

KOMPSYS RM

RECORDS MANAGEMENT SERVICES

2 0 1 0

TECHNICAL APPROACH
TO RECORDS MANAGEMENT

DOCUMENT IMAGING
AND HOSTING

DATA CAPTURE

RECORDS ARCHIVING

DOCUMENT DESTRUCTION

DOCUMENT STORAGE

The KOMPSYS Solution to Records Management and

Document Imaging

If you are preparing for a move, reorganization or required additional records management support? Records management from an expert is the key to simplifying your task and giving you peace of mind. KOMPSYS with years of experience successfully developing information management solutions for private and public organizations.

Records management solutions from KOMPSYS are designed to care for the documented information of your organization from creation to disposal. A record can be either tangible paper or digital, and can include a wide range (for example birth certificates, medical x-rays, office documents, databases, application data, and e-mail).

The key to successful records management is a solution that combines security, transparency and accountability.

Security - Your records are vital to the work you do, which is why it is essential to secure them while they are away from your site. KOMPSYS follows stringent security policies and procedures for all of the records we handle, so our clients can feel confident that their valuable information is safe with us.

Transparency – Handing over your records to a consulting company doesn't mean you lose control of them. Transparency in records management means that a document can be easily located at any point in time. With detailed inventories and an on-line tracking system, KOMPSYS allows clients to effortlessly track and retrieve their documents.

Accountability – Accountability is attained



What are you doing about your records?

through a process that is transparent and people that are reliable and knowledgeable. KOMPSYS guarantees accountability in each of our records management process, which is why our clients rely on us for their records management needs.

Secure, transparent and accountable records management makes tracking your information painless, enabling easy retrieval or reporting on their status.

KOMPSYS provides complete end-to-end records management solutions with on-site consultants who offer expert management during each step of the process. Whatever form or number your records come in, KOMPSYS has the capabilities to digitize, store or dispose of them.

KOMPSYS
[**KOMPLETE SYSTEMS**]
[I | N | T | E | G | R | A | T | O | R | S]



Working together
for a smooth transition

*“We can overcome
gravity, but the
paperwork is
overwhelming.”*

-Werner von Braun

1952

Climbing to
the top of
your Record
Management
Solution is
easier than you
think



Technical Approach to Records Management

KOMPSYS provides complete end-to-end records management solutions with on-site consultants who offer expert management during each step of the process. No matter the form or number of your records, KOMPSYS has the capabilities and the management system to digitize, store or dispose of them.

The unique approach to records management taken by KOMPSYS consistently produces results that exceed expectations. Each of our records management solutions follows our ISO 9001:2008 certified technical approach, which is designed to achieve secure, accountable and quality service 100% of the time.

The KOMPSYS approach to records management is:

- Expert mission needs assessment
- Reliable package and transportation
- Secure facilities
- Transparent box tracking
- Accurate records keeping and inventory
- Efficient document preparation

- High performance document scanning
- Value added indexing
- Quality Assurance Image QC
- Document storage
- Quick file requests
- Comprehensive export & delivery
- Certified document destruction

KOMPSYS provides superior project management that goes above and beyond the customer service you would expect. Our extensive experience in project management enables us to develop the most advanced solutions, while remaining flexible enough to serve all of our client's project needs.

Our Project Managers are dedicated to assessing both the larger picture and the detail of each project, to anticipate any potential issues and employ insightful problem solving techniques to resolve them. They further employ internally standardized and industry recognized procedures, for measuring, controlling and reporting on a project's progress.

Document Imaging and Hosting

If you are preparing for a base move, closure or draw down, converting documents into an electronic format frees up physical space and makes the transportation of records effortless. KOMPSYS offers a full line of imaging services with capabilities to process a wide variety of mediums including paper, film, fiche, maps and drawings. We

go above and beyond expectations with efficient and cost effective conversion featuring:

- Color documents scanned for the price of black and white
- On-site services for your convenience or off-site services at our secure, full-service facility
- Capabilities for processing public, general, confidential (PII / Sensitive), Secret, and Top Secret information

Data Capture



Expert Data Capture Services

methodology commonly known as “Double Key Entry” or “Key, Key, Compare”. In this methodology two independent data entry operators will key in the data separately, then the two sets of results are compared for accuracy. This methodology in conjunction with standardized data tables, through QA analysis and data validation produces empery results in excess of 99.9% accurate.

This is just one example of our data capture solutions from analog sources. KOMPSYS has the ability to accurately capture data from nearly any analog or digital format converting the captured data into usable data for nearly any system.

To help simplify a move or base closure, KOMPSYS offers a large range of Data Capture solutions. For data entry from structured or unstructured documents, KOMPSYS employs a

“Information is only useful if it can be found, finding it is the challenge”

Records Archiving

To help streamline the military’s operations by reducing clutter from keeping paper records, KOMPSYS offers secure document archival services. We have the capability to provide private archival at one of our secure facilities, as well as archival at NARA’s Federal Record Center.

KOMPSYS offers our customers full transparency in the archival process by:

- Providing the customer with a full inventory list upon archival.

- Reissuing a full inventory list if and when the contents of the archive changes.
- Conducting an accountability audit that compares the client’s inventory to ours for assurance of accuracy.
- Preparing SF-135s and NARA approved inventories for submission to a Federal Records Center for short term or long term storage.

Document Destruction

As an alternative to storage, KOMPSY offers data destruction services for a variety of mediums. For your convenience KOMPSYS offers the option to have our destruction services performed at your site or ours. So you can rest assure that our destruction services meet the highest standards, KOMPSYS is certified in physical destruction methods and consistently complies with NSA, NIST, DOD, and HIPAA specifications.

For electronic media, KOMPSYS offers certified degaussing and destruction capabilities that include

pc hard drives, smart cards, microfilm, compact disks, digital video disks, laser optical media, and any type of magnetic media using NSA/CSS EPL technology equipment.

Once the destruction is complete KOMPSYS provides full documentation. This includes a certificate of destruction, a video DVD of data destruction activities, secure web reporting, an asset inventory and EPA recycling.



MISSION NEEDS ASSESSMENT

Each records management solution from KOMPSYS is tailored to meet the needs of the individual client, so as to provide the best and most cost effective solution. The first step in building a solution is to conduct a thorough needs and requirements assessment that establishes a plan of action and a processing schedule. The assessment includes an analysis of the type of records possessed by the client, how the records will be processed, where and how the records will be stored, and what the accessibility needs will be. The needs assessment will be a collaborative process so that all of your interests are considered and a consensus is reached on the plan of action.

DOCUMENT DESTRUCTION

As an alternative to storage, KOMPSYS offers data destruction services for a variety of mediums. For your convenience KOMPSYS offers the option to have our destruction services performed at your site or ours. So you can rest assure that our destruction services meet the highest standards, KOMPSYS is certified in physical destruction methods and consistently complies with NSA, NIST, DOD, and HIPAA specifications.

For electronic media, KOMPSYS offers certified degaussing and destruction capabilities that include pc hard drives, smart cards, microfilm, compact disks, digital video disks, laser optical media, and any type of magnetic media using NSA/CSS EPL technology equipment.

Once the destruction is complete KOMPSYS provides full documentation. This includes a certificate of destruction, a video DVD of data destruction activities, secure web reporting, an asset inventory and EPA recycling.

FINAL EXPORT & DELIVERY

After undergoing the rigorous quality control process, the digitized images will be delivered in standard PDF-A searchable format (unless otherwise specified) and may be encrypted upon request. Each file is then named based on the criteria determined by the client.

The finished electronic files are exported to DVD, for archival and delivery. All of the finished data will be delivered in a non-proprietary format that is compliant with NARA Code of Federal Regulations 36 CFR Part 1235.46. A second copy of the files is then uploaded into the Electronic Document Management System for the customers use.

IMAGE QUALITY CONTROL

Providing superior digital images is the KOMPSYS goal. To optimize images for the best quality possible, each one undergoes a rigorous quality control (QC) process. Our QC Specialists are trained in industry established standards and KOMPSYS QC procedures, which ensures that any errors are efficiently identified and corrected.

In addition to our own rigorous quality standards, KOMPSYS also complies with our ISO 9001:2008 certification Quality Management System procedures. This means that we consistently comply with international production standards to ensure conformity in our products and services. Each image is 100% reviewed for readability, alignment and overall clarity.

INDEXING

For easy digital navigation of an electronic record's contents, a document index is created once scanning is complete. The index is an electronic menu of case files catalogued at the folder, document and page level. At the folder and document level, the full title will appear on the index as it appears on the item. At the image level, the page numbers will be indexed in sequential order, for easy access to individual pages.

To achieve the most accurate index, KOMPSYS employs a double key entry process. This means that two Data Entry Operators index the documents separately, followed by a comparison of the two entry sets by a Data Entry Supervisor who corrects any discrepancies. This process typically produces accuracy greater than 99.98%.

PACKAGE AND TRANSPORTATION

The KOMPSYS security guarantee doesn't start at our facility, but at yours. KOMPSYS takes full responsibility for securely transporting records between your site and the destination site with standard operating procedures designed to maintain the integrity of your records.

When KOMPSYS takes care of your records they never leave our sight. Security begins from the moment we pick up your records with our secure vehicles. Each KOMPSYS vehicle has a double locking cargo hold and is equipped with GPS enabled tracking, so their location can be identified at any point. The vehicles are also staffed with KOMPSYS employees who can be easily identified. Documents will never be left unattended while they are in transit. Once the boxes have reached their destination they will be moved directly from the vehicle to the secure project area. The transport process will be fully documented and the documentation will be provided to you once your records have been unloaded at the KOMPSYS facility (This includes a shipping manifest that is signed at your site by the KOMPSYS driver and your representative and then again by the Project Manager to verify receipt).

BOX & RECORDS INVENTORY

Once the inventory is complete and has been compared against the customer's inventory, KOMPSYS provides a full report on the contents and any discrepancies. If any discrepancies arise or boxes appear damaged, an immediate client notification is issued and corrective action will be taken. All boxes are then stored within the secure project area and do not come in contact with items from other projects.

The box inventory tracks the K-Box number, customer's box number, date the box was picked up, name of the person who released the boxes, name of the person who received the boxes and the time of receipt. To maintain the integrity of the inventory, any time a document is removed from its box a log will be completed with the name of the requestor and the reason for removal and the disposition. The information contained in the log will be provided to the client upon the return of the boxes.

DOCUMENT PREPARATION

After each box and file is inventoried, the documents are prepared for scanning. Our standardized document preparation process begins by removing all types of bindings, affixing any small pieces of paper to standard size sheets, separating special documents for individual handling, arranging the documents in the appropriate order and separating pages so they can be fed through the scanners. Each binding is replaced by coinciding colored place holders to ensure that documents are reassembled exactly as they were received. Any document that requires special processing is replaced with a unique place holder to identify it during scanning and is reinserted once scanning is completed.

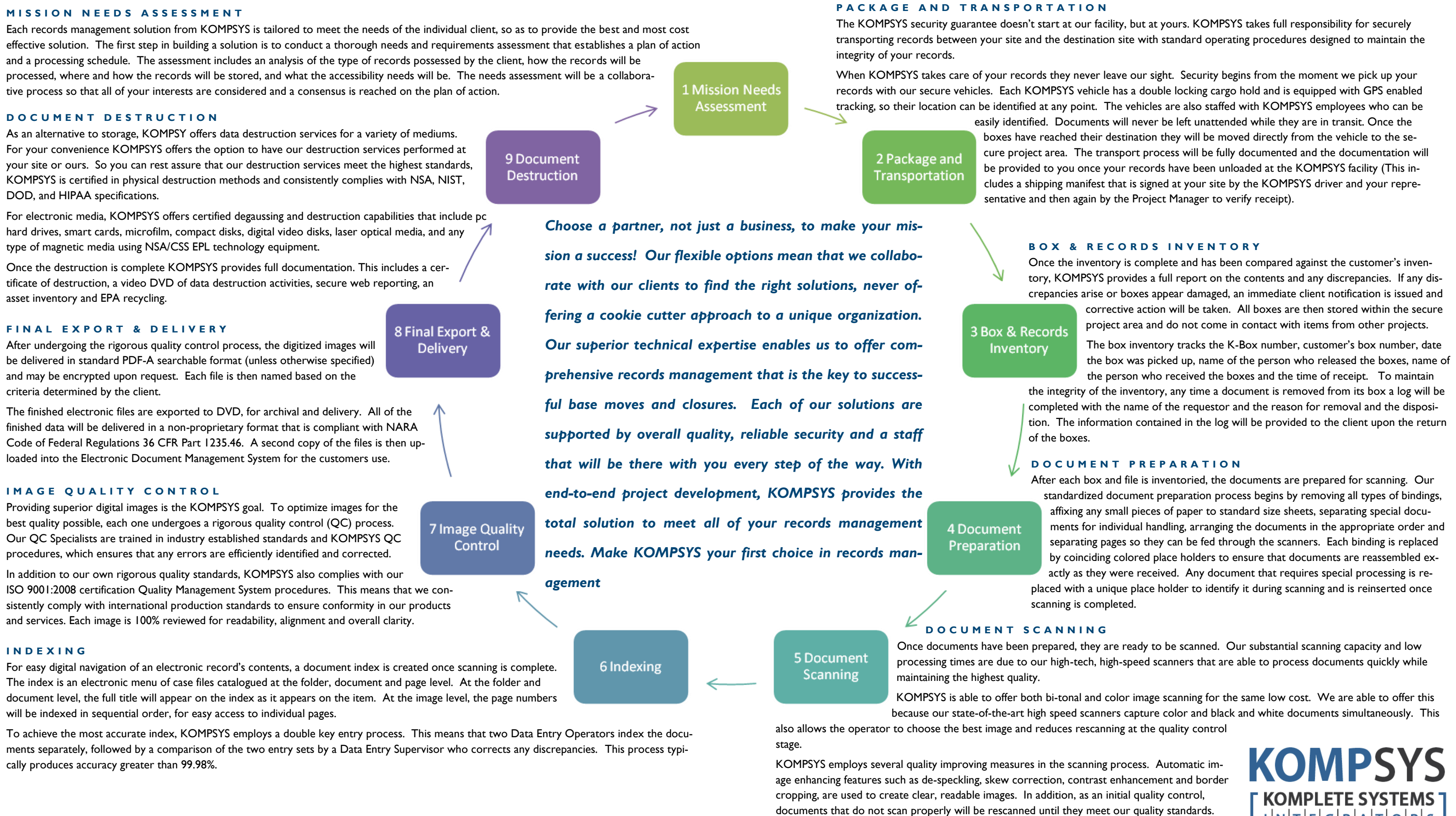
DOCUMENT SCANNING

Once documents have been prepared, they are ready to be scanned. Our substantial scanning capacity and low processing times are due to our high-tech, high-speed scanners that are able to process documents quickly while maintaining the highest quality.

KOMPSYS is able to offer both bi-tonal and color image scanning for the same low cost. We are able to offer this because our state-of-the-art high speed scanners capture color and black and white documents simultaneously. This also allows the operator to choose the best image and reduces rescanning at the quality control stage.

KOMPSYS employs several quality improving measures in the scanning process. Automatic image enhancing features such as de-speckling, skew correction, contrast enhancement and border cropping, are used to create clear, readable images. In addition, as an initial quality control, documents that do not scan properly will be rescanned until they meet our quality standards.

Choose a partner, not just a business, to make your mission a success! Our flexible options mean that we collaborate with our clients to find the right solutions, never offering a cookie cutter approach to a unique organization. Our superior technical expertise enables us to offer comprehensive records management that is the key to successful base moves and closures. Each of our solutions are supported by overall quality, reliable security and a staff that will be there with you every step of the way. With end-to-end project development, KOMPSYS provides the total solution to meet all of your records management needs. Make KOMPSYS your first choice in records management



Quality Assurance Guarantee



The KOMPSYS commitment to quality is unparalleled, because the success of our clients is our priority. We believe that everyone's information is important and we strive to protect it just as you would. Our own commitment to the highest standard quality measures is supported further by our ISO 9001:2008 certification for services. Our ISO compliance ensures consistency and conformity in our services and solutions.

With our commitment to quality assurance, you can rest assured that you are receiving

the highest quality for the best value every step of the way. Our Quality Assurance Plan (QAP) governs our work and ensures continuity by documenting instructions, procedures and quality concepts. The QAP further ensures that every part of the project is audited, logged and reviewed. Because our employees work under the QAP, they continuously maintain the requisite skills for their job and for KOMPSYS. Having this consistent quality standard ensures successful quality control and improves productivity, time cycles and the overall success of the project.

Management Methodology

As your trusted partner in records management, KOMPSYS provides superior project management that goes above and beyond the customer service you would expect. Our extensive experience in project management enables us to develop the most advanced solutions, while remaining flexible enough to serve all of our client's project needs.

To provide 24/7 support for the client, a Project Manager is assigned to be the point of contact throughout the life of the contract.

A Production Manager will also be assigned to the project as a second-in-command. Our Project Managers are dedicated to assessing both the larger picture and the detail of each project, to anticipate any potential issues and employ insightful problem solving techniques to resolve them. They further employ internally standardized and industry recognized procedures, for measuring, controlling and reporting on a project's progress.

"Management is doing things right; leadership is doing the right things"

-Peter Ducker

1925

KOMPSYS Facilities



The Kompsys Production Facility in Lanham, MD

KOMPSYS facilities offers state of the art security systems that employs a number of high-tech security measures. To ensure the integrity of our information and that of our clients, we employ 24/7 monitoring and video surveillance with redundant backup throughout the facility.

Each individual project is contained in a specified area within the facility with its own

unique access that includes a key card entry system and/or a combination entry system. Only employees cleared to work on the particular project are granted access to a specific project area. To be given access, an employee undergoes rigorous background checks upon being hired that ensures their qualifications and reliability. Once cleared, the staff member is given an identity card, which, when used, automatically sends their name and the time to a log. This ensures that only authorized personnel are accessing a project's files for 100 per cent accountability.

Document Storage

After a record has been digitized, the originals are stored temporarily at the KOMPSYS storage center until they are ready to be returned. At the completion of the project all digitally maintained records will be returned to the client unless otherwise specified, in compliance with the Federal Information Systems Management Act (FISMA) of 2002.

The KOMPSYS storage facility features:

- Climate controlled environment (both temperature and humidity)
- 24/7 monitoring
- Full commercial fire suppression
- Electronic record tracking capabilities
- Easy accessibility for fast retrieval

The condition of boxes are constantly monitored so that they are maintained in good condition for the protection of files. All boxes are initially inspected upon receipt at the storage facility and replaced if there is any damage. Audit logs are maintained for the length of storage including when and by whom a box is handled, including full security audits on a regular schedule.

For both long-term and short-term storage of boxes, KOMPSYS fully complies with FISMA and NIST 800-53 guidelines.



“Never loose touch with your documents, Scan on Demand, Fax Back and Courier Delivery ensures that you have access to all of your records”

File Requests

A key feature of KOMPSYS records management solutions is our automated tracking system, which allows clients to request files that are in storage at any time. The features of this system are:

- A robust barcode-based system
- 24 hour online access for clients
- Password protected access
- 24 hour turnaround time for non-urgent requests

The automated system streamlines the request process, but in the end it is customer service that counts. That is why a Project Manager or Production Manager will always be available to handle urgent requests.

Document Box Tracking

KOMPSYS provides you with easy access to your records from anywhere with our automated box tracking system. The automated tracking system is a robust barcode-based system that allows information about the status of a record to be stored online. With the box tracking system you will be able to monitor your records from the moment they leave your site.

The tracking process begins at your site where each box is assigned a unique identification number and

barcode that will be used to track it. Upon entering the KOMPSYS facility, each box is labeled and affixed with its unique barcode sticker. Each file within the box is then entered into our automated tracking system. Once the barcode is entered into the system you will be able to locate any document at any point in the process, including pickup, inventory, scanning, indexing, QC review, short-term storage, and return.



KOMPSYS

[K O M P L E T E S Y S T E M S] [I N T E G R A T O R S]

KOMPLETE SYSTEMS INTEGRATORS, INC.

KOMPSYS HEADQUARTERS

3330 Cumberland Blvd

Suite 500

Atlanta, Georgia 30339

(770) 690-4272

www.KOMPSYS.com

KOMPSYS FEDERAL SERVICES GROUP

9700 - A2 Martin Luther King Jr. Highway

Lanham, Maryland 20706

(301) 830-6252

www.KompsysFed.com

Founded in April 2000, KOMPSYS Inc. has become a trusted provider of information management and technology services in both the public and private sectors. We are a Service Disabled Veteran Owned Business (SDVOB) that holds a Small Business Administration (8a)

KOMPSYS has a proven record of successfully performing its services for government agencies. Our records management expertise has been developed through years of service, coupled with industry standard certifications and a commitment to excellence. Our strategic insights have helped propel our government clients to success, while continually maintaining the integrity and security of our clients' information.

KOMPSYS begins building your solution with tailored **mission needs analysis and concept development**, where requirements are matched with resources. Working closely with you, a consultant will apply their expertise to developing the right solution to meet your unique needs, with options in **IT services, IT solutions, data management** and **data processing**. Once a solution has been developed, our **convergence** capabilities allow us to integrate each part of your solution, as well as your previous systems, into one exceptional system that enables your enterprise run more smoothly. And while our experts will help get your project off the ground, our customer service does not end there. Because you need not only an expert but someone you can trust if any unforeseen issues arise, our consultants will continually provide needs analysis throughout the life of your project.

As an experienced provider of operational intelligence solutions, KOMPSYS understands that updating to the latest technology can be costly. That is why we pride ourselves on offering customized solutions at competitive prices, backed by staff with the right expertise to develop successful mis-

sions and lasting relationships. Our aim is to identify cost cutting solutions while using the most advanced technology, to help you get more out of your information management system.

Each operational intelligence solution from KOMPSYS is supported by overall quality and reliable security. We understand that securing your sensitive information is a priority, which is why we make it our priority. To do so, KOMPSYS incorporates stringent **security** policies and procedures into all of our services and solutions, so you can rest assured that your valuable information is safe with us. Further, the KOMPSYS commitment to **quality** is unparalleled, because the success of our clients is our priority. Our own commitment to the highest standard quality measures is supported further by our ISO 9001:2008 certification for services, ensuring consistency and conformity in our services and solutions.

For complete end-to-end, high-value and low stress solutions that utilize the most advanced technology to help you get more out of your information management system, look no further than KOMPSYS!

