

Intersect System's *Retention Schedule* software includes all of the new 2016 - 2017 Retention Schedules for Texas State Agencies and Texas Local Governments!



# Retention Schedule Development Software for Texas State Agencies and Local Governments

...from Intersect Systems Inc.

for computers running Microsoft®  
Windows® 7, 8, 8.1, 10

The screenshot displays the 'RSM Plus' software interface. On the left, there are sections for 'Schedule Selected' (with fields for Schedule ID: GR and Schedule Name: Records Common to All Local Governments) and 'Record Series Selected' (with Series Number: 1000-34 and Record Series Title: PUBLIC INFORMATION ACT REQUESTS). Below these are 'Local Control Schedule' and 'Print' options. The main area is titled 'Master List' and contains a 'Selected Record' section with buttons for 'Select Schedule', 'Select Record Series', 'Display Item', and 'Edit Item'. Below that is an 'All Records' section with buttons for 'Display All Records', 'Select / UnSelect All', 'Create New Item', 'Amendments', 'Load / Delete Schedules', and 'Sub-Schedules'. On the right, a table shows columns for 'Total', 'Incr', and 'Disposition'. The table contains several rows with retention periods (e.g., 5 years, PERMANENT) and detailed retention notes. A 'Main Menu' is visible at the bottom left of the interface.

Available in both Texas State Agency  
and Texas Local Government formats

- Easily access and review any of the records series titles and descriptive information in the Texas State Agency and Texas Local Government retention schedules with simple point-and-click operations. Intersect Systems provides the Texas schedules in digital format pre-loaded in the retention schedule software – no keyboard entry required.
- Use the *Find* function to quickly and easily locate record series titles and descriptions by searching words or phrases.
- Create and print a Retention Cover Control Schedule for your local government or state agency by locating and selecting appropriate Records Types with simple point-and-click actions for automatic inclusion in your Control Schedule.
- Edit or revise Records Series types, retention, and the accompanying descriptive text as appropriate. Then, print your revisions to submit for approval to the Texas State Library and Archives in an approved format, with your revisions flagged to facilitate review of your changes.
- Prints approved Local Government substitute SLR 500 form for submission of completed Control Schedule to TSLAC; supports SLR 520 schedule for submission of amendments to TSLAC for approval.
- Create additional Records types and descriptions using the retention item built-in editor, and then add these to your Control Schedule.
- Create a departmental sub-set of your Control Schedule for each department, using point-and-click operations to select only those Records Series appropriate for each department.
- Publish your Control Schedule and Departmental Sub-Schedules in printed form, or create .html web pages for publication of your Control Schedule on the Internet or on your private intranet with a single point-and-click operation. Point-and-click to create additional .html web pages for Departmental Sub-Schedules for publication on the Internet or on your private intranet.
- Use with Intersect's *Records Control and Management System (RCAMS)* records database to manage your data center. *Retention Schedule Manager* is compatible with the *RCAMS* records database; *RCAMS* can read the Control Schedule and encoded retention parameters, and calculate and assign retention periods as records containers are created.

For more information or a demonstration call Intersect at (972) 641-7747 or (972) 641-4445.  
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