Does Your Records Database Have an <u>Integrated</u> Records Retention Component?

If Not, You Do Not Have a Complete Records Management System!

Intersect Systems puts it all together ...

- **Retention Schedule Development with Texas Schedules Pre-Loaded**
- **Point-and-Click to Create a Control Schedule from Texas Schedules**
- **Extend Retentions and Print Summary for Approval by TSLAC**
- **Create Sub-Sets of Master Schedule — One For Each Department**
- **Publish Sub-Schedules on Your Private Intranet for Easy Reference**
- **Create New Retention Items if Necessary, and Submit to TSLAC**
  … and this is just the beginning!

Features

- ### *Retention Schedule Integrated into Intesect's Records Database*

  Develop, publish, and manage Records Control Schedules for your Local Government with Intersect's *Retention Schedule Manager*, which includes the Texas Retention Schedules in digital format with easy-to-use editor. Click to load your Control Schedule into the RCAMS Records Database, or click to load any Control Schedule update you make into the RCAMS Records Database.

- ### *Retention Schedule Integration Allows Easy Date Calculation of Required Retention Period*

  Add new container or content records, or index scanned documents into the RCAMS Database. Then select the Record Series type, and click the Retention button. For non-conditional record series, the retention period will be instantly calculated by RCAMS and displayed for approval by the Records Manager. For conditional retention, click to save the criteria in the container records comments field, and use the Date Calculator to apply the retention for the appropriate criteria.

- ### *Easily Manage Individual or Global Retention Changes and Retention Re-Calculation*

  A change in retention for a record series? RCAMS records can easily be updated by selecting the container affected, opening the revised Master Schedule record series, and updating the retention calculation for each. *But the Texas State Library and Archives just announced a list of changes to the Texas GR Local Government Schedule, affecting over 100 record series — and for most Local Governments, affecting hundreds or thousands of records entries.* A massive data entry problem? Not at all! The *RCAMS Global Editor* can be set to re-calculate the retention for each updated record series, typically taking less than a minute each to update retention calculations for all of the records in a records series group.

- ### *Workflow Extensions and Distributed Data Entry, Remote Read-Only Access to Retention Schedules*

  Intersect's *Accession* and *Accession Monitor* allow departments to look up their records on-line and send records requests and records transmittals to the records office with simple point-and-click operations. Intersect's *Image Viewer* allows departments on-line access to quickly locate, view, and print imaged documents. Using Accession, departments can participate in entering their own records data, distributing the data entry task among departments. Departments are allowed read-only access to the appropriate retention schedule for applying retention.

- ### *Intersect Software on Contract with Texas Department of Information Resources*

  License Intersect software for your Local Government with no RFP or Bidding hassles. Intersect's Records Management Software is on contract with the Texas Department of Information Resources at a discount of 27% off of MSRP for software licenses, and 23.75% off of MSRP for services and support.

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Now in our 24th year

Based in North Texas