A Free Monthly Newsletter From Your Friends at DataSite

January 2012

# BITS and PIECES

datasite

## New Year's Resolutions You Say?

So it's that time of year again. Out with the old, in with the new, looking forward not backwards yadda, yadda yadda. Excuse my cynicism but for me the idea of making resolutions simply because the pages of a calendar turn seems bizarre. The root of my attitude in this regard is something a much wiser man than I said years ago. *"Good resolutions are simply checks that men draw on a bank where they have no account*".

What's perhaps even more bizarre is that despite my attitude about these cursed resolutions I make them year in, year out. More exercise, less weight. More reading, less television. More cheerful, less crabby (as if). The list goes on and with few exceptions all are abandoned by Valentine's Day when ironically I eat candy all day making me too full to work out at lunch. I'm too tired to take my wife out to dinner so we drive thru for dinner and end up watching television and end up going to bed in a bad mood.

Instead of bearing my soul further and boring you to tears I'll share some resolutions that our staff has come up with for our customers. Good hearted suggestions that strive to finish the sentence; *in a perfect world……*

- Contact Sue for web program training if you are not already using the program to place records storage orders.
- Web still too intimidating? Go to www.datasitenw.com/MyDatasite for the on-line box file request form
- Call DataSite to learn more about our shredding, records storage, or off-site data protection services.
- Prepare my VaultLink send off and leave a paper copy for the courier.
- Give DataSite the ultimate compliment by telling your friends and business associates about our services.
- As much notice as possible for pick-ups larger than 50 boxes.
- Learn about DataSite's residential drop off shredding options and locations.
- Use VaultLink more often to place special orders.
- Buy Jen shiny diamonds…. And shoes.
- Take more pictures with Foamy.
- Take advantage of DataSite's 30 day trial of a shred cabinet or tote!
- The first 5 people to send an e-mail to dheric@datasitenw.com get a $10 Starbucks card. (1 per customer)

**Thank you all for making 2012 the most successful year in the history of DataSite.**

***We couldn't have done it without you!!!***

## Thoughts From Dale Mitchell

Principal of DataSite

In the blink of an eye we've completed another 360 and find ourselves at the threshold of a fresh horizon. A completely untouched year is ready and waiting for us to make our mark. Sure, some of what happens is the result of chance but much of what occurs is truly in our own hands. It's riveting and daunting at the same time. It's so new!

Isn't it a kick to receive something super fresh? How about a warm loaf of bread from the bakery, or a chocolate chip cookie, still gooey? Not to mention the excitement that fresh Play Dough brings. Yes, Play Dough! Remember?

Who didn't love flipping the can over and watching the treasure plop out onto the table in a perfect, uniform cylinder? It was yours for the creating. Fresh Play Dough had its own distinctive scent, as well. One whiff and I'm sitting at the table creating alligators, squirrels and that certain something that nobody else could identify – including me. Lots of laughter and satisfaction housed within those plastic cups – oh, yeah, and the kids had fun, too. An example of how the smallest things can still bring us magnificent joy.

This month marks the fresh beginning of a new year. Delivered to us warm, full of hope, scents, dreams and promises; and yes, also tinged with the unknown, as well. One thing we *do* know is that our service to you will continue to be top-notch, and that our wishes for a year filled with happiness, laughter, and peace are heart-felt and sincere (with a couple figurative cans of fresh Play Dough tossed in for good measure!). May your most important dreams for 2012 be molded into your personal, spectacular reality!

Happy New Year!

Dale Mitchell

## Have A Question For Us?

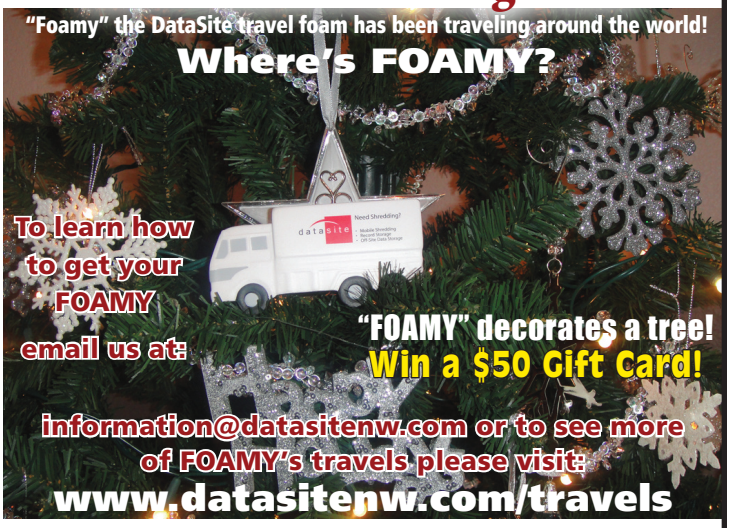
If you have a question related to off-site document storage, shredding, or media vaulting, please feel free to give us a call or send us an e-mail.

**425-455-1198 or info@datasitenw.com**

## Box/File Request Form is available on-line!

First 100 customers to use the on-line form in January will be entered into a drawing for a $100 Visa Bucks card. Go to www.datasitenw.com/MyDatasite and choose **Box File Request form**.
Just complete form and click the submit button at the bottom of the form.
Simple and potentially rewarding as that.

# The DataSite Traveling Foam




# Personal Record Retention Info

Is the file cabinet bulging with another year's worth of tax documents? Keeping every single bill, tax return, insurance info, medical paperwork, contract and even the warranty for that 15-year-old VCR you don't even own anymore? If you answered, "yes" to any of these questions, you are not alone.

Once a year you should go through your files and shred everything that is no longer needed. With this volume of shredding you should consider using a shredding service. A personal shredding service can save you from wasting a day burning up your personal shredder and is very affordable.

When it comes to personal records retention guidelines, there aren't any hard and fast rules but these are some basic guidelines for the retention of your personal records.

**Tax Returns.** The general rule for tax records is to retain them for seven years. When you file the new return shred the newly expired one. The IRS has 3 years to audit you from the date you file your taxes and it is up to you to have all of the backup information that went into the preparation of your returns.

**Bank Statements.** The only reason to keep bank statements is if you are thinking about applying for a mortgage and that would be a three-month history. Otherwise, the bank has all of your records if a need arises.

**ATM Receipts.** Keep these until you balance your bank statement and then shred them.

**Credit Card Statements.** It is recommended that you keep three months on hand.

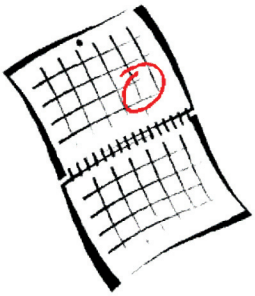
**Medical Insurance.** This includes your premium statements, doctor bills, prescriptions, hospital bills, etc. Keep these five years from the date of the service rendered.

**Home Insurance.** The minimum suggested is five years. However, if you think that you may have any issues in the future, save them ten years.

**Pay Stubs.** Many people save these but this is not a good idea, they contain everything an identity thief needs to open an account on one page.

# January Events

1 New Year's Day
2 National Thank God It's Monday Day
3 Drinking Straw Day
4 Trivia Day
5 Twelfth Night
7 International Programmers Day
8 Show-and-Tell Day at Work
9 National Clean Off Your Desk Day
10 United Nations Day
13 Blame Someone Else Day
14 Organize Your Home Day
15 Humanitarian Day
16 Martin Luther King, Jr Day
16 Religious Freedom Day
17 Kid Inventors Day
18 Thesaurus Day
19 Get to Know Your Customer Day
20 National Disc Jockey Day
21 National Hugging Day
22 Celebration of Life Day
23 Chinese New Year
24 Belly Laugh Day
25 A Room of One's Own Day
26 National Peanut Brittle Day
27 Fun at Work Day
28 National Kazoo Day
29 National Puzzle Day
30 Bubble Wrap Appreciation Day
31 Inspire Your Heart with the Arts Day



**Astrological Sign:**
Capricorn (Dec 23 - Jan 20)
& Aquarius (Jan 21 - Feb. 19)
Flower: Snowdrop
Birthstone: Garnet

2012

***January is also:***

Get Organized Month
International Creativity Month
International New Year's Resolution Month for Business

# By the Numbers: New Year's Resolutions

- About 45 percent of Americans make New Year's resolutions each year. Thirty-eight percent never make resolutions.

- Only eight percent of people are always successful in achieving their resolutions.

- Over 30 percent of resolutions are related to money and 38 percent are related to weight.

- After the first week, 75 percent of resolutions are still being kept. After six months, that is down to 46 percent.

- The older you get, the harder it is to keep your resolutions. About 40 percent of people in their twenties achieve their goals each year, while less than 15 percent of those over 50 do.

*Source: Opinion Corporation*

The material contained in this newsletter is for informational purposes only and is based upon sources believed to be reliable and authoritative; however, it has not been independently verified by us. This newsletter should not be construed as offering professional advice. For guidance on a specific matter, please consult a qualified professional.

Thanks for the morning pickup today, that really helped a lot. I just want to say that Kevin is great, and always SO helpful when he comes.

-Krystal

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Hi Sue,
Please express my thanks to Doug and his team for the fantastic work they did in transporting the boxes. Everything went off smoothly!

-Andrew

## Green Living

Many household contaminants are brought into your home on the bottom of your shoes. To reduce these harmful substances in your home, you should have good, durable mats at all entrances of your home. Encourage your children and guests to wipe their feet well before entering your home. You can also place cotton rugs inside your doors to collect dust from the outside. Don't forget the door to your garage as well. For even better protection, consider becoming a shoe-free household. You can set up an area near the entrance of your home for shoe storage.

## Travel Tip

If you lose a bag when flying, you should file your claim before leaving the airport. If the airline does not find your bag after 14 days, you will need to file a claim in writing. You only have about 21 days to file your claim, so it is best to do it as soon as possible after the 14 days have passed. If you miss the deadline, you will be out of luck, as the airline is not responsible if you don't file a written claim.

## Want to Win a $50 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 a $50 VISA Gift Card!

***At the end of this month we'll draw one lucky name.***

Here is this month's challenge:

**Riddle:** What is the longest word in the dictionary?

**Last Month's Answer to:** *What do you have in December that you don't have in any other month?*

THE LETTER 'D'

**Last Month's Winner:**

**STEVE MELHAFF**

WILBUR-ELLIS COMPANY

E-mail your answer(s) to "info@datasitenw.com."

## Taking a Closer Look at Your Teeth

Sophisticated dental technology has allowed dentists to take a closer look at your teeth—and they are finding more cavities than they ever did before. Small tooth abnormalities are called "microcavities." These small flaws in your teeth may or may not develop into cavities, but many dentists are now filling them routinely. This is considered a proactive strategy to prevent further decay.

But critics say that filling these microcavities is unnecessary, painful, and expensive. In fact, many of those opposed to this routine treatment say that this practice is driving up the overall cost of dental care, which could lead some people to avoid visiting the dentist for fear of the cost.

If you have a dentist who has identified a rash of small cavities after going years without needing a filling, be sure to discuss treatment options. A better approach may be to wait and watch. Examine the spots again in six months. If there is no change, it is probably fine to continue waiting and monitoring those areas.

## "Greener" Water

Heating water for home use is a big energy drain. To help reduce this energy consumption, wrap your water heater with an insulating cover. This can help keep as much as 1,000 pounds of carbon dioxide out of the environment. You should also wash as much as your laundry in cold water as possible. This saves up to 80 percent of the energy needed to clean your clothing.

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**January SPECIALS**

# *The Full-Nest Syndrome*

Anyone reaching middle-age can end up facing a double burden--the cost and time of raising young children and the care of aging parents. The squeeze many feel comes from being part of the so-called "sandwich generation," those who are working and caring for those family members at both ends of the generational spectrum. These caretakers may also find that they have adult children living at home. There is a continuing increase in the number of 25- to 34-year-olds living at home with their parents. All together, with this type of multigenerational living, this "full-nest" can present various challenges.

Living in one household with three generations can be a successful living arrangement, as long as issues are addressed and properly resolved. It is helpful to have regular family meetings to discuss conflicts or disagreements, rather than letting them simmer until they blow up. Communication and cooperation is vital to this type of living situation.

These types of families are especially prone to having the bulk of the day-to-day work falling to just one or two people. Having a plan for everyone to contribute to the functioning of the household is essential, and those who are inclined to carry the bulk of the load need to find ways to delegate some of that work to others who are able. Remember that you can't help others when you are tired or overworked. The primary caregiver in the family needs regular breaks and support. This can mean accepting help whenever it is offered, as well as taking time for yourself. It is also helpful to have a list of extended family members or friends who you can count on during those times when you feel overwhelmed or depressed.

Setting household rules is also helpful. Everyone will appreciate knowing what is acceptable and what is expected, without having to be asked each time. Remember that your family is an asset and everyone has special gifts that they can contribute. By working together as a team, your "full-nest" will succeed and encourage each member of the family.