

Intersect System's *Retention Schedule* software includes all of the 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, or Vista

The screenshot displays the 'Retention Schedule Developer / Manager / Researcher' software interface. On the left, there are sections for 'Resources Installed' (listing Texas State Agencies and Texas Local Governments), a 'Schedule' section with buttons like 'Initialize', 'View Control Schedule', and 'Print Control Schedule', and a 'Master List' section. The main window shows a table with columns for 'Record Series / Sched.', 'Alt. Item No.', 'Records Series Title / Description', and 'Retention Period' (subdivided into 'Dept.', 'Storage', and 'Total'). A search dialog box is open over the table, showing a 'Query Field' set to 'Record Series Title' and a 'Query String' of 'PLANNING AND ZONING'. The table contains several rows, including 'LOCAL SCHEDULE CC', 'RECORDS OF COUNTY CLERKS', and 'BOARD OF EQ of commissione'.

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.
- 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 Developer / Manager / Researcher* 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

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