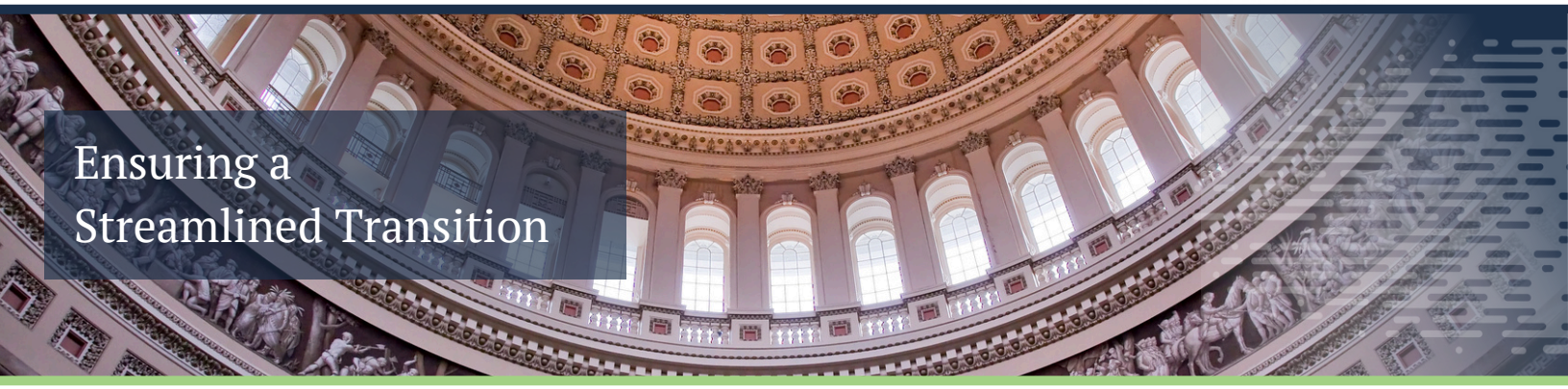
HAI | The Research, Discovery, and Experience Company



Ensuring a Streamlined Transition

Office closeout is a hectic time. Our team can handle the records management tasks on your to-do list so you and your staff can prioritize the things only you can do.

In the rush of managing administrative closeout duties, taking care of department staff, and preparing for the next step in your career, who is looking after the legacy your office has created?

A Congressional career generates a sizeable collection of papers, digital records, photographs, and memorabilia. Determining where these records should go, as well as managing the risks inherent in ensuring that they are disposed of properly, requires considerable bandwidth and expertise as closeout deadlines approach.

Our team of professional archivists and records managers brings specialized experience and know-how based on our knowledge of best practices and over two decades of experience working with Congressional offices. We understand the nature of Congressional office records and are familiar with the regulations which govern them. Our agile, team-based approach allows us to accomplish your goals efficiently and well in advance of closeout deadlines.

OUR CLOSEOUT SERVICES INCLUDE:

- **Paper and Electronic Records Inventories**
- **Photographs and Memorabilia Inventories**
- **Digital Content Assessments**
- **Records Management Support**
- **Repository Selection & Donation Coordination**
- **Records Transfer Coordination**
- **Oral Histories and Storytelling**

POINT OF CONTACT:

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Director of Archives & Information Management
mohern@historyassociates.com
301.279.9697

ABOUT HAI

HAI is a leading professional services firm offering research, discovery, and experience services to government, commercial, legal, education, association, and museum clients.

Headquartered just outside of Washington, D.C., we have served hundreds of clients across the United States and around the world since our founding in 1981.

Since 2004, we have offered records management expertise to over 40 Congressional offices representing 31 states and U.S. territories.

WHY CHOOSE HAI?

- We are archives and records management experts.
- We have worked with Congressional office records across all lifecycle stages.
- We are active members of the Association for Centers for the Study of Congress.
- We help your office run smoothly and ensure your information is preserved into the future.

COMPANY INFO

Company Type: Private Corporation
Business Concern Status: Certified SBA
DUNS Number: 037704574
CAGE Code: 9Y474

HAI LOCATIONS

Headquarters:
7361 Calhoun Place Suite 310
Rockville, MD 20855

Satellite Offices:
- Austin, TX
- Los Angeles, CA
- Orlando, FL

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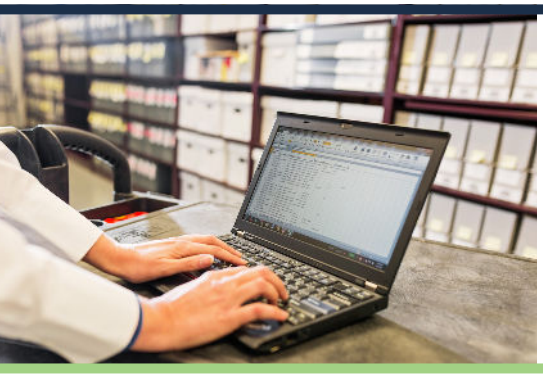

PREVIOUS CONGRESSIONAL CLIENTS INCLUDE THE OFFICES OF:

SENATORS

- Ted Stevens
- Jon Kyl
- Pat Roberts
- David Vitter
- Olympia Snowe
- Barbara Mikulski
- John Edwards
- Heidi Heitkamp
- Jack Reed
- Orrin Hatch

REPRESENTATIVES

- Elizabeth Esty
- Cliff Stearns
- Jack Kingston
- Dan Burton
- Fred Upton
- Louise Slaughter
- Joe Barton
- Eddie Bernice Johnson

TESTIMONIALS:

> HAI has provided outstanding services to our office since 2009. HAI's archivist inventoried the Senator's papers and memorabilia with great care and professionalism. We continue to rely on their professional guidance and collaborative approach to preserving the Senator's archives.

Jayne Balzano
Administrative Director
Office of Senator Pat Roberts

> The Vitter collection arrived at Tulane fully processed and described. Without the help of History Associates, it might have taken years—rather than weeks—to make these papers available to the public.

Leon Miller
Head of the Louisiana Research Collection
Tulane University

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31
states and territories represented through HAI archives projects

20+
years of experience working on Capitol Hill

9000+
linear feet of political archives inventoried and processed

40
congressional offices served by HAI archivists