

# Scope of Services



## **Project Scope and Description of Deliverables**

- On-Site physical records management assistance, including:
  - evaluation/review,
  - organization
  - disposition,
  - indexing/inventory creation.
- Assist in searching and producing responsive records related to current/open records requests.
- Electronic records evaluation/review, organization, disposition, indexing, and inventory creation; including assistance in creating folder structures, naming conventions, and the implementation of other records management best practices.
- Drafting of policies/procedures related to Records Management.
- Assist in establishing more efficient and effective process regarding records management.
- Assist in code development and modifications related to records management.
- Provide training to government employees regarding records management.
- Assist in implementing Electronic Content Management (ECM) System, including:
  - Setting up intuitive folder structures,
  - Establishing effective naming conventions,
  - Developing a public facing records repository,
  - Applying retention properties to electronic records,
  - Designing automated workflows to increase efficiency.