



Records Management Professional LLC Capability Summary

Electronic Records Management • Program Management • Digital Transformation

Business Overview

The **Records Management Professional LLC** is a management consultancy focused on addressing the needs of government agencies, large and small, to facilitate the migration from legacy records management to a modernized electronic record keeping operation to guide customers in digital transformation in today's digital business world and economy. Our team of experts apply collective knowledge in records and information management, to achieve compliance with new Federal and State Record Keeping Directives, Legislation and Regulations.

State and Local Certifications

- State of Maryland MBE/DBE/SBE Certification No. 22-118
- State of Maryland Small Business Reserve
- Montgomery County Local Small Business Reserve Program
- DUNS Number: 118206375; Cage Code 94AA9

NAICS Codes

- 541611 Records Management Consulting Services
- 541618 Telecom Management Consulting
- 518210 Information Technology Services

Maryland NIGP Codes

- 91844 Email Archiving, Records Management Consulting
- 95882 Records Management Services
- 95882 Document Management, Technology Integration

Contact Information

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- Gaithersburg, Maryland 20878
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Key Differentiators

- AIIM Certified Electronic Records Specialist
- ICRM Certified Records Manager
- 30 Years Collective Records Management Experience
- 20 Years Technical Project Management Experience
- NARA Certified Federal Records Management Training
- End-to-End Records Program Management
- Experienced Electronic Document Records Management Systems
- Automated Workflow for Document and Records Mgmt.
- Experience Designing, Implementing E-Records Program
- Federal Govt. Security Cleared Professionals
- Effective Communication and Relationship Building Skills
- Compliance with Federal Records Act, E-CFR Regulations
- Technology Planning for OMB M-19-21 Compliance
- Significant Operational Records Management Experience (Government, Banking, Health Care)
- Experienced Paper to Digital Image Conversion Specialists

Core Competencies

- Operational Records Management and Standards
- Records Project Task Order Management
- Electronic Records Management Systems Integration
- Digital Conversion Planning and Execution
- Strategic RIM Technology Planning
- Legislative and Regulatory Records Impact Analysis
- Implementing Electronic Records Management Programs
- Digital Records Transformation Program Planning
- Records Life Cycle Management

Past Performance

- FDA Records, E-Discovery, and Risk Management Dept.
- Koniag Govt. Services
- Organization of American States / GDI Consulting
- Dept. of HHS, SAMHSA Records Management Program