



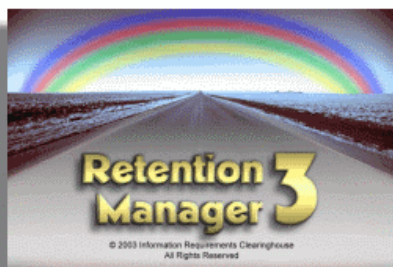
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PDF Version

RetentionManager 3



The information explosion has created a records explosion. Some people want to keep everything forever, just in case they might need it or might be sued. Others squander limited system, storage and staff resources to keep valueless information because they do not know how to get rid of the valueless stuff!

Retention Manager 3 provides the solution! This full-featured, innovative records retention software package implements the Skupsky Retention Method - the leading records retention methodology.

Buy Now

Here's what you get with Retention Manager 3 :

- Assign your records to departments, record series and records retention periods using flexible options and productivity tools.
- Research and identify relevant statutes and regulations quickly using the innovative Profile feature.
- Distinguish between the official retention and the unofficial retention (retention of copies or other version of the records).
- Update your legal research via update CDs three times a year. IRCH researches records retention laws daily and posts interim updates on the Internet exclusively for our customers.
- Identify those changes in the laws that affect your organization and retention conclusions.
- Print and distribute records retention reports within your organization for review and company Intranet.
- Link your authorized records retention conclusions to other records and information management software packages.

With Retention Manager 3, you get all the tools, methodology and legal research you need to develop, implement and manage your organization-wide records retention program. Finally, a retention program that really works!

To get you going immediately, you start with . . .

- Full text of over 14,000 United States federal and state records retention laws (with multiple index entries for many complex laws).
- Over 400 pre-defined record series including descriptions and retention periods.
- Over 40 pre-defined legal groups (for grouping similar laws together) including initial retention suggestions.
- Over 125 pre-defined records retention categories for common business records, including initial retention suggestions.

Technical support and training

- Unlimited telephone and e-mail technical support during normal business hours.
- Unlimited access to Internet support including user forum, frequently asked questions, tutorials and shortcuts. Internet access to interim updates to legal research, software enhancements and reports.
- Training sessions are held several times a year in Denver, Colorado. A reduced admission fee for one person is included with your initial purchase.

Add-on modules available

- Insurance Module - contains insurance laws for all fifty states in the US. Requires Retention Manager
 - Initial purchase - \$1,995.00 for standalone version / \$2,995.00 for network version
 - Annual subscription - \$795.00 for standalone version / \$1,145.00 for network version
- International Module - call or [email](#) for information. Requires Retention Manager
 - Initial purchase - \$1,995.00 for standalone version / \$2,995.00 for network version
 - Annual subscription - \$795.00 for standalone version / \$1,145.00 for network version

Technical requirements

- **Computer**
 - PC compatible with Pentium 4 or higher processor (1 Ghz or faster)
 - PC compatible with AMD Athlon processor (1Ghz or faster)
- **Operating system**
 - Windows 2000/XP workstation (*not compatible with Windows Vista*)
 - Compatible with Service Packs 2 & 3
- **Networking software**
 - Novell version 3.1 and higher (long file names must be enabled)
 - Windows 2000 server and higher (*installed workstations will need full control rights to network Retman directory*)
 - Linux (RH 7 or newer) with Samba server software (2.0.5a or newer)
 - Network speed must be 100 mbps or higher LAN/WAN connection
 - **Not compatible with Citrix or NT Terminal.**
- **Memory**
 - 1 gig of RAM or higher
- **Hard drive space**
 - Server - 500 MB (500 MB to 1 gig suggested)
 - Workstation - 500 MB (allow 100 to 200 MB free space)
- **Monitor**
 - SGVA (1024 x 768) or better
 - Higher resolution gives more desktop area for multiple windows.
- **Printer**
 - Local or networked Windows-compatible printer

- Laser printer suggested
- **CD ROM reader**
 - 24x speed or better
 - Required for installation and updates which are issued 3 times a year
- **E-mail**
 - Highly recommend for technical support and questions.
 - Should be able to handle attachments.
- **Miscellaneous**
 - Installs BDE (Borland Database Engine) libraries on local PC
 - Installs Crystal Reports libraries (version 8.5) on local PC

PRICING

Single User License:

- Initial Purchase: \$7,995.00* (*includes 1st year support and update agreement*)
- Annual Subscription: \$1,645.00 (*to renew after the first year*)

Network License (*unlimited workstations - one server*):

- Initial Purchase: \$11,995.00* (*includes 1st year support and update agreement*)
- Annual Subscription: \$2,495.00 (*to renew after the first year*)

Terms and Conditions of Purchase

The purchase of this software is governed by the [Software License Agreement](#) which supersedes all other terms and conditions for purchase and renewals.

If other terms and conditions are submitted with purchase or renewal request, written acceptance from the developer concerning any proposed change or addition to the terms and conditions of the software license agreement will be required for fulfillment.

Web Demonstrations

Demonstrations of Retention Manager 3 using a browser and conference calling are available by special arrangements for decision makers in the later stages of evaluating this program. To help you determine if a web demo is right for you, here are some guidelines:

1. Have a working understanding of what the program does. This can be acquired by:
 - Requesting and reviewing an information pack and demo CD.
 - Installing the trial version of the program from the demo CD.
 - Viewing the online tutorial
2. Contact us by phone or email with preliminary questions you may have.
3. You have reviewed the program and would like management or members of your team to view a demonstration of the program prior to making a purchase decision.

While we remain pleased to provide potential customers with the information they need, we also recognize that a web demonstration is expensive for us and those attending the meeting, especially concerning time spent.

Reminder: Retention Manager 3 is covered by our [30-day return policy](#).