

Document Management Strategies for Tax Season and Beyond

Tax season is the perfect time of year to get a handle on your information. Start by clearing out any out-of-date documents collecting dust in your office. Although you should retain certain tax records for at least seven years, you can dispose of other non-tax related documents sooner. Take advantage of our one-time shredding service to securely destroy them. We'll drop locked security containers at your office in which you can easily and securely deposit your recyclable paper materials. When your containers are full, we can destroy the contents onsite at your place of business or offsite at a our shredding plant. If you need more than an occasional purge, schedule our regular shredding service on a daily, weekly or monthly basis to prevent paper clutter from overtaking your office space and interfering with the day-to-day efficiency of your operation.

Next, digitize your most active business records to eliminate costly and inefficient file cabinet storage. Desktop scanners are effective for digitizing a few pages at time, but for bulk scanning, consider our document imaging service. Our professional technicians scan and image your documents then transfer them to a portable hard drive or your preferred document management database where you can easily find them later.

Third, invest in our offsite document storage service to protect and manage your less-active hard copy files. When stored in our records center, your essential business documents will be safe from natural disasters. Additionally, our barcode technology will keep track of your files to protect them from unauthorized access and get them to you at a moment's notice. Our secure online client portal lets you manage your offsite inventory and schedule file deliveries with a click of a mouse.

Our document management strategies will help you stay organized during tax season and throughout the rest of the year.

What's Inside This Month?

Thoughts from Richard Steed

Trivia Quiz: Leonardo da Vinci!

By the Numbers: Easter

Brain Teaser: Win a \$25 VISA Gift Card!

Saving Money on a Trip to Europe

Eye Health as We Age

April Offers!

Thoughts from Richard Steed

Well, March has left the building and the fresh days of April are ready to take tenancy. Another month checked off, another brand new start; a particularly special, unique time full of hope and promise.



April literally means "to open," such as the rampant foliage of flowers and trees bursting forth revealing their beauty from within. Religious holidays are also nestled within April's calendar and we have it from a highly regarded (albeit floppyeared) source that April is also the official "chocolate eaters" month. That makes this time of year "eggstra" sweet!

Even for the most efficient and pragmatic folks it's difficult to deny a sense of wonder when the calendar flips to spring. Just walking to your car you might hear baby birds calling for their dinner, or witness a newborn tulip (that wasn't there yesterday!) bowing to you in the April breeze. Ain't it grand?

This is a month of renewal in a variety of ways. We all need these periodic reminders of how glorious this world can be in order to help keep our cynicism at bay. It's fulfilling to be hopeful, feel blessed and to take a moment to pause to soak it in. It rejuvenates our inherent belief that, just as Louis Armstrong sang, It IS "a Wonderful World."

It's also a wonderful time for us to renew our pledge to you that we shall keep all of your data and storage needs securely covered and to thank you for trusting us with your most precious information. We appreciate the opportunity to put your minds at ease and wish you peace and prosperity (and some fabulous chocolate!) throughout this month and beyond. Happy Spring!

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 April!

APRIL SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

14 YEARS

Jerry Pineda

13 YEARS

Cara Decluisin VanDeGrift

10 YEARS

Sanjay Prasad

Trivia Quiz: Leonardo da Vinci!

Leonardo da Vinci was born on April 15, 1452, in Vinci, Tuscany. To celebrate his birthday, try your hand at this Leonardo trivia quiz.

1. How many paintings of Leonardo da Vinci survive today?
2. Leonardo was one of the first artists in Italy to use oil paints. What was in use before that?
3. How many times was Leonardo married?
4. What type of food did Leonardo not eat?
5. What part of Leonardo's body did anthropologists piece together?
6. The man who commissioned the Mona Lisa never received his painting. Why not?
7. Where is the Mona Lisa now?
8. What is unique about the way Leonardo wrote notes in his notebook?
9. What did Leonard do so that he could understand human anatomy better to create more life-like works?
10. Leonard died in 1519 while being held in whose arms?

Answers at the bottom of page 4!

By the Numbers: Easter

Americans spend over \$14 billion on Easter-related goods each year, with 15 percent of consumers reporting that they will buy at least some of those goods online.

- When taking a bite into a chocolate bunny, 76 percent of Americans prefer to bite into the ears first. Five percent eat the feet first, while four percent chew on the tail first.
- Each Easter season, Americans buy more than 700 million marshmallow Peeps, making them the most popular non-chocolate Easter candy.
- Almost 20 percent of Americans do not celebrate Easter at all.
- Sixteen billion jelly beans are made for Easter, enough to circle the globe nearly three times.

April Holidays and Events

Daily Observances:

- 1 April Fool's Day
- 1 International Fun at Work Day
- 1 International Tatting Day
- 2 Children's Book Day
- 3 World Party Day
- 4 World Rat Day
- 5 Go for Broke Day
- 6 Plan Your Epitaph Day
- 7 World Health Day
- 8 Draw a Picture of a Bird Day
- 9 Name Yourself Day
- 9 Winston Churchill Day
- 10 Golfer's Day
- 11 Eight Track Tape Day
- 12 Russian Cosmonaut Day
- 13 Scrabble Day
- 14 International Moment of Laughter Day
- 14 Reach as High as You Can Day
- 15 Titanic Remembrance Day
- 16 Easter
- 17 Bat Appreciation Day
- 17 Dyngus Day (always the Monday after Easter!)
- 17 Patriot's Day
- 18 International Juggler's Day
- 19 National Garlic Day
- 20 Volunteer Recognition Day
- 21 Kindergarten Day
- 22 Girl Scout Leader Day
- 23 Lover's Day
- 23 World Laboratory Day
- 24 Pig in a Blanket Day
- 25 World Penguin Day
- 26 Hug an Australian Day
- 27 Babe Ruth Day
- 27 Take Your Daughter to Work
- 28 Arbor Day
- 28 International Astronomy Day
- 29 Greenery Day
- 29 National Shrimp Scampi Day
- 30 Hairstyle Appreciation Day
- 30 National Honesty Day

Monthly Observances:

- National Humor Month
- International Guitar Month
- Keep America Beautiful Month
- Lawn and Garden Month
- National Kite Month
- National Poetry Month
- National Pecan Month

PacBlog

How a Scheduled Shredding Program Helps Your Business

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/scheduled-shredding-program-helps-business>

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>

Quick Tips: Organizing

One simple way to improve kitchen organization is to identify which items you use most. When you do this, you can store these items more efficiently. Things that you use every day should be placed no lower than knee height and no higher than about ten inches above your head. Use the lowest level and highest spots for those items that you use infrequently. Any heavy items should be stored on the lowest shelves.

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:

How did the Vikings send secret messages?

Last Month's Answer to: *Why did the boy throw butter out of his window?*

He wanted to see a butterfly.

Last month's Winner:

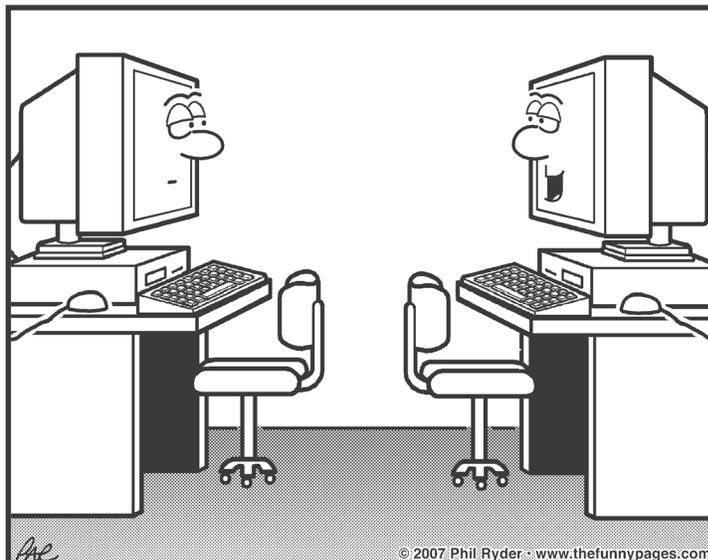
**APRIL M. ARMENDARIZ
DOWLING AARON INCORPORATED**

Email your answer to info@pacific-records.com

Green Living: Save Water and \$\$

As individuals, there are so many things we can do to reduce our water consumption and save cash in the process too! Here are some brief and simple tips most of us can apply:

- Turn off the tap while brushing your teeth
- Turn off the tap while shaving
- Take shorter showers, and use less pressure
- Install a water saving shower head – under \$10
- Ensure taps, water pipes and hose connections don't drip
- Fill a dishwasher completely before running it
- Set washing machines at the lowest possible water level for the load
- Install rainwater tanks or even just a small rain barrel
- Use greywater from sinks and washing machines to water the garden
- Use low water car washes, or, better yet, wash your car in the rain!
- Check toilets for leaks.
- Install tap aerators
- Wash veggies in a sink partially filled with water instead of under a running tap
- Water gardens just after sunrise or just after sunset to reduce evaporation
- Mulch gardens to reduce watering requirements
- Install drip irrigation systems



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"I'm tellin' ya, business survival today is all about connections and networking."

3 months FREE secure Destruction service

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Saving Money on a Trip to Europe

For some people struggling on a budget, a trip to Europe can seem out of reach. But there are ways to get that trip of a lifetime without breaking the bank. After reading through these five tips, you'll realize that there are ways to make European travel affordable.

1. Cut your lodging costs by looking into a B&B. A room in a bed and breakfast is often half the price of a hotel, plus you get a good meal to start the day. Your hosts will also be more likely to share information with you about some of the lesser-known local attractions, which are often better than the tourist traps that abound at most destinations.

2. Think you need to be a student to stay in a hostel? Think again! Anyone can hostel in Europe. Just know that you will be sharing your sleeping space and a bathroom with others. One big plus is that you get to use the hostel's kitchen, which can save you lots of money on meals.

3. Check out a chain hotel. More and more budget hotel companies are building in Europe. While they may not have the ambience of a small guesthouse or luxury hotel, you will save a good amount on lodging costs.

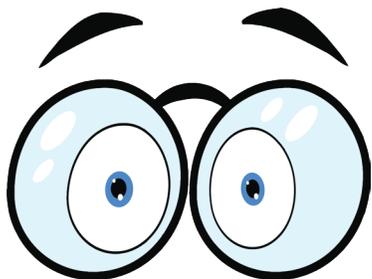
4. Ask about adding a bed or two. Many hotels only charge by the room, not the person, so the more people you can get in a room, the cheaper it is per person. Hotels are often very accommodating with roll-away beds and extra linens.

5. Save on eating out by packing a picnic. There are places in every city in Europe where you can easily eat a picnic lunch or supper. You can even eat on your train rides. Bring along a collapsible cooler to store drinks and perishables and pack some disposable utensils and napkins.



“Prosperity in the form of wealth works exactly the same as everything else. You will see it coming into your life when you are unattached to needing it.” — Wayne Dyer

Eye Health as We Age



According to a survey by the Ocular Nutrition Society, four in five baby boomers ranked their vision as the most important sense. In fact, those same people said that they worry about vision loss almost as much as contracting cancer or heart disease. But only fifty percent said they visit an eye doctor at least once a year.

What is the best way to protect your vision as you age? First, you should get an eye exam every year. Your doctor can help you know if you are at risk for eye diseases such as macular degeneration. Be sure to know and discuss your family history of eye disease.

You should also protect your eyes by not smoking and always wearing sunglasses with UV protection. Regular exercise is not only good for your body, but also contributes to eye health as well.

Finally, be aware of the role nutrition plays in eye health. Vital nutrients such as lutein, zeaxanthin, and omega 3 protect your vision and keep your eyes healthy. To increase these nutrients in your diet, eat greens such as spinach, kale, and broccoli, along with salmon, halibut, and tuna. If you think you have shortfalls in your diet, you can take a vitamin supplement specifically formulated for eye health.

Last Payment to the IRS

A businessman on his deathbed called his friend and said, “Bill, I want you to promise me that when I die you will have my remains cremated.”

“And what,” his friend asked, “do you want me to do with

your ashes?”

The businessman said, “Put them in an envelope addressed to the Internal Revenue Service, and include the memo ‘Now you have everything.’”

TRIVIA QUIZ ANSWERS:

1. Only 15. 2. Egg tempura. 3. He was never married. 4. Meat. 5. His fingerprint. 6. Leonard took it with him wherever he went. 7. In the Louvre in Paris. 8. They are written backwards in mirror writing. 9. He dissected bodies. 10. The King of France.

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