

RECORDS MANAGEMENT & GRANT SUPPORT

CTC staff is proficient in developing procedures, as well as delivering the personnel needed, to support a records management contract including:

- Policy Development
- Standards Development
- Logistics and Procedures Development
- Database and Application Development
- Electronic Document Storage and Retrieval
- Documentation Support
- Training and Integration Assistance

CTC staff is experienced in full cycle grant support activities including:

- Grant Program Announcement
- Grant Tracking Database Development
- Application Receipt Processing
- Grant Review
- Award Processing
- Procedures Documentation
- Post Award Case File Monitoring
- Grant Package Storage and Retrieval