

Update from Intersect Systems

Software Systems for Records Management

Grand Prairie, Texas

February 2007

Announcements:

New Intersect Software Users:

Dallas Independent School District

Bar Code Updates Available

RCAMS SQL Installations and Updates:

Point-and-Click Web Pages for Control Schedules, Data Lists

Data Entry Additions

Security Enhancements

Ready for Windows Vista

Intersect Systems Presentation:

Digital Decay and Digital Asset Preservation

Retention Schedules:

New Schedules for Texas and Florida Local Governments



Bar Code System Updates Available

Have you renewed your Annual Support Program with Intersect Systems to insure that you receive the latest updates to Intersect software?

If not, contact Intersect today at (972) 641-7747 to insure continuing support!

Intersect Welcomes Dallas I.S.D.

Intersect Systems welcomes the Dallas Independent School District to the community of users of Intersect's records management software system. Intersect software recently installed in the District's central records facility includes *Retention Schedule Manager*, *Records Control and Management System*, Intersect's *Image Manager* document image management and indexing system, and the *Accession* and *Accession Monitor* workflow components. Intersect is currently converting the existing Dallas records databases to the Intersect format, and is conducting on-site training on the Intersect software systems for the DISD records staff

Christopher Stone, Director of Districtwide Records Management for Dallas ISD, manages a nine person staff that includes two records specialists, a database specialist, three persons dedicated to special education records, an administrative assistant, and a records facility supervisor. The nine person Districtwide Records Management staff supports 225 schools and over 200 departments in the Dallas school system.

The DISD records management facility is based in a 36,000 square foot climate-controlled facility located in west Dallas. The facility is relatively new, having opened in 2003. Chris Stone and his staff are developing the facility and its operations with a focus on both current and long-term records management and storage requirements for the school district. The current container inventory is over 40,000 containers, and the center is preparing to incorporate the records inventory from the former Wilmer-Hutchins school district, recently merged into the Dallas system.

The Dallas Independent School District is the 12th largest school district in the United States, with 225 campuses representing 157 elementary and 68 secondary schools. Student enrollment for the 2006-2007 academic year is 159,752, and total employment is 20,077, representing 13,557 professional and 6,520 support staff. With an annual budget of over \$1.8 billion, and over 20,000 employees, the Dallas ISD is one of the largest employers in North Texas, and a large organization by any measure. The district covers an area of 384 square miles.

Dallas ISD has a strong focus on academic achievement. Thirteen schools in the district have been named as Exemplary schools by the Texas Education Agency, and sixty-five schools have achieved Recognized status. In 2006, the Texas Business and Education Coalition announced that six elementary schools, two middle schools, and three high school magnets have earned recognition on the 2006 TBEC honor roll.

RCAMS Bar Code System Updates Available

The new 2007 Bar Code extension update to RCAMS is now available without charge to those Intersect users that have licensed the bar code option. The 2007 bar code update adds new functions, and improves several existing functions, including start-up corresponding container / space initialization for existing containers already assigned to spaces; permanent bar code / container assignment using the bar code wand exclusively, eliminating the need for any keyboard entry; space / container reconciliation; expedited container check-in without any keyboarding requirements; and a series of new printed reports for these functions. A new temporary label / permanent label method has been added as well to simplify the start-up process for implementing the bar code system, and also for new container assignments. In addition, operations with the bar code wand can now be mixed and conducted in any sequence between USB updates. The update includes re-programming the portable bar code wand as well as the software updates to RCAMS.

The most popular use of the bar code functions in RCAMS has been for returned records check-ins; the process involves simply reading the bar code labels on a group of returns with the portable bar code reader, and then plugging the reader into a USB port on the computer system running RCAMS. All of the returns are automatically checked in and the return date entered for each within a few seconds, eliminating the need to look up each container individually and then complete the check-in from the RCAMS Records Out screen — a real time-saver for records centers with a medium- to high volume of records requests and returns.

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Records Consulting Services

Is your organization planning to establish or upgrade a records management program, or add a records storage facility? Do you need assistance in creating a local Records Control Schedule? Do you need the assistance of an experienced professional in developing a records management policy for your organization? Are you evaluating records management systems?

Mr. Joe Harry, with over fifteen years experience in records management, provides consultation and assistance in these and related areas of records management to local governments in North Texas. Contact Joe at (817) 996-9281 for more information.

RCAMS SQL

Upgrading to Intersect's RCAMS SQL is proving popular with Intersect users. Introduced in early 2006 and designed for large enterprise records management, RCAMS SQL incorporates comprehensive records management tools similar to standard RCAMS 2007, including: **Retention Schedule Manager**, for developing and maintaining a records control schedule; **RCAMS SQL 2007**, a comprehensive records management system reflecting over fourteen years of experience by Intersect in records management applications; and the comprehensive **Intersect Image Manager** system for indexing and management of electronic images within the RCAMS SQL system. SQL Server can support several thousand simultaneous users, and can handle very large databases, with sizes measured in terabytes. SQL Server supports scheduled backups in real time as well as device mirroring with automatic fail-over options for full redundancy. Further, SQL Server reduces traffic on the user's Local or Wide Area Network by handling the processing of more requests and related functions on the server.

Image Manager for 2007

The 2007 edition of RCAMS includes several enhancements to the *Image Manager* for electronic document management, including the new *Image Path Mapper*, for managing image file locations on a server, and new tools to automate directory creation and management while indexing images into the RCAMS system. Contact Intersect regarding our current update schedule for your installation, or for more Image Manager details.

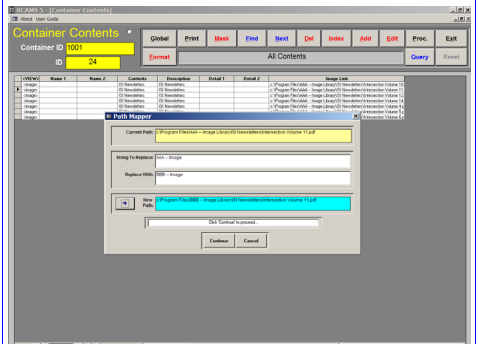
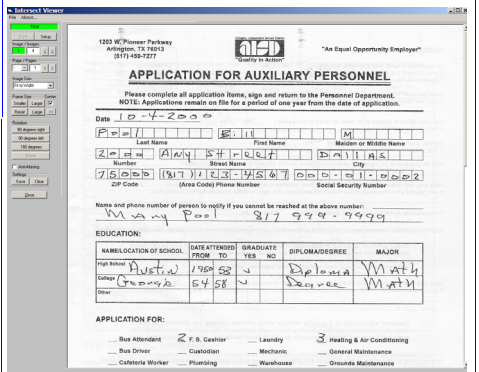


Image Path Mapper helps manage image file structure on a LAN or WAN server.



New image indexing functions automate several aspects of image directory creation and image management

New Texas and Florida Retention Schedules

Intersect is providing updates to Florida users consisting of the new GS1-SL records retention schedule for State and Local Government agencies in Intersect's digital format for Retention Schedule Manager. The new schedule, effective November 2006, supersedes the previous GS1-L and GS1-S schedules. Distribution is on a CD-ROM

which can be loaded directly into the Retention Schedule Manager. A cross-reference is available on the Florida State Library and Archives internet site at <http://dlis.dos.state.fl.us>. New Texas schedules currently under review by the Texas State Library and Archives will also be available on CD when approved.

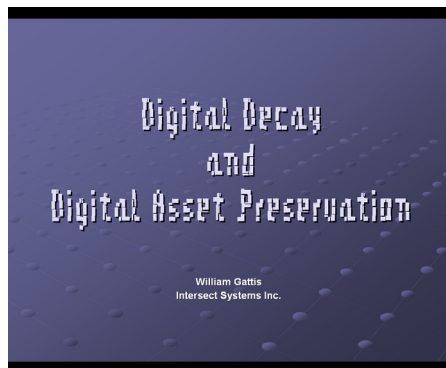
Intersect Systems Presentation Still Available

In February 2006, William Gattis of Intersect Systems gave a presentation on Digital Decay and Digital Asset Preservation to a CRM training class sponsored by the Northern New Mexico ARMA Association in Santa Fe, New Mexico.

The presentation was to the advanced session of the seminar, and the focus was on optical media, longevity and preservation, and format obsolescence.

Several Intersect customers requested copies of the PowerPoint CD, and a number of copies were produced to fulfill these requests. A few copies are still available.

If you would like one of the presentation CD's, let Intersect know by giving us a call at our regular number — (972) 641-7747, or call us on our toll-free line at (888) 745-



4151. You can also e-mail us your request at newintel@newintel.com.

Ask for the "Digital Asset Preservation" CD, and be sure to give us the address you would like to have it mailed to.

There is no charge for the CD.

White Paper on Imaging

In Fall 2004, Intersect Systems published a special edition White Paper on imaging and electronic document management, addressing several related areas in planning for implementation, compatibility issues, and long term maintenance and accessibility, for the benefit of Intersect users. Recently that White Paper has been expanded and updated to reflect recent developments in this area, and to outline several concerns relating to long-term maintenance and accessibility that any records manager should be aware of when planning for an imaging operation.

A copy of the new edition of the White Paper on imaging is available from Intersect Systems. Contact us at (972) 641-7747 or e-mail us at newintel@newintel.com to request a copy.