



FileTrail[®]

Policy Manager

Implement IG, Compliance and Cost Control with Confidence

Law firms have been slow to address the retention and destruction of physical and electronic records. Ironically, the path of least resistance — “keeping everything just in case” — is fraught with cost and risk. These include spiraling storage expenses, data protection risks, potential future litigation, and even fines for non-compliance with applicable regulatory rules.

The hesitation to act is understandable. Firms that have accumulated thousands of boxes of physical records over the last 20+ years, stored in multiple offsite storage facilities, often find it hard to know where to begin.

Manually retrieving and reviewing the contents of each and every box would require a significant number of man-hours. Electronic documents present a similar challenge. Most firms have no efficient way to identify all electronic records that are due for disposition, and continue to incur unnecessary storage costs.

A Proactive Approach for Managing Retention, Disposition & OCG Compliance

FileTrail GPS Policy Manager provides one central place to manage and implement retention policies — automatically applying them to relevant records across all information repositories to enforce compliance with firm IG policies as well as clients’ outside counsel guidelines (OCG).

With Policy Manager, firms can take a more proactive approach to information governance:

- Gain visibility across physical and electronic repositories to manage retention and streamline review and disposition
- Apply retention policies across all files related to a specific client or matter
- Automatically trigger workflows alerting lawyers, staff and other stakeholders when retention periods expire, and review and approvals are required for disposition
- Track progress and capture a complete audit trail of all activity and approvals to demonstrate compliance with firm IG policies and client-mandated guidelines