

Records Management

A good records management system helps to aid in the capture, classification and ongoing management of records throughout their life cycle. Such a system may be paper based or may be a computer system, such as an electronic records management application. We can help you implement the best system for your needs.

- Identify Best Practices in Building a Records Management program
- Perform a Business and Records Analysis to Determine Information Needs
- Develop an Organization Scheme for All Records
- Develop Disposition Instructions for Records, in All Media, Based on Business Needs
- Establish an Effective Training Program for All Levels of Personnel

Digital Conversion/ Document Management

- Digitization Audit
- Equipment Selection
- Develop Workflow to Optimize Scanning Progress
- Backfile Conversion of Legacy and Historical Documents for Ease of Use and Retrieval
- On-Site Conversion

ISS is an Award Winning DOE Protégé Firm.

ISS is a small and HUBZone certified firm, whose *mission is to create value for our customers by cost effectively providing specialized skills and resources through focused utilization and management.*

2008 DOE Protégé of the Year Award



Integrated Solutions and Services

318 North Gay Street Phone: 865-524-5223
Suite 202 Fax: 865-524-5175
Knoxville, TN 37917
www.intsolutions.net



Research Services



ISS-A Small, HUBZone Company

Tel: 865-524-5223

www.intsolutions.net

***Innovative Solutions
to Customers Needs***

Business Intelligence

We can provide you with the information you need to make business development and strategic visioning decisions.

- Identify Potential Competitors for a Business Opportunity
- Evaluate the Market for a New Product or Service
- Analysis of the Legislative and Regulatory Environment
- Track Emerging Developments and Trends
- Determine Best Practices



Reports & Studies

We research, write and present comprehensive and comprehensible primers, from briefs to executive reports on scientific and technical subjects.

- Background Reports
- Benchmarking Studies
- Literature Reviews

Identifying Experts

We utilize specialized databases, directories and targeted web searching to identify experts with subject knowledge in many areas, including health and medicine, environmental sciences, energy, homeland security, aerospace sciences and more.

- Identify Reviewers for Research and Technical Work
- Identify Experts for Consultation
- Identify Speakers for Conferences

Training Workshops

- Advanced internet and Database Searching
- Setting up RSS Feeds to Track News on Customers and Competitors
- Web 2.0 Technologies: How companies and agencies are using blogs, wikis, mash-ups, social networking, RSS and more!

Setting up a Library

The task of putting together a library of useful resources for your agency, company, school or organization can be a daunting task. Let our professional Librarians assist with their knowledge and experience.

- Background Research to Determine Scope of a Proposed Library
- Determine Initial Library Administration Policies/Work Flows
- Physical Space Needs Determination
- Assist with Selection of Opening Day Collections and Online Databases
- Library Instruction Sessions/Information Literacy Training
- Purchase Library Furniture and Supplies
- Train Library Support Staff

