stop.

TRIVIA QUIZ ANSWERS:

1. 16 years old. 2. Niagara. 3. Norma Jean Mortensen. 4. The Shocking Miss Pilgrim. 5. Shelley Winters. 6. 36 years old. 7. Over \$2 million. 8. Hugh M. Hefner. 9. Judaism. 10. Stuttering.

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