

PROJECT EXPERTISE

Document Management

Featured Clients:

Department of Labor (DOL)

TDEC has provided National Operational Support Services services to the DOL since 2014. TDEC receives and digitizes over 2.5 million documents annually to support the adjudication of workers' compensation claims, payment of medical bills and workers' compensation benefits. TDEC staff provides a full range of services from mailroom services, data entry, data preparation, coding, indexing, copying and imaging services, while adhering to a 24-to-48 hour processing time.

Nuclear Regulatory Commission (NRC)

TDEC provides onsite document management services for the NRC's official record-keeping system, the Agencywide Documents Access and Management System, which historically processes over 200K 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.

Services:

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

National Institutes of Health (NIH)

Working onsite at the NIH's National Heart Lung and Blood Institute, TDEC staff scanned over 3.25 million pages for 20 different offices. The imaged files were added to SharePoint repositories and helped the NIH reduce physical file storage. Documents converted included medical records and photographs.

Ohio Attorney General's Office (AGO)

TDEC is working with the AGO's Bureau of Criminal Investigations to fully convert an estimated 12 million paper documents into PDF documents. The work is done at TDEC. The converted documents are indexed by specified fields.

National Institute of Standards and Technologies (NIST)

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 PDFs, including 300K standard size pages and 45K large architectural drawings. All work was performed onsite at NIST.

Benefits:

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