



About Us:

DKW Communications, Inc., is a leading small business provider of technical services. The DKW mission is to provide customers with solutions and services aligned to meet specific mission challenges by applying the use of technology to enable mission performance.

DKW provides innovative Business Process Consulting and IT solutions for government by applying technology specific to the needs of our customers. Our solutions include implementation of COTS / GOTS solutions as well as systems design and integration, IT and business process consulting, applications development, and program management consulting.

Please let us know how we may assist your organization solve challenges and exceed in its mission.

DKW Successes



- DKW received the 'USDA Small Business of the Year', Awarded for 2008 and 2009
- DKW selected as a finalist for the Greater Washington Government Contractor of the Year
- DKW received Capability Maturity Model Integration (CMMI®) Level 2 Certification
- 2009 Entrepreneur of the Year for the State of Maryland given by The American Business Defense and Advisory Council – Awarded for excellence in business practices
- Inc. Magazine 2009 List 5000 Fasting – Growing Private Companies
- 2009 – SMART100 CEO, SMARTCEO Magazine
- 2008 Deloitte Technology Fast 50 - #12
- 2007, 2008, 2009 – Sponsor, Washington Business Hall of Fame, Greater Washington Board of Trade
- IT Infrastructure Library (ITIL) – applicable to all services contracts, personnel are certified at the Foundation level
- Project Management Professional (PMP) – DKW's Project Managers are PMP-certified



DKW COMMUNICATIONS, INC.



Records Management Solutions

“IN THE BEST INTEREST OF THE GOVERNMENT”

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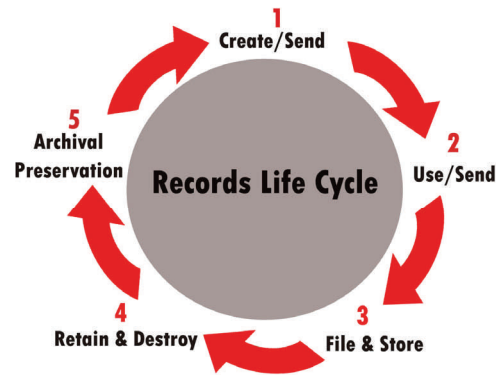
www.dkwcommunications.com

DKW EFFICIENTLY MANAGES FEDERAL GOVERNMENT RECORDS

DKW provides government clients with the essential services to plan, implement, and maintain both Federal paper and electronic records. By utilizing our staff's expertise, our clients receive unparalleled technical ability, knowledge, and superior customer service. Our personnel includes Project Managers, Record Managers, Record Specialists, IT Specialists, Data Modeling Analysts, Technical Publication Specialists, and other subject matter experts to ensure your project's success.

Record Management Support Areas:

- Program Management Functions
- Business Process Modeling
- Record Lifecycle Management Analysis and Implementation
- Records Repository Services
- Policy and Procedures
- Records Management Course Creation and Training
- NARA System Scheduling Procedures
- Enterprise Software Solutions Installation, Configuration, and Maintenance:
 - Workflow Design and Development
 - Data Analysis and Data Management Functions
 - Taxonomy and Indexing
 - IT Systems and Support Services



Records Management Challenges

In the past, government staff only had responsibility for properly handling paper Federal records to ensure all NARA related mandatory guidelines were followed. In today's work environment, the vast majority of record material are 'e-records', which are created digitally. Due to the complex variety of software and information systems comprising an organization's infrastructure, Federal agencies must be assured their e-records are in compliance with all mandatory NARA and external record regulations. The need for efficient record business solutions are further demonstrated due to e-discovery and litigation procedures which require rapid response to locate and maintain document and e-record materials.

DKW Record Management Solutions

DKW has a proven history of developing and implementing paper and e-record systems. In addition, we apply retention schedules, create and edit policies/ procedures, evaluate classification systems, conduct needs assessments, perform technology evaluations, and develop training programs. Our collaborative approach to working with your agency allows our staff to build tailored solutions to enable success. DKW builds and implements cost-effective and compliant programs to manage Federal electronic and paper records in support of overall operational efficiencies, litigation readiness, and e-discovery procedures.

DKW Assists in Record Management Compliance (sample of laws and regulations):

- NARA Code of Federal Regulations (36 CFR 1234)
- JITC Records Management Certification (DoD 5015.02)
- Government Paperwork Elimination Act (GPEA)
- e-Government Act of 2002
- Electronic Freedom of Information Act (E-FOIA)
- Electronic Message Preservation Act (H.R. 5811)
- Records Management by Federal Agencies - (44 U.S.C. Chapter 31)
- Management of Federal Information Resources - (OMB Circular A-130)

DKW Current and Former Customers

* Indicates DKW contract is performing Records Management functions

- General Services Administration *
- Office of Personnel Management *
- U.S. Agency for International Development *
- U.S. Department of Agriculture *
- U.S. Department of State *
- U.S. Patent and Trademark Office *
- Bureau of Alcohol, Tobacco, Firearms and Explosives
- Bureau of Public Debt
- Central Intelligence Agency
- Defense Information System Agency
- Federal Aviation Administration
- Internal Revenue Service
- National Security Agency
- U.S. Air Force Research Lab
- U.S. Army Medical Research Acquisition Activity
- U.S. Department of Defense
- U.S. Department of the Interior
- U.S. Department of Labor
- U.S. Navy, Space and Naval Warfare Systems Command
- U.S. Department of the Treasury, Trade and Taxation Bureau
- U.S. Department of Transportation