



Electronic Document and Records Management Systems

USIS | LABAT has been a leader in the rapidly evolving field of document and records management for more than 20 years. We have helped customers identify, implement, maintain, modify, and excel in solutions that meet the burgeoning demands for efficient document and records management by applying cost-effective, state-of-the-art technologies and techniques.

USIS | LABAT's expertise includes in-depth working knowledge of federal requirements for information management, including:

- » National Archives and Records Administration (NARA) and General Services Administration (GSA) regulations
- » Paperwork Reduction Act (PRA)
- » Government Paperwork Elimination Act (GPEA)
- » Section 508 of the Rehabilitation Act for accessibility

USIS | LABAT brings experience in more than 100 records and information management programs at numerous federal agencies. Based on sound business practices, records management principles, and technical requirements, our services and solutions are tailored to each client's individual needs, level of complexity, and budget.

Snapshot of USIS | LABAT projects

U.S. Nuclear Regulatory Commission • ADAMS Support

USIS | LABAT conducted a high-level, post-implementation assessment to address issues affecting the efficacy of the Nuclear Regulatory Commission's (NRC's) Agencywide Documents Access and Management System (ADAMS) and to identify new business needs and functional requirements.

USIS | LABAT Strategy & Solutions:

- » Evaluated the performance of ADAMS based on the original functional requirements and the concept of operation.
- » Examined the existing technical architecture environment (hardware, network configuration, software, etc.) and its effect on the newly transformed system.
- » Provided recommendations in a Document Management Technology Study and a high-level briefing to the NRC Chief Information Officer based on evaluations, end-user interviews, architectural review, and knowledge of available technology.

Results:

- » This effort led to the successful transformation of conventional business processes for document processing into an integrated, state-of-the-art e-business solution.
- » USIS | LABAT is currently working to assist the NRC, Office of the Chief Information Officer (OCIO) in an audit of the records contained in ADAMS to:
 1. verify compliance with plan business rules for entering documents into ADAMS, and
 2. ensure completeness of ADAMS records.

Our GSA Service Schedules...

Assessment, Implementation, and Management Services
Technical Specialty Services

GSA Office, Imaging and Document Solutions

Contract #GS-25F-0028L

GSA IT Services Schedule

Contract #GS-35F-04813G

GSA MOBIS

Contract #GS-23F-8169H

DOJ Litigation Support

Contract #DJJ07-C-1522

USIS | LABAT Solutions

- » Business Process Re-engineering (BPR)
- » Call / Help Desk Center Support
- » Call Management Systems for Call Centers
- » Comprehensive Administration Support
- » Cost Benefit Analysis
- » Database Development, Integration, and Management
- » Data Storage / Warehousing
- » Document and Records Management
- » E-forms Development and Customization Using XML and HTML
- » Electronic Conversion of Information
- » Electronic Document Management Systems
- » Electronic Records Management Systems
- » Electronic Workflow
- » Enterprise Resource Planning
- » Hardware Installation and Maintenance
- » Imaging and Coding/Indexing
- » IT Accessibility
- » Library Support
- » Litigation Support
- » Local Area Networks (LANs) and Wide Area Networks (WANs)
- » Logistics/Assets Management
- » Meeting Facilitation and Support
- » Policy and Procedure Development
- » Process Automation
- » Procurement Development
- » Program Management
- » Risk Assessments
- » Secure Electronic Information Exchange Solutions (e.g., Public Key Infrastructure [PKI], Digital Signatures)
- » Software Applications Development
- » System Evaluation/Performance Testing
- » Systems Engineering Support
- » Technology Functional Needs Assessment
- » Web Development and Support

USIS | LABAT is a recipient of an InfoWorld TOP 100 Innovative Information Technical Project award!

U.S. Equal Employment Opportunity Commission (EEOC) - GPEA Compliance Support

Using the technical and business process requirements identified and documented in earlier phases of the project, USIS | LABAT assisted the EEOC with the selection of IT solutions that exceeded the EEOC's current needs for electronic document management and also met the EEOC's future requirements.

USIS | LABAT Strategy & Solutions:

- » Evaluated the hardware and software options (e.g., document management, document scanning, and secure electronic filing) to determine development/implementation issues, user-friendliness, scalability, reliability, cost-effectiveness, and maintainability.
- » Reviewed several commercial off-the-shelf (COTS) solutions and coordinated several Document Management System (DMS) demonstrations, including those systems currently installed at many federal locations, as well as multiple, direct vendor demonstrations.
- » Developed a DMS Market Study and Evaluation Report and created an Electronic Document Management Requirements Questionnaire that was distributed to DMS vendors for a proof-of-concept quote for a pilot program, as well as an expanded EEOC enterprisewide solution.
- » Using the responses from the DMS vendors, the DMS Market Study and Evaluation Report was updated, including the additional data showing the total cost of ownership, as well as product recommendations.

Results:

- » USIS | LABAT is providing technical leadership in support of the implementation of an enterprisewide DMS and has prepared a technical architecture plan and presented recommendations to the EEOC DMS Architecture Group in facilitated meetings.
- » After defining the EEOC enterprise architecture, our staff identified design issues, proposed alternatives, and prepared and conducted a presentation of DMS technical architecture centralized and decentralized solutions.
- » A final DMS architecture has been completed, along with the required software specifications, and Phase 1 is currently being implemented.

Call us today to learn more about the value-added information management systems, including Electronic Document and Records Management Systems, from USIS | LABAT.

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