

Organizing a Purge Day for Your Office

It's hard to believe that October is already here! It's the perfect time of year to start getting rid of those old files and documents so you can start 2014 off on the right foot. Organizing a purge day for your office is easier than you think when you follow these three steps:

Set a date in stone. It's human nature to procrastinate—especially when it comes to the nitty-gritty of throwing away no-longer-needed business records. Yet it's one of the most important things you can do to maintain the confidentiality of your business information. Planning your purge day in advance gives your team enough time to begin going through files and provides an opportunity to promote the importance of the event. Be sure to request secure containers in advance of your project!

Review your retention requirements. Keeping business documents too long is just as risky as shredding them too soon. There's a good chance that you have sensitive information sitting idly that could easily be exposed. Disposing of no-longer-needed records helps you to meet regulatory and legal retention requirements.

Make it fun! Encourage staff to wear comfortable, casual clothes. After all, there's a good chance that they'll be going through dusty boxes that have accumulated in closets and storage areas. Purging works up an appetite as well, so order pizza. Offer a reward for whoever guesses the total weight of the purged documents!

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

"October is a symphony of permanence and change," wrote Bonaro Overstreet. What a lovely quote to ponder on this first full month of autumn. Our world is a grand mix of things, some that are relatively constant and some that are constantly changing.

A quick look outside my window confirms that the seasons do indeed change. And thankfully so. A pumpkin patch just wouldn't look right amid new green grasses and bright tulips, now would it? Yet, through the same window, there is evidence of the wonderful unchanging things of life, such as kids diving into leaf piles and building scarecrows, just as I and my little friends did decades ago.

But I don't need to look out the window to see the meaning of Overstreet's philosophical quotation. I see it right here in our offices. There are some things that will never change for us. For example, we will always find creative ways to serve the needs of our customers. We will always learn new things and find ways to have fun doing it and to laugh every day. Just some examples of permanence at our company.

The other half of the symphony—change—is evident here, too. Businesses have changed more in the past 5 years than in the past 20. And ours is no exception. As our clients and customers evolve and grow, we continue to evolve and grow to meet their needs.

Of course, one thing that never changes, despite the month, is our constant commitment to the security of your critical information assets. We pride ourselves on being 100% reliable for you. We worry about your security so you don't have to. That way you can just relax this October and . . .
. . . enjoy the symphony!

Richard

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October Offers!

Get 5 FREE Storage Cartons!

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

Getting Enough ZZZs



Good rest is a cornerstone of good health. Numerous studies have shown the health benefits of adequate sleep. A chronic state of fatigue can result in more accidents, impairment in attention and reasoning, an increased risk of heart disease and high blood pressure, and increased healing time from injury or illness.

As far as knowing how much sleep you need, there is no magic number. Different age groups need different amounts of sleep, but even within age groups, each person's needs are individual. Research has shown that adults who get around seven hours of sleep have the best long-term health outcomes.

To increase your chances of getting a good night's sleep, try to keep a regular schedule. Going to bed at the same time each night and rising in the morning at the same time helps your body know when to sleep and when to be awake. If you are feeling sleep-deprived, it is better to take a short afternoon nap than to sleep in late the next morning.

Melatonin is a naturally-occurring hormone that helps regulate sleep. Its production can be altered if your day is spent out of sync with the natural changes in daily light. If you spend much of the day in an office away from natural light and then spend your evenings in front of a TV or computer screen, your body may not be producing melatonin correctly. To help correct this, try to get periods of natural sunlight during the day. At night, turn off artificial light from televisions and computers earlier in the evening.

If you've tried to get better sleep, but often feel tired during the day, it may be time for some help. A doctor that specializes in sleep disorders can offer natural and medication-based strategies to help you get some needed rest.

Bat Explanation

A vampire bat came into his cave with his head covered in blood. He quickly settled onto the roof of the cave to try to get some sleep. The blood attracted the attention of the other bats and they began asking where he had found it. He tried to ignore them and go to sleep, but they kept harassing him. Finally, he told them he would show them and flew out of the cave with several hundred bats following him.

He flew down into the valley, across a river, and into a forest full of trees. He eventually slowed down and said to the excited bats all around him, "Do you see that tree over there?"

"Yes, yes, we do!" the bats all exclaimed.

"Well, good," said the bat, "because I didn't!"

October Holidays and Events

- 1 International Day of Older Persons
- 2 World Farm Animals Day
- 4 World Smile Day
- 4-10 World Space Week
- 5 World Teachers Day
- 6 National German-American Day
- 6-12 Fire Prevention Week
- 7 World Habitat Day
- 7-13 World Rainforest Week
- 8 National Face Your Fears Day
- 9 World Post Day
- 10 World Mental Health Day
- 11 Southern Food Heritage Day
- 12 Columbus Day (Traditional)
- 12 Universal Music Day
- 13 International Day for Natural Disaster Reduction
- 14 Columbus Day (Observed)
- 14-18 National School Lunch Week
- 15 White Cane Safety Day
- 16 World Food Day
- 17 International Day for the Eradication of Poverty
- 18 World Menopause Day
- 19 Evaluate Your Life Day
- 20-26 Freedom From Bullies Week
- 22 International Stuttering Awareness Day
- 23 National Mole Day
- 24 United Nations Day
- 24 World Development Information Day
- 24-31 Prescription Errors Education and Awareness Week
- 25 Frankenstein Friday
- 25-31 International Magic Week
- 26 Make a Difference Day
- 27 Cranky Coworkers Day
- 27 Mother-In-Law Day
- 29 National Cat Day
- 30 Checklists Day
- 30 Haunted Refrigerator Night
- 31 Halloween

October is also:

- National Roller Skating Month
- National Cyber Security Awareness Month
- Workplace Politics Awareness Month
- World Menopause Month
- Global Diversity Awareness Month
- International Strategic Planning Month
- Adopt a Shelter Dog Month
- Antidepressant Death Awareness Month
- Car Care Month
- Celebrating the Bilingual Child Month
- Celiac Disease Awareness Month

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/how-to-implement-a-records-retention-program-for-your-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>

By the Numbers: Unusual Jobs

- The average psychic earns about \$41,000 per year.
- In the United States, the chimney sweep industry has yearly revenues of about \$2.2 billion.
- The most popular rodeo clowns on the rodeo circuit can make up to \$2,000 for a single performance.
- There are just over 5,000 embalmers working in the U.S., making an average of \$44,000 per year.
- Top sumo wrestlers in Japan can earn up to \$60,000 per month, while those in the lowest ranks receive only a basic living allowance.

Source: Bureau of Labor Statistics

Don't judge each day by the harvest you reap but by the seeds that you plant. —Robert Louis Stevenson

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:

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?

Last Month's Answer to: *A man was born in 1949 and died in 1950, yet he was 91 years old. How can this be?*

1949 and/or 1950 are Hospital Room Numbers

Last month's Winner:

MARCIA @ DR. MCCRIMONS OFFICE

Email your answer to info@pacific-records.com

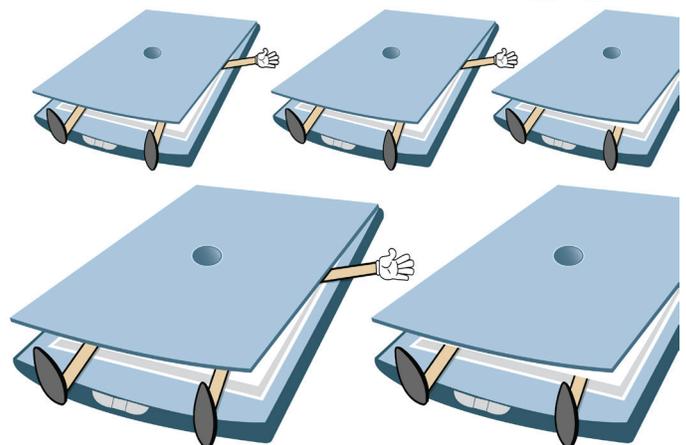
OCTOBER SERVICE AWARDS *Celebrating Pacific Employee Anniversaries*

26 YEARS
Shelly Haynes

Did You Know: Roller Skating

October is National Roller Skating Month.

- About 61 percent of all roller skaters are female.
- The first roller skates were made for a theatrical performance in London in 1743, but it is unknown who invented them.
- The first documented inventor of the roller skate was a Dutchman named John Joseph Merlin, who introduced his version in 1760.
- In 1819, M. Petitbled patented the first roller skates in France.
- In New York City, the first four-wheeled skates made of metal with an added rubber insert debuted in 1863. These skates also featured independent axles, which allowed skaters to turn through curves.



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Street Food Basics on the Road

When traveling, you will find that the best and most authentic dishes are not served in fine dining establishments. To truly explore local cuisine, street-side dining is the way to go. Served off of carts, in small storefronts, little restaurants, and at local markets, street food offers dishes prepared by specialists who have honed their craft. As a bonus, this is often the cheapest way to eat your way through a new culture.

To make sure that you are getting the best and safest food you can, first scope out your options. You can never go wrong by following the locals. A long line at a stall in a food market means that there is considerable repeat business and that the locals believe it to be reputable. Good turnover also means that you have a better chance of getting the freshest food.

Take a quick look to consider cleanliness when deciding where to eat. There should be some sort of refrigeration or ice available to keep cold foods cold, and raw food should be stored separately from cooked food. There should also be an area for washing up, both hands and cooking utensils.

Choose food that is cooked on the spot instead of being held warm or reheated. You will know your food is fresh and there is less of a chance of bacterial contamination. Food loaded with citrus, chiles, and vinegar are safer to eat, as these ingredients have antibacterial properties.

Finally, it never hurts to bring your own utensils. You can find small travel utensil sets that you can tuck into your pocket or purse. It is always safest to drink from just-opened bottles. Some of the beverages served street-side out of large containers can cause problems for foreign stomachs.

Caramel and Candy Apples

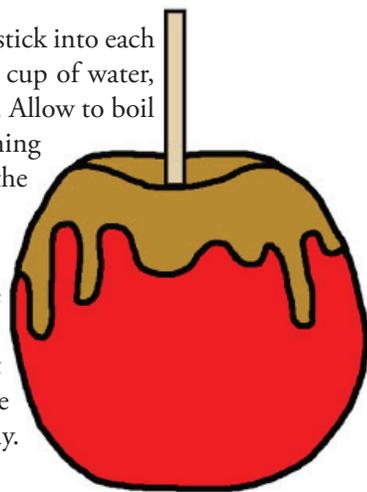
Fall is the perfect time to enjoy apples at the height of their seasonal goodness. After you've made the apple pies and applesauce, whip up some candy and caramel apples to share with the little ones in your life. These recipes make it easy to enjoy these goodies.

Candy Apples

To prepare your apples, wash and dry them completely. Insert a wooden skewer or Popsicle stick into each apple. Butter a cookie sheet and set aside. In a heavy saucepan, mix 2 cups of sugar with 3/4 cup of water, 1/2 cup light corn syrup, and a few drops of red food coloring. Bring to a boil, without stirring. Allow to boil until the mixture is 290 degrees on a candy thermometer. Dip each apple into the mixture, turning the apple until it is completely covered. Take care, as the mixture is very hot. Set each apple on the cookie sheet and let cool completely. Makes about 8 candy apples.

Caramel Apples

To prepare your apples, wash and dry them completely. Insert a wooden skewer or Popsicle stick into each apple. Butter a cookie sheet and set aside. In a heavy saucepan, place about 48 unwrapped caramels (a 14-ounce bag). Add two tablespoons water or milk. Heat over low heat until the caramels are melted, stirring constantly. Dip each apple into the mixture, turning the apple until it is completely covered. Set each apple on the cookie sheet and let cool completely. Makes about 8 caramel apples.



Men and Osteoporosis

Osteoporosis is often thought of as a disease that affects only elderly women. But each year just as many men as women die of complications from hip fractures. Osteoporosis becomes more prevalent in women beginning at age 60 and in men at age 65. While men can be affected by osteoporosis, there are still many insurance companies that will not pay for routine screening for men.

Until recently, research into the causes and treatment of osteoporosis focused only on women. Now researchers are taking a look at men and their bone density problems. The drugs used to treat osteoporosis in women has been found to be very successful in men as well. Men also have the same calcium and vitamin D requirements that women have and should be supplemented if their levels are found to be low.

New recommendations suggest that men should have their bone density tested beginning at age 65. If your doctor has not suggested this test, be sure to ask at your next visit. With timely detection, osteoporotic fractures in men can be greatly reduced, leading to better health and longer life.

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