

iManage Records Manager

Lifecycle management for physical
and electronic records



Exponential data growth and an increasingly complex regulatory landscape are driving the need for better governance of records across the organization. Without the right controls, organizations can lose visibility into the records they hold, face growing storage costs, and invite regulatory exposure.

Effective records governance is also the foundation of responsible artificial intelligence (AI). AI models are only as accurate and trustworthy as the information they are trained and decisioned on. When AI ingests redundant, obsolete, or trivial (ROT) content – outdated drafts, duplicate files, and expired records – the result is noise: unreliable outputs, flawed predictions, and compliance risk. Organizations that apply defensible retention and disposition policies ensure their AI pipelines draw from relevant, authoritative content, producing outcomes that are accurate, explainable, and audit-ready.



Governance teams face an additional challenge: engagement content no longer lives in a single system. Knowledge workers create and collaborate across iManage Work, Microsoft SharePoint, Teams, network file shares, and other repositories simultaneously. Records managers and compliance officers need unified visibility across all of these sources to apply consistent policy, respond to legal holds, and demonstrate regulatory compliance – without toggling between disconnected tools or relying on manual reconciliation.

iManage Records Manager is a comprehensive records governance solution fully integrated into the iManage platform. It provides a central interface to track and manage the full lifecycle of both physical and electronic records, empowering organizations to confidently manage records, ensure compliance, reduce risk, and streamline governance.

Key features and benefits



Physical and electronic records management: Govern content in place across multiple repositories, including iManage Work, Windows file shares (on-premises deployments), and physical storage locations – from a single interface.



Single policy control: Define and apply one policy to records stored across multiple repositories, whether physical or electronic, eliminating the need for duplicate policies.



Automate application of retention: Retention periods are applied automatically with a detailed audit log of all events – ensuring consistent, defensible practices without manual overhead.



Reduce regulatory risk: Defensible disposition with full reporting helps meet regulatory obligations and demonstrate compliance during audits.



Role-specific dashboards: Customized, real-time views of key metrics, pending approvals, legal holds, and disposition queues, giving records managers and end users the visibility to act quickly.



Legal hold management: Apply legal holds to preserve content in line with litigation or regulatory requirements, track hold status centrally, and return items to the disposition queue once holds are released.



Control storage costs: Reduce costs associated with both physical and electronic storage by retaining only the records that must be kept.



One iManage platform: Seamlessly integrates with iManage Work and iManage Security Policy Manager, providing need-to-know access controls to sensitive content and inherited cloud security across the information lifecycle.



Flagging content held in third-party repositories: Where records exist outside iManage Work – such as in Microsoft SharePoint, Microsoft Teams, or OneDrive – Records Manager allows governance teams to create a corresponding file part within the file plan to flag that content as subject to retention and destruction obligations. This ensures the file plan reflects the full records estate and that destruction obligations are visible to the administrators responsible for each external platform.



Native integration with offsite storage warehouses: Records Manager connects directly with offsite warehouse management systems, enabling records teams to request retrieval, schedule delivery, and arrange box pickups without leaving the application. Eliminating the need to log in to a separate system reduces manual effort, minimizes the risk of transcription errors, and keeps the complete chain of custody within a single auditable record.

Full visibility. Smarter governance. Audit-ready.

iManage Records Manager transforms cumbersome records management into an efficient and auditable process. By offering defensible retention and disposition of both physical and electronic records across multiple repositories, it ensures compliance, reduces risk, and streamlines governance.

Discover how iManage Records Manager delivers comprehensive records governance, reduces risk, and ensures compliance.



Learn more

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