



PRESS RELEASE

Downs Rachlin Selects iManage Govern for Records Management

Law Firm Gains New Capabilities to Manage Physical and Electronic Records, Increase Efficiency, Improve Compliance, and Minimize Risk

CHICAGO – December 13, 2016 – [iManage](#) today announced that [Downs Rachlin Martin PLLC](#)— a firm of more than 60 lawyers, with five locations across Vermont and New Hampshire — has selected [iManage Govern](#) to better manage and control its physical and electronic records.

[iManage Records Manager](#), part of iManage Govern, is the leading system of its kind, used by more than half a million professionals, support staff, and governance managers globally. The product will allow Downs Rachlin to manage and govern records of all types — including physical files, electronic documents, and emails.

More than boosting productivity and effectiveness, iManage Govern will enable Downs Rachlin to manage its engagement files according to each client’s retention policies, from creation through to disposal—all while ensuring the organization meets audit and discovery requirements. These capabilities will enable better policy compliance, minimizing the firm’s exposure to risk.

In addition to implementing iManage Govern, the firm — a longtime iManage customer — is upgrading to a new version of [iManage Work for document and email management](#). The two products will work together to provide an integrated solution for managing and governing information throughout the entire project lifecycle.

“The tight integration between iManage Work and iManage Govern was very important to us,” said Karen Norman, IT director at Downs Rachlin. “We liked the idea of document and email management and records management working together seamlessly, so that users could stay in one application without having to switch back and forth to a different tool.”

Initially, Downs Rachlin will use iManage Govern to organize its physical records, with the eventual goal of tying electronic and physical records together in the system. This will help the firm reduce the number of physical files it must manage, which, in turn, will help it reduce storage space.

“We’re moving towards less paper,” said Alison Alifano, manager of library and research at Downs Rachlin. “The more we can use iManage Work and iManage Govern for documents and emails, the closer we can move towards a paperless environment. It doesn’t just save storage space — it makes finding files much easier than having to retrieve boxes from our storage facility.”

iManage partner [Younts Consulting, Inc.](#) is assisting Downs Rachlin with the implementation of iManage Govern and is expected to be completed in Q1 2017.

“The way organizations manage physical and electronic assets and address policy compliance is a critical determinant of firm risk — and if managed incorrectly, it can be a huge drag on professional productivity,” said Ian Raine, head of product management for iManage Govern. “iManage Govern provides a single point of records control, tailored to users’ own specific requirements. Its seamless integration with iManage Work means that nothing is taken out of the system and stored somewhere else, so busy professionals know there is only one place to go to find the information they are looking for at every stage of the matter, from start to finish.”

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. Over 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, iManage is a management-owned company. For more information, visit us at www.imanage.com, on twitter @manageinc or on [LinkedIn](#).

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