TDEC
INFORMATION READY

Document Management

Featured Clients:

Nuclear Regulatory Commission

TDEC provides onsite document management services for the commission's official record-keeping system, the Agencywide Documents Access and Management System, which historically processes over 200,000 documents per year, averaging 30 pages per document. Services include document receipt and review, data preparation, scanning, indexing, batching and organizing into libraries and collections.

National Institute of Standards and Technologies

TDEC converted a collection of documents from NIST's Federal Building and Fire Safety Investigation of the World Trade Center disaster from paper-based format to portable document format (PDF), including 300K standard size pages and 45K large architectural drawings. Due to the sensitive nature of the documents, all work was performed onsite at NIST

Services:
- Document preparation
- Document hosting
- Document indexing
- Scanning (microform, paper, photos, multi-formats)
- Quality control
- Forms processing
- Batching
- Image and data delivery
- Metadata reports

Benefits:
- Searchable results
- Improved operational efficiencies
- Reduced operational costs
- Improved constituent service
- Compliance with internal data governance and federally mandated programs

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