

1st Choice

Document Management Solutions Complete Lifecycle Management

1st Choice is a proud leader in document management solutions. Our company provides a range of cost-effective services that handles every aspect of the document and information lifecycle.



Imaging and Electronic Document Management

Captures and manages electronic data and automates workflow. Includes a secure login, username/password, firewall-protection, and electronic, mirrored archiving.

- Online Cloud Document Storage
- Conversion, Imaging, and Scanning



Secure Document Storage

Save time, resources and money by storing physical records in a safe, secure offsite facility. Documents are tracked by barcode and are accessible 24/7.



Data Protection

Our integrated disaster recovery support includes climate controlled, fire and water-resistant vaults and decisively placed repositories to provide maximum protection of your files.



Certified Destruction

We provide retention schedules, destruction dates on and offsite and a certificate of destruction to maintain information control and minimize risk.

1st Choice's Document Solutions are easy to deploy, learn and utilize. If you have records, 1st Choice has solutions to help you:

Saves Time and Money

Using an automated retention functionality that delivers the flexibility to keep and track documents that cannot be thrown away is how 1st Choice helps your business reduce storage cost and become more waste conscious.

Consolidates all Records in a Single System

Keeping track of records is important, whatever their form. 1st Choice simultaneously manages physical and electronic records in a single easy, efficient and accurate system.

Configurable and Scalable

No matter the size of your business, from single department to multiple locations, 1st Choice can manage your system.

1st Choice offers solutions for:

- Government Agencies
- Educational Institutions
- Healthcare
- Law Firms
- Financial Institutions
- Insurance Companies
- Fortune 500 companies

**PROUDLY SERVING
CLIENTS SINCE 2000**

National Archives and Records
Administration

U.S. Department of the Army

U.S. Department of Justice

U.S. Department of Transportation

U.S. Department of Homeland Security

National Institutes of Health

U.S. Department of the Treasury

U.S. Small Business Association

U.S. Department of Commerce

Smithsonian Institute

Institute of Museum and Library
Services

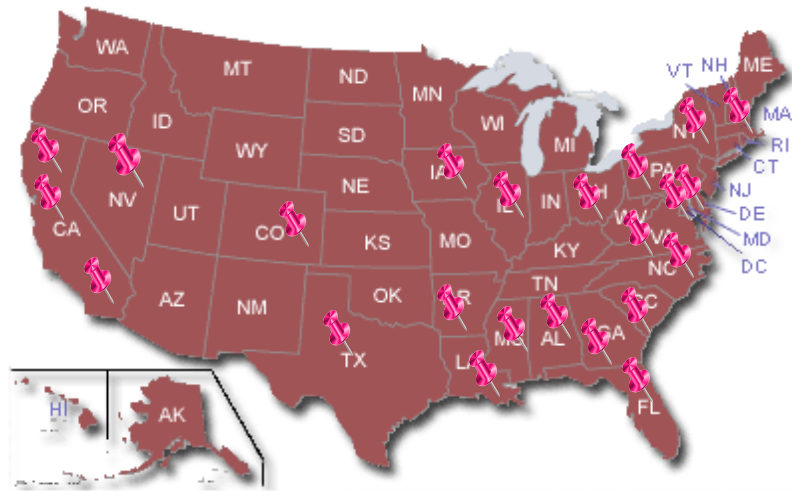


1st Choice has the expertise, technical skill, and systems design capabilities to develop leading-edge solutions in image-enabled electronic document management; electronic records management; and Web-enabled document retrieval systems. We employ state-of-the-art document capture and imaging technology to rapidly convert your paper to images. We provide indexing and quality assurance; automated data extraction and upload; and automated output processing.

1st Choice is a trusted, partner that works side by side with our client partners, offering expert, objective support to help solve their most complex problems. We are committed to excellence and our priority is to ensure that we understand your requirements and are proactive in responding.

**AWARDS &
RECOGNITION**

- 2012 Smart CEO
- 2012 Top 100 MBE
- 2011 Best of Silver Spring
- INC 500/5000 List, 2010
- Top Business
DiversityBusiness.com, 2010
- Growth Master Award
U.S. Women's Chamber of
Commerce, 2010
- Advocate of the Year
Maryland/DC Minority
Supplier Development
Council, 2010
- President's Award,
MD/DC Minority Supplier
Development Council, 2008
- Top 500 African-American
Owned Businesses in
America



With a nationwide presence, 1st Choice is positioned to provide a level of expertise that rivals many large corporations wherever you need support and our locations are continuing to expand.

www.1stchoicegov.com

