

Listen and Talk and DataSite Northwest *present:*



Document Shredding Event

Saturday, June 14, 2008; from 9am to Noon



Listen and Talk
8610 8th Ave NE
Seattle WA 98115
(Maple Leaf neighborhood)
Suggested Minimum Donation:
\$10/person

Protect yourself from identity theft! Bring your tax documents, credit information, medical records, etc. to be professionally shredded and recycled. For a suggested \$10 minimum donation, you can have up to five boxes be destroyed. No need to remove paper clips or staples! Items with hard metals such as 3 ring binders cannot be accepted. Boxes will be returned to the owners. Certificates of destruction will be available upon request.

All proceeds from the event will benefit Listen and Talk.

Listen and Talk is Western Washington's only exclusively auditory-verbal education program for children with hearing loss. Our mission is to teach children who are deaf and hard of hearing to listen and speak. Our services include: Parent-Infant Program, Blended Preschool and Pre-Kindergarten Classes, Individual Therapy Sessions, and Consultation Services. For more information visit: www.listentalk.org

Shredding services donated by DataSite Northwest.

For more information, contact Barbara Bandoli at (206)985-6646.

The DataSite Traveling Foam

"Foamy," the DataSite travel foam, has been traveling and found himself in Las Vegas at the Venetian. To learn more or to see more of Foamy's travels please visit:

www.datasitenw.com/travels



Foamy is at the Venetian in Las Vegas

Thoughts From Doug Jordan

Principal of DataSite

June is the month of Father's Day so that's what's been on my mind. I wonder how much of his fatherhood a man carries into other aspects of his life? I know I changed immediately when I became a father. I even began changing, just knowing, I was about to be one. It's not something I tried to do, it just happened. I became more attentive to my wife, and to the neighborhood children. There was no question of whether I wanted to be there when my child was born. Some sort of inner feeling just took over. As my child grew, I developed a new perspective and deeper understanding toward my own parents.

Not only did I change in relation to my immediate family, this new fatherly attitude seemed to spread out across the entire spectrum of my life—in my interactions with people, however seemingly insignificant, on a daily basis. I started holding the door for people more often . . .

I have also carried fatherhood into my work life. As my own business grew, and I grew to love it more, I began to see the father-child relationship play out there, too, as I nurtured and watched my business grow. Since my business grows only because of customers like you, it's my hope that I've also carried a fatherly love not only to my very first customers, but also to most recent ones. Here are some parallels I came up with.



- A father helps clean and organize. I hope to do that by allowing me to take your records offsite.
- A father gets things for you when you need them. Kind of like how we retrieve your files for you 24/7, isn't it?
- A father watches over things and helps you plan for the future. Hmmmm . . . can you say "Disaster Recovery?"

Of course *you're* a father, too, to all of *your* clients. But since it's Father's Day, just lay back in your hammock this June and allow us to serve you!

Happy June!

Doug Jordan

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

NEED NEW BACKUP TAPES? • LET DataSite Help!

- Free Delivery
- Library Labels
- Label Application
- Stock on Hand
- Competitive Pricing



Quantum

TDK

IBM

FUJI

EXABYTE



SONY

maxell

Happy Father's Day

In the late 1800's, a baby girl, Sonora Smart, was born. Unfortunately, her mother died giving birth to her. The usual practice was to send such a child off to relatives who would care for her. But Sonora's father, William, chose to keep her close to home, raising the little girl along with her five siblings alone on a farm in eastern Washington.

Sonora grew up and married, becoming Sonora Smart Dodd. One day in 1909, she was sitting in church listening to a Mother's Day sermon. Thinking that her father deserved the same recognition as any mother did, she began an effort to designate a special day for fathers. The first Father's Day observance was held the following year in Spokane, Washington. She chose the month of June, the month of her father's birthday.



Within 15 years, this custom had spread across the country. In 1924, **Calvin Coolidge**, on the left, issued the first presidential proclamation in support of Father's Day. President Richard Nixon made it a permanent designation in 1972. The third Sunday in June has become a National Day of Observance in honor of fathers everywhere. One woman's love for her father has inspired millions to honor their fathers as well.

Firing Up the Grill

Backyard barbecuing is a familiar American tradition. But before you fire up the grill, you will need a full tank of propane. If you purchased your propane tank more than two years ago, you may find that you have a hard time filling it in most states. New regulations state that propane tanks unequipped with overfill-protection devices (OPDs) cannot be filled by anyone. OPDs are placed on propane tanks to ensure that the tank is not filled to more than 80 percent capacity. The use of this safety device is designed to prevent accidents relating to overfilling a tank.

There are between 40 and 55 million 20-pound propane grill tanks in the United States, so chances are you might have an unequipped tank. In most cases, consumers can tell if a propane tank has an OPD valve by looking at the handle. If the handle is round or star-shaped, your cylinder may be outdated. Cylinders equipped with OPD have a triangular handle. You also will see the letters "OPD" on the valve handle.

What do you do if your tank is unequipped with the new valve? Most propane dealerships will outfit your tank with the valve for around \$25. You may also consider purchasing a new tank. In both of these cases, you will still need to pay the cost of filling your tank.

If you are looking for an even simpler solution, you can use a propane cylinder exchange service, such as Blue Rhino or Amerigas. Often located outside of home improvement centers, grocery stores, or convenience stores, these kiosks allow you to bring in your old tank for a new, filled cylinder. All of the tanks available through these services offer the new up-to-date valves. Generally the cost for these tanks is around \$20.

June Events

- 1 National Cancer Survivors Day
- 1-7 National Business Etiquette Week
- 2 National Leave the Office Earlier Day
- 5 World Environment Day
- 8 Race Unity Day
- 8-14 National Flag Week
- 13 Friday the Thirteenth
- 14 Flag Day
- 15 Father's Day
- 16-22 Meet a Mate Week
- 20 First Day of Summer
- 20 World Refugee Day
- 23 Let It Go Day
- 23 Public Service Day
- 26 National Handshake Day
- 27 National HIV Testing Day
- 28 Great American Backyard Campout
- 29 Special Recreation for Disabled Day

Astrological Sign:
Gemini (May 22 - Jun. 21) &
Cancer (Jun. 22 - Jul. 22)
Flower of the Month: Rose
Birthstone: Pearl
Full Moon: June 18

June is also:

- Adopt a Shelter Cat Month
- Children's Awareness Month
- Effective Communications Month
- National Rose Month
- National Safety Month
- Rebuild Your Life Month



The Witty Albert Einstein

Everyone knows that Albert Einstein was a genius. But who knew he was witty, too? Here are some of his more humorous quips:

- Gravitation cannot be held responsible for people falling in love.
- Things should be made as simple as possible, but not any simpler.
- Sometimes one pays most for the things one gets for nothing.
- If you are out to describe the truth, leave elegance to the tailor.
- An empty stomach is not a good political advisor.
- I never think of the future. It comes soon enough.

Hey Datasite!

BTW... Your newsletter is great! It's actually the only one that I read from our many vendors. After going thru yet another year of filing taxes I appreciated the insight on your documentation retention article.

- I wouldn't have thought of half of the things you mentioned in that article. I think you just saved me about 4 cubic feet of space in my home office!

Anyways, hats off to ya on your 15 years of excellent service!

Thanks,

Bryan Donohue

Costco Wholesale | Server Technologies -
Infrastructure Analyst

Organizing Tip

Do you cut out and keep articles from newspapers, magazines, and journals? If so, you've probably found that the amount of paper clutter you have keeps growing. Next time you are tempted to clip an article out, go to your computer instead. Look up the article on the Internet. When you find the electronic version, save the web page to your favorites folder. That way, you'll have the information at your fingertips, while avoiding an addition to the clutter on your desk.

Thoughts on Data Storage & Retrieval

It has often been said that we are currently living through an information revolution. The internet age has undoubtedly brought with it a massive increase in the volume of data being produced and stored worldwide, driven by an ever-increasing demand for communication networks and online information access.

For example Computing magazine reports that global information storage grew by about 30 per cent between 1999 and 2003, and that during 2002 about five exabytes of new, unique data was stored on print, film magnetic and optical storage.

Moreover when we examine the implications of this for individuals across the globe, the consequence is that almost 800Mb of recorded information is produced for each person on earth in a single year.

So given the massive growth of all this data, the question is: how can it be effectively managed? In particular, what kind of retrieval strategies should we adopt to ensure that we can find the right piece of information at the right time?

I just finished reading the May issue of Bits and Pieces. I have been using DataSite for over ten years now (every time I change jobs, I sign my new employer up with DataSite). I have always been very happy with your service. Bits and Pieces is an added bonus that you provide your customers. I enjoy the articles, the puzzles, the tips and websites you provide. This month's article on how to fly the flag answered some questions I've had for years. Keep up the good work.

Rebecca Bristor
Van Ness Feldman

Web Site of The Month

No matter what kind of shredder you use, using any kind of shredder is still better than not shredding at all. The Federal Trade Commission states, "To thwart a thief who may pick through your trash or recycling bins to capture your personal information, tear or shred your charge receipts, copies of credit applications, insurance forms, physician statements, bank statements, expired credit or charge cards that you're discarding, and credit offers you get in the mail."

You will find information on: Security • Recycling • Laws • History of Shredding • Resources • Glossary • FAQ

www.paper-shredder-info.com

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:

Question: *Give me food, and I will live; give me water, and I will die. What am I?*

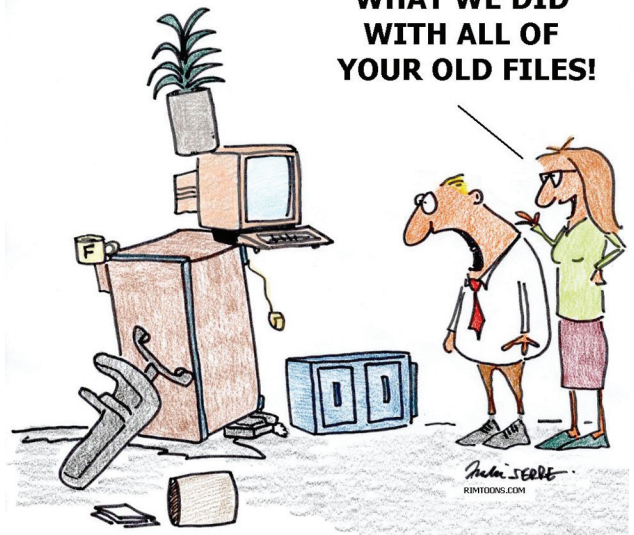
Last Month's Answer to: *Using all of the letters below, rearrange them to make a real word. - sialeinabt -*
banalities • insatiable

Last Month's Winner:

MICHAEL MYERS
MEDDATA

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

**YOU LIKE THE
NEW LOOK
OF YOUR OFFICE?
YOU SHOULD SEE
WHAT WE DID
WITH ALL OF
YOUR OLD FILES!**



\$10 OFF E-Cycling
Call anytime in June and receive \$10 off
your first e-cycling order of \$25 or more!

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



What's Inside This Month?

Document Shredding Event

Thoughts From Doug Jordan

Happy Father's Day

Firing Up the Grill

June Events

Thoughts on Data Storage & Retrieval

Want to Win a \$50 VISA Gift Card?

Web Site of The Month

June OFFERS!

Document Reconstruction vs Cross-Cut Shredding

Most savvy companies routinely shred hardcopy documents to keep sensitive and confidential information from falling into the wrong hands: identity thieves, corporate competitors, or just the generally unscrupulous. This practice increased in popularity as so-called "Dumpster diving" did!

A strong shredding practice is indeed a company's due diligence, and in many cases it's the law! Even companies that aren't considered to be dealing with sensitive information adopt shred policies as a matter of course. A sample policy is, "Any paper containing personal information such as, but not limited to, name, Social Security number, address, phone number, and/or other personal medical or financial information, must be shredded to protect the privacy of the persons involved prior to disposal."

Heck, you got a policy, you got a shredder: problem solved! Right? Wrong! Along with new technology come increase ease with which shredded documents can be reconstructed. If you're worried about the security of sensitive material, you should know a little bit about document shredding . . . and document reconstruction.

Shredders themselves come in two basic varieties, strip-cut and crosscut. A strip-cut shredder cuts the paper into strips ranging from a quarter-inch to a half-inch wide. Strip-cut machines are more popular because they are usually less expensive, tend to be quite durable and generally shred faster than crosscut models.

Then we have the good ol' cross-cut models. Rather than cutting paper into strips, crosscut shredders reduce it to, for all intents and purposes, confetti—measuring approximately one-quarter inch by 1.5 inches. Obviously this provides much more security than strip-cut machines. Putting the document back together would take hours. Putting even a small group of documents back together, if at all possible, would take days. Reconstructing hundreds of documents from a barrel full of cross-cut shredding would be simply impossible.

And as an added bonus, crosscut shredders cut documents in two directions, producing very small particles. Because the particles are so small, they are self-compacting, reducing overall bulk. Because of the smaller cuts, bags of crosscut shredded material occupy less space than those containing strip-cut remnants. Less space, less clutter, more efficiency!

SOURCE: Distilled and paraphrased from Computer Security: 20 Things Every Employee Should Know by Ben Rothke.