Intersect System's *Retention Schedule* **software includes all of the new 2011 - 2012**
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® 2000, XP, Vista, 7

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 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.

Go DIRect *Available through Go DIRect Program in Texas*

RECORDS RETENTION SOFTWARE from Intersect Systems

Intersect offers a unique Windows®-based software series for development and publishing of records control schedules by Texas State Agencies and Local Governments. Each application includes all of the Texas state agency and local government retention schedules in digital form. Available in three formats – Texas State agency, Texas Local Government, and Commercial Business -- the series includes a full-function text editing capability with search and query capabilities as well as an extensive set of retention schedule development and publishing functions. The applications are compatible with computer systems running Microsoft® Windows 2000, XP, Vista, and 7 operating systems.

Retention Main Browsing Screen

Retention Viewer / Researcher:

The *Retention Viewer / Researcher* software application offers Records Managers point-and-click access to the complete set of Texas retention schedules for state agencies and local governments.

Retention VR and the Texas schedules become a unique, PC-based electronic reference with which the user can view all of the records series titles, appropriate retention periods, and authority and comments notes. The *Search* function in *Retention VR* makes this a powerful system for searching on any word or phrase in the *Encyclopedia* records types and related descriptions field, with convenient point-and-click operations to quickly move through the entire contents, viewing each entry.

Entering Query Parameter

The powerful *Query* function in *Retention VR* allows the user to query the record series titles and related descriptions on any word or phrase, selecting those records series and descriptive text that match the query. Each query can be refined and extended to quickly drill down on any subject or category that is being researched. A query step can be reset, as well. Point-and-click operations make the *Query* function intuitive and very easy to use.

Retention Schedule Manager; Retention Developer / Manager / Researcher:

The *Retention Schedule Manager* and *Retention Developer / Manager / Researcher* software applications include the *Search* or *Query* functions of *Retention Viewer / Researcher*, but add several powerful and unique capabilities:

Entering Parameter for Automatic Calculation of Disposal Date

- *Retention DMR* allows the Records Manager to create a Records Control Schedule for an organization by locating appropriate Records Types, point-and-click selection of each of the records series titles for automatic inclusion in the Control Schedule being created.

- Records series titles and the accompanying descriptive text, along with the associated information, can be edited or revised as appropriate based on local circumstances or other factors if desired.

- Additional record series titles and descriptions can be created by the Records Manager using the built-in editor in the *Retention* software. These then become a custom extension of the control schedule for the particular organization.

- Once created, a Control Schedule can be published for distribution to various departments, divisions, and operating units within an organization. Publication options include: (1) point-and-click publishing and distribution on paper, from the master copy created with the *Retention* system; (2) publishing and distribution electronically over a Local or Wide Area Network for viewing throughout an organization using optional Retention Schedule Viewer software from Intersect Systems; and (3) point-and-click generation of web pages for publishing on a private intranet or the Internet in .html format. An Internet site manager needs only to add the .html file to an organization's internet site.

- The *Retention* software includes the unique ability to create sub-schedules for various departments within an organization from a Retention Control Schedule that has been created with the system. Sub-schedules can be created easily using point-and-click selection of record series titles and associated descriptions from the user's master Control Schedule. Departmental web pages can be created with a point-and-click operation, allowing sub-schedules specific to each department to be easily posted on an organization's Internet or intranet site.

  The ability to create sub-schedules can be a significant benefit in implementing an effective records management program in any organization. Consider the fact that a comprehensive master Retention Control Schedule in a medium-sized organization can easily run from one to two hundred pages or more. However, for most individual departments, less than ten percent of such a comprehensive Control Schedule typically applies to the records for which that department is responsible. Expecting department managers to be sufficiently familiar with a comprehensive Control Schedule to identify and help manage their records is often unrealistic; specific Departmental sub-sets offer an attractive alternative.

- Can be used as stand-alone application, or integrates with Intersect's *Records Control and Management System* (RCAMS) database software for records center management. The *Retention* system can encode retention parameters, and the retention control schedule created will communicate with the RCAMS database to calculate retention periods as containers are created.
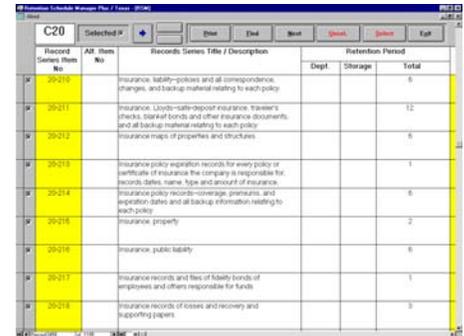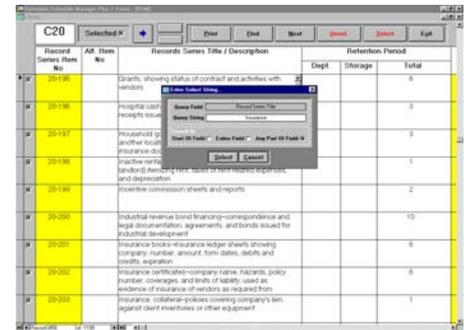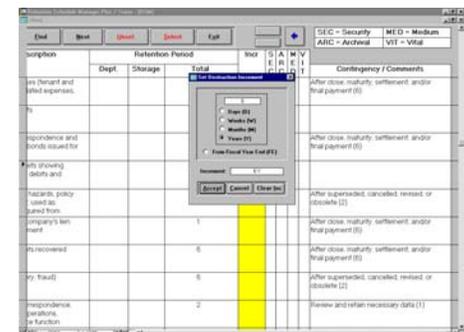
For more information on Intersect Systems Inc. and Intersect's Retention and Records Management software,
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Visit the Intersect Systems web site at www.intersectsystems.com