Modernizing Records Management and Document Imaging Support

HOW TO MAKE RECORDS DIGITAL, FINDABLE, AND USABLE… FROM CHAOS TO INSIGHT

At Access Sciences, our records management program is more than just a storage solution. It is a broader strategic initiative that ensures legal compliance, mitigates risks, facilitates information access and retrieval, enables knowledge management, optimizes costs and space, improves organizational efficiency and collaboration, and supports long-term preservation.

According to a survey conducted by AIIM (Association for Information and Image Management), organizations reported that inefficient information management practices cost them an average of $9.7 million per year. The tangible financial impact of poor records management emphasizes the need for operational efficiency in managing organizational information. By implementing effective records management practices, organizations can significantly reduce costs associated with inefficiencies, improve productivity, and allocate resources more effectively.

CHAOS CAN OCCUR AT ANY STAGE OF THE RECORDS MANAGEMENT LIFECYCLE

Common factors that contribute to inefficient records management include:

• **Lack of clear policies and procedures**: Without well-defined guidelines for how information should be captured, organized, stored, and retrieved, employees may resort to inconsistent or ad-hoc approaches, leading to confusion, duplication, and difficulties in locating information.

• **Siloed information systems**: In organizations where different departments or teams maintain separate information systems or databases, it can be challenging to access and integrate information effectively. Siloed systems hinder collaboration, result in redundant data entry.

• **Lack of metadata and indexing**: Without accurate and consistent metadata, finding and retrieving specific records becomes time-consuming and error-prone

• **Lack of technology and automation:** The absence of tools for document scanning, optical character recognition (OCR), or workflow automation can further hinder streamlined information management processes.

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WHAT WE DO

MANAGE YOUR INFORMATION AS A STRATEGIC ASSET

Access Sciences builds records management programs to be sustainable and adaptable over the long term, enabling compliance while supporting operations. Records management is focused on what you must do to protect and manage records throughout their lifecycle. It is based on legal and regulatory requirements and has rigorous standards for compliance.

Information management builds on records management and other document management activities to create a comprehensive system of policies, processes, and tools designed to control and maintain information, so that its value can be leveraged throughout its useful life.

RECORDS MANAGEMENT OPERATION SERVICES

- Records Management Program System Assessment and Recommendations
- ECRM System Requirements and Analysis, Vendor Selection, System Deployment, API Development, Workflow and Support
- Retention Schedule Development and Refresh
- Enterprise Taxonomy Strategy Development
- Records Center Operations and Governance: Document Lifecycle Management, Policy and Procedure Development, Training and Communications, Compliance and Risk Mitigation
- Organizational Change Management
- Imaging Operations: Indexing and Metadata, Quality Assurance, Migration and Conversion

USE CASE - LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY (LDEQ)

REVOLUTIONIZE PUBLIC FACING ACCESS TO INFORMATION

By developing an innovative public records portal, Access Sciences addresses this challenge to modernize LDEQ's public information response process and empower state agency users to find and act on records with little or no intervention. **Learn more.**

LDEQ's EDMS
Statistically Speaking

- 7.5+ million available documents
- 6,000+monthly users
- 29,000+monthly portal sessions
- 288,000+monthly page views

WHAT YOU GET

TRANSFORMATIVE RESULTS

MAXIMIZED VALUE

While industry has made significant strides in advancing physical and process efficiencies, many readily attainable improvements have been realized. What remains is the opportunity to leverage information for enhancing strategic insights and driving optimized performance.

To achieve this, it is critical to have well organized, accurate, and up-to-date information that is digital,findable, usable and valuable. Without this level of integrity, information chaos ensues.

HEADCOUNT MANAGEMENT	Transfer the burden and risk of headcount management to us
ENHANCED BUSINESS FOCUS	Lose the distraction—focus your resources on your core business
IMPROVED QUALITY	Realize a step change in quality with standardized policies and procedures
PRODUCTIVITY GAINS	Higher efficiencies through experienced, motivated professionals
OPERATIONAL EXPERTISE	Benefit from best practices across a range of industries
INCREASED ACCOUNTABILITY	Services provided via a binding contract with legal redress

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WE CAN TAME YOUR CHAOS. FIND OUT HOW.