



iManage Disposition Manager: What you need to know

A short checklist for records, compliance, IT, and information governance leaders

Retention conversations often stall in the same place: where everyone agrees policy should be enforced, but no one has outlined what enforcement requires. Work through this checklist to end the impasse and walk away from your next meeting with a plan.

What does iManage Disposition Manager do?

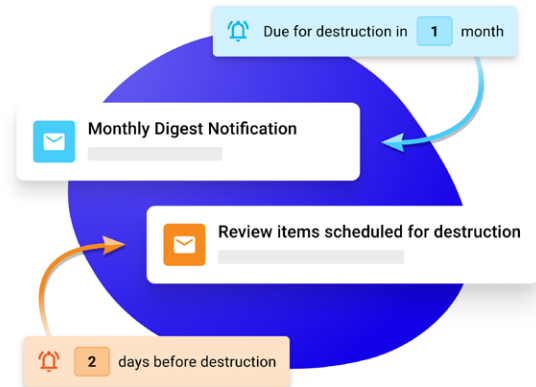
- ☐ Applies retention policy consistently to electronic content in iManage Work: across workspaces, folders, and matters.
- ☐ Performs defensible disposition, not just deletion. Events are recorded, evidenced, and reportable.
- ☐ Runs automatically or routes to approvers, depending on the content and the policy.
- ☐ Honors legal holds, so content under hold cannot be deleted, keeping the audit trail intact.

How is it deployed?

- ☐ It's a native-cloud service embedded in the iManage platform as a separately priced add-on to your iManage Cloud subscription.
- ☐ No duplicate copies of sensitive content are required to manage it.
- ☐ Administrators can configure retention and disposition rules in minutes.

What does it ask of you?

- ☐ The software enforces policy according to a retention schedule you provide.
- ☐ Decide what is disposed automatically and what needs human sign-off.
- ☐ Exceptions like legal holds, client-directed retention, and jurisdictional variance need an owner.



What you'll be asked internally:

- ☐ **"Why now?"** [36% of organizations have already had a document policy violation tied to AI use.](#) Content retained beyond its end of life is still content your AI tools can surface.
- ☐ **"How does IT benefit?"** 94% of IT leaders report rising cloud storage costs. This is one of the few governance initiatives that reduces your spend.
- ☐ **"How do we prove it?"** Built-in reporting provides evidence of completed tasks, making disposition defensible rather than simply done.

[Book a demo](#)

Or reach out to your contact at iManage

About iManage™ iManage has dedicated more than 30 years to Making Knowledge Work™. With a governed foundation, knowledge workers capture, manage, and build on their work, driving better decisions. Award-winning AI-enabled technology, an extensive partner ecosystem, and a customer-centric approach make iManage the strategic partner you can trust with your knowledge.

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