



Meet the Team

This month we are proud to feature Donell Clarke, Manager of our Document Storage operation. Donell has over 10 years experience in the industry with over 6 of those at Fort Docs. She joined us in 2002 having moved to Santa Rosa from the Chicago area to marry Russ Clarke.



Donell has played a critical role in the growth of our operation and in selecting, training and molding our team of document management professionals. Donell has that special ability to motivate her team using a combination of intelligence, compassion and a willingness to roll up her sleeves and get involved.

During Donell's tenure our operation has doubled in size more than once and she has handled all of it with grace and determination. We have moved to a new facility, opened our second facility, added new vehicles and new services but nothing seems to faze our document storage team. We could not ask for anything more.

Donell and her husband live in the Santa Rosa area with their 3 cats, a beautiful garden full of roses, her ladybug collection and a wonderful selection of wines. When not at home, Donell can be found out at the coast taking a walk and soaking in, sometimes literally, the fog, the view and the waves.

Thank you Donell for all that you do for Fort Docs, our customers and our employees. We all truly appreciate you.

Football Trivia

*The first Super Bowl ticket cost between \$6 and \$12 in 1967.
Today, prices range from \$600-\$700 face value.*

*The Dallas Cowboys have been to the Super Bowl eight times,
more than any other team.*

*The very first entertainer at a Super Bowl half time show
was Carol Channing in Super Bowl IV.*

Thoughts from John Becker

February has arrived, all the Christmas lights nicely pulled off the tree only to open them next year and ask, "Who tangled these when I wasn't looking?" We do seem to get our breaths back from the hustle and bustle of the holiday season.

A lot of us are just exhausted from the parties, family gatherings, turkey dinners, traffic, and all that comes with the holiday season. So I've decided that February should have a day of "peaceful relaxation." Hey, can we make that an official holiday?

I would dedicate the colors of sky blue, soft purple, light yellows, to promote "Peaceful Relaxation Day." We'd begin the day *without* alarm clocks or anything else that announces the ever-pending time frame of our lives. Instead of beep, beep, beep, we would wake to a softly playing classical aria, or perhaps a cradle of newly-hatched chicks.

On this day, no newscasts. We can relax from all that is going on in the world, for this important day is about nothing but relaxing and being in the moment. We rest our minds, we relax our bodies. Wow, wouldn't this be a great holiday for all? That's it—it's done. Ahem, "Friday, February 20th is Peaceful Relaxation Day!" I look forward to it.

Heck, let's make February the "month of ..."

I challenge you to make this month the Official Month of Peaceful Relaxation! Take deep breaths, be mindful of any body tension and relax immediately upon recognizing it. Speak softly, with peaceful words. Pass the art of peaceful relaxation to your friends, family, and co-workers.

If we could master this daily, we may have less doctor visits, fewer accidents, and our stress would melt away like snow in the spring.

Hey—Happy Peaceful Relaxation Month!

Maybe it's not an official holiday (yet), but if you read this ...maybe it is?



JOHN BECKER

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, or media vaulting, please feel free to give us a call or send us an email.

(707) 571-8313 or info@ftdocs.com

FREE File Box!

For every box of shredding you send us in February,
we'll give you a new file box FREE!



Ten Easy Ways to Say "I Love You"

1. If your sweetheart is a collector, look for an item that he or she is missing to complete the set. It might be the one album missing from his Beatles collection or a ballet figurine she always wanted.
2. If your honey has to work late, record the important sports event he missed or her favorite weekly show. Watch it together later with your favorite snacks.
3. Send a love note via email or tuck a handwritten note into a coat pocket.
4. Play hooky from work and spend the day together.
5. Cook together. Set the table with flowers, candles, and play some mood music for a romantic night in.
6. Rent the first movie you ever saw together, then watch it while eating the same food you had on your first date.
7. Make a CD of romantic songs you both love.
8. Place a single flower and a candy kiss on the pillow before bed.
9. Call your sweetheart when you know he or she isn't able to answer the phone. When the answering machine picks up, play a love song into the receiver.
10. Just before noon, go to your special someone's favorite lunch restaurant and buy his or her favorite meal. Deliver it yourself during the lunch hour and stay to enjoy the meal together.



Raising a Reader

It may be easy to teach a child to read, but it is more of a challenge to teach a child to be a reader. There is a difference between knowing how to read and being an avid reader. The love of books and reading lasts a lifetime. What are the best strategies for helping children see reading as a source of pleasure? Experts recommend the following ideas.

READ ALOUD

Reading to your child should start at birth. There is no age too young for children to begin to listen to stories. It increases their vocabulary and teaches a child to love reading. Even when children are able to read by themselves, parents should still read aloud to them. Choose a book that is one to two levels above their current reading level.

HAVE BOOKS AVAILABLE

Books should be part of everyday family life. Take weekly or bi-weekly trips to the library, visit used bookstores, and stock up on books at garage sales. Give books as gifts for birthdays and holidays. This not only offers your child a large selection of books to choose from at a moment's notice, but sends a strong message that you value reading.

BE A READER YOURSELF

A child who never sees a parent reading will not value reading. Your reading will also be an incentive to turn off the television. Experts agree that excessive television viewing hinders a child's achievement in school and leads to less reading time. If you do not enjoy reading books, subscribe to magazines and newspapers and make it a habit to read every day.



February Events

- 1 Super Bowl XLIII
- 1-7 Women's Heart Week
- 1-7 Publicity for Profit Week
- 2 Groundhog Day
- 2-6 International Networking Week**
- 6 Bubble Gum Day
- 6 National Wear Red Day
- 7-14 Congenital Heart Defect Awareness Week
- 8 World Marriage Day
- 8-14 National Children of Alcoholics Week
- 9 Lunar Eclipse
- 9-15 International Flirting Week
- 11 Be Electrific Day
- 11 Satisfied Staying Single Day
- 13 Blame Someone Else Day
- 14 Race Relations Day
- 14 Valentine's Day
- 16 Presidents' Day
- 17 World Human Spirit Day
- 20 Peaceful Relaxation Day**
- 22-28 National Eating Disorders Awareness Week
- 23-27 Read Me Week
- 24 Mardi Gras
- 25 Ash Wednesday
- 25 Inconvenience Yourself Day
- 28 National Tooth Fairy Day

**SUPER BOWL
XLIII**

Astrological Sign:

Aquarius (Jan 21-Feb 19)
& Pisces (Feb 20-Mar 20)
Flower: Violet
Birthstone: Amethyst
Full Moon: February 9

February is also:

- American Heart Month
- National Black History Month
- National Mend a Broken Heart Month
- National Time Management Month**
- Relationship Wellness Month
- Peaceful Relaxation Month



Home Tip

Remember that during the darker, colder days of winter, your houseplants will grow much slower. As a result, they need much less water than in the summer. In fact, too much water can kill them. You should also not fertilize your houseplants during the winter months, as this can unnaturally stimulate growth.

Monthly Riddle Is A Hit!

What started as just a fun idea for our newsletter has grown far beyond our wildest dreams. Each month's newsletters has had a riddle for our incredibly bright customers to tackle. With each month the number of respondents has increased.

Some of our clients are very creative in coming up with answers. We still have to call them "wrong" answers in the final analysis, but in some cases we'll give special kudos for exceptionally creative answer attempts!

Keep those responses and whacky guesses coming!

Website of the Month

Have you ever dreamed of leaving your ho-hum existence to go on an adventure in another country? The best way to experience another culture is to live there for a period of time, working, playing, and sightseeing. While student exchange programs have been available for students in college or university programs for years, older generations can now get in on the act! The best place to start is TransitionsAbroad.com. Here you will find information on international internships and jobs, au pair opportunities, summer jobs, travel service jobs, teaching English programs, and many volunteer opportunities, all in foreign countries. You'll also find tips on travel abroad, ways to live overseas, and how to find study programs. It is a world of information right at your fingertips.



TransitionsAbroad.com

Good ideas are common--what's uncommon are people who'll work hard enough to bring them about.

-- Ashleigh Brilliant

A woman awoke and told her husband she had dreamed that he had given her a diamond necklace for Valentine's Day.

"What do you think it means?" she asked.

"You'll know tonight," he said.

Later that evening, the man came home with a small package and gave it to his wife. Delighted, she opened it—to find a book entitled, "The Meaning of Dreams."

Win Lunch for FOUR at Mary's Pizza Shack!

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 mind bender:

Question: What should you be sure to keep after you give it?

Last Month's Answer to: What question can never truly be answered yes?

ARE YOU ASLEEP?

December's Winner:

RYAN GALLEGOS

SOUTHWEST COMMUNITY HEALTH CENTER

Email your answer to info@ftdocs.com

Get Your Money Fast

If you are expecting a refund on your federal taxes, you probably want your money as soon as possible. The IRS offers some options for filing your return that can have your refund in your bank account in as soon as two weeks. Last year, 73 million taxpayers used e-file to speed their tax return processing, almost seven percent more than the year before. This year, the IRS expects a record number of individual returns will be filed electronically.

Using e-file makes sense for taxpayers who have simple returns with the standard deductions. Others may choose to take the time to consult a tax professional to ensure the accuracy of their returns. If you do decide to use the speedier option, take some steps first to make sure you are filing your return properly.

First, be sure that you are actually getting a refund. Then you will need to get your paperwork in order—you'll need your W-2s and any other year-end statements. Once you've chosen to file using e-file, you can cut down your wait time for your refund by at least a week by choosing direct deposit of your refund. Last year, about 53 percent of all refunds were directly deposited.

The IRS offers the following time frames for receiving your refund:

Mail your return and opt for a paper check: 4-6 weeks

Mail your return and opt for direct deposit: 3-4 weeks

E-file and opt for a paper check: 3 weeks

E-file and opt for direct deposit: 2 weeks

To keep oneself safe does not mean to bury oneself.

Lucius Annaeus Seneca (4 BC-65)

Roman philosopher and playwright

...paper

.... and paper



First 3 Pickups FREE —
with a newly placed Shredding Console in February



BITS and PIECES

is a free monthly newsletter
from your friends at



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February OFFERS!

U.S. Paper Recycling Nears 50 Percent

Despite layoffs and mill closures, work shift cuts, lower profits and higher energy costs, one piece of good news emerged from the depressed wood and paper industry yesterday -- Americans are recycling more paper.

While that may be good news for environmentalists, it is even more significant for the forest products companies because the cost of fiber -- the raw material for paper and other products -- is much lower when the fiber is recycled, or "recovered," than when it is "virgin," or straight from the tree.

The recovery rate rose to 48% last year from 45% in 1999. That means nearly half of all paper produced in the United States is now collected for recycling.

This translates to Americans recycling 49.4 million tons of the paper and cardboard consumed in the United States, a 5.6% increase over 1999.

Breaking it down into paper types, newspaper recycling last year reached a high of 71% from 68% the year before, while the amount of recovered corrugated cardboard used in packaging rose from 61% to 75%.

So-called mixed paper, which comprises office paper and magazines, was up 11% from 1999 with a recovery rate of about 37%.

Listing several factors such as taxation, the strength of the dollar and spiraling energy costs that have hurt the industry in the last few years, single out the cost of the raw material.

By far and away the biggest cost in making a profit, be it a paper or a wood product, is the fiber cost. It's the number one competitiveness problem we have.

This recycling is not a public relations thing. That's nice, but it's a way of increasing fiber in our mills.

