



DOCUMENT MANAGEMENT

OVERVIEW

Logistics Systems Incorporated (LSI) is an industry leader in the realm of document processing support services and document management. Our staff are highly trained and knowledgeable utilizing the Nuclear Regulatory Commission's (NRC) Agency wide Document Access and Management System (ADAMS); an electronic storage database housing all Sensitive but Unclassified (SBU) documents for the NRC. Additional skills of LSI staff are document tracking, document storage, document filing, and document research. The LSI team manages an IT customer support center for NRC users who cannot find their document in ADAMS, or need assistance adding a document to ADAMS.



FEATURES

LSI's staff skills include, but are not limited to:

- ❖ Database Management
 - Organization and profile clean-up of electronic documents within the database making electronic documents more accessible and more uniform
 - Full working knowledge of the database and its components
 - Providing customer support to client staff who lack knowledge of the systems
 - Searching and retrieving documents within the database for clients
- ❖ Document Tracking System Knowledge and Development
 - Innovative and Integrated system with ADAMS used to process client document submittals in a timely manner meeting customer Service Level Agreements (SLAs)
 - The LSI team provided the requirements to build this system for more efficient document processing over the last three years
- ❖ Document Information Technology
 - Expert knowledge of Adobe and Portable Document Format (PDF)
 - OCR and Imaging, data entry, document analysis, document indexing
 - Command of shared drives and agency networks making document accessibility and completion more efficient

BENEFITS



LSI is also capable in supporting the high-volume digitization needs of our clients. LSI has managed digitization projects spanning hundreds of boxes to thousands of boxes of different document types and complexities. The LSI management team and staff utilize project management principles to keep projects within scope, time, and cost constraints also providing excellent project reports and updates.