

To Scan Or To Store: That Is The Question

Achieving a paperless office is easier said than done. For all the convenience technology has brought, computers have contributed to the proliferation of an increased amount of paper. Most businesses struggle with how to properly manage this influx of hard copy documents and files. As a result, the refrain "Scan or store?" has become commonplace in most organizations.

Fortunately, it doesn't have to be an either/or proposition. In fact, approaching the demands of a paper intensive organization with a hybrid combination of storage and scanning may lead to



the most cost effective solution for your business. A simple inventory of your business files can help you decide which files are integral to everyday business processes versus purely archival documents.

Think of the file cabinets your business maintains and how often they are accessed. Some of these may rarely be opened but nonetheless contain important files requiring retention for legal, regulatory and compliance purposes. Others may contain documents that need to be shared throughout your organization on a regular basis. Essentially you have two categories: active and inactive files.

Active files often serve as reference points for billing, service and personnel related operations. Scanning these records to an electronic format allows for easy access and sharing, and helps support your daily operations.

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Thoughts from Richard Steed

June is a gem. Sure, an argument could be made that each and every month there is something to treasure, which is true; yet there is undeniably something extra special about the month of June. It not only encourages us to kick back for awhile, it also seems to collectively give us *permission* to do so.

We are normally a frenetic, clock-watching, multi-tasking society and many of us find it difficult to remember to simply pause. Put the technology down. Look around, breathe deeply, and pet your beloved pet (unless said pet is a fish). Just relax. I know it's easy to say and not always a breeze to do.

Getting enough sleep, spending sweet time with family and friends, taking time to read (a real book!) all help us unwind our inner clocks and spurs recognition of just how brilliantly life glistens through the rays of a June afternoon.

John Lubbock, a British scholar summed it up aptly: "Rest is not idleness, and to lie sometimes on the grass on a summer day listening to the murmur of water, or watching the clouds float across the sky, is *hardly* a waste of time."

There's a reason why batteries and people need to recharge. You can only go full force for so long before your body, mind and soul demand a respite. Whether it's for three minutes, three hours or three weeks, June provides an awesome background for that respite. We endeavor to help in that area as well, giving you the chance to catch your breath and rest easy in the security of your company's most vital assets.

Enjoy the gems this June brings you!

Richard



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JUNE SPECIALS!

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

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It doesn't necessarily make economic sense to scan and convert rarely accessed inactive files to an electronic format. However, cluttering costly office space with dead file storage that can be better utilized for profit generating operations is frivolous and poses security risks. In this case, secure, off-site storage is the more cost effective option.

Serving Stockton, Sacramento, Modesto, Napa and Solano County, Pacific Records Management can help you implement a storage and scanning solution that best fits your unique business needs. To find out more, please give us a call!

Fan Fare

Have you noticed the change in recent years in the food at ballparks? Peanuts, Cracker Jack, and hot dogs are all still there. But now you are as likely to find sushi, shrimp, and pasta—and you are likely going to be paying more for everything!

From New York to L.A., fans can enjoy great fare such as fresh mozzarella and pork sandwiches at Shea Stadium and Caesar salad and turkey dogs at Edison International Field in Anaheim. At stadiums around the country, fans can enjoy crab cakes, sub sandwiches, macaroni and cheese, and burritos.

Taking it up a step, some ballparks are now catering to the taste of more discriminating diners as well. Keep your eye out for such offerings as buffalo carpaccio, ahi tuna salad, freshly carved roast beef, fish tacos, and lobster rolls. Add a glass of chardonnay, and a fine cigar, and you've got a meal that might leave you with better memories than the game.

But be prepared to pay for these luxurious new offerings. A simple hot dog will probably set you back just under five dollars. And the prices only go up from there. Most fans, though, don't seem to mind the cost. A sampling of ballpark attendees indicates that the most important factor is the taste. "As long as it tastes good, I don't really pay attention to the cost," said Alicia Fortunato at Coors Field in Denver.

"If you don't want to pay these prices, then eat at home," stated Willy Largo. "This is the world of baseball. It is all part of the experience. I think they've done a great job with the food, and I'm enjoying every minute of this."

Next time you are at the ballpark, take a moment to see what is new. Bring along a few extra bucks and try something different. You are sure to make your day at the game a little more interesting.



Too often we underestimate the power of a touch,
a smile, a kind word, a listening ear, an honest
compliment, or the smallest act of caring, all of which
have the potential to turn a life around.

— Leo F. Buscaglia

June Events

- 1 Say Something Nice Day
- 2 National Trails Day
- 3 National Cancer Survivors Day
- 4 National Barefoot Day
- 5 World Environment Day
- 8 World Oceans Day
- 9 International Young Eagles Day
- 14 Family History Day
- 14 Flag Day
- 14 National Nursing Assistants Day
- 15 Native American Citizenship Day
- 15 Work at Home Father's Day
- 16 World Juggling Day
- 17 Father's Day
- 17 Family Awareness Day
- 17 Husband Caregiver Day
- 18 International Sushi Day
- 19 World Sauntering Day
- 19 Juneteenth
- 20 National Daylight Appreciation Day
- 20 First Day of Summer
- 20 World Refugee Day
- 21 Go Skateboarding Day
- 21 Recess at Work Day
- 21 World Humanist Day
- 22 Take your Dog to Work Day
- 23 Baby Boomers Recognition Day
- 23 Let It Go Day
- 23 Public Service Day
- 24 Log Cabin Day
- 27 Decide to Be Married Day
- 28 National Handshake Day



Astrological Sign:

Gemini (May 22-Jun 21)
and Cancer (Jun 22-Jul. 22)
Flowers: Rose, Honeysuckle
Birthstone: Pearl

June is also:

- Adopt a Shelter Cat Month
- Cancer from the Sun Month
- Child Vision Awareness Month
- Effective Communications Month
- International Men's Month
- Perennial Gardening Month
- ICE CREAM CONE Month
- Rebuild Your Life Month
- Student Safety Month



Organizing That Garage

If your garage is a mess, it may be time for a total cleanup. Choose a nice day and remove everything to your driveway. Throw away broken or old items. Sort through what is left and decide what you can donate or sell. If you haven't used an item in two years or more, you probably don't really need it. When placing things back in your garage, don't just put things where they fit. Reorganize your garage into areas of specific activities, like sports gear, tools, lawn care, and storage.

JUNE SERVICE AWARDS

Celebrating Pacific Employee Anniversaries

10 YEARS
Carmen Rutz

8 YEARS
Bernie Hamby
Gurmit Singh

1 YEAR
Dallin Woodruff

Internet Tidbit

Do you like to send thank you notes, but have trouble finding the time to get them all done? Check out Thankster.com. This website makes the process of sending out thank you or holiday cards simple. You can type in what you want to say on your cards and can customize them for each recipient. Best of all, Thankster lets you use a font that is similar to your own handwriting. You can use one of their handwriting styles and adjust it to look more like yours or you can submit a handwriting sample and they will design a font just for you. Lastly, Thankster will address your cards and mail them off for you, making it easy to cross this off your to-do list.

www.thankster.com

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:

Riddle: I've been stepped on in Hollywood and sometimes I kiss your cheek when you're on the phone. If you're optimistic you'll reach for me and my friends. Who am I?

Last Month's Answer to: *It's been around for millions of years, but it's no more than a month old. What is it?*

THE MOON

Last month's Winner:

RAMONA BUCHANAN
BICKMORE RISK SERVICES

Email your answer to info@pacific-records.com

Saving Money with a Quick Check-Up

Gas prices are rising every day, and it seems that there is little you can do to keep from spending more and more. But there are simple steps you can take each time you stop to fill up your tank that could save you money.

You can, however, do these checks yourself. Make sure that you only check under your hood if your engine is off. While it may seem like these checks can not do much to save you money on gasoline, it will pay off in the long run. An engine that is not running properly or improperly inflated tires will decrease your gas mileage and cost you money over the long run. The following are some of the components you'll want to check each time.

Coolant overflow tank: Although you should never remove the radiator cap, as the escaping steam could harm you, you can check the coolant overflow tank. A mix of coolant and water should go all the way to the fill line.

Engine oil: Use the dipstick to make sure the level reads between the full and low marks. If it is below the one-quart down mark, you will need to add motor oil.

Brake fluid: If necessary, top off the brake fluid reservoir to the fill line. When replacing the cap, be sure to wipe it clean to keep out any contaminants.

Battery: Check to make sure your battery terminals are free from corrosion. Today, most batteries do not require any addition of fluid.

Tires: Ideally, air pressure should be checked when your tires are cold or before you've driven more than a few miles. If needed, add or release air pressure. The recommended pressure is usually listed on the information printed on the driver's door well or in your car's manual.

I heard . . .
he has to work
with ALL the sensitive files.



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get 5 FREE anytime in June with mention of this coupon!

Five Ways to Save for a Down Payment

If you are looking to buy a house in the near future, you are probably also looking for the best ways to save for your down payment. The larger the down payment you have, the lower your monthly payments will be, making this an important step in your overall financial plan. This becomes especially important if you can put at least 20 percent down. By doing this, you will be able to keep from having to pay private mortgage insurance, or PMI. These extra charges are required if you have less than 20 percent equity in your home and are not tax deductible.

1. GET MOTIVATED

If you are truly interested in saving as much as you can, you will need to have the right frame of mind. To save money effectively, you have to really want to save it. It takes some willpower to forgo those things you normally do, like eating out, purchasing new clothes, and going on a weekend vacation. While you are saving for your down payment, you should do all you can to squeeze the most you can out of your budget.

2. BUDGETING TO SAVE

Your budget can be your best tool for saving money. If you are not already doing so, now is the time to start keeping track of all of your expenditures. See if there are places in your budget you can cut spending, like magazine subscriptions, eating out for lunch, babysitting expenses, and clothing purchases. You can also look for ways to decrease your spending by considering using coupons, carpooling, taking your lunch to work, and making your own coffee at home.

3. DEVELOP A SAVINGS PLAN

You will also need a strategy for handling your savings before you actually purchase your home. Your best bet is to open a special savings account for just this money. Consider using a certificate of deposit (CD) account. Although you would be penalized for an

early withdrawal, you will get a better interest rate than a regular savings account. And that penalty might just be a good incentive to keep from using that money for other purposes.

4. REDUCE YOUR DEBT

You will want to be sure to keep your credit rating as high as possible during the time frame before you buy your home. This means making sure that you are paying all of your bills on time. If possible, begin paying down your credit card debt as well, as this can help you get a better rate on your home loan.

5. EXPLORE NEW PLACES TO GET MORE MONEY

Consider implementing an automatic transfer from your paycheck to your savings account. That way, you will not see the money and will be less likely to spend it. If you are normally given expensive gifts for birthdays or holidays, let your friends and family know you'd prefer to have the money placed in your savings account. If you do pay off a credit card, car loan, or student loan during the time before you purchase your home, keep writing checks for that amount and deposit them into your savings account. Finally, consider a short-term second or weekend job to generate some extra cash flow. You can do this until you buy your home and will appreciate the extra money when you finally do sign your closing papers.

Confessions of a Yard Sale Junkie

PLAN AHEAD

Use the newspaper classifieds to plan out your garage sale schedule. Having a good map is a plus. But don't forget to be flexible too. Many yard sales are not advertised in the paper, so keep your eye out for signs posted in the neighborhoods you are visiting. Try to arrive early, but not before the posted start time. Early birds are not always welcome. If you are looking for the lowest prices, consider visiting garage sales later in the day, when prices generally start to drop.

HAVE THE RIGHT EQUIPMENT

Wear comfortable shoes that can get dirty and wet—you never know what you might run into. Bring several bags or boxes in your car to place your items when you are ready to take them home. Have old newspapers to wrap breakable items, as many sellers don't provide this. Bring a supply of batteries to check the operability of items requiring them. Don't forget to remove your batteries when you are done! Bring lots of small bills and some change if you are planning on making smaller purchases. And remember, most sellers will only take cash! If you will be out all day, bring sunscreen, a hat, and a cooler full of beverages.

WHEEL AND DEAL

Examine all items carefully, as there is usually an "All Sales are Final" policy. Instead of offering a price, ask what the seller will take for an item. You will sometimes luck out if the seller gives you a lower price than what you would have paid for it. If you see an item you might like, but are unsure of, carry it around with you. Otherwise, someone might snatch it up and buy it before you. If your kids are with you, let them pay for their purchases themselves. Besides teaching them about money, kids will often get better prices on items from sellers.

CLOSING THE SALE

Check items completely before purchasing them. Plug in electrical items, check the insides of things, and make sure of sizes. If you purchase something that has to be picked up later, like a refrigerator or a sofa, be sure to get a receipt for the item. If you do see something you'd like, but it is priced too high for you, give the seller your name and phone number. Tell them that if it doesn't sell by the end of the day, you'd be interested in buying it if they would come down on the price. You never know—you may end up with a great deal!

NEWS You Can Use is a free monthly newsletter from your friends at

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