

## SHRED EVENTS

Keep checking back with our newsletter. We have completed our Shred Events for this year but we have more planned for 2016!

### *How to Improve Information Security for Your Business*

If there ever was a time to improve information security for your business, the time is now. According to the Identity Theft Resource Center, the number of data breaches in 2014 rose a staggering 27.5% over 2013 levels—and 2015 isn't any better. The digital security company Gemalto reports that 245.9 million records have been compromised already in the first half of this year. Fortunately, your business can take simple preventative steps to protect its information.

Information security is a team effort, which is why employee education and training is so critical. Besides making sure your staff knows the specific threats and risks lurking out there will help them understand company policies outlining the handling of sensitive data.

First, you must establish storage and destruction policies to ensure that records and data are kept secure and destroyed promptly when no longer needed. If confidential documents and backup media are kept on-site, implement an off-site storage solution to protect and regulate access to them. Similarly, take advantage of a professional shredding and destruction service to be sure daily paperwork and archival files are destroyed promptly and securely at the end of their retention lifecycle.

Schedule ongoing training to make information security a priority for your staff. And don't forget to solicit their input; after all, they are the first line of defense for protecting your business data. The more buy-in you have from your team, the more secure your information will be.

### *This Month in History . . .*

On November 10 1775, The U.S. Marine Corps was established.

On November 16, 1805, the Lewis and Clark Expedition reached the Pacific Ocean.

### *Thoughts from Pat*

In operation since 1985, DeVries Information Management is committed to providing the highest level of servicing for our customers. As times have changed, DeVries has kept up by investing in new technologies and in training and developing our employees. Covering all of Eastern Washington and North Idaho, DeVries Information Management is at your service.



DeVries Information Management is also a member of multiple security organizations including NAID.

At DeVries, we follow a basic set of principals, which starts with respect for the individual. The respect we show for you and your individual needs also extends to co-workers, suppliers, and everyone involved in our business. Since the founding of the company in 1985, these core values are the foundation of our organization:

- Honesty and Integrity
- Open Communication
- Commitment
- Ownership
- Continuous Improvement
- Customer Orientation
- Accountability
- Teamwork
- Work Ethic
- Leadership



Thank you for your continued business...

### **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](mailto:CustomerService@Devriesinc.com)

## **THREE MONTHS FREE STORAGE!**

Sign up for a new hard copy account in *November* 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

### ***Why Data Protection?***

Protecting your critical and compliance data must be taken very seriously. Your job may depend upon it. Past studies have shown a 100% certainty of losing critical data from any computer enterprise at least once in a five-year period. Data recovery can be simple and easy for businesses which follow best practice guidelines for protecting their data; those who don't are likely to cease operations within two years. Which kind of business do you run?

Whether its hard copies or digital, your business data is crucial to the history and stability of your company. So much data in digital form ushers in a new age of vulnerability and of risk to your business's continued existence. Critical data loss is expensive, whether it's destruction of physical or electronic information. Data loss may involve illegal acts and can seriously threaten the survival of an unprepared business. At a minimum, recovery of lost data can be very expensive. Moreover, the Sarbanes-Oxley Act provides civil and criminal penalties for some companies if data supporting financial reporting cannot be recovered on a timely basis.

### ***Let's Talk Turkey!***

Since 1981 Butterball has operated its Turkey Talk-Line, offering turkey selection, preparation, and storage advice to callers from the United States and Canada. If you find yourself wondering what to do next as you prepare your holiday meal, give the nice folks at Butterball a call, visit their website, or message them on Facebook or Twitter.

They will have over 50 professionally-trained home economists and nutritionists available for questions from November 3 to December 26 and offer assistance in English and Spanish. Callers can also request a free Butterball pamphlet containing safe handling information, easy grilling and roasting instructions, and tasty recipes. You will become one of the almost 12,000 people who contact Butterball each Thanksgiving season to "talk turkey."

Turkey Talk-Line: 1-800-BUTTERBALL  
Website: [www.butterball.com](http://www.butterball.com) (online chat and email)  
Facebook: [www.facebook.com/Butterball](http://www.facebook.com/Butterball)  
Twitter: @butterball

## ***November Holidays and Events***

### **Daily Observances:**

- 1 National Authors Day
- 2 Plan Your Epitaph Day
- 3 Election Day
- 5 National Men Make Dinner Day
- 7 Sadie Hawkins Day
- 8 Abet and Aid Punsters Day
- 11 Veterans Day
- 12 World Pneumonia Day
- 13 World Kindness Day
- 14 International Girls Day
- 14 World Diabetes Day
- 15 America Recycles Day
- 16 International Day for Tolerance
- 17 World Prematurity Day
- 18 National Educational Support Professionals Day
- 19 Great American Smokeout
- 19 World Philosophy Day
- 20 Name Your PC Day
- 21 International Games Day
- 21 World Television Day
- 21 World Hello Day
- 23 Fibonacci Day
- 23 International Image Consultant Day
- 24 Celebrate Your Unique Talent Day
- 25 Intl Day for the Elimination of Violence Against Women
- 26 Thanksgiving Day
- 27 Native American Heritage Day
- 28 International Aura Awareness Day
- 29 Electronic Greetings Day
- 30 Computer Security Day

### **Weekly Observances:**

- 1-7 National Patient Accessibility Week
- 9-13 National Young Readers Week
- 15-21 National Geography Awareness Week
- 16-20 American Education Week
- 22-29 National Bible Week
- 23-29 Better Conversation Week

### **Monthly Observances:**

- Worldwide Bereaved Siblings Month
- American Diabetes Month
- Aviation History Month
- Banana Pudding Lovers Month
- Diabetic Eye Disease Month
- Lung Cancer Awareness Month
- November
- Peanut Butter Lovers' Month
- Prematurity Awareness Month
- Vegan Month
- National Adoption Month

## Ten Questions To Ask When Seeking An Information Storage Specialist



1. Will I have access 24 hours a day, every day?
2. Do your employees sign confidentiality agreements?
3. Do you have smoke free facilities? If not, what are your fire protection measures?
4. Can I review and copy my documents on site? What are my space, time, and document quantity restraints?
5. Are your storage facilities and transportation vehicles climate-controlled?
6. What is your turnaround time for pickup and delivery? Are emergency delivery services available?
7. What security measures are in place to protect my data?
8. What type of inventory tracking system do you have in place?
9. Do you have measures in place to protect my data from natural disasters?
10. What is your information destruction process?

## 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 get a baby astronaut to sleep?

**Last Month's Answer to:** *How do you make a skeleton laugh?*

**"TICKLE ITS FUNNY BONE"**

*Last Month's Winner*

**CHERY BYERS**

CENTRAL WASHINGTON UNIVERSITY

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

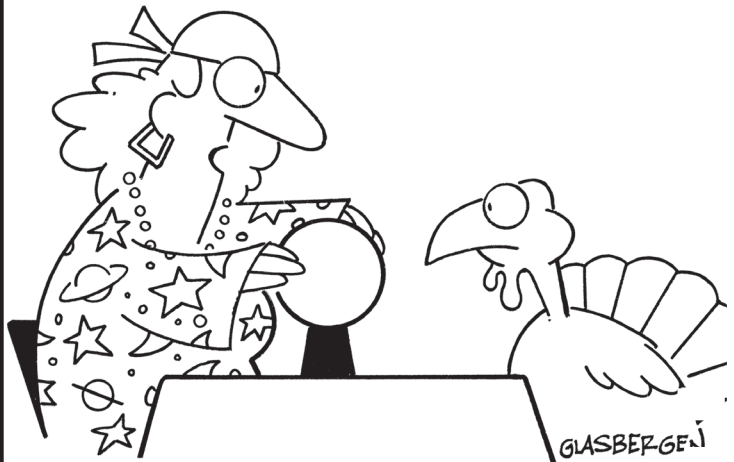
## By the Numbers: Thanksgiving

- About 46 million turkeys are eaten at Thanksgiving. In comparison, 22 million are consumed at Christmas and only 19 million at Easter.
- Only about 12 percent of Americans do not eat turkey at Thanksgiving.
- More than 3.5 million spectators attend the Macy's Thanksgiving Day Parade. Another 50 million watch on television.
- The average caloric intake on Thanksgiving Day, from snacking, dinner, dessert, and drinks, is about 4500 calories. To burn off the excess calories, an average man would need to walk for about five hours.
- Minnesota raises 45 million turkeys each year, more than any other state. They are followed by North Carolina (35 million), Arkansas (29 million), Indiana (17 million), and Missouri (17 million).

Sources: National Turkey Federation, Macy's, USDA

## Quick Tips: Green Living

Careful management of your home water usage can benefit the environment and help cut your bill. Simple things like turning off the shower nozzle while soaping up, or soaking your dishes before hand-washing them can amount to significant annual savings without much effort. Go one step further by replacing your big water-consuming appliances with water-saving ones. Install more efficient shower heads, low-flow toilets, and faucet aerators to reduce your water usage.



"The *good* news is you'll be spending Thanksgiving with a large group of happy people."

## NOVEMBER SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in **November** 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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# ***Shasky's Recipe of the Month***

## ***JIM'S SPICY WHITE CHICKEN CHILI***



### ***INGREDIENTS***

- 2 (14.5-ounce) cans white beans
- 1 tablespoon canola oil
- 1 medium jalapeno pepper, minced
- 2 medium poblano peppers, chopped
- 1 large onion, chopped
- 4 garlic cloves, minced
- Kosher salt and freshly ground black pepper
- 1 tablespoon ground cumin
- 1 1/2 teaspoons ground coriander
- 1 teaspoon ancho chili powder
- 4 cups low-sodium chicken broth
- 2 limes, juiced, plus lime wedges, for serving
- 1 rotisserie chicken, skin removed and meat shredded
- 1/4 cup chopped cilantro leaves
- Sour cream, for topping
- Tortilla chips, coarsely crushed, for topping



### ***DIRECTIONS***

Drain and rinse the canned white beans. In a medium bowl, mash half of the beans with a potato masher until chunky. Reserve the beans until needed.

Add the canola oil to a large Dutch oven and heat it over medium-high heat. Add the peppers, onions, and garlic and sauté until soft and fragrant, about 5 minutes. Season the vegetables with salt, and pepper, to taste. Add the cumin, coriander, and chili powder and continue to sauté for 1 more minute to toast the spices. Stir in the chicken stock, and lime juice and bring to a simmer. Add the beans and continue to simmer for 20 more minutes.

After 20 minutes of simmering, taste for seasoning, and adjust if necessary. Stir in the shredded rotisserie chicken and cilantro and simmer until heated through, about 5 more minutes. Serve the chili in individual bowls topped with a dollop of sour cream, crushed tortilla chips, and lime wedges.