



Bridging the paper to digital divide

CAPABILITIES STATEMENT

Document Management and Digitization Services

CORE COMPETENCIES

ORGANIZE

- Transforming chaotic documents into orderly digital libraries
- Document review services to apply retention schedules and remove duplicates

DIGITIZE

- Digitization of analog documents (Office Records, Photographs, Drawings, Microfilm/fiche)
- High-Speed Bulk Scanning
- On-site/Off-site Digitization Services

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- Digital file management and data re-structuring
- Indexing/metadata capture using manual and automated processes
- M-23-07, NARA Electronic Records Compliance
- AI automation

MANAGE

- User-friendly digital library of documents
- Cloud-based Document Management Systems
- Ongoing library management services
- Data migration services

DIFFERENTIATORS

- Emphasis on the organization of documents- both electronic and paper
- Removal of duplicates/superseded/documents beyond their retention prior to digitization, saving up to 50% in scanning costs
- Customized databases
- Ongoing library management services to keep systems current and accurate
- Ability to merge documents from different silos into one location
- Complex indexing and metadata capture using information technology experts and automated tools such as artificial intelligence (AI) and computer learning tools
- Customized AI model for improved data capture and workflow
- Full turn-key data migration into document management systems
- Fantastic customer service and continual support
- Large warehouse to store millions of documents
- High-speed IBML scanning capabilities

CONTACT INFORMATION

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ORGANIZE
DIGITIZE
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DOCUMENT
MANAGEMENT



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CLIENT LIST

Document Management and Digitization Services

FEDERAL

American Battle Monuments Commission
Board of Governors of the Federal Reserve
Federal Bureau of Prisons
Federal Housing Finance Agency
NASA
National Gallery of Art
National Institute of Health
National Park Service
Natural Resources Defense Council
Smithsonian Institution
U. S. Coast Guard
U. S. Department of Energy
U. S. Geological Survey
U. S. Navy
U. S. Department of Justice
U. S. House of Representatives
U. S. Department of Agriculture
Veterans Affairs
York Housing Authority

STATE/LOCAL

Anne Arundel County, MD
Baltimore County Public Schools
City of Baltimore
D.C. Dept. of Youth Rehabilitation Services
Darien Public Schools
Elizabeth River Crossings
City of Annapolis
King and Queen County
Maryland Dept. of Transportation
Maryland Port Administration
Prince George's County
Prince George's County Public Schools
Prince Williams County Public Schools
Queen Anne's County
County of Potter, PA

HIGHER ED

Arizona Western College
Auburn University
Bowie State University
Cabrini University
Carnegie Mellon University
Colgate University
Delaware State University
Elizabeth City State University
Fayetteville State University
Georgetown University
Georgia College and State University
Goucher College
Howard Community College
Johns Hopkins University
McDaniel College
National Cathedral School
Towson University
University of Maryland Baltimore County
University of Southern Mississippi
Research Triangle Institute International
University of the District of Columbia
Washington School of Psychiatry

NON-PROFIT

American Bar Association
American Board of Internal Medicine
American Psychological Association
Andrew McDonough B+ Foundation
Archdiocese for the Military Services
Archdiocese of St Louis
B & C Trust Funds
B+ Foundation
Bernese Mountain Dog Club of America
C-Quest Capital
DC Bar
Delaware Historical Society
Diocese of San Jose
Freedom Forum
Friends of Whipps Cemetery
Holy Trinity Catholic Church
Masons of Maryland
National Assoc. of Federal Veterinarians
PhRMA Foundation
Society for Human Resource Management
Society for Science and the Public
South Asian Americans Leading Together

HEALTHCARE

Capital Women's Care
Centra Health
Charleston Area Medical Center
Chesapeake Home Health Care
Crothall Healthcare
Frederick Health
Hospital of the University of Pennsylvania
Johns Hopkins Health System
Keswick Multicare Center
Luminis Health
Matrix Medical Network
MedStar Health
Medxcel Facilities - St. Agnes Hospital
Mercy Medical Center
On Our Own of Maryland, Inc
SUNY Downstate Medical Center
United Medical Center
University of Maryland Medical System

PRIVATE SECTOR

CBRE Building Engineering
College Park Energy, LLC
Cross Keys Village
Cushman and Wakefield
Enwave Energy
Geico
Johnson Controls
Jones Lang LaSalle
Lockheed Martin
Merritt Companies
Netflix, Inc.
Trident BMC
VIAS WINE IMPORTS LTD.
Vicinity Energy
Washington Golf and Country Club



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