Legal Database
over 14,000 laws and regulations

Profile Function
Selects group of laws (1700 to 3500) from
the database based on the industry and
subject combinations you choose.

Legal Group Index
Every industry/subject combination has to be
assigned to a legal group. The legal group links the
laws to the records. There should be 40 to 45 legal
groups.

Retention Rules
General codes for business records. Legal groups are assigned to this code series. Each
code is for a general record type. Retention rule codes can be assigned to user records but
the standard records series codes are more specific and easier to assign to user records.
There should be 50 to 70 retention rules.

Standard Record Series
This is a series of over 400 record types that are assigned to user records.
Records retention schedule rules are assigned to this code series. Standard
record series code are more specific and easier to assign. There should be
300 to 400 standard record series codes in a completed schedule.

User Records
These are the detail records. These run from several hundred to several
thousand in number.