

Happy New Year 2011

As an organization DataSite has never been big on New Years resolutions. Our industry is ever evolving and as many of our customers may notice we are constantly changing to better serve your needs. The ongoing roll-out of the new ActiveWeb software offers numerous advantages over the previous program. The benefits of the companion records center software are too numerous to list but suffice to say these new tools make DataSite more efficient and reduces our labor costs. A benefit we share with our customers in the form of stable rates.

One resolution we are making and would like to share with you is our aim of buying locally whenever possible. With the ongoing transition to a new facility including new office build outs, installation of custom racking systems and a new modular media vault we are engaging more and more with the local vendor community. It has long been our view that whenever possible working with fellow Puget Sound businesses is to our advantage. As we develop relationship the greatest fuel for growth, word of mouth ignites. In fact, most of our vendors are also customers!

I encourage you to consider the value of whenever possible working with local service providers. While national providers do contribute to the local economy in many ways the majority of their vendor relationships are with other national companies. Ultimately their money leaves the area. If you see any of the logo's below in your office environment give us call. Let us take a shot at your business in 2011.



We can take your blues away!



Happy New Year from DataSite

Thoughts From Dale Mitchell

Principal of DataSite

"The secret to a rich life is to have more beginnings than endings."—a quote by Dave Weinbaum

I don't know who he is, either, but he's on the money, don't you think? And seems to me that January is the ideal month to tackle something new. A perfect time to figuratively expand your horizons (as many of us have literally expanded our clothing size over the last month).



It's a great time to start a new hobby, take a class, volunteer at the local school or non-profit in your neighborhood. Hey, how about starting your own cable access show? Your imagination and interests are your only limits. Think about what your talents are and how you can use them in a different way than you are now.

Sure, this is the time of shorter days and longer nights; also a nifty time to put your dreams and ideas into plan and execute mode.

It's a good example for those around you as well. We are, whether we want to admit it or not, creatures who watch each other's actions and ponder whether we might want to consider trying something out of the box, as well. Why not?

Speaking of boxes, you know, of course, that we've got all of your data and storage needs taken care of and that we, too, are constantly on the look out for the most effective, secure and trustworthy systems out there; keeps us on our toes.

Speaking of toes . . . have you ever thought about taking up ballroom dancing? Me neither. But there are many other options out there. Regardless, we thank you for your patronage and wish you an invigorating, amazing and productive 2011!

Happy New Year!



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

Overstock sale on MAXWELL SUPER DLT'S!!! Only \$44 while supplies last.

STOP PAYING SHIPPING CHARGES!

We always offer **FREE DELIVERY** on all new tape orders!



ActiveWeb is here!

The exciting conversion to DataSite's new inventory management software is complete. We are excited to report that the conversion went very well. The DataSite team was supported by two representatives from our software partner who in part where on-site to address any potential conversion issues. The good news is their skills were largely applied to working with our staff to reinforce how the new system works.

To learn more about how to use the new **ActiveWeb** module take a moment and visit the **MyDataSite** page at www.datasitenw.com/MyDataSite

Available under the *Records Storage* link are several forms of tutorials for the ActiveWeb module. Choose from the web based Quick links, a Quickstart PDF or even a complete ActiveWeb manual.

To request training on the ActiveWeb software we encourage you to visit www.datasitenw.com/MyDataSite/records-training-request.html Choose from several options including scheduling a Go-To-Meeting phone appointment or even an office visit.

Please don't hesitate to contact the DataSite team at 206-529-1234 or at dbaops@datasitenw.com.

For the man or woman who has everything –
the gift of **Security!**

Shredding Gift Certificate	
To: Mr. and Mrs. Smith	Issued: December 1, 2010
Certificate Amount: 2 Totes of Shredding (2 Totes is about 14 standard records boxes, \$60 Value)	Certificate Number: 1001
	
Drop Off Locations	
9801 Aurora Ave N Seattle, WA 98103 206-529-1234	12000 NE 8th St Bellevue, WA 98005 425-455-1198
<small>www.datasitenw.com Not Redeemable For Cash</small>	

Purchase a gift certificate for 2 totes of shredding for the price of one! Offer expires March 31, 2011.

Winter Travel



Traveling by air during the winter months can lead to delays or problems due to weather. To ensure that you minimize your chances of getting stuck, try to get a non-stop flight. This way you eliminate your chance of missing connecting flights. If you must fly with a connection, give yourself enough time between flights to account for delays. Book your first leg as early in the morning as possible. This way, if your flight is delayed, you have more options for alternate flights without having to spend the night in an airport.

January Events

- 1 New Year's Day
- 1-7 Diet Resolution Week
- 2 National Motivation and Inspiration Day
- 2-8 Someday We'll Laugh About This Week
- 3 Fruitcake Toss Day
- 3-9 New Year's Resolutions Week
- 4 Trivia Day
- 6 Cuddle Up Day
- 7 I'm Not Going to Take It Anymore Day
- 8 Show-And-Tell Day at Work
- 9-15 Home Office Safety and Security Week
- 10 National Clean Off Your Desk Day
- 12 National Pharmacist Day
- 14 Dress Up Your Pet Day
- 15 National Hat Day
- 16 Religious Freedom Day
- 16-22 Healthy Weight Week
- 17 Martin Luther King, Jr. Day
- 18-25 Week of Christian Unity
- 20 Get to Know Your Customer Day
- 21 National Hugging Day
- 22 Celebration of Life Day
- 23 National Pie Day
- 24 National Compliment Day
- 24-28 Clean Out Your Inbox Week
- 26 Spouse's Day
- 27 Punch the Clock Day
- 28 Fun at Work Day
- 29 National Seed Swap Day
- 30 Inane Answering Message Day
- 31 Bubble Wrap Appreciation Day



Astrological Sign:

Capricorn (Dec 23 - Jan 20)
& Aquarius (Jan 21 - Feb. 19)
Flower: Snowdrop
Birthstone: Garnet
Full Moon: Jan 19



January is also:

- Celebration of Life Month
- Financial Wellness Month
- International New Year's Resolution Month for Business
- National Be On Purpose Month
- National Clean Up Your Computer Month
- National Get Organized Month

Twice the Amount Half the Time

When you are making a home cooked meal from scratch, plan to make double the amount you normally would. When you are finished with your meal preparation, pack up the second meal into freezer containers and place them in your freezer. You really are not doing much extra work by cooking both meals at the same time. This way you will have another great meal waiting for you to reheat on a busy day.

Quotations: Promises

Promises are the uniquely human way of ordering the future, making it predictable and reliable to the extent that this is humanly possible. – Hannah Arendt

Half the promises people say were never kept, were never made.
– Edgar Watson Howe

To promise not to do a thing is the surest way in the world to make a body want to go and do that very thing. – Mark Twain

Eating Better as You Age

As you get older, physiological changes can occur that can cause a decline in taste and smell. This can affect nutritional intake and general health. If food doesn't taste or smell appetizing, we are less likely to want to eat. This is especially true if your diet is limited because of the need to reduce salt, sugar, or fat intake.

To help overcome some of these limitations, look for foods that offer new flavors. You can also add additional seasonings to your favorite foods. There are many low-sodium seasoning options that use herbs to liven things up. Choose foods that are fresh and flavorful to begin with. Vegetables should be eaten when they are fresh and cooked by steaming to retain their flavor and texture.

But you do need to take care. While spicy foods can taste better, they can also sometimes cause digestive upset. Balance your need for more flavor with what your body can handle without any added discomfort.

This Day in History

January 15, 1943

The Pentagon was officially opened.

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 bird can be heard at mealtimes?

Last Month's Answer to: *Which reindeer knows Morse code?*

DASHER

Last Month's Winner:

ROGER HALL

IT MANAGER - PETROCARD

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

The DataSite Traveling Foam

"Foamy" the DataSite travel foam has been traveling around the world!

Where's FOAMY?

"Foamy" goes swimming
with turtles in the
Bahamas

Win a \$50 Gift Card!

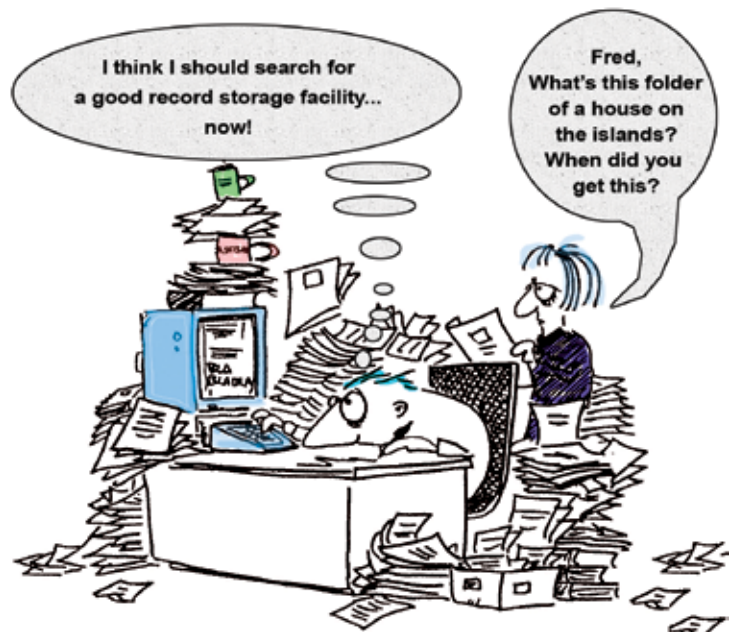
To learn how to get
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email us at:
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datasitenw.com or
to see more
of FOAMY's travels
please visit:

www.datasitenw.com/travels

Not the maker of plans and promises, but rather the one who offers faithful service in small matters. This is the person who is most likely to achieve what is good and lasting.

- Johann Wolfgang von Goethe



Still need training on the new **ActiveWeb** software?

Go to www.datasitenw.com/MyDataSite.

BITS *and* PIECES

is a free monthly newsletter
from your friends at DataSite
12000 NE 8th Street
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425-455-1198
www.datasitenw.com



What's Inside This Month?

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Learn What to Shred

The answer - see below.

To Shred or Not to Shred.

That is the Question.

Can someone legally dig through your trash looking for tasty credit card receipts, account numbers, or your social security number? The U.S. Supreme Court implies that the answer is yes. In the decision California vs. Greenwood, they stated that the "expectation of privacy in trash left for collection in an area accessible to the public... is unreasonable."

In other words, when you throw something in the trash, it is available to anyone willing to overlook the disgusting smells and textures of your trash can or dumpster.

What should you shred?

The easy answer - anything that has a signature, account number, social security number, or medical or legal information (plus credit offers).

- * Address labels from junk mail and magazines
- * ATM receipts
- * Bank statements
- * Birth certificate copies
- * Credit and charge card bills, carbon copies, summaries and receipts
- * Documents containing maiden name
(used by credit card companies for security reasons)
- * Documents with names, addresses, phone numbers or e-mail addresses
- * Documents relating to investments
- * Documents containing passwords or PIN numbers
- * Driver's licenses or items with a driver's license number
- * Employee pay stubs
- * Employment records
- * Expired passports and visas
- * Unlaminated identification cards
(college IDs, state IDs, employee ID badges, military IDs)
- * Legal documents
- * Investment, stock and property transactions
- * Items with a signature (leases, contracts, letters)
- * Luggage tags
- * Medical and dental records
- * Papers with a Social Security number
- * Pre-approved credit card applications
- * Receipts with checking account numbers
- * Report cards
- * Resumés or curriculum vitae
- * Tax forms