

Update from Intersect Systems

Software Systems for Records Management

Grand Prairie, Texas

Spring 2006

Announcements:

New Intersect Software Users:

Carrollton-Farmers Branch ISD

Southern Methodist University

New Software Features for RSM / RCAMS Version 5 Update:

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

RCAMS Portable:

Flash Memory Drive adds flexibility, convenience



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 New Users

Intersect Systems welcomes the following institutions to the community of users of Intersect's *Retention Schedule Manager* software and *Records Control and Management System* records database manager:

Carrollton-Farmers Branch ISD

The Carrollton-Farmers Branch Independent School District is one of Intersect's newest users of the Retention Schedule Manager (RSM) software and the Records Control and Management System (RCAMS) records database system. The C-FB ISD encompasses over 53 square miles, located primarily in northwest Dallas County, and a small portion of Denton County. The C-FB ISD provides instruction to students who live in portions of Carrollton, Farmers Branch, Addison, Coppell, Dallas, and Irving. C-FB ISD focuses on a child-centered educational program and prides itself on the first-rate quality of its schools. The district's average SAT score of 1045 continues to be higher than the Texas state average of 993 and the national average of 1026.

The school district has a current student enrollment of 26,277 students, who attend schools located on forty campuses. The district includes 27 elementary schools, six middle schools, four high schools, and three special program centers.

The school district is initially using the RSM software to update their records control schedule and move it into the RSM digital format, and the RCAMS records database system for initial container data entry. Later this year, the Accession software will be installed on numerous stations in departments and on campuses in the district, to allow departments and schools to perform look-ups and generate requests for records to be processed through the district's area network and transmitted directly to the records manager at the service center. The Accession system will also support departmental data entry of containers to be transferred to the C-FB records warehouse.

Southern Methodist University

Southern Methodist University has recently licensed and installed the Intersect Records Management System, joining the growing ranks of post-secondary institutions that are using Intersect's records management software.

A private University of 11,000 students on 186 acres located five miles north of downtown Dallas, SMU offers Bachelor's, Master's, and doctoral degrees through 16 departments in the humanities, social sciences, and mathematical and natural sciences. The University also has campuses located on 295 acres near Taos, New Mexico, and on 18 acres in Plano, Texas.

SMU is noted particularly for its Cox School of Business, which is consistently recognized as a leader in business education by such publications as *Business Week*, *Forbes Magazine*, and *The Wall Street Journal*, and for the Dedman School of Law, which *U.S. News & World Report* ranks in the top tier of law schools nationally.

In a unique approach to applying Intersect's Retention Schedule Manager (RSM) development software, two training classes were recently held with representatives of 17 departments on the campus. A person from Intersect Systems introduced the persons attending to the RSM software. Each representative is responsible for creating a portion of a records control schedule by selecting record series items that apply to that person's department. The component schedules will be reviewed, any differences reconciled, and then these will be combined into a central records control schedule for the Business and Finance Group. Besides distributing the task of researching records categories to appropriate departments, there is another advantage to this approach. Through the research and development process, a records representative in each department of an organization becomes familiar with the retention process, and participates in the review and development of the resulting comprehensive records control schedule.

The SMU approach to developing a records control schedule with the initial active participation of individuals in various departments may be of interest to others with similar needs in organizing records management programs in large organizations.

Intersect Systems Inc.

P. O. Box 540907
Grand Prairie, Texas 75054-0907



Phone: (972) 641-7747
Fax: (972) 641-0792
e-mail: newintel@newintel.com
Internet: www.intersectsystems.com

Microsoft, Microsoft Windows, and Microsoft Office are registered trademarks of Microsoft Corp.

Copyright © 2006 Intersect Systems Inc.

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 ten 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.

New Software Features for RSM / RCAMS Version 5

Do you get frequent calls from different departments asking you about retention requirements for various documents? Consider placing your master records control schedule, as well as departmental records control schedules, on your organization's intranet to allow departments to conveniently look up retention requirements with their Internet browser. Intersect has supported this process for several years, but the new RSM Version 5 allows a user to generate a web page of a records control schedule more easily than ever — with a simple button click. Sub-schedules, or departmental schedules, can be created just as easily.

The new Version 5 of RCAMS has a similar feature that generates a web page with an organization's container records, or — if the user employs a query to select each department's containers — a web page can be easily created for each individual department's inventory.

A similar export function in both the new RSM and RCAMS allows the user to export control schedules and container inventories in other formats as well, in-

cluding .txt files, spreadsheet files for Excel, and .mdb database files. Using any of these options, a user can easily prepare custom reports as necessary.

Security is a continuing concern in this era of malicious software, viruses, and computer hackers. The Version 5 release includes new security enhancements for both data and applications, including segmented directory locations for data, and encryption options.

The template and multiple container entry features introduced several years ago in RCAMS have been particularly popular, helping to reduce keyboarding requirements. Version 5 adds similar template and multiple entry features to contents entries for indexing of documents.

Digital images continue to gain in popularity for certain categories of records. RCAMS support in this area has been expanded again with Version 5, with the goal of reducing the keyboarding effort required to index scanned documents.

With Version 5, Intersect introduces a new Law Enforcement (LE) enhancement to RCAMS, developed and tested with a major North Texas law enforcement organization. In use in a large area dispatching center, the new LE version allows quick lookups of scanned documents such as protective orders and warrants in response to officers' radio requests, eliminating virtually all of the delay in locating filed documents from printed lists. In a recent test, a request was timed from the moment the dispatcher started typing the name of a suspect; the document image — a protective order — was located and displayed in just under 15 seconds. An article on this system will appear in an upcoming issue of *The Intersection* newsletter.

Version 5 also includes enhancements to the data mapping and indexing utility for utilizing index files from imaged documents generated with other data systems or with various scanners, and indexing these into RCAMS. The Global Editor, for making global changes in a single operation to the records database, has also been expanded.

Finally, you've probably heard about Microsoft's upcoming new Windows release — Vista. Version 5 is compatible with Vista, which is expected to be available in early 2007.

Flash Memory Devices Convenient for RCAMS Portable

Intersect's RCAMS Portable, for use in entering data in a storage location with no computer LAN or WAN network access, and transferring the data to the RCAMS database on the server, was designed for use with floppy diskettes, Zip disks, or a detachable docking station. Several users of RCAMS Portable have started to use the

new Flash Memory "thumb drives" for the data transfer instead. Smaller than a pack of chewing gum and convenient to use with a USB port, the prices on these devices have dropped in recent months to under \$50 for a 1 GB drive, and to under \$90 for a 2 GB drive. Drives with 4 GB or more are available as well.

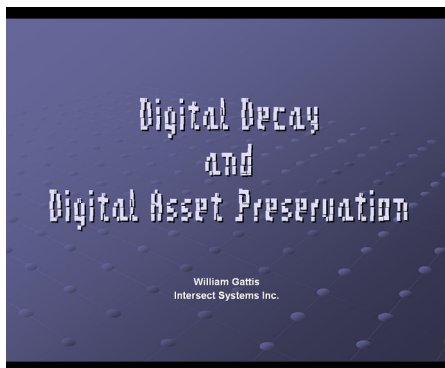
Intersect Systems Presentation Available

In February, 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.

A number of persons have asked for copies of the presentation, and Intersect is making a PowerPoint CD available to any Intersect customer who would like to have a copy.

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.