

# Governance for physical and electronic records

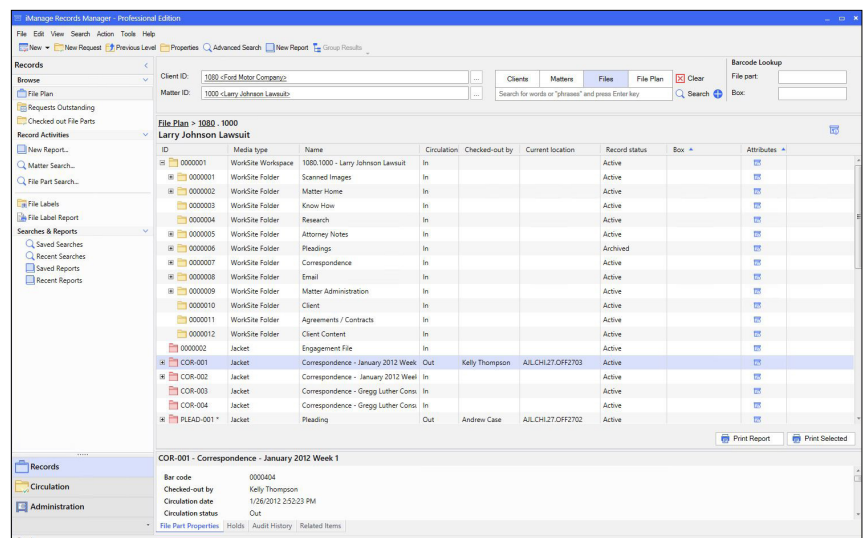
## KEY BENEFITS

- Manage and control all records from a single policy
- Centrally apply retention to both physical and electronic documents
- Seamless integration with iManage Work
- Ensure compliance and manage risk
- Increase productivity and effectiveness

As communications and email volumes grow, and the forms of information the professionals work with multiply (text messages, voicemail, social media), the challenge of effective records management becomes even greater. How organizations manage physical and electronic assets for their compliance value is a critical determinant of firm risk and, if managed incorrectly can be a huge drag on professional productivity.

## iManage Record Manager—A single point of records control

iManage Records Manager, part of iManage Govern, is the leading system used by professionals to manage both physical and electronic records. iManage Records Manager enables you to govern records of all types—including physical files, electronic documents, and emails—in a client and engagement specific manner within a unified, scalable system tailored to your own specific requirements and processes. And it is managed all from a single system and set of policies. You are able to securely, manage and access business documents and records from creation through to defensible disposal and apply legal holds to physical and electronic records.



*Manage physical and electronic assets for retention and governance from a single system integrated into your work tools*

## IMANAGE WORK PRODUCT MANAGEMENT

- **iManage Work:** Secure document and email management
- **iManage Share:** Secure governed file sharing and collaboration
- **iManage Insight:** Enterprise content search and analysis
- **iManage Govern:** Project archiving and records management

## Centrally apply retention to both physical and electronic documents

A central interface enables administrators to set, monitor and enforce records governance policies (including trigger events, retention periods, and disposition rules) that are consistently applied to both electronic and physical content. There is no need to define policies separately in your DMS and your records system. Avoid the burden and risk of error from entering and maintaining policy

definitions twice; ensure policy disposition instructions are transactional for your electronic and physical content, and get a single status view onto your electronic and physical policy activity and audit history.

### **Seamless and unique integration with iManage Work**

Control risk by managing all iManage Work content in place. Nothing is taken out of iManage Work and stored somewhere else. This helps control risk, reduce storage costs, and increase user adoption because professionals know there is only one place to go to find the information they are looking for.

### **Automatic declaration of records to reduce user burden and error**

Busy professionals don't have time to become records managers. iManage Work, together with iManage Govern streamlines capture, classification and security by allowing your users simply to file a document the way they normally do and policy is automatically applied. Documents do not need to be declared a record in order to be managed. File and Done!

### **Increase productivity and effectiveness**

With role specific dashboards governed by security, records staff can have access to all the tasks they do on a daily basis. The seamless integration with iManage Work means they can see and effect content that lives inside of iManage Work.

Professionals see a dashboard that is highly tuned to their needs. At a glance and without clicking a button, they see exactly what they are looking for.

### **Market leading physical records management capability**

Market leading physical records capability including:

- Fully configurable warehouse management capabilities with hierarchical location types including rooms, zones, racks, shelves and spots
- Track circulating items using barcodes and RFID tags
- Integrate with external warehouse vendors permitting actions such as requesting temporary and permanent retrieval of items, and new record and returning record pickup to be performed within the Govern clients
- Seamless integration with electronic records management

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### **About iManage™**

iManage is the leading provider of work product management solutions for legal, accounting and financial services firms and the corporate departments they serve worldwide. Every day, iManage helps professionals streamline the creation, sharing, governance and security of their work product. More than 3,000 organizations around the world—including more than 1,800 law firms—rely on iManage to help them deliver great client work. Headquartered in Chicago, IL, iManage is a management-owned company. For more information, please visit [www.imate.com](http://www.imate.com).