Digital Document Management

Solution Includes:

- *End-to-End digital document management consulting*
- *Electronic file consolidation*
- *Indexing and archiving of documents in a single process*
- *Searchable archive storage*
- *Customized reporting with flexible numbering systems*
- *Scanning of large and small-format documents*
- *On-site scanning on a project basis*
- *Disposition of source documents*

We Can Help

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Program Support Center (PSC) helps agencies transition from printed documents into electronic records as seamless as possible. PSC's digital document management solution includes digital conversion and archiving for images and printed materials so customers can eliminate bulky file cabinets, optimize limited office space, and access records more efficiently.

About PSC

Program Support Center (PSC) is a non-appropriated operating unit within the U.S. Department of Health and Human Services (HHS) that partners with agencies, to collaboratively generate solutions to their most pressing challenges.

PSC's financial impact begins with cost avoidance (obligated funds verses actual spend) and results in reduced labor expenditures, reduced backlogs and inventories, on-demand delivery of services and products, and resource sharing that impact operational efficiencies.

By December 31, 2019, all permanent records held in federal agencies will need to be managed electronically for eventual transfer and electronic accessioning by the National Archives and Records Administration (NARA).

PSC assists in assessing what customers have, determining an action plan (including choosing the electronic format which best meets each agency's unique needs) and offering document scanning, indexing, or data entry assistance while meeting NARA requirements.

FREEDOM™ — Records Management Hosted in the Cloud

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PSC recognizes the unique challenges facing federal agencies as they move records from paper to electronic formats into a system that meets federal mandates. PSC FREEDOM™ meets those challenges.

FREEDOM is a secure and intuitive, Software as a Service (SaaS) cloud platform Electronic Records Management (ERM) system designed to manage active documents and official records in the federal domain.

FREEDOM's "out of the box" functionality complies with federal ERM policies and its underlying architecture

FREEDOM

Federal Records
Enterprise Electronic
Document Management

Program Support Center

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PSC

Shared Services

Accounting Services
Accounting
Debt Collection
Financial Reporting

Acquisition Management Services
Acquisitions

Behavioral Health Services
Employee Assistance Program
Organizational Development and Leadership
Psychological Testing and Evaluation Program
Work / Life Programs

Building Operations Services
Facilities Operations and Maintenance
Room Management
Shredding

Clinical Health Services
FedStrive
Health Clinics
Medical Employability
Medical Surveillance
Workers Compensation Management

Environmental Health and Safety Services
Automated External Defibrillator
Environmental Health and Safety

FedResponse Services
Customer Contact Center

**Grants Finance and
Administration Services**
Grants Management
Indirect Cost Negotiations

Mail and Publishing Services
Departmental Forms Management
Digital Document Management
Mail Operations
Mail Screening
Printing Program Management
Section 508 Compliance

Real Property Management Services
Real Estate Strategy
Real Property Disposal
Space Design and Construction

Supply Chain Management Services
Labor and Moving
Medical Supply Fulfillment
Personal Property Disposal
Personal Property Management
Publications Fulfillment
Storage

Transportation Services
Fleet Operations
Transit Subsidy Program Management
Travel Program Management

Wellness and Health Promotion Services
Wellness and Fitness

allows for extensive customization to meet unique customer workflow and policy needs. Moreover, FREEDOM's "Alive in Five" concept allows agencies to virtually "turn on", easily configure, and begin ingesting documents into a fully compliant system within five (5) days.

Assessment and Consulting Services

Overwhelmed by the amount of paper and non-digital materials and unsure what to do about it? PSC conducts a full-scale analysis that can serve as the blueprint for future cost-savings, efficiency, and capability decisions. The analysis is critical for customers planning to: downsize, consolidate, move facilities and operations; expand document management technologies; or add to your service offerings.

PSC assessment includes an analysis of the following:

- Cost savings

- User needs

- Equipment necessary to meet your needs today and into the future

- Workflow processes and systems

- Integration of documents, document management systems or ECM (electronic content management) systems with your existing systems

Types of Materials PSC Converts

- Standard and large format

- Microfilm

- Microfiche

- Paper of all types, including vellum, Mylar, linen, sepia, and onion skin

- Books

- Aperture cards

- VHS/BETA

- Old data tapes and other electronic formats no longer supported

- industry policies and regulations.

The Cost to Convert

There is no charge for an initial assessment. Simply contact us at PSCpublishing@psc.hhs.gov to get started today.

Curiosity. Partnership. Simplicity. Impact. Passion.