

Retooling Your Document Management and Storage Capabilities in 2017

Every new year brings the opportunity to start fresh. Here are several ways to upgrade how you store and manage your business documents in 2017.

Begin by clearing out no-longer-needed business records. Any files that have exceeded legal and industry mandated retention requirements should be safely destroyed. Use a document shredding service to streamline the disposal process and ensure information privacy is maintained during destruction. Collection containers can be delivered to your business and picked up for secure destruction when filled.

Storing your archival documents and vital records offsite will free up valuable office space and fortify your disaster recovery plan. A commercial records center offers a climate controlled, document storage facility with advanced security and fire protection features. Your documents are barcoded and tracked with advanced technology for quick and efficient access. You can make file pickup and delivery requests at any time through our secure web portal.

Scanning your most active files to digital images enhances your daily workflow processes, and improves business efficiency throughout the year. Whether you have standard-sized documents or large format architectural drawings, our document scanning service can convert them to the file format of your choice for easy, cost effective digital storage. Optical character recognition (OCR) software applied during scanning allows you to search for your files by keywords instead of having to dig through file cabinets.

Retool your document management processes now to ensure smooth sailing for your organization in 2017!

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January Offers!

Thoughts from Richard Steed

"Every man should be born again on the first day of January. Start with a fresh page . . . and take no interest in the things that were and are past." —Henry Ward Beecher

Mr. Beecher's quote sounds good to me. January seems a great time to let go of those thoughts about the past that sometimes weigh on us. Start with a fresh page . . . I like the sound of it. We can use the freed up mental energy to focus on something new, expanding our horizons (as we work on the other "expanding" that likely took place around our waistlines this past month!).

It's a great time to start a new hobby, take a class, volunteer at the local school or non-profit in your neighborhood. Hey, how about starting your own YouTube Channel? Teach other people about that new hobby you've taken up! Think about your talents and how to use them in new ways.

With these short days and long nights, we have plenty of time to put our dreams and ideas into action. It's a good example for those around you as well. We are, whether we want to admit it or not, creatures who watch each other's actions and ponder whether we might also want to consider trying something out of the box.

Speaking of boxes, you know, of course, that yours are in good hands with us. We're constantly updating our facilities with the most secure and trustworthy systems out there. Keeps us on our toes! Speaking of toes . . . have you ever thought about taking up ballet? I haven't. But since you don't have to worry about the security of your most vital information assets, you'll have time to enjoy whatever new interests you decide to take up in 2017.

We thank you for your patronage and wish you an exciting, fresh and interesting *Richard* 2017. Happy New Year!

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 January!

Trivia: Whattaya Know About Joe?

January is Coffee Gourmet International Month. Test how much you know about one of our favorite beverages with this trivia quiz.

1. Who is believed to have first brewed coffee?
2. Which composer wrote a whole cantata to coffee in 1732?
3. Where was the first prototype of an espresso machine created in 1822?
4. What percentage of all the caffeine consumed in the United States comes from coffee drinking?
5. True or False: The typical coffee drinker has 3.4 cups of coffee per day.
6. How old must a coffee tree be before it produces its first full crop?
7. How much coffee does a mature coffee tree produce per growing season?
8. Which contains more caffeine: espresso or regular coffee?
9. Cappuccino is so named because its peaks of foam are the same color as what?
10. True or False: All coffee is grown within one thousand miles of the Earth's equator between the Tropics of Cancer and Capricorn.



TRIVIA QUIZ ANSWERS:

1. The Arabs. 2. Johann Sebastian Bach. 3. France. 4. 75 percent. 5. True. 6. Five years old. 7. One pound of coffee. 8. Regular coffee contains more caffeine (more caffeine is lost during longer roasting). 9. The robes worn by monks of the Capuchin order. 10. True.

Giving Up Smoking

A young man was at a New Year's party at his friend's house when he turned to another partygoer and asked for a cigarette.

"I thought your New Year's resolution was to give up smoking," said his friend.

"Well, it is," he replied. "I'm in the process of quitting right now. This is phase one."

"What is phase one?" asked his friend.

"I've quit buying cigarettes," he said.

Quick Tips: Organizing

Storing luggage can take up lots of space. Minimize this by placing smaller pieces inside the larger ones. Use the spaces inside luggage to store your off-season clothing and gear. If you need the luggage for a trip, move the items inside to a laundry basket while you are gone and replace it when you return.



January Holidays and Events

Daily Observances

- 1 New Year's Day
- 2 National Thank God It's Monday Day
- 3 Drinking Straw Day
- 3 National Chocolate Covered Cherry Day
- 4 Trivia Day
- 4 World Braille Day
- 4 World Hypnotism Day
- 5 Twelfth Night
- 7 I'm Not Going to Take It Anymore Day
- 7 International Programmers Day
- 8 Argyle Day
- 8 Bubble Bath Day
- 8 National English Toffee Day
- 8 Show-and-Tell Day at Work
- 9 National Clean Off Your Desk Day
- 10 National Cut Your Energy Costs Day
- 10 United Nations Day
- 13 Blame Someone Else Day
- 14 Dress Up Your Pet Day
- 14 Organize Your Home Day
- 15 Humanitarian Day
- 16 Appreciate a Dragon Day
- 16 Martin Luther King, Jr Day
- 16 Religious Freedom Day
- 17 Kid Inventors Day
- 17 Rid the World of Fad Diets and Gimmicks Day
- 18 Thesaurus Day
- 19 Popcorn Day
- 19 Get to Know Your Customer Day
- 19 Women's Healthy Weight Day
- 20 National Disc Jockey Day
- 21 National Hugging Day
- 22 Celebration of Life Day
- 23 Chinese New Year
- 23 National Handwriting Day
- 23 National Pie Day
- 24 Belly Laugh Day
- 24 National Compliment Day
- 25 A Room of One's Own Day
- 26 National Peanut Brittle Day
- 27 Fun at Work Day
- 27 National Preschool Fitness Day
- 28 National Kazoo Day
- 29 Curmudgeons Day
- 29 National Puzzle Day
- 30 Bubble Wrap Appreciation Day
- 30 Inane Answering Message Day
- 31 Inspire Your Heart with the Arts Day

Monthly Observances

Coffee Gourmet International Month Bath Safety Month

PacBlog

Why, Where and How To Store Your Business Documents

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/store-business-documents>

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>

Cheers to a new year and another chance for us to get it right. — Oprah Winfrey

JANUARY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

31 YEARS

Richard Steed

1 YEAR

Will McClinton

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:

Why don't mountains get cold in the winter?

Last Month's Answer to: *Where do snowmen go to dance?*

"The Snow Ball"

Last month's Winner:

SHARON SYRE

GLEIM-CROWN PUMP INC.

Email your answer to info@pacific-records.com

Quick Tips: Green Living

Produce items are often the most expensive items per pound on our grocery shopping list. So it makes sense to keep our fruits and vegetables from spoiling before we can use them. Here are some tips and tricks to help make your produce last longer.

Put the perforated bag your carrots come in on a couple of layers of paper towels in the fridge. This will keep them crisp for weeks. Though many households store them together, onions and potatoes should not be stored in close proximity. It seems gases each one gives off negatively affects the other. Similarly, some fruits produce ethylene gas that can cause vegetables in close proximity to spoil more rapidly. These should be stored at room temperature rather than in the fridge. You may have smelled ethylene gas in your fridge – it has a sweet, musky odor. Fruits that should not be stored in the fridge include: avocados, apricots, bananas, oranges, kiwi fruit, melons, nectarines, pears, peaches, plums, pineapple, and tomatoes.

To increase the shelf life of green peppers, broccoli and celery, wrap them in foil.

Wipe out the veggie crisper bin in the refrigerator once a week. Reducing moisture will help reduce the bacteria that contribute to spoilage.

It's not just fruit and vegetables you can easily extend the life of. In the case of cheese; instead of wrapping it in plastic, use cheese paper or wax paper. Mushrooms should be stored in a paper bag, not plastic.



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Slow-Cooker Tips

There is nothing more comforting than coming home to a hot meal at the end of the day. A slow-cooker is the best tool for the harried cook looking for a way to provide healthy hot food with little time to spend in the kitchen. While the basics of slow-cooking are simple, these tips will help you get the most out of your crockpot.

- Root vegetables such as potatoes, carrots, and turnips, should be placed in the bottom of the pot. Meat should then be added on top. This ensures that the vegetables will cook properly. All meat should be trimmed of fat before cooking, as excess fat will cause the temperature in the pot to rise, resulting in overcooked meat. You can also prevent overcooked meat by browning your meat first on the stovetop, eliminating much of the fat. Browning your meat first will also allow the meat to cook more evenly and give it a nice flavor and color.

- Prepackaged and cleaned ingredients can cut your preparation time and make meal preparation a snap. Consider using canned tomatoes, soup mixes, frozen vegetables, scalloped potato mixes, and pre-made sauces. Any frozen ingredients should be thawed before adding.

- If you find you're getting a late start to your slow-cooking preparation, you can speed the cooking time by using the High setting on your crockpot. One hour on High equals two hours on Low.

- Don't fill your crockpot insert to the brim. Your meal will cook better if it is no more than three-quarters full.

- Because the lid of your pot will stay on for such a long time, steam will tend to reform into water droplets that fall back into the pot. This can lead to watered down dishes if you're following a recipe meant for traditional boiling. To compensate, start with less liquid than you'd normally use in stovetop cooking. You may also use thickeners such as flour, cornstarch, or tomato paste to obtain the proper consistency.

- Don't peek during cooking! Each time you lift the lid of your pot, you are adding several minutes to the total cook time. You will also allow the release of steam, which can change the consistency of your dish. Meals cooked in your crockpot do not need to be stirred, so there's no reason to lift the lid till the dish is done!

- Most crockpots are made with a removable stoneware insert. This stoneware is susceptible to quick changes in temperature. Thus, you should not place a hot pot on a cool surface. Likewise, if you have refrigerated your filled pot overnight, it should be brought to room temperature before placing in the slow-cooker base.

- For easier cleanup, spray the insert with nonstick cooking spray before filling. Most ceramic or stoneware inserts can be safely placed in the dishwasher.

The 2017 calendars are in!

Please email us if you didn't get yours and would like one: info@pacific-records.com

How to Leave Us a Google Review

Thank you for being a client of Pacific Records Management!

As the online world grows and expands, one thing we rely on for business is client reviews. These reviews help us to achieve better ranking in search engines. Would you be willing to review our company? We've provided the links below with easy instructions to submit your review.

Thanks in advance for taking the time to help us! We appreciate your business and it is a pleasure to serve you.

How to Review Us on Google

Please go to the appropriate link below for your service area:

Sacramento: <https://plus.google.com/+PacificRecordsManagementSacramento/about?hl=en&review=1>

Modesto: <https://plus.google.com/+PacificRecordsManagementModesto/about?hl=en&review=1>

Stockton: <https://plus.google.com/+PacificRecordsManagementStockton/about?hl=en&review=1>

Fresno: <https://plus.google.com/+PacificRecordsManagementFresno/about?hl=en&review=1>

Next, sign in to Google+, and click the gray "Write a Review" button found just under our address.

You will be directed to a login screen for Google. If you are logged into your Google account, you will see a review window, and your review will be posted using your Google ID. If you do not have a Google account, click on the red "Create Account" button link at the top right to get your free Google account.

In the Review section, choose the rating that best represents your opinion of our company and the service we provide. Then in the open box area, please add a description to support your rating. Be sure to click the blue "Publish" button when you are finished.



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