



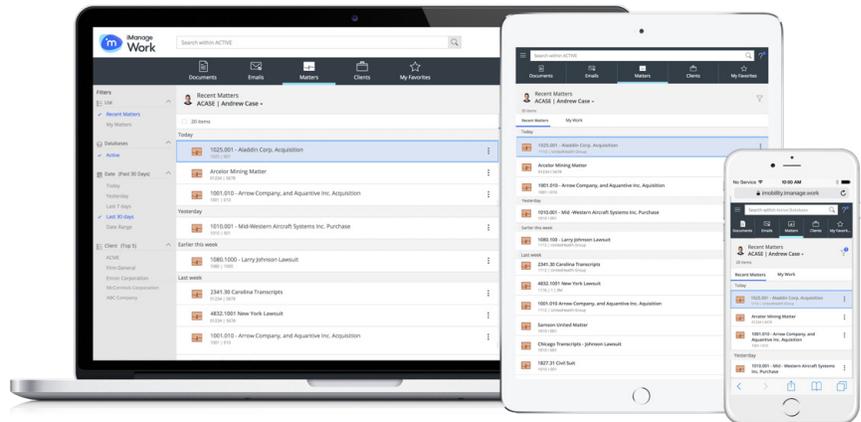
Governance for physical and electronic records

KEY BENEFITS

- **Management and control all records from a single policy:** Eliminate the need to define policies separately in your DMS and records management systems
- **Seamless integration with iManage Work:** Automatically declare iManage Work content as records, and this data is never removed or stored outside iManage Work
- **Intuitive Disposition Processing Workflow:** Easily automate and track the end-to-end process of content that is eligible for disposition

As communications and email volumes grow, and the forms of information professionals work with multiply (text messages, voicemail, social media), organizations face significant challenges for effectively managing records across the enterprise. How professional services firms manage physical and electronic assets for their compliance value, and secure and govern this sensitive content, is critical for business success. Company records managed incorrectly, can have tremendous negative impact on overall organization productivity and unintended legal consequences.

iManage Records Manager is the industry leading records management application, used by over 500,000 professionals to manage both electronic and physical records on any device and from anywhere. A modern web-based interface delivers governance and legal hold capabilities for a variety of physical and electronic assets including physical files, electronic documents and emails, ensuring information is retained based on organization retention policies and then disposed when it reaches end of life.



Single user experience across devices improves productivity and increases adoption.

IMANAGE INDUSTRY AWARDS



INNOVATIVE SOLUTION PROVIDER OF THE YEAR



IT SECURITY PROVIDER OF THE YEAR



SUPPLIER OF THE YEAR (TECHNOLOGY)



BEST USE OF TECHNOLOGY

Seamless integration with iManage Work delivers a fully integrated and consistent user experience of client-matter material. The central policy engine governs physical records — in offices, filerooms and offsite warehouse locations — and electronic records in iManage Work or other systems such as Windows file shares. A full-featured API enables integration with other systems to further extend the capabilities of iManage Records Manager. Improve organization efficiency, ensure compliance and manage risk, by harnessing the power of iManage Records Manager.

IMANAGE WORK PRODUCT MANAGEMENT

Document + Email Management

- **iManage Work:** Secure document and email management
- **iManage Share:** Secure, governed file sharing and collaboration

RAVN Artificial Intelligence

- **iManage Extract:** Automatic extraction of critical business information from large volumes of documents and unstructured data sets
- **iManage Insight:** Enterprise content search and analysis
- **iManage Classify:** Intelligent categorization of large volumes of business data

Security + Information Governance

- **iManage Security Policy Manager:** Need-to-know security policies at scale
- **iManage Threat Manager:** Data protection from internal and external threats
- **iManage Records Manager:** Electronic and physical records management without professional user burden

Centrally apply retention policies to both physical and electronic content

iManage Records Manager enables administrators to set, monitor and enforce records governance policies centrally (including trigger events, retention periods, and disposition rules). These policies are applied consistently to electronic content in iManage Work and a range of other systems and physical content stored in offsite warehouse locations and inside the firm. There is no need to enter policy definitions across multiple systems. Policy disposition instructions are transactional across your electronic and physical content and a single status view is provided of electronic and physical policy activity and audit history.

Seamless and unique integration with iManage Work

iManage Records Manager integrates into iManage Work and delivers a seamless user experience for end users, central management of policies for records managers and records clerks and consistent governance of electronic and physical content via one central set of policies.

Automatic declaration of records and assignment of retention policies improve user adoption

Busy professionals do not have time to become records managers. iManage Work, together with iManage Records Manager, streamlines capture, classification and security by allowing users to continue to file documents as normal with appropriate retention policies being applied automatically. There is no need to declare a document as a record for it be managed.

ID	Media type	Name	Circulation	Checked-out by	Current location	Record status	Box	Attributes
000001	WorkSite Workspace	1080.1000 - Larry Johnson Lawsuit	In			Active		
0000011	WorkSite Folder	Scanned Images	In			Active		
0000002	WorkSite Folder	Home-Home	In			Active		
0000003	WorkSite Folder	Know-How	In			Active		
0000004	WorkSite Folder	Research	In			Active		
0000005	WorkSite Folder	Attorney Notes	In			Active		
0000006	WorkSite Folder	Pleadings	In			Archived		
0000007	WorkSite Folder	Correspondence	In			Active		
0000008	WorkSite Folder	Email	In			Active		
0000009	WorkSite Folder	Master Administration	In			Active		
0000010	WorkSite Folder	Client	In			Active		
0000011	WorkSite Folder	Agreements / Contracts	In			Active		
0000012	WorkSite Folder	Client Content	In			Active		
0000000	Jacket	Engagement File	In			Active		
COR-001	Jacket	Correspondence - January 2012 Week	Out	Kelly Thompson	ALL-CHI.27.OFF2703	Active		
COR-002	Jacket	Correspondence - January 2012 Week	In			Active		
COR-003	Jacket	Correspondence - Gregg Luther Cona	In			Active		
COR-004	Jacket	Correspondence - Gregg Luther Cona	In			Active		
LEAD-001	Jacket	Pleading	Out	Andrew Case	ALL-CHI.27.OFF2702	Active		

COR-001 - Correspondence - January 2012 Week 1

Bar code: 000004
Checked-out by: Kelly Thompson
Circulation date: 1/26/2012 2:52:23 PM
Circulation status: Out

Single user interface for electronic and physical content

Increase organization productivity and effectiveness

Role specific dashboards governed by security enable records staff to access all their daily tasks. Dashboards are highly tuned for the user's needs allowing professionals to view and find the exact information they are looking for easily. Seamless integration with iManage Work allows users to view and manage physical content alongside electronic content in iManage Work. Save time and improve efficiency by using one interface to get work done.

Market leading physical records management capabilities reduce TCO

iManage Records Manager market leading physical records management capabilities reduce organization costs and streamline business processes. Functionality includes:

- Fully configurable hierarchical location types including cities, buildings, offices, file rooms, zones, racks, shelves and specific locations.
- Track circulating items using barcodes and RFID tags.
- Communicate with your offsite storage vendor directly from within iManage Records Manager. No need to leave the application to request temporary and permanent retrieval of items or record pickup.
- Seamless integration with electronic records management.

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. [ILTA's 2017 Innovative Solution Provider of the Year](#), iManage helps professionals streamline the creation, sharing, governance and security of their work product. Over 3,000 organizations around the world — including more than 2,000 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 imanager.com.

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Automatic Disposition Workflows mitigate organization risks

iManage Records Manager Automatic Disposition Workflow component provides professional service firms an easy and intuitive way to automate and track the end-to-end process by which content eligible for disposition is managed. Multiple out-of-the-box workflows allow firms to choose the appropriate single or multi-approver process that best meets their needs.

Summary emails for each review task are sent to designated approvers, and a webpage link displays all matters, physical files, iManage Work and files share content eligible for disposition. Reviewers can view items in conjunction with their key metadata values and can approve or not approve them at the matter, workspace, folder or document level. iManage Records Manager Automatic Disposition Workflow component enables firms to reduce the risk, cost and challenges of operating their records retention policy.

Deploy in the iManage Cloud or on-premises

iManage Records Manager is available in the iManage Cloud, the first and only cloud service to bring proven technology relied upon by Internet leaders such as Google, Facebook and Twitter to the legal/professional community for document and email management.

Cloud users benefit with continuous upgrades, zero downtime for maintenance, extensive scalability and sustainable performance from anywhere, integrated analytics to intelligently monitor and protect all data from unauthorized or malicious access, and data encryption for data at rest and in motion using customer managed encryption keys.