

Meet the Team ...

This month's profile is on one of our standout employees, Carl Cook. Carl was born and raised in North Seattle where he attended and graduated in Shorewood High School's first ever class. From there, he accepted a basketball scholarship to attend Edmonds CC and according to Carl, he dominated both on the court and in the classroom.



He then transferred to the University of Washington where he graduated with a degree in Accounting.

Carl has always enjoyed sports whether participating in them or getting everyone in the office to watch them together. Prior to joining DataSite, Carl owned and operated a website dedicated to sports that he started in 1990.

In 2004, Carl brought a wide variety of skills to DataSite and was hired as the Operations Manager for the Records Center Division. Carl's nickname is the "Rainman". He has an unbelievable and uncanny way of remembering numbers that only a scanner would appreciate. Carl is the person most responsible for making sure you get your correct files or boxes every time, on time. However the best part of the "Rainman" is that he has a fabulous sense of humor that makes him a great associate to work with. A day doesn't go by without Carl making everyone laugh and adding to their work enjoyment!

The DataSite Traveling Foam

"Foamy" the DataSite travel foam has been traveling in Europe, and we spotted Foamy in *Malmö, Sweden at the Turning Torso*. Where's Foamy? To learn more or to see more of Foamy's travels please visit:



www.datasitenw.com/travels

Foamy in Malmö, Sweden

Thoughts From Dale Mitchell

Principal of DataSite

Yikes! Everything was early last month . . . Daylight Saving time . . . Easter . . . National Noodle Month?! Where does that leave us for April? Spring Cleaning I guess!

Spring officially arrived on March 20th this year, and since then I've been making a mental checklist of spring cleaning tasks. I'm not exactly jumping up from my chair yet to tackle that checklist, but I'm already starting to feel the onset of that annual bug: spring fever. After the nasty bugs that went around this winter (uhm, is everyone sick of being sick yet?), the spring fever bug is one I don't mind catching.



Everything is new again and it makes me want to be part of it—to make my own space new again, maybe rearrange my office or a room in my home. It's usually about this time of year where I check in on my New Year's resolutions and hold myself accountable. Just how well am I holding to those promises I've made myself?

With spring comes the motivation to renew those promises and to tackle that spring cleaning checklist—to become part of all the newness. I like to make space, streamline, get organized. Time to move those old files to the recycling bin and clear away some of the clutter accumulated over the winter. It makes me feel good to open up my space and let the light fall on flat, uncluttered, surfaces.

It also makes me happy to be in a business where I help people share this clutter-free happiness with me. So what can I do other than offer my clients spring cleaning specials? Should you find yourself coming down with the spring cleaning bug, you may wish to accept our offers to help you along!

Happy Spring!

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

FREE Cleaning Tape

Purchase 20 or more new tapes in April/May and receive a FREE cleaning tape!



Disaster Recovery

Plan for it.

Do you have a retirement plan? Do you have a Disaster Recovery (DR) plan? Hint, if you don't have a DR plan, you might need a good retirement plan. Well, maybe we should lay off the heavy guilt perspective, but in all seriousness, think about it for a moment. A disaster recovery plan is as it sounds, a plan to help your company keep going after some sort of disaster compromises your ability to use or get to the systems you use to provide your service.

Many of you know Datasite provides media vaulting service. We store back up tapes for many of you. A DR plan outlines how you respond should you suffer an unplanned outage. Backing up your data is the first step, the next step involves securing that data in a secured vault outside your office (IE: Datasite ☺). The third step is filing a plan with your vaulting service so you can call in a DR event and activate your plan. Filing a plan is free. We can even help you evaluate a plan and test it.

A DR plan can be simple or elaborate... So can disasters. In the end, if you're responsible for managing your company information, be responsible about how to overcome a temporary loss of your systems. If an outage occurs, via a disgruntled employee, fire, virus, or even stolen equipment, your DR plan reduces the event to a headache. The real disaster is not having a plan.

We're here to help you manage your information through thick and thin. We have great experience helping customers recover from a variety of data losses, planned and unplanned. Give us a call or email us, we'll gladly furnish you a DR template, review your existing plan or update your account so we know how to help when needed. If you're not storing back up tapes off site, call us for a service quote. We'll help you protect your data, keep your recovery plan on file and relegate the term 'disaster' for some other guy who doesn't have a plan.

Dear DataSite. . .

OHHHHHHHHH, I love the shred truck!!!!
We have had a couple of "desk interventions"
the last couple of weeks and filled up
1 1/2 totes the first week and only a 1/4
this week, but I thank the shred truck
every time we have all this shred.
I LOVE YOU GUYS!!!

Shari Mahoney
Emerald Services

Earth Day - April 22nd

Man must feel the earth to know himself and recognize his values... God made life simple. It is man who complicates it.

- Charles A. Lindbergh

April Events

- 1—April Fools' Day
- 1-7—Laugh at Work Week
- 2—National Day of Hope
- 5—National Love Our Children Day
- 7—No Housework Day
- 9—National Former Prisoner of War Recognition Day
- 10—National D.A.R.E. Day
- 13—Thomas Jefferson Day
- 15—Income Tax Day
- 16—International Moment of Laughter Day
- 16—National Wear Your Pajamas to Work Day
- 17—National High Five Day
- 20-26—Administrative Professionals Week
- 21-27—International TV Turnoff Week
- 22—Earth Day
- 25—National Arbor Day
- 27-May 3—National Volunteer Week
- 30—National Honesty Day

April is also:

- Alcohol Awareness Month
- Cancer Control Month
- Celebrate Diversity Month
- International Customer Loyalty Month
- Jazz Appreciation Month
- National Child Abuse Prevention Month
- Stress Awareness Month

2008 Customer Survey

Winners

We would like to thank everyone who participated in our survey. Your feedback has been greatly appreciated.

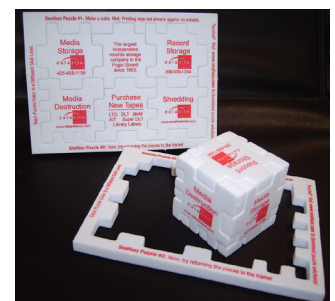
The winners received a Visa Gift Card worth \$100. Each person who participated in the survey received a DataSite Puzzle Cube, while supplies lasted!

The following three people were drawn in the raffle and won a \$100 Visa Gift Card!

Jennifer Johns, *Mercent Corporation*

Conceicao Swan, *Panasonic Avionics Corporation*

Susie Van Den Ameele, *NanoString Technologies*



Web Site of The Month

This web site provides candid, practical, and effective guidelines & techniques for keeping your personal life private. The techniques and guidelines on this web page cover many aspects of keeping information secret, keeping physical objects secret (hidden and secure), and keeping your activities private.



www.keepyoursecrets.com

Dear DataSite...

I really appreciate the great customer service and the ease of accessibility to our offsite storage. You are one of the best vendors I have to work with! Thank you!

*Jeanette Avila
Benaroya*

Want to Win a \$100 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 \$100 VISA Gift Card! At the end of this month we'll draw one lucky name. Here is this month's challenge:

April is Jazz Appreciation Month.

Test your musical knowledge with this jazzy trivia quiz.

Question: *Who is considered the "Father of the Blues"?*

Last Month's Answer:

The answer to last month's riddle about why some genius decided March 14th was henceforth "Pi Day:" The date is commonly written as 3-14. These are the first three digits of the mathematical number "Pi," which is usually rounded off to 3.14! Or maybe the dude just liked to sink his teeth into a mean slice of rhubarb . . . Pi????

Last Month's Winner:

ROBERT J BOETTCHER
INFORMATION TECHNOLOGY MANAGER
DEXIA REAL ESTATE CAPITAL MARKETS

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

Springtime Gardening

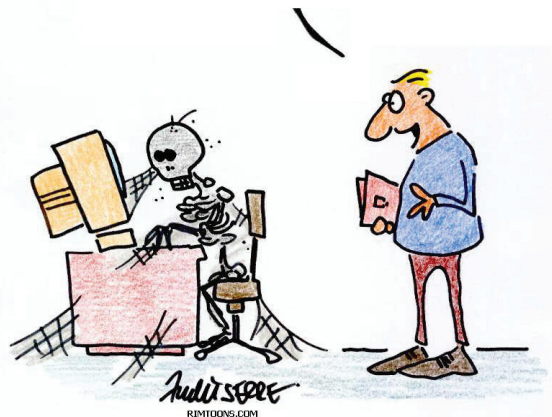
Gardening seems like a safe activity, but you might be surprised at the risk of injury you face when you work outdoors. With a few simple precautions, you can safely enjoy your gardening tasks and enjoy your beautiful landscape as well.

Don't take on more than you can handle. You might think the whole flower bed needs to be turned at once or all your bulbs need to be planted at the same time, but almost every garden task can be accomplished in small increments. Take plenty of breaks and be aware of any developing blisters, sore muscles, or heat exhaustion. Also don't forget to wear gloves, a hat, sunscreen, and insect repellent.

You can also help avoid injury by using the correct tools. Only use tools for their intended purpose and store them properly. If you are unsure of the correct way to use a tool or to operate a machine, check the instructions before using. All pesticides and other garden chemicals should only be used according to manufacturers' instructions. Always read the label and use personal protective gear. After using, wash your hands before eating or smoking.



**YOU CAN STOP
LOOKING. WE
FOUND THE FILES
DOWN IN THE
BASEMENT...**



**Try a Shred Cabinet or Tote FREE
for Thirty (30) Days!**

Call anytime in April and we'll set you up with a free thirty (30) day trial of a Shred Cabinet or Tote.

BITS *and* PIECES

is a free monthly newsletter
from your friends at DataSite
12000 NE 8th Street
Bellevue, WA 98005
425-455-1198
www.datasitenw.com



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Stay on Top of Identity Theft

Identify theft is one of the fastest growing crimes today. While there are many ways that these thieves can steal your personal information, often you don't even know that it has occurred until you try to get a loan or you receive a bill you did not expect.

There are some ways to detect if you might be a victim of identity theft. You should be aware of when your bills are due to arrive. If you don't receive a bill on time, you may have had your mail stolen. Victims sometimes will receive credit card or account statements that are not familiar or will receive calls or letters about purchases or accounts that they did not transact.

You may find out there is a problem when you try to buy a car, open a new credit card account, or apply for a mortgage. Hidden problems on your credit report may surface during these routine transactions, giving you a good indication that there is something amiss.

To help stay ahead of these serious financial issues, you should plan on getting a copy of your credit report each year. Federal law requires the three major credit reporting agencies--Equifax, Experian, and TransUnion--to give you a free report each year. To order your report, go to AnnualCreditReport.

com or call 877-322-8228. Go over your reports and look for accounts you do not recognize or any unpaid open accounts. You should also get in the habit of checking your credit card and bank statements each month. Any activity that is not familiar to you should be addressed immediately.

If you find unusual or unfamiliar activity on your credit report or financial statements, you'll need to report the erroneous information to the credit reporting agencies immediately. Request that a "Fraud Alert" notification be placed on your reports. You should also contact the creditors directly, letting them know that your account has been subject to fraud. Ask to close all fraudulent or tampered with accounts. If you call, be sure to follow up in writing, sending along copies of any supporting documents. Request that notification of the closure of the account be sent to you in writing as well.

This crime should be reported to the proper authorities. Call your local police department and report the identity theft. You can get a copy of the police report to send to your creditors. You should also report the crime to the Federal Trade Commission at ftc.gov/idtheft or by calling 877-ID-THEFT. The information you report is compiled and allows law enforcement officials to track and help prevent this crime in the future.