

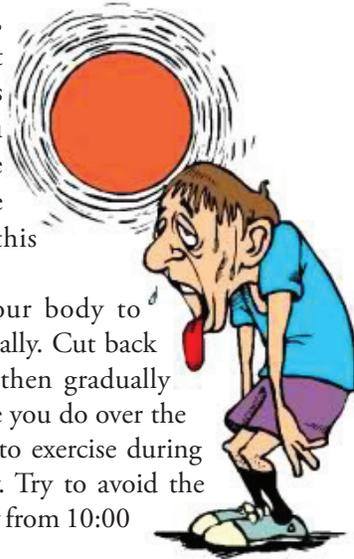
## *Exercising Safely in Hot Weather*

If you enjoy exercising outdoors, there is no reason to give it up when the weatherman is predicting a heat wave. You do, however, have to take some precautions. Follow these guidelines when exercising this summer.

You should acclimate your body to increases in temperature gradually. Cut back on your regular routine and then gradually increase the amount of exercise you do over the next few weeks. It is not safe to exercise during extreme heat and/or humidity. Try to avoid the hottest part of the day, generally from 10:00 a.m. to 3:00 p.m.

Wear light colored, loose fitting, cotton clothing. Wear a hat and use sunscreen to protect you from sunburn. Be very aware of the dangers of dehydration. You should drink plenty of water before, during, and after exercise in warm weather. Your body can lose up to a quart of water an hour. It is possible to over-hydrate, so don't overload your body on fluids. But you will need about one to two cups of fluid every 20 to 30 minutes of exercise, depending on the heat and your level of activity.

If you begin to feel weak, dizzy, or nauseous, you may have the first signs of heat exhaustion. You may also get a headache, stop sweating, or feel overheated. At the first sign of any of these symptoms, stop exercising, move to a cooler, shaded location, and drink some water. If symptoms persist, seek medical attention.



## *Thoughts from Richard Steed*

The solstice will soon be upon us, and so naturally we start to think about how we're going to spend the summer. We daydream about relaxation and family vacation, even marking off our calendars for those special times away from our desks.

These special times are certainly something to look forward to, and it's easy to forget all we've learned about protecting our privacy and identity when we're out and about. Every day, the loss of personally identifiable information is at risk and is becoming increasingly vulnerable as the rise of technology enables access by unwanted snoops. During summertime with our minds on vacation (literally and figuratively!) we're even more vulnerable to those who would take advantage.

We can help you keep your information out of the wrong hands!

- Experience - Our company's been around a long time and has the experience to help you keep your personal and business information safe.
- Location - We conveniently located, local, and available to answer any and all questions you may have!
- Trustworthiness - Our staff and drivers are long-standing, trustworthy employees.
- Flexibility - You're not just an account number to us. We will work with you to create the most efficient and cost-effective solution to meet your needs.

You can trust us this summer to ease your anxiety and handle your most precious and confidential records so that you can sit back, relax, and enjoy your downtime!



### What's Inside This Month?

*Options for Storing your Documents*

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

*Get Your Car in Shape for Summer*

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*June Offers!*

### 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](mailto: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!**

## Options for Storing your Documents Electronically

If you're considering scanning your paper records, you'll need an electronic storage solution. Fortunately, you have several options at your disposal. One choice is storing your documents on a flash drive, a low-cost, portable form of electronic storage; simply plug the drive into your computer to save your documents. The problem with this electronic storage option is that flash drives are easily lost and stolen, increasing identity theft and privacy breach risks. External hard drives are just as portable as flash drives, but have more storage capacity. As with a flash drive, though, an external hard drive is susceptible to theft, neglect and damage.

The most secure and reliable electronic storage option is an enterprise content management (ECM) or electronic document management (EDM) system. Your scanned images can be seamlessly merged into these easily-searchable, centralized digital databases which live either in the cloud or on a local server. After prepping, indexing and scanning your documents, your provider exports them into your preferred application or their proprietary, web-based electronic document management system. Both options enable your electronic documents to be encrypted for advanced privacy protection. ECM and EDM systems lets your electronic documents be quickly and securely retrieved and distributed from anywhere, any time with the click of a mouse.

Call us. We can help you choose an electronic document storage solution that meets your information access needs and budget.

*All the statistics in the world can't measure the warmth of a smile. —Chris Hart*

## JUNE SERVICE AWARDS

*Celebrating Pacific Employee Anniversaries*

**14 YEARS**

Carmen Rutz:

**12 YEARS**

Bernie Hamby

**12 YEARS**

Gurmit Singh

**5 YEARS**

Dallin Woodruff

## June Holidays and Events

### Daily Observances:

- 1 National Running Day
- 1 Global Day of Parents
- 3 National Donut Day
- 4 National Trails Day
- 5 World Environment Day
- 6 National Yo-Yo Day
- 8 World Oceans Day
- 9 International Archives Day
- 12 Multicultural American Child Awareness Day
- 12 World Day Against Child Labor
- 14 Flag Day
- 14 World Blood Donor Day
- 15 Nature Photography Day
- 15 Native American Citizenship Day
- 15 World Elder Abuse Awareness Day
- 16 Recess at Work Day
- 17 World Day to Combat Desertification and Drought
- 18 World Juggling Day
- 19 Father's Day
- 19 World Sauntering Day
- 20 First Day of Summer
- 20 World Refugee Day
- 21 Go Skateboarding Day
- 22 Baby Boomers Recognition Day
- 23 International Widows' Day
- 24 Take Your Dog to Work Day
- 25 Great American Backyard Campout
- 26 Log Cabin Day
- 27 PTSD Awareness Day
- 28 National Columnists Day
- 30 National Handshake Day

### Weekly Observances:

- 4-11 International Clothesline Week
- 5-11 Bed Bug Awareness Week
- 5-11 National Business Etiquette Week
- 6-12 National Automotive Service Professionals Week
- 9-16 National Nursing Assistants Week
- 12-18 National Flag Week
- 13-20 National Hermit Week
- 19-25 Carpenter Ant Awareness Week
- 19-25 Lightning Safety Awareness Week
- 20-26 Meet a Mate Week

### Monthly Observances:

- International Men's Month
- International Surf Music Month
- Effective Communications Month
- Adopt a Shelter Cat Month
- African-American Music appreciation Month
- Audiobook Appreciation Month

## PacBlog

### The Top Reasons to Outsource Your Shredding and Destruction.

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/the-top-reasons-to-outsource-your-shredding-and-destruction>

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>

### By the Numbers: Retirement

- The average age of retirement in the United States is 63.
- About 13 percent of the U.S. population is aged 65 or over.
- The average savings of a 50 year old American is \$43,000.
- Over 6,100 Americans turn 65 every day.
- The average length of retirement is 18 years.

Sources: US Census Bureau, Bankrate

### 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:

What do you call a snowman in the summer?

**Last Month's Answer to:** List two things you can never eat for breakfast.

**"Lunch & Dinner"**

Last month's Winner:

**RUTH E. HUFFMAN, RHIA, CHPS**

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

### Quick Tips: Organizing

Many people put off-season clothing in storage to make room in their closets and drawers. When doing this, don't forget your shoes too. Boots can be stored away during the summer, and sandals can be stored during the winter. Place them in shoe boxes and label them with the contents. You can then stack them in a storage closet, place them up high in your main closet, or place them under a bed. You can use the same boxes for summer and winter by writing the contents on opposite ends. When switching them out, simply turn the box around.

### Quick Tips: Green Living

According to a Danish study of allergens, after nickel, fragrances were the second most common cause of allergic contact dermatitis, which is inflamed skin. Over the last decade, fragrance sensitivities in dermatitis patients have increased up to 13 percent. These substances can also cause allergic reactions when inhaled. If you are sensitive to these substances, you can help alleviate your exposure. Experts recommend looking for fragrance-free products, double-rinsing all detergents, avoiding fabric softeners, and avoiding perfumes, colognes, aftershaves, fingernail-care products, and hairspray.



"Don't worry about burning the calories—that's already been done."

**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](mailto:info@pacific-records.com) for more information.

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# ***Get Your Car In Shape for Summer***

As the weather gets warmer, there are some steps you can take to protect your car and keep it running its best. Take time to give your vehicle a summertime checkup before things really heat up!

## **Time for a Tune-up?**

A poorly tuned engine can increase fuel consumption, often significantly. With gas prices rising, you can save more than a few bucks by giving your car a full tune-up, including an oil and oil filter change. You will also save on engine wear and tear.

## **Check Your Tire Pressure.**

Be sure to wait until your tires have cooled down (at least three hours or after it has been driven less than 1.5 miles). If you test your tires when they are warm, you will get a false reading. Fill your tires to the recommended pressure. Underinflated tires wear faster, waste fuel, and are unsafe. Having just one tire underinflated by eight pounds per square inch can reduce the life of that tire by over 6,000 miles and increase fuel consumption by five percent.

## **Give Your Air Conditioner a Checkup.**

Check for leaks and other needed repairs. Remember that using an air conditioner in stop-and-go traffic can increase fuel consumption by as much as 20 percent.

## **Don't "Top Off" Your Fuel Tank!**

Filling your fuel tank to its tippy-top can be wasteful, especially during the summer months. Fuel naturally expands as the day heats up, causing excess fuel to spill out. Save money and protect the environment by only filling your tank until the pump handle stops automatically.

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## ***Energy-Boosting Foods***

If you're feeling tired and sluggish, it could be what you're eating. For an easy energy boost, try these simple food changes.

- Sugary snacks can cause a spike in your blood sugar, followed by a large drop. This can cause you to feel energy-depleted. Instead of grabbing a doughnut or cookie, try a piece of fruit instead. You'll satisfy your sweet tooth with natural sugars and some extra fiber, both of which can help you increase your energy level for a longer period of time.
- Researchers have found that garlic can help boost your energy level, although they haven't identified the reasons behind this. You can add garlic to your pasta, chicken dishes, sandwich spreads, dips, casseroles, and soups to tap into this hidden energy source.
- Magnesium-rich foods have been shown to improve energy levels in patients suffering from chronic fatigue. These foods include almonds, cashews, pumpkin seed, spinach, halibut, and soybeans. Adding these foods to your diet can help with those low-energy days.

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## ***Backyard Safety Tips***

The sounds of summer always include children playing outdoors. To ensure that your children will be safe as they enjoy their summer vacation, use this checklist to inspect your backyard swing set and play equipment.

- Are the bolts tight? Be sure to tighten all bolts before your children use the equipment.

- Do the ends of the bolts have safety caps on them? Children can be seriously injured from a scrape or puncture by an uncapped bolt. Most hardware stores sell replacements caps.

- Are handrails rusted or loose? Tighten all handrails and ensure that there are no loose or sharp edges. Any other metal parts should be checked for rust and rough spots. They should be filed down and repainted before children use the equipment.

- Are there any rough spots on the wood? Most manufacturers recommend that the wood on wooden play sets be stained every year to extend the life of the unit and to prevent splinters.

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## ***Bumper Sticker Humor***

- Tact is the art of convincing people that they know more than they do.
- Laugh alone and the world thinks you're an idiot.
- What was the best thing before sliced bread?
- You can't have everything. Where would you put it?
- Clothes make the man. Naked people have little or

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## ***Quick Tips: Organizing***

Plastic containers used to store your leftovers can get unruly in a drawer or cabinet. To keep these items neater, place a wire CD rack in the bottom of your drawer with the slots facing up. The lids to your plasticware can be placed in the slots with the containers stacked neatly in the large open part of the drawer.

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Stockton (209) 320-7771 • Sacramento (916) 649-7360 • Fresno (559) 475-7892  
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