

Security & Compliance with Matt

Hard Drive Security



Did you know that more than 99% of all the data in the world has been created in just the last three years?

The world is in the midst of an explosion of electronically stored information (ESI), and much of the data is in the workplace.

Of course, the more data a workplace amasses, the higher

the risk of a data breach, commented one industry expert. Furthermore, some organizations appear to be putting hard drive security at risk by data stockpiling for the wrong reasons.

Bad records management. Privacy laws and legislation make it mandatory to protect confidential and personal data in the workplace for a certain amount of time. But organizations must stay on top of compliance requirements and have an effective retention and destruction schedule. All confidential documents should be labelled by what they contain, how long they must be kept, and when they should be securely destroyed.

What are best practices for responsible ESI?

Create a culture of information security that is supported from the top down.

Use risk analysis to determine vulnerabilities of confidential information in the workplace.

Clean out storage facilities regularly. Have a policy to protect information on leased office equipment too.

Implement a comprehensive document management process for all storage devices including mobile devices.

Provide on-going employee training.

Partner with DeVries. We have a secure chain of custody and provides responsible hard drive and e-media destruction as well as a Certificate of Destruction that lists all electronic media that has been destroyed.

SHRED EVENTS

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

Thoughts from Pat

DeVries Information

Management is an award-winning, local Information Management company founded on conservative, local values. We are committed to offering top quality storage, destruction and imaging services. In addition, we continue to grow our warehousing and secured courier divisions. I'm proud



of our talented team who are demonstrated experts in their field who never stop providing excellent service to our clients.

We seek to maintain a balanced, sustainable strategy centered on superior security, continued advancements in technology, innovation, and outstanding customer service. We are a company focused on active participation in our local community and in the communities we, and our professional team, serve.

For more than 30 years, DeVries Information Management has helped our customers protect their valued information and have the peace of mind that comes by using our services. We are proud to be rated an A+ company as an Accredited Business through the Better Business Bureau.

We are a company dedicated to exceeding the expectations of our clients and employees. We take great pride in our history as we move forward into 2016.

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 *December* and get 3 months of storage FREE with mention of this coupon! Email MattD@devriesinc.com for more information.



RANDY'S ROUNDUP

The importance of AAA NAID Certification

Your company's reputation VERY important. When choosing a reputable paper shredding company, it is wise to check any references they may have. A company with an excellent reputation for guaranteeing confidentiality will often have testimonials on their website. It is also a plus if they are members of the Better Business Bureau. Talk to other businesses who use the service and get their opinion about the shredding company's reputation.

Vendors that are AAA NAID Certification provide you with a number of benefits. NAID conducts independent auditing of compliance with critical areas of security including everything from employee background checks and drug screening to shred size.

A shredding vendor should offer reasonable pricing free of hidden fees or costs. Avoid companies offering the cheapest pricing in the industry. You will find that many of these companies do not provide the requisite levels of service and security and will pad their invoices with hidden fees. In shredding, as with other industries, you will find that you get what you pay for.

Did You Know: Cold Weather!

- Butte, Montana, has more days each year where the temperature drops below freezing (223 days) than any other city in the lower 48 states of the U.S.
- The snowiest U.S. location, based on average snowfall, is Stampede Pass, Washington, with 440.3 inches.
- Based on normal daily minimum temperature, Barrow, Alaska, is the coldest U.S. city with a normal daily temperature of 4.1 degrees Fahrenheit.
- Rogers Pass, Montana, holds the distinction of being the coldest U.S. location in the lower 48 states with a record low of -70 degrees F (-57 degrees C) on January 20, 1954.

December Holidays and Events

Daily Observances

- 1 Antarctica Day
- 1 Bifocals at the Monitor Liberation Day
- 1 World AIDS Day
- 2 Special Education Day
- 2 Special Kids Day
- 2 International Day for the Abolition of Slavery
- 3 International Day of Persons with Disabilities
- 4 National Salesperson's Day
- 5 Bathtub Party Day
- 5 World Soil Day
- 6 National Miners Day
- 6 National Pawnbrokers Day
- 7 National Pearl Harbor Remembrance Day
- 7 International Civil Aviation Day
- 9 International Anti-Corruption Day
- 10 Human Rights Day
- 11 Official Lost and Found Day
- 11 International Mountain Day
- 12 Gingerbread Decorating Day
- 12 International Shareware Day
- 12 National Day of the Horse
- 15 Bill of Rights Day
- 15 Cat Herders Day
- 17 Wright Brothers Day
- 18 Underdog Day
- 18 International Migrants Day
- 20 International Human Solidarity Day
- 21 Celebrate Short Fiction Day
- 21 Humbug Day
- 21 First Day of Winter
- 24 Christmas Eve
- 25 Christmas
- 26 National Whiner's Day
- 29 Tick Tock Day
- 31 Make Up Your Mind Day
- 31 New Year's Eve
- 31 No Interruptions Day

Weekly Observances

- 10-17 Human Rights Week
- 25-31 It's About Time Week

Monthly Observances

- Worldwide Food Service Safety Month
- Bingo's Birthday Month
- National Impaired Driving Prevention Month

"Strength does not come from physical capacity. It comes from an indomitable will."

— Mahatma Gandhi

How to Manage Your Digital Records

No matter how well-organized your file cabinets are, you lose precious minutes every time you retrieve a document. Replacing even a small portion of your paper documents with digital records can eliminate that problem—and help your organization reduce costs and operate more efficiently. Still, digital records—like their hard copy counterparts—must be managed properly. So, whether you're scanning a single drawer of paper files or your entire document inventory, consider how you'll keep your digital records organized and easily accessible. Ask yourself the following questions:

- Where will my digital records be stored?
- How will they be accessed and shared?
- Will I be able to track edits and maintain version control?

Your answers will tell you whether you're ready for a paperless solution.

A professional document scanning provider can provide you with expert guidance on the best way to categorize, track and distribute your digital files. You will get a thorough assessment of your business practices along with a customized Electronic Document Management (EDM) solution to keep your organization compliant. As your digital records inventory grows, your EDM solution grows with it.

Besides making sure your paper records are properly prepared and indexed during imaging so they can be easily found when converted to a digital format, your scanning provider can also provide a turnkey Enterprise Content Management (ECM) solution for streamlining information workflow across your enterprise. When your digital records are managed properly, your business stays productive and profitable.

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 warm up a freshly painted room?

Last Month's Answer to: *How do you get a baby astronaut to sleep?*

"ROCK-IT"

Last Month's Winner

SARA PAZ

VALLEY GASTROENTEROLOGY

Email your answer to MattD@devriesinc.com

By the Numbers: Diamonds

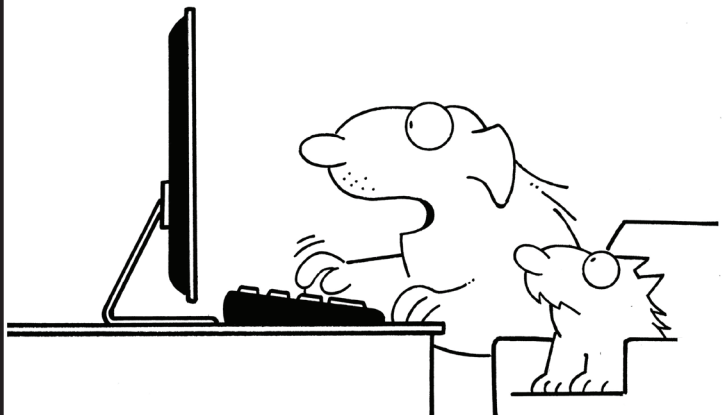
- An estimated \$13 billion worth of rough diamonds are produced each year, of which approximately \$8.5 billion are from Africa (65 percent).
- The U.S. claims a 38 percent share of the global diamond jewelry market.
- Only about 30 percent of diamonds are of gem quality. The remaining 70 percent are used for industrial applications including cutting, drilling, grinding, and polishing.
- To produce a single one-carat diamond, 250 tons of earth have to be mined.
- Botswana produces more diamonds than any other country, mining more than 24 million carats a year. Next is Russia with almost 18 million carats, followed by Canada at 11 million carats.

"Christmas is not as much about opening our presents as opening our hearts."

— Janice Maeditere

Quick Tips: Green Living

Did you know that "sell-by" and "use-by" dates on food products are not federally regulated? They are not intended to indicate how safe the food is to eat. Rather, they are just the manufacturer's recommendation for best quality. Almost all foods can be safely eaten after their use-by dates. Knowing this can help reduce your home food waste.



"I used to bury my bones. Now I upload them to the cloud."

DECEMBER SPECIAL: THREE MONTHS FREE SHREDDING

Sign up for a new Secure Destruction account in *December* 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 PERFECT RED VELVET CAKE

INGREDIENTS

Cake:

- 3 3/4 cups AP Flour
- 3 tablespoons Dutch processed cocoa powder
- 1 1/2 teaspoons baking soda
- 1/2 teaspoon salt
- 12 tablespoons unsalted butter, at room temperature
- 2 1/4 cups granulated sugar
- 3/4 cups vegetable oil
- 3 large eggs, at room temperature
- 1 1/2 teaspoons pure vanilla extract
- 1 1/2 teaspoons red wine vinegar
- 1 tablespoon red food coloring
- 1 1/2 cups buttermilk, at room temperature



DIRECTIONS

Cake:

Preheat the oven to 350 degrees F. Butter and flour 2 (9-inch) cake pans and line each pan with a round of parchment paper.

Whisk together the flour, cocoa powder, baking soda and salt in a small bowl

Cream the butter, sugar and oil in a stand mixer fitted with the paddle attachment until light and fluffy. Add the eggs, one at a time, scraping down the sides of the bowl and beat until incorporated. Beat in the vanilla, vinegar and food coloring.

Add the flour mixture to the batter in 3 batches alternating with the buttermilk, mixing well after each addition. Divide the batter evenly between the prepared pans and bake for 30 to 40 minutes or until a wooden skewer inserted into the center comes out with a few moist crumbs. Cool on a baking rack for 15 minutes before removing the cake from the pans. Let cool completely before frosting. Slice each cake into 2 layers and frost.

Frosting:

Combine the cream, milk, vanilla bean and seeds in a small saucepan and bring to a simmer over medium-high heat. Remove the vanilla bean and discard. Add the flour and cook, whisking constantly, until thickened to a paste, about 2 minutes. Scrape into a bowl, cover and refrigerate until very cold, at least 2 hours.

Combine the butter and sugar in the bowl of a stand mixer fitted with the whisk attachment and beat until the mixture is very fluffy and the sugar is totally dissolved, about 6 minutes. Add the cold paste, a few tablespoons at a time to the butter mixture and whip until light and fluffy.

Frosting:

- 1/2 cup heavy cream
- 1 cup whole milk
- 1/2 vanilla bean, split and seeds scraped
- 7 tablespoons all-purpose flour
- 3 sticks unsalted butter, at room temperature
- 1 1/2 cups superfine sugar

