

Scanning and Records Management Services

CNI Divisions

**Information
Technology**

Defense Logistics

**Aviation
Engineering**

**Professional
Services**

Health Consulting

**Modeling &
Simulation**

**Energy &
Manufacturing**

Chickasaw Nation Industries, Inc. (CNI) is a federally chartered corporation wholly owned by the Chickasaw Nation. The Chickasaw Nation encompasses several lines of business committed to success and serving the citizens with a broad array of services including health, education, support, housing and preserving the culture of the Chickasaw people.

CNI serves as a holding company with over a dozen subsidiaries that operate as Limited Liability Companies (LLCs) engaged in multiple lines of business. Empowered by teamwork and with integrity and respect as a priority, CNI offers a positive and rewarding employee culture beneficial to individual growth for several trained and certified lead professionals ready to provide efficient and cost effective solutions. CNI also has extensive experience operating task and delivery order contracts, including IDIQ's, BPA's, MAC's and MATOC's which offer our customers the flexibility needed to meet their demand for efficient and effective contracting.



Integrity • Respect Service • Commitment to Success • Empowerment • Teamwork



- As a firm owned by the Chickasaw Nation, CNI has the ability to use the Small Business Administration 8(a) Business Development Program.
- An Agency may award a CNI 8(a) company a sole source contract with a value up to \$22 million. Larger awards can be made through sole source if certain criteria is met.
- The 8(a) Program offers a broad scope of assistance to firms that are owned and controlled at least 51% by socially and economically disadvantaged individuals.

Past Performance :HUD Multifamily Housing Records Management

Document Management and Imaging Services

- Document Preparation
- Document Imaging
- Digital Storage of Documents in Laserfiche
- System Hosting, Maintenance, and IT Project Management
- Help Desk Technical Support
- Customer Support
- Shipping to National Archive & Records Administration



Laserfiche®

Scanning Statistics:

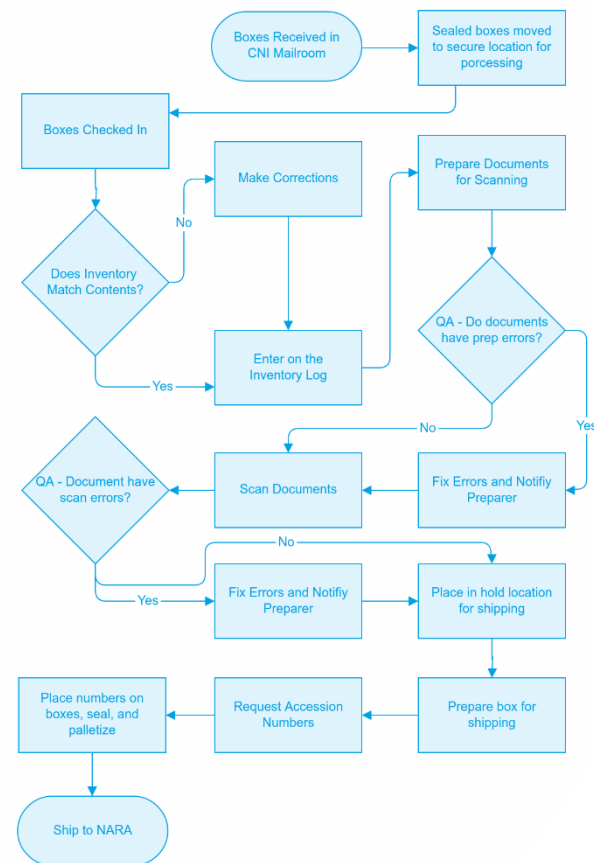
- 24,984,256 pages scanned
- 9155 boxes of documents

Upload Statistics:

- 8,060,451 pages uploaded
- Equivalent of 3,225 boxes

Document Management Process for Paper Documents

- Inventory
- Preparing files for scanning
- Scanning documents
- Shipping to NARA
- Quality Assurance audits



Inventory

- Our extensive inventory system guarantees that each box and/or Identifying Number can be located quickly if the need arises.
- The contents of each box are verified against the inventory sheet. If discrepancies are identified, corrections are made to the inventory sheets.
- Each Identifying Number, along with the customer box number and the CNI box number, is entered into the inventory data base for tracking and monitoring.
- The inventory data base is updated with the status of each Identifying Number as it moves through the Document Management process.

Preparing File for Scanning

- An important step in ensuring that documents are successfully scanned is our document prepping processes.
- All staples, paper clips, book bindings, sticky notes, etc. must be removed before the scanning can be done.

Standard Operating Procedures

- Standard Operating Procedures (SOPs) have been developed for each document management process.
- SOP's contain detailed, step-by-step instructions for each task, providing staff with knowledge on how to perform work accurately and consistently.

Shipping

Shipping to NARA requires coordination with the customer, shipper, and NARA.

Processes for successful ship out:

- Obtain accession numbers from the customer
- Verify delivery date with NARA
- Put accession numbers on each box and seal the box
- Place 50 boxes on each pallet and apply shrink wrap
- Schedule truck
- Schedule forklift
- Load on truck

The truck has to be loaded and on route no later than 10:00 a.m. in order to reach NARA before their delivery cut off time of 2:00 p.m.

Quality Assurance

The goal of Chickasaw Nation Industries is to deliver all expectations to the customer with 100% quality through our extensive audit processes.

CNI provides exceptional quality service by conducting end-to-end quality audits on all phases of the document management process. Each phase of the document management process comes under intense quality assurance scrutiny to ensure that all aspects of the process are accurate.

To date, the accuracy rate on all scanned documents is 100%.

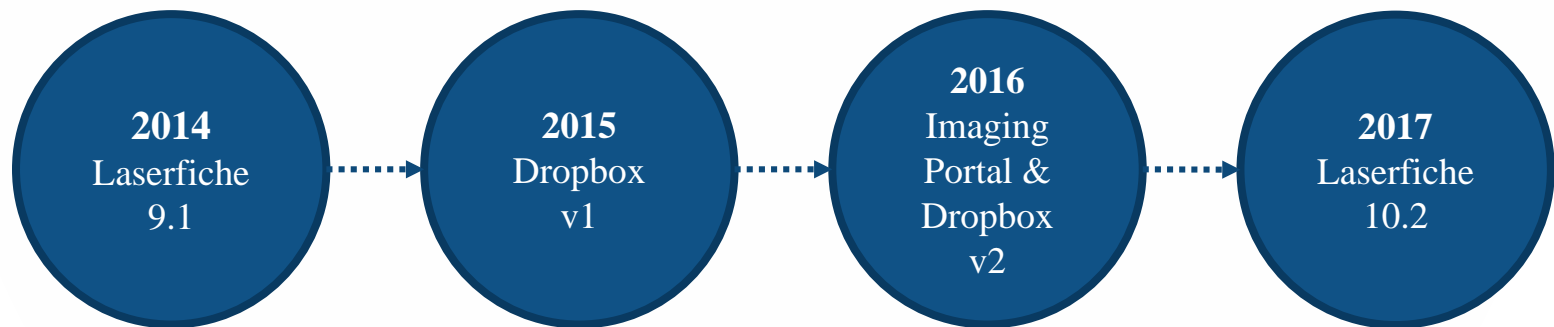
QA audits are conducted on:

- Inventory verification that all Identifying Numbers are accounted for and logged into the inventory log correctly.
- Prepping ensures all documents are prepared for scanning.
- Scanning verifies that all pages are scanned and legible as received.
- Shipping verifies accession numbers are correctly placed on the boxes.

Systems Development and Implementation

Laserfiche was chosen as the off the shelf software that would be used for all CNI Records Management Projects. This software meets many of our customer's needs as it is flexible, customizable, and allows for users to access the documents through a web interface.

Many customers have a requirement for the upload of documents into a Laserfiche repository. This typically calls for a license for each user. CNI developed and implemented software solution that allows these uploads without the need for expensive individual licenses.



Over the life of this system CNI has performed several upgrades for the benefit of our customers. These include the current Imaging Portal and Dropbox.

CNI Imaging Portal

The CNI Imaging Portal was developed and implemented in 2016 to help improve our customers experience. This portal allows users to view reports, separator sheets, document type lists, frequently asked questions, training videos, and find helpful contact information.

The main feature of the portal is the DropBox. The DropBox allows users to upload multiple documents at once into the Laserfiche Repository while requiring them to abide by metadata requirements set by the customer. The portal also contains the Laserfiche Repository.

Upload queue

Queue length: 5

Queue progress:

Upload all
Remove all



Name	Size	IREMS	Doc Type	Progress	Status	Actions
899999999_AFHMP Affirmative Fair Housing Marketing...	3.41 MB	899999999	AFHMP Affirmative Fair Housing Marketing ...			Upload Remove
899999999_Assignment, Assumption, and Amendment Ag...	0.78 MB	899999999	Assignment, Assumption, and Amendment ...			Upload Remove

Laserfiche

Full text search capabilities allow for the users to search for a wide range of criteria to find the documents they need. Each document in the repository is OCR'd to allow this functionality.

Additionally each document can be found through it's assigned metadata. This process is automatic for scanned documents that contain separator sheets. Documents uploaded through the Dropbox require document type metadata to be inputted manually.

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Welcome to CNI Imaging HUD Repository
Gateway to HUD Office of Multifamily Housing Records.
Please see the Full-Text Search Guide link below to learn about advance full-text search techniques.

- [Full-Text Search Guide](#)
- [Search by IREMS #](#)
- [Full Text Search in all IREMS Documents](#)
- [Full Text Search limited to IREMS #](#)
- [IREMS Document Search](#)
- [Policy Library Search](#)
- [Find IREMS Folder](#)
- [State Document Search](#)
- [FAF Bond Refunder Search](#)
- [Browse IREMS Documents](#)
- [Browse HNM Documents](#)
- [Browse State Documents](#)
- [Browse FAF Bond Refunder Documents](#)

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