



September
2011

BITS *and* PIECES

Renter's Insurance

Take a look around you. Everything you see has value, and you could be vulnerable if you don't have insurance. Many renters think that their possessions are covered by their landlord's policy. But your landlord's policy typically only covers the structure and any liabilities the owner would face. Your possessions are not covered under this type of policy.

Why Do You Need Insurance?

You may think your possessions aren't valuable enough to insure, but add up the cost of replacing everything you have. It is a significant amount of money. If you do not have enough savings to cover these expenses all at once, you need renter's insurance. Many policies also provide personal liability coverage, protecting you in the event that someone is injured at your home.

Isn't It Expensive?

Renter's insurance can cost as little as \$15.00 a month. It all depends on how much coverage you want and where you live. Considering that you have no control over circumstances like fire, water damage, or burglary, this is a wise investment and gives you peace of mind.

Where Do I Get Renter's Insurance?

Almost all insurance agents that sell homeowner's insurance also sell renter's insurance. Call several for quotes and choose the one that seems the most comprehensive and affordable for you. If you are interested in buying renter's insurance online, search for renter's insurance and you will find many companies willing to give you quotes by email. One company specializes in renter's insurance with a low deductible and the ability to purchase your policy online. Go to renterscoverage.com for more information.

Traveling Pets

Many cats and dogs do not travel well in cars. If your pet is sensitive to car travel, talk to your vet about the use of sedatives or travel-sickness medication. You should not give your pet any medication without checking with your vet first to find out if it is appropriate and to get the correct dosage. If your pet does get sick easily, try to plan shorter travel days with lots of rest time during the trip.



Thoughts from Michael Sullivan

President of Automated Records

Here we are already tapping on September's screen door. Every September, rain or shine, I find myself pondering about what happened to June, July & August; as if I misplaced them in my sock drawer. Of course they're not there – but maybe the closet?

Yes, we have Labor Day to ease us into the next season that "fall"ows summer. Little seasonal humor. Couldn't resist. Anyway, the point is we get that luxurious extra day off...only to hear people start talking about school, Halloween and (gasp!) the holiday season. Argh!

Why, we haven't even celebrated that incredible September 19th event: International Talk Like a Pirate Day! We cannot let that day pass without an "argh" a "matey" a parrot clutching our shoulder and/or a Johnny Depp movie marathon! If pirates don't float your boat (so to gawk) perhaps September 21 will: it is the International Day of Peace.

You have to admit, nobody can deny the merits of that event. We need to highlight it on our calendars and try and remember to literally spread the peace. How? Well, does a co-worker have your number? Does he or she know precisely what to do to push your buttons? Think peace. Don't let them get you riled.

Just flash them the good ol' peace sign and grin. Watch their reaction. Are they taken aback? Are they mirroring your peace sign? Do they look like they're sure you've been in the storeroom too long and lost all your "paper clips"? Probably. But, think how groovy you will feel!

Okay, we'll quit groovin' and head back to 2011. Our sophisticated data storage options and security measures, which we proudly serve you with each and every day, are proof that it's not 1972 anymore. We appreciate you! Can you dig it?

Here's to dynamite September!

Congratulations to
THE KEYSTONE LITTLE LEAGUE ALL STARS!
Your march through the Little League World Series
was FANtastic!!!

ON SITE MOBILE SHREDDING:

We'll shred your first 1,000 lbs FREE and provide you and your staff, a 25 minute executive briefing about what to shred and why. The latest legislation requires you to destroy private information prior to disposal. However, you must call us before September 30th to qualify.

**My Dad's
the greatest
"WIZARD
of ALL"!**



Preventing Elder Abuse

The U.S. General Accounting Office published a report on the state of our country's nursing homes. It found that sixteen percent of nursing homes had serious quality problems, which was a decrease from the previous year. The trend downward is good, but this still represents a significant problem in the nursing home industry.

Elder abuse is defined as physical abuse, neglect, financial abuse, abandonment, isolation, or any other treatment that might cause physical or mental pain or suffering directed towards any person aged 65 or older. If your elderly parent is not under your direct care, you should be aware of the signs of elder abuse. These include bruises, scratches, cuts, or other injuries. The use of physical restraints should be carefully examined, as well as indicators such as poor hygiene, unexplained weight loss, bedsores, or falls. Emotional signals can be fear, helplessness, strange stories, withdrawal, confusion, anxiety, or depression.

If your parent is in a care facility, pay close attention to staffing levels and the treatment of other seniors. It is a good idea to visit during various times of the week and day. You have the right to ask to review medical records. You can insist on a personalized and practical plan for care. Many nursing home facilities have residents' or family councils. Join one or start one if there isn't such a group operating. Above all, the key is to stay connected to your parent by visiting frequently or establishing a network of family and friends that make contact with your parent often.

Have A Question For Us?

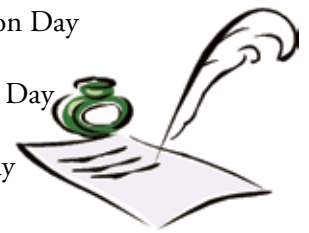
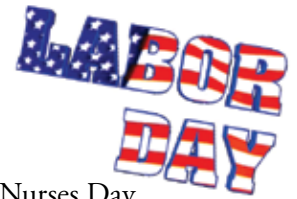
We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, imaging, or media vaulting, please feel free to give us a call or send us an email.

814-238-6874

support@automatedrecords.com

September Events

- 1 National No Rhyme Nor Reason Day
- 4 Newspaper Carrier Day
- 6 Fight Procrastination Day
- 5 Be Late for Something Day
- 5 Labor Day
- 6 Another Look Unlimited Day
- 8 Pediatric Hematology/Oncology Nurses Day
- 8 International Literacy Day
- 9 Wonderful Weirdos Day
- 10 Swap Ideas Day
- 11 National Grandparents' Day
- 11 Patriot Day
- 12 National Boss/Employee Exchange Day
- 13 National Celiac Awareness Day
- 15 International Day of Democracy
- 16 Constitution Day
- 16 National POW/MIA Recognition Day
- 17 Citizenship Day
- 19 National Woman Road Warrior Day
- 21 International Day of Peace
- 22 American Business Women's Day
- 22 Dear Diary Day
- 23 Hug a Vegetarian Day
- 23 Love Note Day
- 23 Family Health and Fitness Day
- 24 National Hunting and Fishing Day
- 24 Responsible Dog Ownership Day
- 25 Gold Star Mother's Day
- 26 World Maritime Day
- 27 Ancestor Appreciation Day
- 27 World Tourism Day
- 28 National Women's Health and Fitness Day



Astrological Sign:

Virgo (Aug 22-Sept 23) &
Libra (Sept 24-Oct.23)
Flower: Aster
Birthstone: Sapphire

September is also:

- International Self-Awareness Month
- International Strategic Thinking Month
- Library Card Sign-Up Month
- Mold Awareness Month

Automated Records Centre is now on **FACEBOOK-**

If you become a fan, your name will be entered in a drawing to win a **\$25 Starbucks Gift Card.**

Simply let us know your name and company.



**St. Patrick's Day is only
130 days away!**

First Aid Tidbit

You can make a compact first aid kit by starting with an empty baby wipes container. This plastic box is the perfect size to store essentials such as bandages, sterile gauze pads, adhesive tape, scissors, and antibiotic ointment. You can also add some burn cream, small bottles of pain reliever, tweezers, anesthetic spray, and some rubber gloves. Keeping it all in the wipes container means that you will have everything ready whenever you need it.

Flavor and Health

There is a world of variety in oils beyond canola and olive oils. On your grocery shelves, you can find varieties of oils including pumpkin seed, walnut, grapeseed, avocado, hazelnut, and pine nut. These oils can impart a unique flavor to your dishes. Use them to sauté fish, meats, or vegetables. They also bring additional nutritional elements to your food. Some of these special oils, especially those that are plant-derived, offer increased immunity protection and can lower levels of LDL cholesterol.

Ask about our secure new onsite mobile shredding service

ShredPLUS

Win \$50 Gift Card to Alto Italian Restaurant!

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 this month we'll draw one lucky name.

Here is this month's mindbender.

Riddle: If it has a quart capacity, how many pennies can you put into an empty piggy bank?

Last Month's Answer to:

Arnold Schwarzenegger has a big one, Micheal J Fox has a small one, Madonna doesn't have one, The Pope has one but he never uses it, Bill Clinton has one and he uses it all the time! -- What is it?...

SURNAME

Last Month's Winner:

SCOTT BLAIR

Shaner Hotel Group

Congratulations!

Email your answer to:

<http://automatedrecords.com/riddle-answer.html>

Back to School

Are you looking for a change? It may be time to head back to school. To decide if college is right for you, take these points into consideration.

TAKE A TEST

Many colleges offer career placement tests to help you discover your talents and interests. One test you may be able to skip, however, is the SAT. Many colleges have modified their admissions criteria and offer alternative admissions tests.

LOOK AROUND

Many colleges offer programs specifically designed for working adults. You may find that you only need to attend classes one or two nights a week. Some colleges offer on-site, low-cost day care and other services for parents. You also may be able to take some of your classes by email, video, or Internet.

SAVE A BUCK OR TWO

Scholarships and federal grants are designed to help you afford an education and they don't have any age restrictions. Get information on all the programs you qualify for from the student financial services office. You can also contact the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID or studentaid.ed.gov for more information on government student aid programs.



HARD DRIVE DESTRUCTION:
SPECIAL PRICING ON THE DESTRUCTION OF YOUR HARD DRIVES.
CALL US FOR DETAILS!

BITS and PIECES
is a free monthly newsletter
from your friends at
Automated Record Centre
301 Rolling Ridge Drive
Bellefonte, PA 16823
Tel: 814-238-6874
www.automatedrecords.com



What's Inside This Month?

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September SPECIALS

Getting It All Done

Do you find yourself constantly putting things off? You are not alone! September 6th is Fight Procrastination Day. Everyone suffers from procrastination at one time or another. For some, it is an ongoing battle. There are ways, however, to jump-start your to do list.

BREAK TASKS DOWN INTO SMALL TASKS.

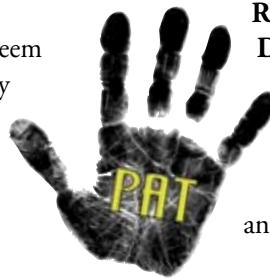
Saying you need to organize your kitchen cabinets can seem like a huge job, but organizing just your silverware drawer may not be so bad. For every big job, make a list of all the parts that need to be done and tackle them one by one. Pretty soon, your big job will be completed without feeling so big.

KNOW YOUR WEAKNESSES.

Take a moment to think about your worst source of procrastination. Is it doing the laundry, making sales calls, planning for dinner? Make this job your number one priority of the day. By accomplishing this task first, you will free yourself up to move forward without it hanging over your head.

DO YOU HAVE 15 MINUTES TO SPARE?

Even in the busiest schedule, most people can find 15 minutes a day. Budget this short time to tackling a project that you've really wanted to get done, but never seem to get to. It seems like a short time, but it is amazing what can be accomplished in this short time. You may find that you spend even longer working on your project once you get started.



REWARD YOURSELF FOR A JOB WELL DONE.

Plan something nice for yourself--a movie, a special meal, a weekend away--but only do this if the project you've been putting off gets done. Share your goals with someone close to you and you will get encouragement along the way.

CURE THE PROBLEM.

Recognize that while procrastination may be caused by simple laziness or boredom, often it is a sense of fear that keeps us from getting started. You may also feel overwhelmed or stressed in general. Take some time to examine whether eliminating some other tasks might help you feel less pressured. If it is fear that is stopping you, working through that anxiety first will help you prepare to get the job done. Most importantly, be ready to admit if the job you are trying to accomplish is really necessary after all. You may find that it is something you'd like to get done, but that doesn't really need to be finished. Giving yourself a break may be the best way to get motivated in the long run, as you will be doing projects when you are more interested in them.



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