



# Manage, archive and govern information throughout the project life cycle

## KEY BENEFITS

- Reduce operating costs by moving inactive projects to a governed, searchable archive
- Improve governance by centrally applying retention policies across electronic and physical client records
- Simplify compliance through seamless integration with iManage Work
- Reduce risk and enhance productivity by taking records management responsibility off your professionals' shoulders

Exploding volumes of communications and content create cost management and governance challenges for organizations of all sizes. At the same time, growing regulatory and compliance pressures increase client demands for appropriate retention—and destruction of project files. How do you manage this information explosion without exploding your infrastructure costs? How do you assure your clients that their content will be managed according to their governance policies, and that records—both physical and electronic—will be retained for appropriate periods?

iManage Govern enables professional firms to manage information for rapid access and appropriate retention throughout the project lifecycle. Tightly integrated with iManage Work, iManage Govern provides a unified system to manage project files according to each client's retention policies—and enables your organization to meet audit and discovery requirements. With iManage Govern, inactive project files can be automatically archived in their existing structure to reduce storage costs yet remain visible and searchable from iManage Work. Physical files, electronic documents, emails and records can be managed across both iManage Work and the archive within the project file structure. And each file within the project can be associated with a specific retention policy.



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ID	Media type	Name	Circulation	Checked-out by	Current location	Record status	Box	Retention schedule
0000001	WorkSite Workspace	1080.1000 - Larry Johnson Lawsuit	In			Active		Litigation
0000001	WorkSite Folder	Scanned Images	In			Active		Litigation
0000002	WorkSite Folder	Matter Home	In			Active		Litigation
0000003	WorkSite Folder	Know How	In			Active		Litigation
0000004	WorkSite Folder	Research	In			Active		Litigation
0000005	WorkSite Folder	Attorney Notes	In			Active		Litigation
Active-32736-1	WorkSite Record	Discussion Points for Settlement	In			Archived		Litigation
Active-32737-1	WorkSite Record	Deposition notes of Frank Peters	In			Active		Litigation
Active-32738-1	WorkSite Record	Cross-Examination Notes	In			Destroyed		Litigation
0000006	WorkSite Folder	Pleadings	In			Archived		Litigation
0000007	WorkSite Folder	Correspondence	In			Active		Litigation
0000008	WorkSite Folder	Email	In			Active		Litigation
0000009	WorkSite Folder	Matter Administration	In			Active		Litigation
0000010	WorkSite Folder	Client	In			Approved For Destruction		Ford Motor Co.
0000011	WorkSite Folder	Agreements / Contracts	In			Active		Litigation
0000012	WorkSite Folder	Client Content	In			Approved For Destruction		Ford Motor Co.
0000002	Jacket	Engagement File	In			Active		Litigation
ATN-001	Jacket	Attorney Notes	In			Active		Litigation
ATN-002	Jacket	Attorney Notes	Out	Gregg Luther	AJLCHL27.OFF2701	Archived	A0000001	Litigation
ATN-003	Jacket	Attorney Notes	In			Active		Litigation
ATN-004	Jacket	Attorney Notes	Out	Bob Godfrey	AJLCHL27.OFF2704	Active		Litigation
ATN-005	Jacket	Attorney Notes	Out	Bob Godfrey	AJLCHL27.OFF2704	Active		Litigation
BIN-001	Binder	Minute Binder	In			Active		Litigation
BIN-002	Binder	Binder	In			Approved For Destruction		Litigation

## 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

With iManage Govern, you can manage, archive and destroy physical and electronic records according to client policies.

## Archive inactive projects to reduce infrastructure costs

While inactive project information is a valuable source of information for professionals, storing massive amounts of information can significantly increase infrastructure costs. iManage Govern enables you to automate the archiving of inactive project information to less expensive IT infrastructure

## IMANAGE GOVERN MODULES

- **Records Manager:** Electronic and physical records circulation, retention and disposition management
- **Archive Manager:** Email and document archival and access management



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while keeping that information searchable and accessible. With iManage Govern, your professionals can seamlessly access archived information from iManage Work, helping to protect productivity while reducing infrastructure costs.

## Centrally apply retention policies to physical and electronic content

With iManage Govern, you can centrally apply retention policies to virtually any client record, including physical files, electronic documents or emails. A central interface enables administrators to set records governance policies, including trigger events, retention periods and disposition rules, as well monitor and enforce compliance. Administrators can also apply enhanced retention management functions, such as event processing, review, cutoff and records closing. RFID integration improves accuracy and helps records professionals locate lost files and perform inventories more quickly than ever before.

## Seamlessly integrate with iManage Work

Professional firms often must copy every document in the document management system into a separate risk management system to ensure compliance. But with iManage Govern, you can manage all of your content within iManage Work and eliminate the need to store files in two separate locations. And thanks to role-specific dashboards, your records staff can perform records management tasks on a daily basis while your professionals can find all of their client assets including physical assets—all in a single location.

## Take records retention responsibility off your professionals' shoulders

Busy professionals don't have the time to become records managers; they need to be singularly focused on utilizing their valuable billable time to ensure positive outcomes for their clients. Because iManage Govern is seamlessly integrated with iManage Work, it's easy to keep your professionals focused on their work and still ensure compliance. By streamlining document capture, classification and security with automatic application of governance policies, iManage Govern eliminates the pressure of determining which documents to declare as records in order to ensure proper governance—your professionals just file and it's done! Automating compliance not only improves overall productivity, it also reduces firm-wide risk.

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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. Nearly 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.imanage.com](http://www.imanage.com).