

October
2015

BINTIPS



SHRED EVENTS

Horizon Credit Union in Moses Lake and Ephrata

October 2nd from 11 am to 2 pm.

Columbia Bank in Sandpoint

October 17th from 9 am to 2 pm.

**Kittitas Sheriff's Free Shred
and Drug Take Back Day in Ellensburg**

October 24th from 9 am to 1 pm.

Outsourced Paper Shredding Saves You Money and Reduces Risk

In an age where identity theft and business fraud is common, secure document destruction is a necessity. Rather than shredding your documents in-house, however, outsourcing it can eliminate capital expenditures on unreliable shredding machines, reduce employee labor costs, and ensure confidential information is destroyed promptly and securely.

Destroying business records with an office shredder is tedious and time-consuming. Staples and paper clips have to be removed from documents before they are shredded. Since only a few sheets of paper can be shredded at once, files need to be separated into small, easily shredded portions. Shredder maintenance problems—including paper jams—seem to arise unexpectedly, lengthening the already time-consuming process. With all the time and trouble involved, your staff may avoid the document destruction process altogether, increasing your company's risk of a privacy breach.

An outsourced shredding and destruction service enables your document disposal requirements to be professionally assessed and managed. Locked shredding containers replace your office paper shredders, enabling whole files, even those with paper clips and staples, to be securely disposed of in a few seconds. On a schedule determined by you, your containers are collected by screened shredding technicians who ensure end-to-end chain of custody for your information. Industrial-grade shredding equipment renders your documents completely useless to thieves. The process is complete when you receive a Certificate of Destruction verifying that your information has been destroyed in accordance with State and Federal laws.

Outsourced paper shredding offers your business reliable and cost-effective privacy protection.

Thoughts from Pat

As we close out another quarter and FALL into the rest of 2015, our company continues to thrive and grow. We are excited about the growth of our company with the purchase of our brand new 50,000 square foot Record Center.

On behalf of our team at DeVries Information Management, I would like to take this opportunity to thank our clients for their continued business. Our

mission is to offer you a wide array of superior services to meet and exceed all of your business needs through our exceptional quality service. That being said, we know we have to earn your trust and your business. That's why our staff works together to make your experience at our company the best it can be.

Our commitment to providing exceptional service with a personal touch will only grow. Please use our website to learn about us and explore all of the services we offer. Our knowledgeable and well-trained staff is always available to assist you. My focus is simple: Provide a culture and team that are motivated to providing quality business service with a dedication to service excellence...

Again, thank you for reading our newsletter.



Pat DeVries

"Football incorporates the two worst elements of American society: violence punctuated by committee meetings."

— George F. Will

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

THREE MONTHS FREE STORAGE!

Sign up for a new hard copy account in *October* and get 3 months of storage FREE with mention of this coupon! Email MattD@devriesinc.com for more information.



RANDY'S ROUNDUP

What We Do To Protect Our Clients from Identity Theft

When it comes to high-tech cyber-crime and world-class hacking, there's little that the average person can do beyond following best practices for safe online interactions.

But business owners who work with customers' personal data, billing information, medical records, and any other information that can be used to steal their identity must hold themselves to a higher standard. Arranging for the highest level of security in storing, transporting, and accessing digital records and paper hard copies is necessary to protect customers.

Many businesses, large and small, have chosen to outsource their records management, document destruction, and media rotation retention needs to professionals who maintain that high level of security.

DeVries Information Management has been serving Eastern Washington and North Idaho for over 25 years with secure offsite document storage, certified document and regulatory compliance in document maintenance. If you're concerned that your current records management process may leave your customers' identities at risk, contact us so we can discuss your options and get the situation resolved.

By the Numbers: Halloween

- Americans spend over \$7 billion on Halloween each year.
- The average spent on candy to be given out to trick-or-treaters is just over \$21.
- The most popular adult costume each year is a witch, with about 13 percent choosing this. The next closest is a pirate at 4 percent.
- The most popular children's costumes are princesses and superheros, together comprising 18 percent of kids' costumes each year.
- Almost 12 percent of pet owners dress their pet up for Halloween.

Source: National Retail Federation

October Holidays and Events

Daily Observances:

- 1 International Day of Older Persons
- 1 World Vegetarian Day
- 2 International Day of Nonviolence
- 2 World Farm Animals Day
- 2 World Smile Day
- 4 National Ships-in-Bottles Day
- 5 World Habitat Day
- 5 World Teachers' Day
- 6 National German-American Day
- 8 National Depression Screening Day
- 9 World Post Day
- 10 Universal Music Day
- 10 World Mental Health Day
- 11 International Day of the Girl Child
- 12 Columbus Day
- 12 International Moment of Frustration Scream Day
- 13 International Day for Disaster Reduction
- 14 International Top Spinning Day
- 14 National Stop Bullying Day
- 15 International Credit Union Day
- 15 International Day of Rural Women
- 16 World Food Day
- 17 International Day for the Eradication of Poverty
- 18 World Menopause Day
- 19 Evaluate Your Life Day
- 22 International Stuttering Awareness Day
- 22 Smart is Cool Day
- 23 National Mole Day
- 24 United Nations Day
- 24 World Development Information Day
- 25 Mother-in-Law Day
- 26 Mule Day
- 27 Cranky Coworkers Day
- 29 National Cat Day
- 30 Haunted Refrigerator Night
- 31 Halloween
- 31 National Forgiveness Day

Weekly Observances:

- 4-10 Fire Prevention Week
- 4-10 Mental Illness Awareness Week
- 4-10 World Space Week
- 6-12 National Physician Assistants (PA) Week
- 11-17 National Food Bank Week
- 12-16 National School Lunch Week
- 12-18 World Rainforest Week
- 13-19 Getting The World To Beat A Path To Your Door Week
- 18-24 Bullying Bystanders Unite Week
- 18-24 National Friends of Libraries Week
- 19-23 National School Bus Safety Week

Staying Compliant & The Threat of Identity Theft



Thieves are incredibly tech-savvy and they will use any tools or programs at their disposal to get what they want. However, that doesn't mean thieves won't choose the easier method of pulling valuable private information right out of your overstuffed filing cabinets or even your office trash cans. If your company maintains

any sort of private, identifying information about customers, patients, or clients, you are a prime target for identity theft. Even after the documents are thrown away, they still pose a threat, unless they're effectively shredded and disposed of properly. Many business owners decide to outsource their document management for peace of mind, knowing their documents are being held in a safe and secure environment with the latest in physical and digital security measures in place.

In some industries, including healthcare and insurance, state and federal laws mandate how physical and digital records need to be maintained. Because of the constant danger of identity theft, potential lawsuits, and other regulatory matters, falling out of compliance can mean fines and penalties, as well as the loss of a hard-won reputation.

In these cases, outsourcing records management to a certified company makes the most sense. Not only does it mean regulatory compliance is taken care of, it also means you can get back to caring for customers. For more reasons to consider outsourcing your records management instead of doing it yourself, contact me with any questions.

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:

How do you make a skeleton laugh?

Last Month's Answer to: *What's green and smells like blue paint?*

"GREEN PAINT"

Last Month's Winner

GAIL GUDGEL

URM STORES

Email your answer to MattD@devriesinc.com

Did You Know? Billiards!

Carom is a pool game using only one white ball, one yellow ball, and one red ball. There are no holes in a Carom table.

The first coin-operated billiard table was patented in 1903. It cost one penny to play.

Billiard balls used to be made out of ivory. The average tusk only yielded three to four balls, as they had to be cut from its center. Today, billiard balls are made of celluloid and other plastics.

The term "scratch," as applied to a pocketing of the cue ball, was derived from the penalty assessed for such a foul. In pool's early days, the score was often kept on a chalkboard. When a player pocketed the cue ball, his opponent "scratched" a point off the shooter's score.

Throughout most of the 1800's, the chalk used on the leather cue tips was carbonate of lime, the same as blackboard chalk. Today, most chalk is comprised of fine abrasives and does not contain any chalk at all.

The ferrule is a small sleeve at the end of a pool cue that the tip is adhered to. It is used to prevent the end of your cue from splitting and also provides a solid, stable point to which the tip can be fastened.

Quick Tips: Green Living

One simple meal change can not only improve your health, but can have a positive effect on the environment as well. Just plan for one meat-free meal per week. For a family of four, this has as much impact as replacing the family car with a hybrid vehicle. The benefits result from a reduction in resources needed to raise, process, and transport livestock.



"Why can't they make a spell checker that actually knows how to check spells!?"

OCTOBER SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in **October** and get 3 months of FREE shredding with mention of this coupon! Email MattD@devriesinc.com for more information.

BINTips

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



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Shasky's Recipe of the Month

"ASHLEY'S FAMOUS BAKED ZITI"



INGREDIENTS

- 1lb ziti pasta, cooked al dente
- 1lb Italian sausage, cooked and chopped
- 1(15 ounce) container ricotta cheese
- 1 egg
- 2 tablespoons parsley
- 2 cups mozzarella cheese, shredded, divided
- 1/4 cup parmesan cheese
- 1(28 ounce) jar pasta sauce



DIRECTIONS

- Preheat oven to 350 degrees
- Cook ziti according to package directions; drain; set aside.
 - Mix ricotta, egg, parsley, 1-1/2 cups of the mozzarella cheese, and parmesan cheese in a large bowl.
 - Mix cooked sausage and pasta in with ricotta mixture.
 - Mix in 3/4 jar of sauce.
 - Transfer mixture into a 2 quart casserole dish.
 - Top with the rest of the sauce and mozzarella cheese.
 - Bake for 30 to 35 minutes, or until hot and bubbly.