



Focus on:

Central Appraisal District of Johnson County Cleburne, Texas

Appraisal District Implements Intersect RCAMS System

Located in north central Texas, on the southwestern edge of the Dallas-Fort Worth metropolitan area, Johnson County covers 740 square miles, and has a population approaching 150,000.

The city of Cleburne is the county seat of Johnson County. Originally a military bivouac area known as Camp Henderson, in 1867 the temporary facility was renamed Cleburne after General Patrick Cleburne and became the new county seat of Johnson County. The city is located fifty-five miles southwest of downtown Dallas, and twenty-nine miles south of downtown Fort Worth. Industries include packaging and fabrication, commercial printing, oilfield services, energy exploration, construction, and manufacturing. One of the five campuses of Hill College, a comprehensive community college, is located in Cleburne.

In 2007, Intersect Systems welcomed the Central Appraisal District of Johnson County as a new user of Intersect's records management software. Located in Cleburne, the Johnson County CAD was established in 1981 and currently has 40 employees.

Software installation of the Intersect Records Management System was completed in the summer of 2007, and two training sessions were subsequently conducted for selected staff members who will be maintaining the District's records control schedule and managing the records inventory.

Intersect's training program involves the use of laptop computers, each with Inter-

sect's Retention Schedule Manager (RSM) and Records Control and Management System (RCAMS) software installed. Each computer used for training includes sample Texas Local Government records retention schedules and a sample records database designed for training, allowing hands-on experience with the actual applications.

In addition to laptop computers, Intersect's training set-up includes a portable large-screen projector connected to the instructor's computer, providing easy-to-see illustrations of the various software screens and operations.

The Intersect training begins with the creation of a records control schedule using the Texas State Retention Schedules for Local Governments. The Texas schedules are provided preloaded in the Retention Schedule Manager; the user can point-and-click to select the desired schedule titles, minimizing the keyboarding required. Selected record series titles can be edited, and new record series can be created if desired.

Following creation of a sample records control schedule, each participant then loads their new schedule into the RCAMS records database on their laptop computer for use in creating and maintaining the records database.

In the next exercise, participants practice creating new records containers, selecting the appropriate record series title from the records control schedule they have just created, assigning a storage location from the system's storage location matrix, reviewing the retention period specified, and entering the new container into the records database.

Records containers can include standard records storage boxes for paper documents, file folders, and microfilm cassettes, or a directory on a network server (for electronic imaged documents).



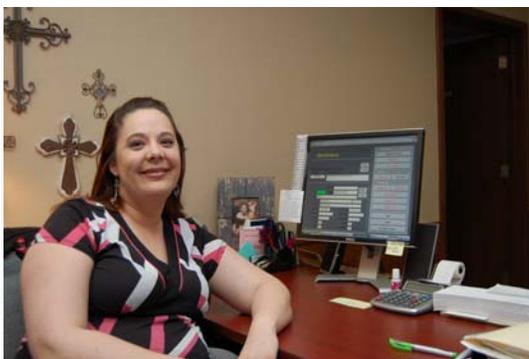
Donna Larson, Records Management Officer for Central Appraisal District of Johnson County, at computer station running Retention program.

Following the initial training session, Ms. Donna Larson, Records Management Officer for the Appraisal District, entered the District's current records control schedule into the Intersect Retention Schedule Manager. The operation involved minimal keyboarding, and the schedule will be maintained in the RSM software.

Ms. Jamie Collier then loaded the schedule into the RCAMS database system on her computer, and began to create records containers and enter them into the records database. The District maintains inactive records off site, and maintains active records in selected office locations in the central office. The RCAMS system allows as many locations as desired to be defined and maintained for records storage. Eventual disposal processing for non-permanent records is driven by the retention date specified for each container.



Intersect training class at central office of Central Appraisal District of Johnson County. From left: Jamie Collier, Donna Larson, and Vicki Lambert. Intersect Systems provides laptop computers with Intersect software and sample data for training, as well as a portable large-screen projector.



Jamie Collier is the primary user of the RCAMS records database software.