



# You Focus On Your Mission. We'll Manage Your Information.

## Outside experts, always by your side.

Your organization does not exist to classify, simplify, and manage vast collections of records and other information. Ours does. It is our expertise, our sole focus, and our passion. That means Access Sciences can proficiently handle all aspects of information management for you. So your agency can concentrate on pursuing its objectives and serving its citizens.

Our experts embed within your organization, at your site or remotely, and function as your records and information management department. We transform your information chaos into a powerful strategic asset that empowers your team. Plus, you're able to streamline every aspect of your agency, from headcount to productivity to operational costs.

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**In addition to providing records management services, we also can embed our experts to address immediate short-term project needs that you don't have the staff to cover.**

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When you partner with Access Sciences for information management, you're not spending time, energy, and payroll trying to maintain a business function that lies outside your core mission. You also know you're getting the most advanced expertise with no risk of resignations, retirements, and knowledge drain.

## You're empowered and unburdened.

With Access Sciences embedded services, your organization's expertise makes a monumental leap, while your overhead gets some much-needed relief.

- We bring the industry's most advanced knowledge, key certifications and training, and the latest best practices.
- We've worked in the public sector for decades; we understand the specific challenges and know how to deliver the right solutions.
- We're adept on the latest technology platforms and emerging trends and how to apply them for your specific needs, including AI readiness strategies.
- We stay abreast of the evolving regulatory landscape and offer guidance on compliance and industry standards requirements.
- We scale up and down as you need us and remain committed throughout the project, providing knowledge retention and service continuity.

**We brought Access Sciences in for their skills and experience we don't have. They have been with us about 10 years and do exceptionally well.**

- Deputy Undersecretary, State Department  
of Transportation & Development

# What We Do

## Analyze, plan, execute, and manage

When you entrust records management to Access Sciences, you have a high-functioning, highly-valuable solution. But more important, you have a partner. We take on your challenges as our own and build a solution to help you overcome barriers, elevate your performance, sustain your progress, and achieve your mission now and into the future.

### The Access Sciences Way.

- **The Assessment** looks at strategic vision, policies and procedures, records retention schedule, content analysis and classification, change readiness, and more.
- **The Roadmap** lays out your solution in detail, covering requirements, change management strategy, training plans, content migration plans, and more.
- **Implementation** is go time. We execute the taxonomy and metadata model, data mapping and migration, records lifecycle management, and more.
- **For Ongoing Operations** we deliver consulting and services, including compliance monitoring, training, scanning, workflow enhancements, and more.

A flood of records management tasks was diverting the Louisiana Department of Transportation and Development from its core mission. Access Sciences embedded a team of experts to design, launch and run a better system, which now supports:

**4,150,000+**  
Documents

**60,000+**  
Reels of Microfilm

**50,000+**  
Linear Feet of Physical Records

- + Records Center Operations
- + Automated Retention Schedule Mapping
- + Public Portal

# What You Get

## Expertise, clarity, assurance, public trust

Partner with Access Sciences and you get embedded experts ready to run your information management business processes right now. Instead of hiring, managing, and trying to retain an internal team, you're able to optimize resources and costs, reduce legal and regulatory risks, and apply the right knowledge in the right places at the right times.

Access Sciences connects you to the latest sector knowledge, change-management expertise, and cross-project experience. You get a team that's ready, able, motivated, and right for the job. You gain clear visibility into a fast-evolving future, and the guidance to get there. With all this clarity comes true transparency, which allows you to earn community goodwill, the confidence of your citizens, and the public trust.

## From Chaos, Clarity

Access Sciences helps you transform your chaotic unstructured content into a powerful asset that enables your people and drives your objectives. When you organize and use your information to its full potential, you can get clarity, gain control, shed risk, and seize opportunities.

