

ADVANTAGE

RECORDS MANAGEMENT SYSTEM

Technical Overview

INFORMATION TECHNOLOGY GROUP

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ADVANTAGE

Introduction

INTRODUCTION

Since 1981, **Information Technology Group** (ITG) has been providing software products and services to the records and information management community. Our goal is to provide innovative products that meet our customers' ever-evolving needs and the best state-of-the-art records management software, consulting services and barcode technologies.

Welcome to ADVANTAGE Records Management System. This document contains important information about the unlimited features provided by the software. If you have any further questions, call our toll free telephone number 800.978.3268 and ask for a records management specialist.

ADVANTAGE provides comprehensive management for Boxed Records, Active/Inactive Files, Micro Media, Documents and Library Publications. In addition, it also provides a complete Retention Schedule.

Other Outstanding Features:

- Automatic Space Allocation
- Client Billing or Internal Department Charge Back
- Circulation Processing
- Destruction process including history and certification
- Global Data Modification
- Bar code reader and printer interface
- Key Word Searching and Queries
- Manage records stored with commercial vendors
- Multi-level Security
- Permanent Removals
- Legal Holds
- On-line Report Preview and Printing
- Statistical Information

ADVANTAGE is a fully functional software solution designed for Microsoft Windows.

ADVANTAGE

BENEFITS TO YOUR ORGANIZATION

THE ADVANTAGES AND BENEFITS TO YOUR ORGANIZATION

ADVANTAGE Records Management System is a sophisticated tool that helps you manage your records. It also allows you the flexibility to design your own records management program. ***You can handle your business “YOUR WAY”.***

Savings: the automation of records saves you money by reducing:

- Additional staffing
- Employee overtime
- Cost of storage space
- Commercial vendor fees
- Possible litigation fees
- IRS/State Penalties

Development of High Standards:

ADVANTAGE helps you develop policies and procedures used in connection with the automated retention schedule. No more guess work as to which records can be destroyed. **More importantly,** know which records are vital and what role they play within your organization.

Greater Internal Control:

Automated **space allocation** eliminates unnecessary walking of aisles looking for open spaces to put incoming boxes.

Proper indexing of information whether it be a box of records, files or documents will help eliminate confusion and the retrieval of unnecessary records.

By creating a Retention Schedule within ADVANTAGE, you will be able to manage all aspects of the life cycle of your records management program.

ADVANTAGE will increase the visibility of your records. At anytime you will know where records are being stored, who they belong to, and when they should be purged.

Bar Code Enabled:

The use of bar code wands and printers will greatly improve the speed in which records can be retrieved. Thus reducing the cost of needed personnel and increasing the reliability of the input.



THE ADVANTAGES AND BENEFITS TO YOUR ORGANIZATION

Customizable

* All fields are nameable

* Track Multiple Companies

The screenshot shows a software window titled "Active Files" with a menu bar and a toolbar. The main area contains several data entry fields and buttons. The fields are organized into sections: Company information (Company Code: AIR, Division Code: HR, Dept Code: Benefits), File identification (Barcode Number: 100003EM, User File Number: EM-0001-89-03), Description (Annual Vacation Summary Reports), File Location (Central File Room, Aisle #1, shelf #2), Record information (Record Title Code: EM001), Dates (Beginning Date: 01/01/1998, Ending Date: 06/30/1998, Destruction Date: / /, Purge Date: 06/30/1999), and Employee information (Employee's Name: Jones, Sam, Social Security Number: 554-83-8888, Date of Hire: 1-1-97, Department: Engineering, Title: Supervisor, Status: Active). On the right side, there are several buttons: Status..., Check Out/In..., Reservations..., Legal Hold..., Transfer to a box, Transfer to inactive files, and Memo Pad... The window title bar includes icons for navigation (First, Prev, Next, Last), search (List, Find), and file management (Add, Del, Edit, Setup Query, Print, Save, Cancel, Close).

* Create unique file description field names

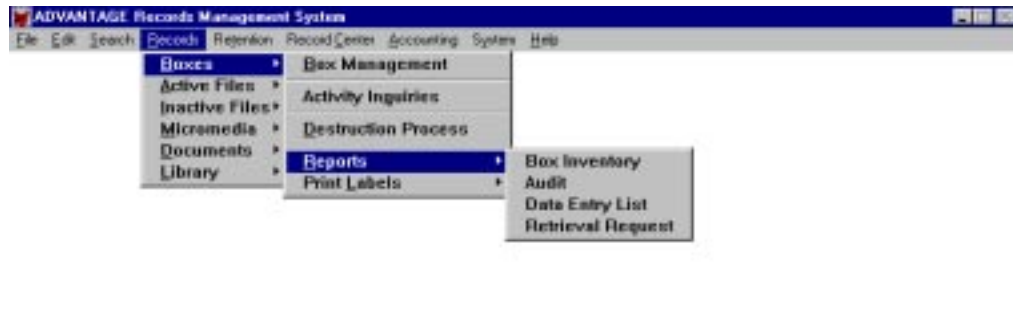
ADVANTAGE IS EXTREMELY EASY TO USE AND MAKES THE MOST OF THE WINDOWS OPERATING SYSTEM.

ADVANTAGE

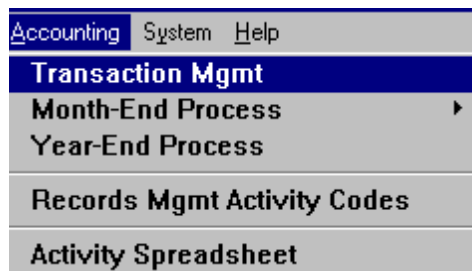
MAIN MENU

MAIN MENU

ADVANTAGE indexes Boxed Records, Active and Inactive Files, Micro Media, and Library Publications.



Accounting: The billing and charge-back functions are found within this section. ADVANTAGE automatically counts and calculates record management activities.



Help: Online help is available as you use ADVANTAGE. It provides you with quick answers about ADVANTAGE'S functions and features.

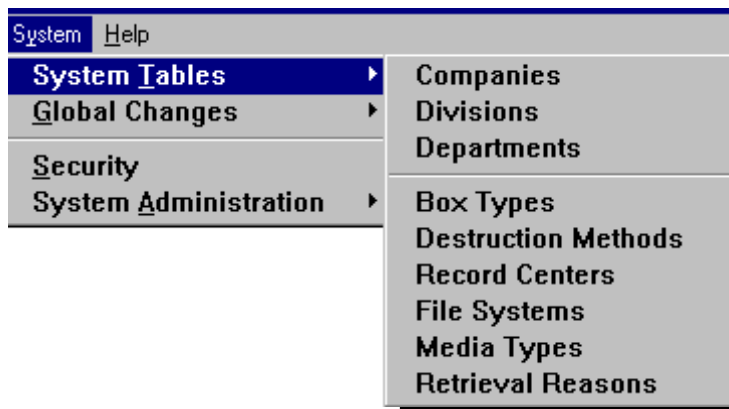
MAIN MENU

Record Center: Setup record center locations to meet your own specifications. After you enter your record center's unique layout, ADVANTAGE displays available locations along with the box size that each location accommodates. *This automatic space allocation eliminates your need to walk aisles looking for open spaces to place incoming boxes.*

Retention Schedules: Create schedules for multiple companies and/or divisions. Keep track of all important information, including vital records, historical value, and when records should be destroyed. Global changes are easily made.



System: This area is controlled by your systems' manager who will decide how the **ADVANTAGE** Records Management System will be configured. Key issues such as system tables, user ids, passwords, and global changes, are handled from this menu.



Re-configuring is made easy with the help of global changes.

RECORDS MANAGED BY **ADVANTAGE**

- ◆ Boxed Records
- ◆ Inactive Files
- ◆ Active Files
- ◆ Micromedia Types
- ◆ Library Publications

*YOU CAN LICENSE **ADVANTAGE** WITH ONE OR ALL OF THE ABOVE RECORD TYPES. THIS OPTION ALLOWS YOU TO AUTOMATE YOUR RECORDS MANAGEMENT PROGRAM ACCORDING TO YOUR BUDGET. SEE LAST PAGE FOR PRICE LIST.*


BOX MANAGEMENT

Unlike other software systems, the ADVANTAGE Box Management allows you to perform all management activities from one screen. These functions include indexing folders and range information, checking boxes in or out, placing boxes on hold, making reservations for retrievals, permanently removing boxes, or moving boxes to new locations.

No limitations on the number of boxes, files, and ranges stored in the ADVANTAGE System.

Box Numbering: ADVANTAGE lets you automatically assign the permanent box number from a user defined control panel. You can also manually assign if you prefer.

Alternate Box Number: Can also be assigned. Departments like to keep track of their own temporary box numbers.

Look up Buttons : Lets you lookup information for a given field. If you do not know the company, division, department, record title, and/or record series title, you have on line access to retrieve this information.

Query-By-Example: Pick any field or combination of fields and enter a value. ADVANTAGE will search for the information requested and display the box or boxes that contain the information. You can use the list box to view all records that fit within your parameters.

Key Word Search: All boxes and files within boxes can be found using the key word search or full text searching capability.

Memo Pads: Every box, file within a box or range of files has an **unlimited** memo area. You will never run out of room to store important descriptive information.

FILES WITHIN A BOX

Unlike other software packages, there are ***no limitations*** to the number of files you can index within a box. From this screen you can check a file in or out, place it on legal hold, move it to a new box or permanently remove it from the records center. In addition, each file has an ***unlimited*** memo area to record other important descriptive information.

The screenshot shows the 'ADVANTAGE Records Management System' window. The menu bar includes File, Edit, Records, Relations, Objects, Record Series, Accounting, System, and Help. The toolbar contains icons for First, Prev, Next, Last, List, Add, Del, Edit, Setup Query, Print, Save, Cancel, and Close. The main window is titled 'Folders in boxes' and contains several sections:

- Permanent Box Number:** 156, Destruction Date: 12/31/2001
- Alternate Box Number:** 1
- Company Code:** 01, Aircraft Maker
- Division Code:** 001, Leadjet Division
- Department Code:** 10002, Personnel
- Folder:** 1, Date Received: 01/01/1997
- Folder Number:** Per-100045-96
- Description:** [Empty field]
- Record Title:** 3004.0, Employee Payroll Spreadsheets
- Record Series Title:** PERSONNEL, Personnel Records
- Beginning Date:** 01/01/1996, Ending Date: 01/31/1996
- File System:** 01, Personnel Records
- Last Name, First Name:** Jones, Sam
- Social Security Number:** 554-99-3333
- Employment Date:** 01/01/1947
- Department:** Manufacturing
- Salary:** 23,000.00
- Position:** Clerk

On the right side, there are buttons for Status..., Check Out..., Check In..., Reservations..., Legal Hold..., Permanent Removal..., Move to a new box..., and Memo Pad... An arrow points from the 'File Systems' field to the 'Folders' text in the paragraph below.

Folders: Each file has a unique file or bar code number.

File Systems: You can assign the names of the six descriptive fields for each file.

Status: The status widow instantly displays important information about each file. With a click of a button you know whether this file has been checked out and when it will return. This screen also tells you if this file has been placed on legal hold and when it can be released.

Check out: You can check an individual file out of a box. This is very helpful when you do not want to check the entire box out. ADVANTAGE will keep track of who checked it out, their telephone number, and/or extension, and when the file should return.

Legal Hold: When a file cannot be destroyed on its original destruction date, a hold can be placed. ADVANTAGE keeps track of who placed this hold, the date it occurred, and when it can be released.

Permanently Remove: This feature is used when a file is returned to the department and is no longer the responsibility of the records management staff. A permanent history file is kept on all returned files.

Move to a New Box: When you need to move a file from one box to another, ADVANTAGE automatically moves it for you, eliminating the need to re-key.

Ranges Within a Box

Unlike other software packages, there are ***no limitations*** to the number of ranges you can have within a box. Range information can be very helpful when you *do not* want to index individual files.

A range is created when you do not want to index each file within a box.

Beginning Range and Ending Range: These fields allow you to describe the range of information found within this box. **Example:** This box contains annual reports for departments with names that start with the letter “A” and continue through the last department with a name that starts with the letter “S”.

Range Description: This field allows you to further define the contents of this box.

Memo Pad: Each range has an **unlimited** memo area for extensive description information about the files within this box. This information can be queried or keyword searched at any time.

Move to a new box: When a range of files are moved from one box to another, you can quickly change the box number.

Range Searching: You can search all range information by using the ADVANTAGE key word search engine or by using the query by example option.

INACTIVE FILE MANAGEMENT

ADVANTAGE provides the inactive file management system for companies who store their “inactive files” using mobile filing units, open shelving, or file cabinets instead of boxes.

The screenshot displays the ADVANTAGE Records Management System interface. The window title is "ADVANTAGE Records Management System". The menu bar includes File, Edit, Records, Reservations, Check Out, Record Center, Accounting, Jobs, and Help. The toolbar contains icons for First, Prev, Next, Last, List, Add, Del, Edit, Setup Query, Print, Save, Cancel, and Close. The main area is titled "Folders in boxes" and contains a form with the following fields:

Permanent Box Number	156	Destruction Date	12/31/2001
Alternate Box Number	1		
Company Code	01	Aircraft Maker	
Division Code	001	Leadjet Division	
Department Code	10002	Personnel	
Record ID	1	Date Received	01/01/1997
Folder Number	Per-100145-94		
Description			
Record Title	3004.0	Employee Payroll Spreadsheets	
Record Series Title	PERSONNEL	Personnel Records	
Beginning Date	01/01/1995	Ending Date	01/31/1995
File System	01	Personnel Records	
Last Name, First Name	Jones, Sam		
Social Security Number	554-99-3333		
Employment Date	01/01/1997		
Department	Manufacturing		
Salary	23,000.00		
Position	Clerk		

On the right side of the form, there are several buttons: Status..., Check Out..., Check In..., Reservations..., Legal Hold..., Permanent Removal..., Move to a new box..., and Memo Pad...

Inactive Files: Activity levels on files will usually dictate whether files will be boxed or stored on shelves. ADVANTAGE has designed the inactive file indexing system for companies that store their records on shelves.

File Structure: The file structure of the inactive files is the same as files within a box and active file management. This makes it easy for you to move files from active to inactive status.

Retention: The retention schedule can calculate the destruction dates for inactive files just as it does for boxed records.

Bar Coding: You can use a bar code wand to quickly and accurately enter inactive file information. Each file can have a bar coded label affixed to it, thus making it easier to check a file in or out.

Check out: ADVANTAGE tracks who checked the file out, their telephone number, and/or extension, along with the expected return date. This information is used to track delinquent retrievals and issue delinquent retrieval memos.

Reservations: If a file is checked out, you can make a reservation for another person who needs the same file. When the file is returned, the ADVANTAGE system can use the reservation information to automatically check it out to the person waiting.

Legal Hold: If a file cannot be destroyed for any reason, a hold can be placed on it so that it does not get destroyed. This feature will keep track of the person that placed the hold, a possible release date, and a reason the hold was placed.

Move to a Box: Moving a file to a box is made easy.

ACTIVE FILE MANAGEMENT

ADVANTAGE provides the Active File Management System for companies who manage active files. These are usually files that are kept within the departments or central file area and have not yet been purged to the record center.

The screenshot shows the 'Active Files' window in the ADVANTAGE Records Management System. The window title is 'ADVANTAGE Records Management System'. The menu bar includes File, Edit, Records, Retention Schedule, Record Center, Accounting, System, and Help. The toolbar contains icons for First, Prev, Next, Last, List, Add, Del, Edit, Setup Query, Print, Save, Cancel, and Close. The main area is divided into several sections:

- Record ID:** 7712
- Date Received:** 10/25/1982
- Company Code:** 01 (Airplane Company)
- Location Code:** 01 (Seattle)
- Department Code:** 7022 (Financial Reporting)
- Folder Number:** 123-4441
- Description:** A.V.C. SPECIALISTS 3 PRECIPITATOR
- File Location:** DC-85-1
- Record Title:** AD 14 (Expense Accounting)
- Record Series Title:** AD 00 (Financial)
- Beginning Date:** 01/01/1988
- Ending Date:** 12/31/1988
- Destruction Date:** 12/31/1998
- Purge Date:** / /
- File System:** 10 (Budget Reports)
- Type:** Manufacturing
- Subject:** Development of the Learjet
- Period Covered:** Fiscal year of 1988
- Responsible Party:** Sam Jones - Manager

On the right side, there are buttons for Status..., Check Out/In..., Reservations..., Legal Hold..., Transfer to a Box, Transfer to Inactive Files, and Memo Pad...

File Structure: The file structure for the active files is the same as the file structure for the inactive file management and the files within boxes. This makes it easy to automatically purge the active files into boxes or inactive files when necessary.

Bar Coding: With the use of a bar code wand you can scan important file information into the above fields; each file can have a bar code label affixed to it. This makes it easier to check in or check out a file.

Destruction and Purge Dates: You can automatically print a report that will show the files that should be purged to the record center and/or files that can be destroyed within the department. This report will print out in location order for your convenience.

Status Window: This window provides you with current information on the destruction, retrieval, and hold information on a given file.

Check out: Active files can be checked in or out just like all other records record types.

Legal Holds: If a file is eligible for destruction, but there is pending litigation or an audit, you can place it on hold to keep it from being destroyed.

Transfer to Box: If and when you need to move files into a box, ADVANTAGE can automatically move the file information for you, eliminating the need to re-key.

Transfer to Inactive files: The "Inactive Files System" is used when you do not want to store files in boxes. When the transfer from "active files" to "inactive files" takes place, you have the ability to automatically transfer the file information.

Memo Pad: Each file has an **unlimited** memo area. This memo area is very helpful when you need to write extensive information about a file. All memo areas can be queried or keyword searched.

ADVANTAGE

RETENTION SCHEDULE

Outstanding Features:

- ◆ General or Departmental Schedules
- ◆ Citation Management
- ◆ Legal Hold Feature
- ◆ Schedule any type of Record
 - Paper
 - Electronic
 - Micromedia, etc..
- ◆ On-line Report Preview
- ◆ Publish Formal Schedules
- ◆ Customize your field names

RETENTION MANAGEMENT

ADVANTAGE Retention Management System provides a retention scheduling system that can be adapted to ***your company's specific needs***. It is easy to keep track of vital record information, important legal citations, and historical classifications.

The screenshot shows the 'ADVANTAGE Records Management System' window with the 'Retention Schedule Management' tab active. The interface includes a menu bar (File, Edit, Records, Retention Schedules, Record Center, Reporting, System, Help) and a toolbar with icons for navigation and actions. The main area contains several input fields and dropdown menus:

- Company Code: 01 (Aircraft Maker)
- Division Code: 001 (LearJet Division)
- Department Code: 0001 (Finance Department)
- Record Title: 3001.0
- Record Title Name: Annual Budget Reports
- Record Series Title: BUDGET (Budget Records)
- Office of Record: Finance Department
- Event Code: SUPER (Superseded)
- Destruction Code: SHRED (Shred by company shredder)
- Security Class Code: MAN (Management Review Only)
- Media Code: 005 (Hard Copy Document)

On the right side, there are buttons for 'Vital Record', 'Legal Hold', 'Citations', and 'Record Title Definition'. Below these are checkboxes for 'Archival?' and 'Vital Record?'. At the bottom, there are fields for 'Retention (months)' (Office: 12, Record Center: 74, Total Retention: PERM) and a 'Permanent Retention?' checkbox. A 'Notes...' button is also present.

General Schedules: You can develop one functional or general retention schedule used by all departments. This method is used when a company does not need a retention schedule built specific for each department within the organization.

Departmental Schedules: You can develop a retention schedule for every department in your organization. This method is extremely helpful when you want to build a comprehensive retention program.

Retention scheduling ensures that you retain your records for just the right length of time.

RETENTION MANAGEMENT

Record Series Title Names and Codes: You determine how your record series title codes should be named and coded. ADVANTAGE will allow you to describe a unique definition for every record series title.

Event Codes: Some records cannot leave the office until some type of event happens. e.g. close of contract, superseded or after audit. ADVANTAGE gives you a master table to keep track of this information.

Destruction Security Codes: By entering the method of destruction for each record series title, ADVANTAGE will use this information later when records are to be destroyed. For example, the destruction pull list will be printed in order of the destruction method and location of the records. This makes it easy for the record center staff to know exactly how to destroy the eligible records.

Legal Hold: Some records are held from the destruction process due to litigation or audits; even if they are eligible to be destroyed. By placing a record title on "automatic hold" any incoming records will be automatically placed on hold.

Record Title Definitions: This definition field can be printed as part of the retention schedule. Departments have found that when the definition is included in the schedule, it eliminates confusion as to which record title to use. The definition field is an **unlimited** memo field.



Copy or Original: Record titles can be set up for individual departments. When titles are connected to the department, you can keep track of whether the record is the original or a copy. This helps eliminate duplicate records being sent to the record center.

Retention Periods: ADVANTAGE keeps track of the Office, Records Center and Total Retention Periods. There is a Permanent Retention classification for records that cannot be destroyed. By using these fields and specifying how long records should be kept, the ADVANTAGE system automatically calculates destruction dates.

VITAL RECORDS

ADVANTAGE provides a method of classifying records that are vital to your organization. By designating a record series title as a vital record, you can specifically track and report on the records that you assign vital status to. You enter vital record information for a record series title in the Vital Record screen shown below.

Organization Code	AIR Airplane Company
Division Code	LEGAL Legal Department
Department Code	001 Litigation Support
Record Title Number	1001 Personnel Grievances

Vital Record Code As Required

Issue Frequency

Protection Method Code Optional Image

Vital Record Codes: You can attach a vital record code to each record series that is a vital record.

Issue Frequency: Each vital record can have a different issue frequency. The issue frequency represents how often a record will need to be replaced or updated.

Protection Method: Create a master table containing all the different protection methods used in your company, then apply it to the record series that use that type of protection method.

ADVANTAGE brings you the most powerful, yet easy to understand and use retention features of any management program available today.

LEGAL REGULATIONS AND CITATION MANAGEMENT

It is often quite useful to be able to refer to the regulations or policies that govern the retention and destruction of a particular record type. ADVANTAGE allows you to assign up to fifteen citations for each record title.

The screenshot displays the 'ADVANTAGE Records Management System' window. The menu bar includes 'File', 'Edit', 'Search', 'Records', 'Retention', 'Record Center', 'Accounting', 'System', and 'Help'. The toolbar contains icons for 'First', 'Prev', 'Next', 'Last', 'List', 'Find', 'Add', 'Del', 'Edit', 'Setup Query', 'Print', 'Save', 'Cancel', and 'Close'. The main window is titled 'Legal Citations/Regulations' and contains the following fields:

Citation Code	602.21 CFR				
Description	Employee's Benefits				
Reporter	CCH				
Title					
Section	Labor Dept				
Jurisdiction	US	Type	Federal		
Heading	Citation Heading. NO LIMIT to the amount of information listed here.				
Citation	Citation text area. NO LIMIT to the amount of information listed here.				
Retention	Retention text area. NO LIMIT to the amount of information listed here.				
Years	2.00	Reference	CFR	Reference Page	134

All field labels (names) are customizable.

ADVANTAGE

SYSTEM REQUIREMENTS AND PRICING

SYSTEM REQUIREMENTS

HARDWARE REQUIREMENTS:

Processor	Pentium processor
RAM:	Minimum 500 MB
Hard Disk space	20 MB for programs. (Data space to be determined)
Operating System	Microsoft Windows XP, 2000, or Windows 98
Networks	Microsoft Windows Server 2003, 2002 or NT Novell

SOFTWARE REQUIREMENTS:

PC Anywhere - current version
and
Cisco Systems VPN Connection *or*
Citrix *or*
VCnetVPN

ADVANTAGE RECORDS MANAGEMENT SYSTEM PRICE LIST

PRODUCT	SINGLE STATION		NETWORK SOFTWARE	
	PRICE	ANNUAL SUPPORT	PRICE	ANNUAL SUPPORT
<i>ADVANTAGE</i> Box Management System System Management Box/Folder Management Retention Schedule Security System	4,995	995	8,995	1,799
Training, Installation and/or consulting rate	95.00 Per hour			
Add-on Modules Active Files Micro Media Management Documents Management Library Management <i>*each additional module</i>	1,500 *	225*	2,500*	375*
Web-ADVANTAGE <i>unlimited users</i>			15,000	1,500
BAR CODE READERS <i>type to be determined</i>				
BAR CODE PRINTER Eltron TLP 2742 Thermal Transfer	695			

All prices subject to change

ADVANTAGE RECORDS MANAGEMENT SYSTEM

Price List

COLOR CODED LABEL SOFTWARE	(Each)
ColorFlex LABEL Software <i>Print & Design</i>	call for quote

BAR CODE PRINTERS	1-3 units (each)	4 or more (each)
Eltron TLP 2742 Thermal Transfer Printer 128k memory, 2ips.		625.00
Eltron TLP 2246 Thermal Transfer Printer 128k memory, 2ips.	2,295.00	2,065.00

BAR CODE READERS	1-3 units (each)	
Symbol Palm Pilot Laser Bar Code Reader with Advantage Programs	1,575.00	
Box Retrieval Request Processing using Worthington Data TriCoder Laser Portable Bar Code Reader	3,500.00	
	1,344.00	
	369.00	

** All Prices subject to change*