

Clark's *Encyclopedia of Records Retention* covers 95% of the business records created and used by businesses and other organizations in the United States.



Clark's Encyclopedia of Records Retention

Over 4,000 business records titles and suggested retention periods

...from Intersect Systems Inc.

for computers running
Microsoft® Windows® 95, 98, NT,
ME, 2000 or XP

Record Series No.	Records Series Title / Description	Retention Total	M	E	D	T
10-1 C10	Abandoned-property deposit records—history of all assets, including a description of the type of check or deposit, turned over to the State Controller because of inactivity for the required number of	10	M			X
10-2 C10	Abandoned-property ledgers—lists item number, name, date of last entry, account number, amount, and monies refunded	30	M			X
10-3 C10	Abandoned-property records—deposits or negotiable instruments includes cross references abandoned-property ledgers	30	M			X
10-4 C10	Abandoned-property vouchers	6				Or after audit, which
10-5 C10	Acquisitions, mergers, consolidations, dispositions—includes agreements, documents, and financial statements	99	M			X Life of corporation.
10-6 C10	Agreements—insurance policies, leases, and location of property leased by the company	1				After superseded.
10-7 C10	Agreements securing debt securities issued	3				After redemption (
10-8 C10	Amounts recovered in connection with losses and of claims against insurance companies	6	M			
10-9 C10	Analysis or cost reports showing quantities of materials used, unit costs, and number of man-hours in connection with completed construction projects	6				

Clark's *Encyclopedia* is available with two software options:

With *Retention Viewer / Researcher*

- Easily access the *Encyclopedia's* 4,000 records titles and descriptive information, including records retention and disposition guidelines, with simple point-and-click operations.
- Use the *Find* and *Query* functions to quickly and easily locate record series titles and descriptions by searching or querying using words or phrases.
- Refine and extend a query to quickly drill down on any subject or category that is being researched. Point-and-click operations make the *Query* function intuitive and very easy to use.
- Select Records Series of interest from the *Encyclopedia*, automatically copying them into a temporary area for convenient review.

Retention Developer / Manager / Researcher includes the above functions, plus

- Create and print a Retention Control Schedule for your organization by locating and selecting appropriate Records Types in the *Encyclopedia* with simple point-and-click actions for automatic inclusion in your Control Schedule.
- Edit or revise Records Types and the accompanying descriptive text as appropriate.
- Create additional Records Types and descriptions using the built-in editor and then add these to your Control Schedule.
- Create sub-sets of your Control Schedule for different departments, using point-and-click operations to select only those Records Types appropriate for each department.
- Publish your Control Schedule and Departmental Sub-Schedules in printed form, or export the schedule and convert it into an .html document for publication on the Internet or an intranet using Microsoft® Office®, or publish the schedule over a LAN or WAN using Intersect's optional *Retention Viewer* software.
- 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.