



Government Case Study

RFID and Records Management

NOAA



National Oceanic & Atmospheric Administration manages a significant volume of contracts for assets and services across five NOAA contracting offices nationwide. Many contracts require processing by multiple offices and can represent billions of \$.

Problem

Files move from person-to-person and office-to-office on a frequent basis, and keeping track of the locations of files was often difficult or impossible. Documents often ended up in the wrong folders and maintaining document integrity with multiple files in multiple offices was problematic. File folders were top tab style and stored on open-shelf shelving, without needed side-view file indexing.

Solution

Implemented SmartTraxx RFID File Tracking System from Virtual Doxx Corporation. Manually audited existing folders and documents to establish a 'clean' contract file database. Printed RFID side tab file folder labels for each record, totaling approximately 70,000 files, and applied the labels to conversion tabs that make top tab folders function for side-view filing. Applied RFID-labeled conversion tabs to existing folders and established side view color-coded filing system on open-shelf file shelving.

Implemented desktop RFID/Bar Code scanner at each office for tracking files IN and OUT of centralized filing systems. Implemented portable RFID/Bar Code scanner to inventory files in-circulation or in the filing system, to keep the database up-to-date with correct file folder locations. The portable scanner is also utilized to FIND missing files, similar to how a metal detector finds metal objects, utilizing sound, color scale and numeric index.

Optimized Records Management through Best Practices, Technology and Innovation

Manage File Movements throughout a Facility

USB RFID/Bar Code Scanner



Portable RFID/Bar Code Scanner



Records Management Software

| # | Field Name | Value | Example |
|----|------------------------|----------------------|-------------------------|
| 1 | Location | <input type="text"/> | BANK OF MAINE |
| 2 | Business Line | <input type="text"/> | 123456 |
| 3 | File Type | <input type="text"/> | Servicing |
| 4 | Customers Last Name | <input type="text"/> | Smith |
| 5 | Customers First Name | <input type="text"/> | John |
| 6 | Reason Code | <input type="text"/> | Sales Opportunity |
| 7 | File Number / ID | <input type="text"/> | 51234567 |
| 8 | Loan Number | <input type="text"/> | 123456 |
| 9 | Address | <input type="text"/> | 123 Fake St. |
| 10 | City | <input type="text"/> | Springfield |
| 11 | State | <input type="text"/> | MD |
| 12 | Zip | <input type="text"/> | 12345 |
| 13 | Box ID | <input type="text"/> | |
| 14 | Comments | <input type="text"/> | |
| 15 | Payoff Date | <input type="text"/> | |
| 16 | Product Code | <input type="text"/> | |
| 17 | Additional File Detail | <input type="text"/> | |
| 18 | RFID | <input type="text"/> | E2003000000000000000123 |
| | Notes | <input type="text"/> | |
| | Print Pos/Row# | <input type="text"/> | 1 |

During the performance of contracts, **National Oceanic and Atmospheric Administration** must be able to quickly access files to manage projects and oversee vendor performance.

RFID Technology

NOAA utilizes RFID so that the database remains up-to-date with current file locations. File tracking is accomplished by utilizing a USB-connected scanner for scanning one or multiple folders IN and OUT of the filing system upon removal or return. Once files are in-circulation, NOAA utilizes a portable scanner to periodically inventory files, to keep the database up-to-date with file locations as they move from person-to-person or even office-to-office nationwide. By checking files IN and OUT and maintaining file locations through periodic inventories, staff can now query the Virtual Doxx SmartTraxx database and determine correct file locations, for quick file access.

The portable scanner is also utilized to FIND needed files, if a file has moved in-between inventories. RFID enables NOAA to find needed files 'right when they are needed'.

Records Management Software

SmartTraxx provides NOAA with comprehensive records management functionality, including:

- File tracking
- File status control
- Retention scheduling
- Workflow and Queue management
- Unlimited reporting



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