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NOS Scanning Workflow



Site Surveys

Volume estimates

1

- Identify document types
- Identify condition
- Meet with end users
- Reviewing file naming requirements

Transportation

2

- Barcode/RFID Tagged
- Company owned vehicles
- Box Registration
- Chain of Custody

4

Document Processing & Prep

- Documents audited against listing, discrepancies are noted
- Prep tasks are completed

Indexing & Metadata

5

- Indexing applied at the batch level as well
- File type, file names, dates, contract #, etc.
- Will work with end user if there is need for metadata capture

Scanning Implementation

- Specifications developed
- Batches flow from prep team
 to scan team
- Records scanned in batch environment
- QC Repetition

7

Exporting/Importing

6

- End user to drive the specs on this
- Going to depend on Content Mgmt Platform

Shredding



- Upon end user approval
- NAID and NARA compliant