

Document Restoration 101



A seemingly routine trip to retrieve a file from your basement or storage unit can quickly turn into a nightmare when you discover puddles of water from a leaky pipe and

collection of soggy file boxes. Yet not all is lost! A document restoration company can salvage important business records using proprietary processes and technology.

Professional document restoration involves the utilization of freeze drying chambers that remove all moisture from wet paper files. First, paper documents are literally frozen. Next, a high pressure vacuum is applied to remove any air. Pressure and temperature regulation converts all moisture to vapor. Slowly, the temperature is gradually raised, eliminating any water from the documents. Voilà! Your business records are back to their original condition.

The problem with this process is that it takes time—often several weeks. In the meantime, if you need access to client files or vital records you're out of luck. And it's not cheap. Document restoration costs can range from \$40-\$90 per square foot which means that just restoring one records storage carton may set you back over \$100. If mold and mildew have set in, you're looking at additional charges associated with added remediation services.

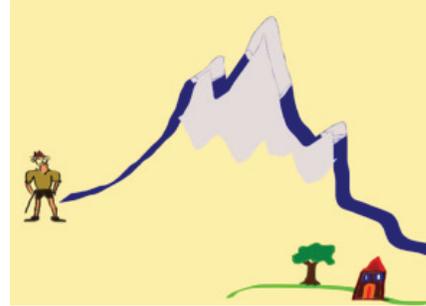
A document restoration scenario can be avoided in the first place with an offsite records storage solution. A professional records center provides maximum protection against the loss of business records to fire, theft, and flooding and ensures long-term preservation for your retention inventory.

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

Thoughts from Richard Steed



A sure sign of a great relationship is that the other person brings out the best in you. This doesn't mean they make things easy for you! A good way to bring out the best in a person is by challenging them to

BE their best. While the person challenged may feel some initial stress by being pushed out of their comfort zone, deep down inside they are developing a lasting self-confidence because they know you believe in them enough to challenge them.

Accepting challenges increases one's determination. Being faced with a challenge is not a time to expect the all-too-sought-after "instant gratification" that so many people pursue and settle for nowadays. Rather, the gratification will come later—after some honest sweat, the successful honing skills and a tough job well done.

Our clients are regularly challenged by changing laws and evolving technology and they bring those challenges to us on a daily basis. I see these challenges as an opportunity to shine and I enjoy solving the challenges of my customers to ensure that their needs are permanently met. This gives me a deep and lasting inner satisfaction.

Challenges are a learning tool and a team builder. When our organization is challenged, we see it as an opportunity to pull the team closer together and figure out the best, most efficient way to handle the challenge.

The challenges our clients bring us are what ultimately brings out the best in us. I believe this is why we have such great relationships with our clients. Not a client yet? Challenge us!

Richard

What's Inside This Month?

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November Offers!

Get 5 FREE Storage Cartons!

Buy 25 or more Pacific Records Management cartons and get 5 free anytime in November with mention of this coupon!

Giving the Gift of Thanks

After every holiday season, there is left the long list of thank you notes to write. It can be challenging enough for an adult to tackle this activity, but getting kids to write thank you notes can be, well, a thankless job. Here are some tips to make the art of thanking a more natural and fun process.

Make it fun.

Get out your art supplies, paper scraps, stickers, glue, markers, and other fun craft items. Let them create unique cards to write their thank you messages. A simple way to make it fun is to have them write on a single sheet of paper. Cut the paper into large, irregularly-shaped pieces. Tuck into a colorful envelope. The recipient will have the fun of putting together the puzzle thank you message.

Help them out.

If you have a younger child, realize that the idea of writing over and over can be daunting. Help them out by letting them dictate their thank you and writing it for them. They can add a colorful drawing or even just their name written at the bottom. For even younger kids, video them saying thank you and send their message via email.

Set a deadline.

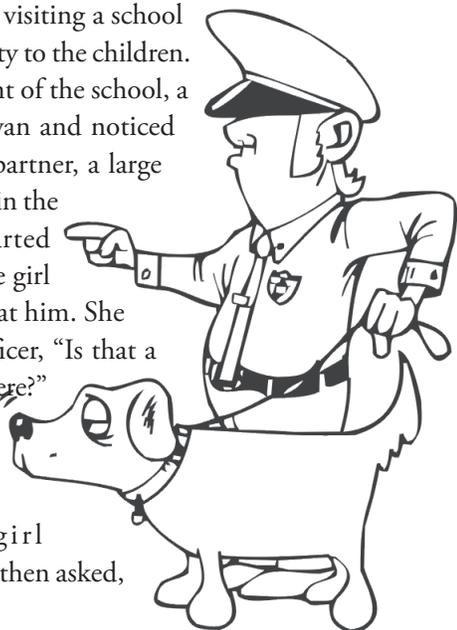
It is easy to procrastinate when there is no deadline. Thank you notes are best sent out within a month of receiving the gift. Tie the task to a reward, and you'll be providing even greater incentive. But don't despair if it is not getting done right away. A thank you note is appreciated even if sent late.

Barking Infraction

A police officer was visiting a school to give a talk on safety to the children. As he parked in front of the school, a girl walked by his van and noticed that he had a K-9 partner, a large German Shepherd, in the back. The dog started barking, so the little girl stopped and stared at him. She asked the police officer, "Is that a dog you got back there?"

"Why, yes," the officer replied. "It sure it!"

The little girl looked puzzled and then asked, "What'd he do?"-



November Holidays and Events

- 2 Plan Your Epitaph Day
- 3-9 Give Wildlife a Brake Week
- 3 Daylight Saving Time Ends
- 3 Zero-Tasking Day
- 4 Job Action Day
- 6 Saxophone Day
- 8 Cook Something Bold and Pungent Day
- 11 Veterans Day
- 13 World Kindness Day
- 14 International Girls Day
- 14 World Diabetes Day
- 15 I Love to Write Day
- 16 International Day for Tolerance
- 17-23 American Education Week
- 17 Homemade Bread Day
- 17 World Day of Remembrance for Road Traffic Victims
- 19 "Have a Bad Day" Day
- 20 Name Your PC Day
- 20 Universal Children's Day
- 21 Great American Smokeout
- 21 World Television Day
- 23 Family Volunteer Day
- 24-30 Better Conversation Week
- 24 Celebrate Your Unique Talent Day
- 25 Shopping Reminder Day
- 28 Thanksgiving Day
- 29 Buy Nothing Day
- 29 Maize Day
- 30 Computer Security Day

November is also . . .

- American Diabetes Month
- Aviation History Month
- Banana Pudding Lovers Month
- Diabetic Eye Disease Month
- Lung Cancer Awareness Month
- National Novel Writing Month
- Peanut Butter Lovers' Month
- Vegan Month

Quick Tips: Money Tip

Take care when using a rewards program from a credit card company. These programs give you cash back or other incentives like gift cards or airline miles when you use your card. This gives you an incentive to charge everything you can to your card, which is what the credit card company wants. If you don't pay off your balance every month, however, you will be paying more in interest than what you will get back in incentives. Consider carefully whether using the card just for the rewards makes sense.

PacBlog

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/money-saving-tips-managing-information>

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>

Help for Irregular Heartbeat

A recent study showed that adults with the highest level of omega-3 fatty acids, found in oily fish and some enriched foods like eggs and fish oil supplements, were 30 percent less likely to develop chronic arrhythmia, also known as irregular heartbeat.

Up to nine percent of the population will develop atrial fibrillation by the time they reach age 80. Irregular heartbeat can lead to stroke and heart failure. There are few treatments for this condition, so doctors often prescribe blood-thinning drugs to try to head off the risk of stroke.

Researchers found that omega-3 fats with high DHA levels gave the greatest benefits. They believe that the fatty acids found in fish work by stabilizing the excitability of heart muscle cells. Unfortunately, there have been no studies showing that increasing omega-3 fats help in those people who have already developed arrhythmia. But as a preventative, it looks very promising.

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:

At this very moment, every human being on the planet is doing this. What is it?

Last Month's Answer to: *I'm a word of 6 letters. Without me, you wouldn't be. My last 3 letters are feminine. My first 4 spell an insect. Remove my 1st letter, I become an alternative. Who am I?*

MOTHER

Last month's Winner:

RON J. WARD

OPERATIONS MANAGER, CED

Email your answer to info@pacific-records.com

NOVEMBER SERVICE

AWARDS

Celebrating Pacific Employee Anniversaries

10 YEARS

Vladimir Makarov

6 YEARS

Gabriel Pereira

By the Numbers: Holiday Travel

- About 91 percent of all long-distance holiday travel is by personal vehicle. Only six percent of holiday travel is by air.
- Over 93 million travelers venture at least 50 miles from their home each end-of-year travel period.
- Travelers journey an average of 706 miles round-trip over the end-of-year travel period.
- Thanksgiving Day is the most dangerous day of the year to travel, with an average of over 500 people killed in traffic accidents that day.
- Sitting over the wing or near the front of an airplane will give you the smoothest ride, the back feels turbulence the most.



3 months FREE secure Destruction service

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Ways You Can Celebrate Veterans Day

While Memorial Day is reserved to remember soldiers who lost their lives in battle, Veterans Day gives Americans the opportunity to celebrate the bravery and sacrifice of all U.S. veterans. So how can you celebrate Veterans Day? Here are some ideas!

Thank Service Members Who are Currently Deployed

Send an ecard – Have a friend, relative or neighbor who has served or is serving? Use the Real Warriors Campaign or American Legion e-card to thank service members for all that they do.

Organize an Operation Appreciation event – Blue Star Families sponsors Operation Appreciation for community organizations, church groups, and families to encourage, thank and generally appreciate service members overseas. [Visit their web site](#) and download their information packet to find out how to start the operation in your school or neighborhood.

Become a Soldier's Angel – Join Soldier's Angels to "adopt" a service member, recommend a service member you know for adoption or participate in group activities to care for wounded, deployed or returning service members.

Send a care package, letter or email to a service member you know. Visit the U.S. Postal Service's website for guidelines on sending mail to deployed service members.

Serve Veterans in Your Community

Do something unexpected – There are so many meaningful ways you can show your gratitude and support to veterans in your community, like offering to rake their leaves, wash their cars or bring them dinner or dessert. This year, reach out to a veteran you know, or one you may not, and do something unexpected. These men and women have contributed and sacrificed greatly for our nation, so do something special for them in return!

Drive a van – Disabled American Veterans has established a transportation network for veterans at 172 medical centers across the country and the organization needs volunteers to drive vans to and from Department of Veterans Affairs (VA) hospitals and clinics to help veterans get needed treatment.

Volunteer at a VA medical center or facility – Like all medical facilities, VA hospitals, nursing homes and clinics need volunteers. Find out what you can do to help and make a difference!

Coordinate a Veterans Day Discussion – Send a note to your local school to urge teachers include a discussion of Veterans Day in their curriculum. Be sure to pass along VA's Veterans Day Teachers Resource Guide [PDF 3.03 MB]. Another program called "Take a Veteran to School Day" brings veterans into schools to share their perspectives and oral history.

Serve in a community service project with The Mission Continues – Join your community in paying tribute to the sacrifices of our nation's veterans by participating in a service project in your community.

Smart Strategies for Health Care Coverage for Seniors

Don't assume that your Medicare coverage from last year is the best plan for you this year. There have been many changes in Medicare coverage. Take a look at your medical needs and make sure that the services you need are covered.

Start by knowing all of your options. Medicare.gov offers a plan comparison site, www.medicare.gov/find-a-plan/questions/home.aspx, where you can enter your current coverage, medications you are taking, and the pharmacies you use. You will then be given a comparison of your current plan with dozens of other plans to see if you could save money by switching.

When shopping around for a plan, do not only consider premium costs. The most important cost to examine is prescription drug costs. The prices for these drugs change often, so it is good to review your coverage every year. Also pay attention to the out-of-pocket maximums. If a worst-case scenario would be more than your budget can handle, consider Medigap insurance.

Before switching plans, you should check to make sure your doctors are in the network. Using out-of-network doctors can quickly become costly, negating any savings from a lower premium.

Finally, if you are planning on traveling, be sure to check that your plan will cover you in another state or outside of the United States.

Open enrollment runs from October 15 to December 7 this year. In most cases, this may be the only chance you get to make a change to your health and prescription drug coverage for 2014.

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

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