

## *The Importance of*

### *Chain of Custody for Records*

Records chain of custody is the process of validating how documents created by your organization are stored, handled, and tracked throughout their lifecycle. For example, each time a record is accessed, there should be supporting documentation indicating when it was retrieved and by who. Records chain of custody lets you know exactly where your documents are located at any given time so they are properly safeguarded. It also provides proof that you are meeting all legal requirements regarding the retention of your records.

It's difficult to maintain chain of custody when you have a large volume of documents and files in your office. A professional records storage service helps by offering secure offsite storage with up-to-the-minute records inventory tracking. Every item stored offsite in a commercial records center is given a unique barcode to track its location. Whenever a carton or file is accessed, retrieved or delivered, its barcode is scanned. During barcode scanning, the following information is logged in an inventory management database:

- Date and time request
- Date and time of retrieval
- Date and time delivery and receipt
- Name of record requestor and recipient

Strict handling procedures are followed each time your documents are accessed. Only screened professionals retrieve and deliver your information. And all records transfers are performed in GPS-tracked vehicles. When you use a professional records storage service, you can be certain that proper chain of custody procedures will be followed.

### **EVENT CALENDAR**

FREE COMMUNITY SHRED DAY  
Spokane County Library  
(North Side & Valley locations)  
June 6th!

*The heart has its reasons, which reason does not know. — Blaise Pascal*

## *Thoughts from Pat*

As our company continues to let client needs be its business in the future, we will continue to add state of the art technology and services while keeping the current strong team in place and working together to provide the highest level of service. We are always looking forward to new business opportunities with future plans that include a new record center, a full-service scanning/imaging division and acquiring a local mobile document destruction firm. We have a lot to be proud of with the company we continue to build and I am most proud of our exceptional staff. Having the best team in the industry has allowed us to do what we say and grow in a steady and smart fashion. We have enjoyed many loyal customers and referring clients. It's easy to call on potential clients when you have an outstanding reputation.



*Pat DeVries*

### **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:

**(866) 433-4691**

**CustomerService@Devriesinc.com**

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

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.

## **THREE MONTHS FREE STORAGE!**

Sign up for a new hard copy account in *June* and get 3 months of storage FREE with mention of this coupon! Email [MattD@devriesinc.com](mailto:MattD@devriesinc.com) for more information.



## **RANDY'S ROUNDUP**

### ***Drop Off or Pick Up Paper Shredding?***

Like getting food from a restaurant to eat at home, there are pros and cons to both picking up and dropping off. One option to fulfill your shredding needs is to take advantage of a shredding drop off service. Many times, shredding services have free quarterly drop off days to encourage document security in their own communities. DeVries Information Management often holds these events.

Designate a place to store sensitive materials at your work place, and educate your employees on what documents should and shouldn't be put in this place. Drop off services allow you to collect all the paperwork you need shredded at once and drop it off at the shredder's location.

The other choice for document shredding is to schedule a pickup with your local shredding company. They will provide locked boxes for you and your employees to place documents that need to be shredded into and will come at pre-scheduled intervals that are at your convenience and needed frequency.

### ***By the Numbers: Hurricanes***

- Coastal counties along the Atlantic and Gulf of Mexico as well as the Hawaiian Islands account for nearly two-thirds of the United States' coastline population and are most vulnerable to the impact of hurricanes.
- Since 1950, when hurricanes were first given official names, 80 names have been retired because the impact of those specific storms was particularly deadly or costly.
- The year 2005 had the most named storms in the Atlantic hurricane region with 28 storms appearing before the end of the year.
- Hurricane Katrina was the costliest hurricane in U.S. history, with over \$108 billion in damages.
- The official Atlantic United States hurricane season lasts 183 days, from June 1st to November 30th.

## ***June Holidays and Events***

- 1 Say Something Nice Day
- 4 International Day of Innocent Children Victims of Aggression
- 4-10 National Business Etiquette Week
- 5 National Donut Day
- 5 World Environment Day
- 6 National Trails Day
- 6 National Yo-Yo Day
- 6-13 International Clothesline Week
- 7 National Cancer Survivors Day
- 7-13 Bed Bug Awareness Week
- 8 World Oceans Day
- 8 Upsy Daisy Day
- 8-14 National Automotive Service Professionals Week
- 11 National Nursing Assistants Day
- 11-18 National Nursing Assistants Week
- 12 National Jerky Day
- 13 World Juggling Day
- 13-20 National Hermit Week
- 14 Family History Day
- 14 Flag Day
- 14 World Blood Donor Day
- 14-20 National Flag Week
- 15 Nature Photography Day
- 15 World Elder Abuse Awareness Day
- 17 World Day to Combat Desertification and Drought
- 18 Recess at Work Day
- 19 Work at Home Fathers Day
- 19 World Sauntering Day
- 20 World Refugee Day
- 21 Father's Day
- 21 National Daylight Appreciation Day
- 21-27 Carpenter Ant Awareness Week
- 21-27 Lightning Safety Awareness Week
- 21-27 Meet a Mate Week
- 21-27 National Mosquito Control Awareness Week
- 22 Baby Boomers Recognition Day
- 23 Let It Go Day
- 23 National Columnists Day
- 23 Runner's Selfie Day
- 23 International Widows Day
- 23 Public Service Day
- 25 National Handshake Day
- 26 Take Your Dog to Work Day
- 27 Decide to Be Married Day
- 28 Log Cabin Day

### **June is also . . .**

- Effective Communications Month
- International Men's Month
- Adopt a Shelter Cat Month

## Trivia Quiz: Judy Garland

Judy Garland was born on June 10, 1922. She was a star of screen and stage. Find out how much you know about this leading lady with this trivia quiz.

1. What was Judy Garland's birth name?
2. What studio did Judy work for?
3. In the film "Summer Stock," Judy sang one of her most famous tunes. What was it?
4. What was Judy's signature song?
5. Judy had three children: Joey Luft, Lorna Luft, and who?
6. How many times was Judy married?
7. Judy starred in one film with Fred Astaire. What was that film?
8. Where was Judy born?
9. Fittingly, the day after Judy died, this was spotted in Kansas. What was it?
10. How old was Judy when she died?

Answers: 1. Frances "Baby" Gumm. 2. MGM. 3. "Get Happy"  
4. "Over the Rainbow" 5. Liza Minnelli. 6. 5 times. 7. "Easter Parade" 8. Grand Rapids, Minnesota. 9. A tornado. 10. 47 years old.

*"It is in your moments of decision that your destiny is shaped." — Anthony Robbins*

## Do You Want To Win A \$25 Starbucks 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 farm animal keeps the best time?

**Last Month's Answer to:** *Why did the neutron eat for free at its favorite restaurant?*

**"There was no charge."**

**Last Month's Winner**

**SHIRLEY MAYO**

**BOUNDARY COMMUNITY HOSPITAL**

Email your answer to [MattD@devriesinc.com](mailto:MattD@devriesinc.com)

## Going Green with Josh

### Environmental Impact of Paper Waste



With many people's professional and personal focuses centering on the environment, one of your major concerns may have to do with what your chosen paper shredding service does with your paper once it has been shredded. Once documents have been shredded, the fibers from the paper are very small and can't generally be made into high quality paper anymore.

Recycling your paper is of great benefit to the environment.

The pulp from the shredded paper can be used to make newspaper, napkins, paper towels, and other recycled packaging materials.

Companies that consider how often you require pick up throughout your shredding cycle also realize that the more efficient they are when arranging your services, the more energy efficient their company is overall.

### Quick Tips: Green Living

Want to make your clothing choices more environmentally friendly? First consider the material. Clothing that is dry clean only is not a smart choice. Look for natural fibers that can be washed in cool water. Next think about where you get your clothing. Shop first at a consignment or thrift store. You will be picking up clothing that still has a lot of life left for a cheaper price than new togs. Finally, don't wash your clothing too often. If you've only worn your outfit for a couple of hours, hang it to air out and wear it again before washing. Your clothing will last longer and you will use less detergent and water.



"I'm applying for the Information Security position. Here's my resumé, encoded, encrypted, and shredded."

## JUNE SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in **June** and get 3 months of FREE shredding with mention of this coupon! Email [MattD@devriesinc.com](mailto:MattD@devriesinc.com) for more information.

## **BINTips**

is a free monthly newsletter  
from your friends at DeVries Business Services, Inc



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## **What's Inside This Month?**

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Randy's Roundup!

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*Want To Win a \$25 Starbucks Gift Card?*

Shasky's Recipe of the Month

*June OFFERS!*

## ***Shasky's Recipe of the Month: BLT Pasta Salad***



### **Ingredients**

- 1 cup real mayonnaise
- 1/4 cup fresh squeezed lemon juice

- 2 teaspoons sugar
- 2 teaspoons chicken flavor instant bouillon
- 1 (7 oz) package rotini (or other) pasta, cooked and drained
- 8 slices bacon, cooked and crumbled
- 1 large tomatoes, seeded and chopped
- 1/4 cup green onion, sliced
- 4 cups lettuce, thinly sliced

### **Preparation Instructions**

Combine mayonnaise, lemon juice, sugar and bouillon for the dressing. Combine rotini, bacon, tomato, and green onion. I recommend waiting until you are ready to serve before mixing in the lettuce.

