

What to Do With Wet Documents

Water and paper don't mix, so protecting your business records from water damage is a must.

If a flood strikes, don't panic. Wet paper can be recovered if you keep your wits, act quickly, and follow these steps:

- Remove the files from the affected area and transfer them to dry records storage boxes
- Don't separate file folders and documents
- Stand the files and papers vertically in the box
- Call your records management provider or document restoration contractor to begin the remediation process. They will use specialized freeze-drying chambers to dry and restore your documents.

Naturally, a proactive approach is the best way to protect your documents from floods and other disasters. Scan your most active business records and save them to an external hard drive or upload them to the cloud. If you store your records on digital media, remember to keep a copy off-site in a vault for reliable, long-term protection and preservation.

Avoid storing archival business records in basements and other low-lying, flood prone areas. If not stored properly, documents can get moldy and deteriorate. As a result, rooms with high humidity levels and leaky water pipes should be avoided. Your safest option is a stand-alone, off-site storage facility located outside of a flood zone and built exclusively to protect paper records. There, your documents are stored in a climate-controlled environment with advance systems that safeguard them from floods, fires and other disasters.

Thoughts from Richard Steed

Yay yay! It's May! Besides ushering in the summer season, this month of May reminds us to be merry. You know . . . because of the old tune . . . "I was walking through the park one day, in the merry merry month of May..." Some of you might be too young to remember that one. Which, now that I think of it, might be a good thing because it can really stick in your head all day long . . . or all month long. Whether you remember the tune or not, the important thing is to be merry—even if you do have a song stuck in your head!

It would be terrific if we could keep all the Moms in mind all month long, as well. After all this is the time when Mothers are honored (Sunday, May 14th) and frankly one day just doesn't cut it. I know many men, women, mothers and others who will back me up on this!

And this doesn't just go for our own mothers. It's always nice to appreciate, honor and thank those important women in your lives—the other mothers. Mothers of our good friends and loved ones. I've learned that while outward tokens such as flowers, jewelry, and chocolates are fine symbols of your gratitude, they don't replace words from the heart and hugs from the soul.

Even for those of us whose mothers have passed on, their unique imprint on our lives remains with us for all time.

Please know that while you're remembering Mother in May, we remain dedicated to mothering your documents and keeping them safe, secure, and available to you at a moment's notice. It's not only our privilege in May, but it keeps us merry all year long!

Richard

What's Inside This Month?

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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 May!

MAY SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

24 YEARS

Kerry Pou

14 YEARS

Ray Medina

14 YEARS

Rafael Tellez

10 YEARS

John "Reggie" Jackson

2 YEARS

Vang, Cameron

Did You Know: Photography

May is National Photo Month.

There are 12 cameras that have been left on the surface of the moon.

Forms of cameras have been around since 1000 A.D., but film was not developed until 1884, when George Eastman invented a flexible, paper-based photographic film.

The iconic photo of Albert Einstein sticking his tongue out sold at auction in 2009 for \$74,330.

The first camera was a pinhole camera called a camera obscura. These first cameras were used for viewing or drawing purposes.

It was not until 1827 that Joseph Nicéphore Niépce made the first photographic image using a pinhole camera. He used the camera to take heliographs or sun prints.

Louis Daguerre invented the first practical process of photography. He named this type of photograph after himself, calling it the daguerreotype.

Quick Tips: Organizing

Your child's closet can be a disorganized mess if he or she doesn't have the right tools to organize clothes, toys, and sporting goods. Start by installing a second rod in the middle of the closet to give your child easier access to hanging things. Install some hooks along a hallway to hold hats, a backpack, and sports gear. Put a bin for shoes on the floor of the closet and place a stacking basket organizer in the closet for other small items. Finally, make sure your child has a small hamper to hold dirty clothes so they don't end up on the floor.

May Holidays and Events

Daily Observances:

- 1 May Day
- 2 Brothers and Sisters Day
- 3 World Press Freedom Day
- 4 Star Wars Day
- 5 Cinco de Mayo
- 5 International Tuba Day
- 6 No Diet Day
- 7 National Tourism Day
- 8 Iris Day
- 8 World Red Cross Day
- 9 Lost Sock Memorial Day
- 10 Clean up Your Room Day
- 11 Eat What You Want Day
- 11 Twilight Zone Day
- 12 International Nurses Day
- 13 Birth Mother's Day
- 13 International Migratory Bird Day
- 14 Mother's Day
- 15 National Chocolate Chip Day
- 16 Love a Tree Day
- 16 Wear Purple for Peace Day
- 17 Pack Rat Day
- 18 International Museum Day
- 18 Visit Your Relatives Day
- 19 Boy's Club Day
- 20 Pick Strawberries Day
- 21 National Memo Day
- 22 Buy a Musical Instrument Day
- 22 World Goth Day
- 23 Lucky Penny Day
- 24 Victoria Day
- 25 Tap Dance Day
- 26 Sally Ride Day
- 27 International Jazz Day
- 27 Ramadan
- 27 Sun Screen Day
- 28 Amnesty International Day
- 29 Memorial Day
- 30 Water a Flower Day
- 31 World No Tobacco Day

Monthly Observances:

- Date Your Mate Month
- Foster Care Month
- Gifts from the Garden Month
- Older Americans Month
- National Barbecue Month
- National Bike Month
- National Blood Pressure Month
- National Hamburger Month

PacBlog

What Offsite Document Storage Can Do For 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/offsite-document-storage-can-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: Safety

To prevent electrical fires, don't overload circuits or extension cords. You should never run a cord under a rug. Make sure that any plug you put into an outlet fits snugly. If not, inspect the outlet to make sure it is not loose and that the housing is not cracked. Do not leave a plug in a poorly fitting outlet, as it can overheat and cause a fire within minutes.

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 dinosaurs use for flooring?

Last Month's Answer to: *How did the Vikings send secret messages?*

By Norse code!

Last month's Winner:

YONG C. LEE
ADMINISTRATOR, OMNI WOMEN'S
HEALTH MEDICAL GROUP

Email your answer to info@pacific-records.com

Green Living: Kill a Watt

While solar power and wind energy offer us a greener future when it comes to power generation, the cleanest watt is the one that doesn't have to be generated. Here are some tips for reducing watts or not generating them at all.

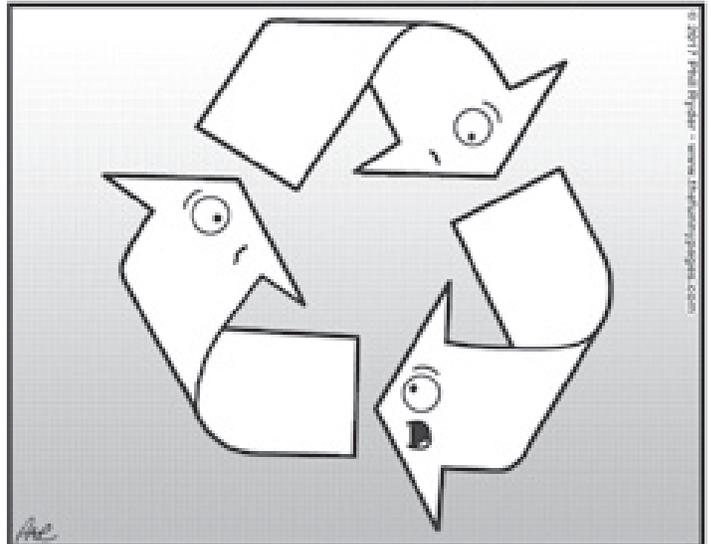
If you use a desktop computer, consider a notebook for your next purchase. If you're not ready to acquire another computer, be sure your machine's power-saving options are at optimal settings for your intended use situation.

Tumble dryers are massive energy suckers, but if you need to use them, ensure the lint filter is clean and the room where the clothes dryer is has plenty of air circulation. This will allow your clothes to dry faster and save electricity. Of course, line dry wherever possible.

If you have an electric stove, always select the right pan for the job. Remember, too, that water comes to a boil much faster when you cover the pot.

When boiling the kettle for a cup of coffee or tea, only have as much water as you need in the kettle. This not only saves energy, but will get your morning fix to you much quicker.

Check your refrigerator to ensure the seal is in good condition as even small gaps can affect performance dramatically. Your fridge should also be situated out of direct sunlight and placed in such away to allow for good air circulation; particularly at the back. If yours is an old fridge, the coils at the back should be regularly dusted.



"They take this karma thing seriously, don't they?"

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Water Safety for Your Dog

Recreation around water increases in the summertime for both people and pets. If you are planning on taking your dog boating or to a lake or river, be sure to keep these safety tips in mind.

Provide plenty of shade

Your pooch will need to take a break from the sun, so make sure that you provide a shady place to lie down and rest. Place your pet's water bowl in the shade as well to keep the water as cool as possible.

Take care with swimming

Not all dogs are good swimmers. Don't leave your pet unsupervised near water. When on a boat, be sure to strap on a floatation device made for dogs. After swimming, rinse your dog to remove chlorine or salts from his fur. Discourage your dog from drinking pool or lake water, as this can cause an upset stomach.

Watch out for heat stroke and dehydration

Don't assume that just because you are near the water, your dog cannot become dehydrated. Provide clean water whether you are on shore or on a boat. If your dog has difficulty breathing, excessive panting, drooling, or weakness, get him indoors to a cool place as soon as possible. If his symptoms don't improve quickly, call your vet.



The human understanding is like a false mirror, which, receiving rays irregularly, distorts and discolors the nature of things by mingling its own nature with it.

– Francis Bacon

Top Ten Tips for Savvy Seniors

Financial scams targeting seniors have become one of the fastest growing crimes of the last decade. These scams often go unreported or can be difficult to prosecute, but they can be devastating to many older adults. Money lost in one's older years often cannot be replaced, as these individuals are no longer earning new funds. Older adults control the majority of personal wealth in our country, making them targets for con artists and thieves. But it is not just wealthy retirees that are targeted—low-income older adults are scammed as well. Surprisingly, a large number of these scams or thefts are perpetrated by family members or close friends. To protect yourself, keep these tips in mind.

1. Be aware that you are at risk from strangers, but also from those closest to you.
2. Never sign blank insurance forms. Or any blank forms. Or anything you have doubts about.
3. Do not buy anything from an unfamiliar company.
4. Always get information in writing.
5. Before doing business with an individual, get his or her name, company, address, phone number, and business license. If you're Internet savvy, then check out their customer reviews online.
6. Always take time making a decision. Do not sign anything before you've had time to consider it.
7. Do not isolate yourself. Try to stay active with family, friends, and your community.
8. Sign up for the "Do Not Call" list (www.donotcall.gov).
9. Never give your credit card, banking, Social Security, Medicare, or other personal information over the phone unless you initiated the call.
10. Involve other relatives if a family member or friend or anyone else asks for money or requests access to your financial information.

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