Millican & Associates

About the Company

- A small business recognized as a leading expert in **Information Governance** and **Records Management**
- More than 35 years of Records Management and Information Governance experience to private industry – including energy, finance, and pharmaceutical industries
- More than 25 years providing support to all 3 branches of the Federal government, including 11 cabinet-level agencies and a multitude of independent agencies

Information Governance and Electronic Records Management Framework

There is no "silver bullet" to managing all electronic records: Millican's approach follows the "path of least resistance" by implementing a framework that adds new technology to your existing stack only when it makes sense to do so, case-by-case, as the benefits outweigh the costs. This avoids the costly mistake of investing in redundant and complex software technology in hopes of a quick win. Our framework enables our customers to achieve the following:

- Unifies goals, objectives, and policies across Data Management, Information Technology, and Records Management across the information lifecycle
- Enables consistency across system development, information capture and authentication, information security, access management, records retention, data migration, and the other diverse processes essential to obtaining, maintaining, safeguarding, and disseminating high quality information to decision-makers and other stakeholders
- Helps optimize the use of existing technology to manage electronic records, while minimizing the impact on business processes

Seven Steps to Success in Implementing Our ERM Framework

1. Define a simplified set of ERM requirements.
2. Understand the landscape of existing systems and their use.
3. Prioritize systems to analyze in order of importance.
4. Define a repeatable approach as part of the System Development Life Cycle to enhance system functionality for recordkeeping, with four options based on cost, risk and benefit: 1. Do nothing, 2. Upgrade, 3. Integrate, 4 Replace.
5. Define success criteria and audit for improvement.
6. Develop a decommissioning plan for retiring legacy systems.
7. Repeat the approach as systems are upgraded, replaced or retired.

Information Management Support Services

Millican provides **experienced** and **highly-qualified** Information Governance and Records Management **experts** and **support staff**, and **solutions** for managing recorded information to assist customers in implementing, operating, and maintaining their records and information management and governance programs, including:

- *Record inventories and scheduling*
- *RM program operations and maintenance*
- *RM policies, file plans, and guidelines*
- *RM program training*
- *Compliance support*
- *Disposition support*
- *EDRM Model for the e-Discovery Process*
- *Information organization and retrieval*
- *Analysis of information collections*
- *Declassification services*
- *FOIA and Privacy Act services*
- *Taxonomy development and use*
- *Metadata standards development and use*
- *Version control/configuration management rules*
- *Development and use of KM programs and repositories*

Principal NAICS Codes

518210	**Data Processing, Hosting, and Related Services**
541512	**Computer Systems Design Services**
541519	**Other Computer Related Services**
541611	**Administrative Management and General Management Consulting Services**
561210	**Facilities Support Services**

Additional NAICS Codes

519120 ▪ 519190 ▪ 541330 ▪ 541618
541690 ▪ 541990 ▪ 561110
561410 ▪ 561499 ▪ 561611 ▪ 561990

GSA Contract Vehicles

FSS contract GS-03F-075AA
FSS contract GS-35F-0458W
OASIS Contract 47QRAD20D1038 (subcontractor)

Contact Us

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Selected Projects:

U.S. Patent and Trademark Office:
- Provide support and guidance for agency actions in response to OMB/NARA M-19-21, *Transition to Electronic Records,* and its predecessor, OMB/NARA M-12-18, *Managing Government Records*
- Analyze records
- Develop/maintain agency file plans
- Develop agency-wide guidelines and directives
- Provide agency-wide training

Department of Energy, Office of the CIO:
- Support records scheduling, transfer, and disposition processes
- Guide transition of the enterprise records management (RM) program to an electronic environment
- Advise on existing and emerging electronic RM technologies and how to best leverage them
- Provide enterprise RM policies, procedures, SOPs, and migration plans
- Provide RM outreach, awareness, training, and support for working group activities
- Provide enterprise form development and management

Administrative Office of the U.S. Courts:
- Develop records retention schedules for electronic systems and update the Commission's Comprehensive Records Disposition Schedule
- Simplify and standardize file plans and metadata based on the new schedules
- Review and revise records management training materials