



# Advance Your Mission With Expert Records Management.

## Trade limitation for acceleration.

When you outsource records management to Access Sciences, your information chaos is transformed into a powerful strategic asset you can use to push past limits and drive your objectives forward. This sparks enormous impacts across your organization, from productivity to budget optimization.

It makes sense. Managing information is not your organization's mission. But it is ours. Our solutions give you ready access to experts who know the public sector and how advanced records management can empower government entities. With Access Sciences, you're able to achieve compliance, reduce risk and cost, boost efficiency, and keep your staff lean, nimble, and focused on achieving its goals.

Access Sciences builds the precise records management solution you need. We can also embed our experts within your organization to work open roles that have been hard to fill and are hindering your progress. No more worries about attracting qualified candidates. We're right here.

# \$9.7M

An AIIM survey found that inefficient information management costs organizations an average of \$9.7 million per year.

## Your solution, your way.

You can partner with us on select elements, or we can deliver a comprehensive, ongoing solution.



**Assessment:** We take a broad look at current practices and identify critical pinch points, compliance risks, and inefficiencies.



**Roadmap:** We create a detailed plan to guide you from where you are to where you need to be, at your pace and budget.



**Implementation:** Working hand in hand with you and your people, we put the plan into action.



**Ongoing Operations:** We work as your records-management staff and respond to shifting internal needs and industry regulations.

**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 outsourced 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.

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- **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.
- **Ongoing Operations** are supported through consulting and services, including compliance monitoring, training, scanning, workflow enhancements, and more.

The Louisiana Department of Environmental Quality was struggling with outdated records systems. Access Sciences built a leading-edge Electronic Document Management System to help the agency better serve the public, supporting:

**4,150,000+**  
Documents

**29,000+**  
Monthly Sessions

**6,000+**  
Monthly Users

**288,000+**  
Monthly Page Views

## What You Get

### Expertise, clarity, assurance, public trust.

Partner with Access Sciences and you get experts ready to run records management right now. 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 technologies, best practices, and sector experience. We give you clear visibility into a fast-evolving future, and the guidance to get there. With all this clarity comes true transparency. You gain community goodwill, the confidence of your citizens, 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.

