

FILETRAIL GOVERNANCE POLICY SUITE (GPS)

A photograph of a person's hands typing on a laptop keyboard. The person is wearing a black smartwatch and a ring. The image is partially covered by a green overlay on the right side, which contains the text 'GOVERN YOUR DOCUMENT LIFECYCLE IN ANY REPOSITORY'. The bottom right corner of the image features a series of white diagonal stripes.

GOVERN
YOUR
DOCUMENT
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IN ANY
REPOSITORY

HAVING AN IG POLICY ISN'T ENOUGH

GPS AT-A- GLANCE

A comprehensive IG solution, FileTrail GPS ensures documents never slip through the cracks.

- Automatically classify and apply retention policies to documents and records
- Manage reviews and monitor progress in real-time on an actionable dashboard
- Automate disposition, destruction, and other process with built-in workflows
- Forecast dispositions to reveal the value of retention in future hard-dollar savings
- Respond to client audits quickly, documenting compliance with advanced audit reporting

In law firms today, records and documents are everywhere. They're in document management systems, share drives, litigation systems, Share Point, and onsite and offsite storage. How can information governance (IG) policies be effectively applied to the lifecycle of everything?

Historically, firms have handled retention manually, if at all. However, due to the large volumes of information involved, the risk of falling behind in obligations is always high—especially when today's attorneys are handling increased caseloads while facing pressures to be more efficient.

If your firm has gone to the expense of developing comprehensive IG policies around content lifecycle management, how do you make sure that the right people implement them consistently? The answer lies in automation.

AUTOMATE YOUR IG WITH FILETRAIL'S GOVERNANCE POLICY SUITE (GPS)

Technology makes executing your IG policies infinitely easier than it would ever be to carry out the processes manually. Gone are the times of running a manual search for matters that are ready for disposition, sending a memo to the responsible parties, waiting for signoffs, and then starting the destruction process when those approvals finally surface.

Now with FileTrail's GPS software, you can automate these processes and trigger the steps leading to review and disposition, to help guarantee compliance for both internal policy and outside counsel guidelines (OCG) (see Figures 1 and 2).

GPS is the only purpose-built automated IG tool to ensure your firm is always IG compliant. GPS takes what has long been a complex, manual process with many moving parts and transforms it into a simple, automated solution powered by workflows and driven by email notifications.

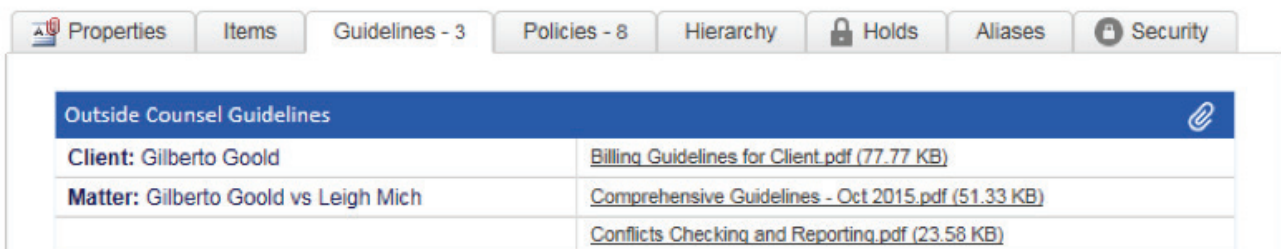


Figure 1. The Matter Guidelines tab provides quick access to outside counsel guideline (OCG) documents related to the Client as a whole, or the specific Matter.

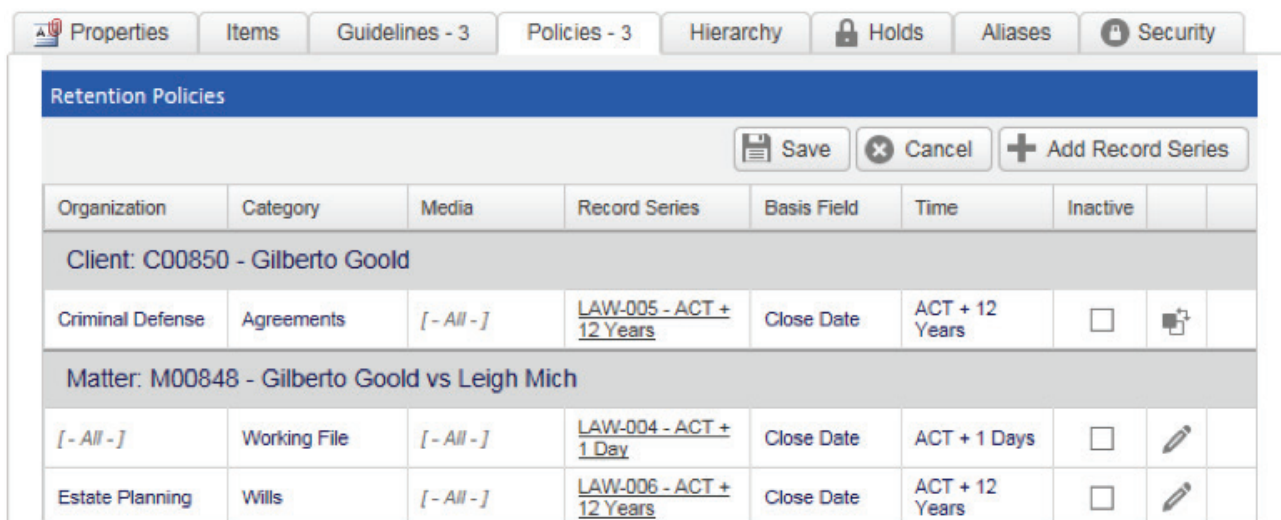


Figure 2. The Matter Policies tab displays retention policies that have been set up for the Client or this specific Matter based on document type and practice area.

HOW IT WORKS

GPS is a comprehensive IG tool that is part of FileTrail's highly configurable and scalable records management solution. FileTrail GPS provides staff with an intuitive, browser-based single pane of glass to manage, review, and dispose of documents and files. Attorneys are only presented with the matters they're responsible for reviewing (see Figure 3).

Retention		Disposition Review: 12/1/2017 - 1/30/2018				
Mark Reviewed ▼ Unmark Reviewed ▼ Add to Hold						Days Remaining: 6
#	<input type="checkbox"/>		Holds	Item Count	Outside Counsel Guidelines	
84	<input type="checkbox"/>	C00193 - Annie Dobbie C00193 / M04191 - Annie Dobbie vs Aracelis Houser	None	18	0 Documents 0 Policies	▲
85	<input type="checkbox"/>	C00193 / M00191 - Annie Dobbie vs Manuel Aid	None	10	0 Documents 0 Policies	
86	<input type="checkbox"/>	C00851 - Antonia Ragan C00851 / M04849 - Antonia Ragan vs Delorse Edmondson	None	17	3 Documents 11 Policies	
87	<input type="checkbox"/>	C00851 / M00849 - Antonia Ragan vs Ignacio Skipper	None	49	4 Documents 11 Policies	
88	<input type="checkbox"/>	C00200 - Antonio Polly C00200 / M04198 - Antonio Polly vs Theola McKnight	None	17	0 Documents 0 Policies	
89	<input type="checkbox"/>	C00283 - April Vallance C00283 / M04281 - April Vallance vs Apolonia Clara	None	18	0 Documents 0 Policies	▼
1559 Matching Record(s)		⏪ ◀ 1 2 3 4 5 6 7 8 9 ... ▶ ⏩			Page 5 of 78 Page size 20 ▼	

Figure 3. The Disposition Review screen presents matters for review to the appropriate attorneys.

Activate Your IG Rules and Policies

Most firms have IG policies that are in a document or on web page, which staff use as a reference. The granularity of your retention schedule depends on your firm's internal policies, plus policies dictated by OCG for the client or a specific matter. With FileTrail GPS you can activate your retention policies by having the policies actually touch the documents without manual tasks being done by staff.

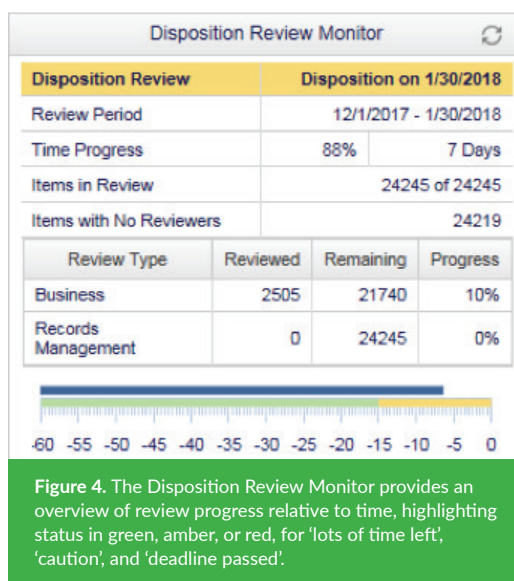
Connectors to DM and Share Drives

It doesn't matter where data is located. Governance can happen "in place," whether files are sitting in boxes in a storage facility or documents inside your DMS, shared network drives, or in other repositories. The GPS connectors automatically apply the policy and workflows to the documents in different repositories, like iManage, NetDocuments, and eDOCS.

GPS COMPATIBILITY

GPS is ready to connect with many solutions right out-of-the-box, including:

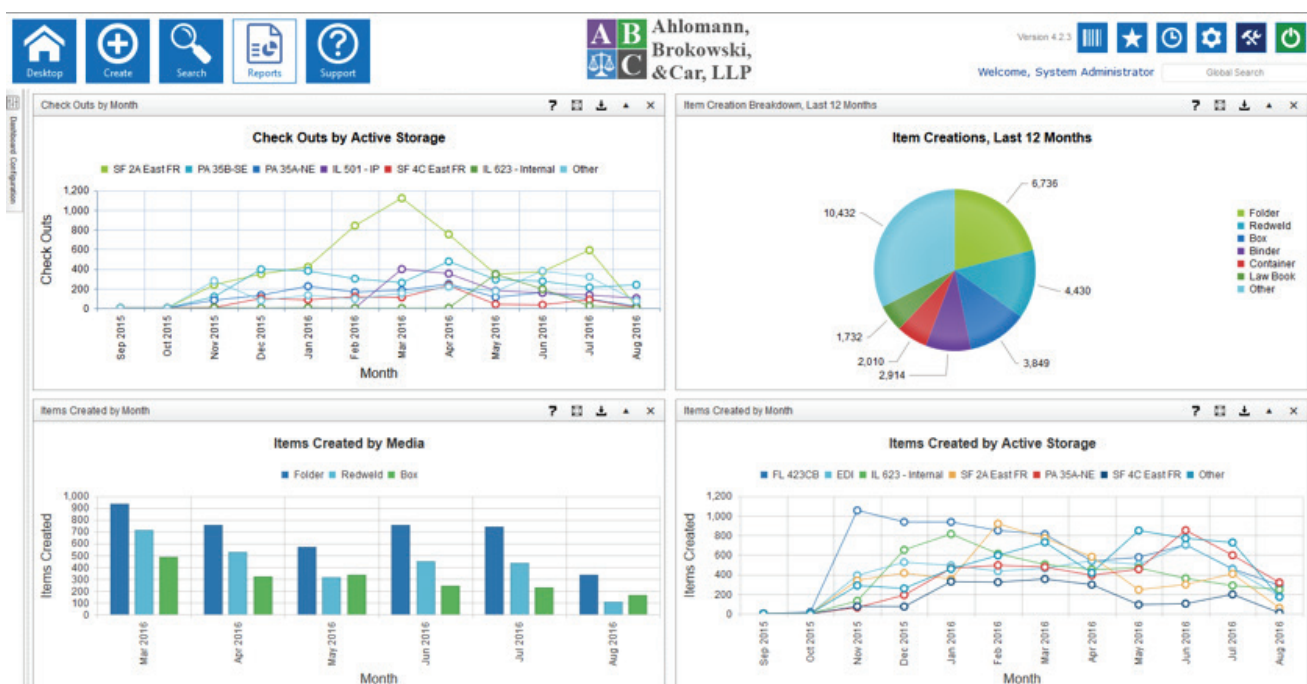
- NetDocuments
- eDOCS
- iManage
- HighQ
- Share Drives
- SharePoint



Visualize Progress in Your Review Cycle

The Disposition Review Monitor keeps you informed of the firm's progress in the review cycle (see Figure 4). The Progress Monitor (see Figure 6) presents progress by reviewer or matter. The application of policies, activity by reviewers, and final disposition are logged in audit trails and available on audit reports.

Graphical reports on trending activity and disposition forecasting can be added to your customized Reports Dashboard, providing one-click access to the metrics that are important to you (see Figure 5).



BENEFITS

Meet Compliance Goals

Pulling together a list of files that are ready for review can take hours, and getting that list approved by an attorney can days or weeks. With FileTrail GPS, you can streamline this process and enforce your firm's policies to meet OCG.

- GPS automatically compiles review lists based on a review cycle calendar, putting it into a user-friendly format.
- As deadlines arise, the tool triggers a disposition review workflow based on a preset time period and automatically sends an email to the reviewer.
- If a reviewer fails to complete the workflow, GPS automatically escalates to the next round to guarantee file disposition.

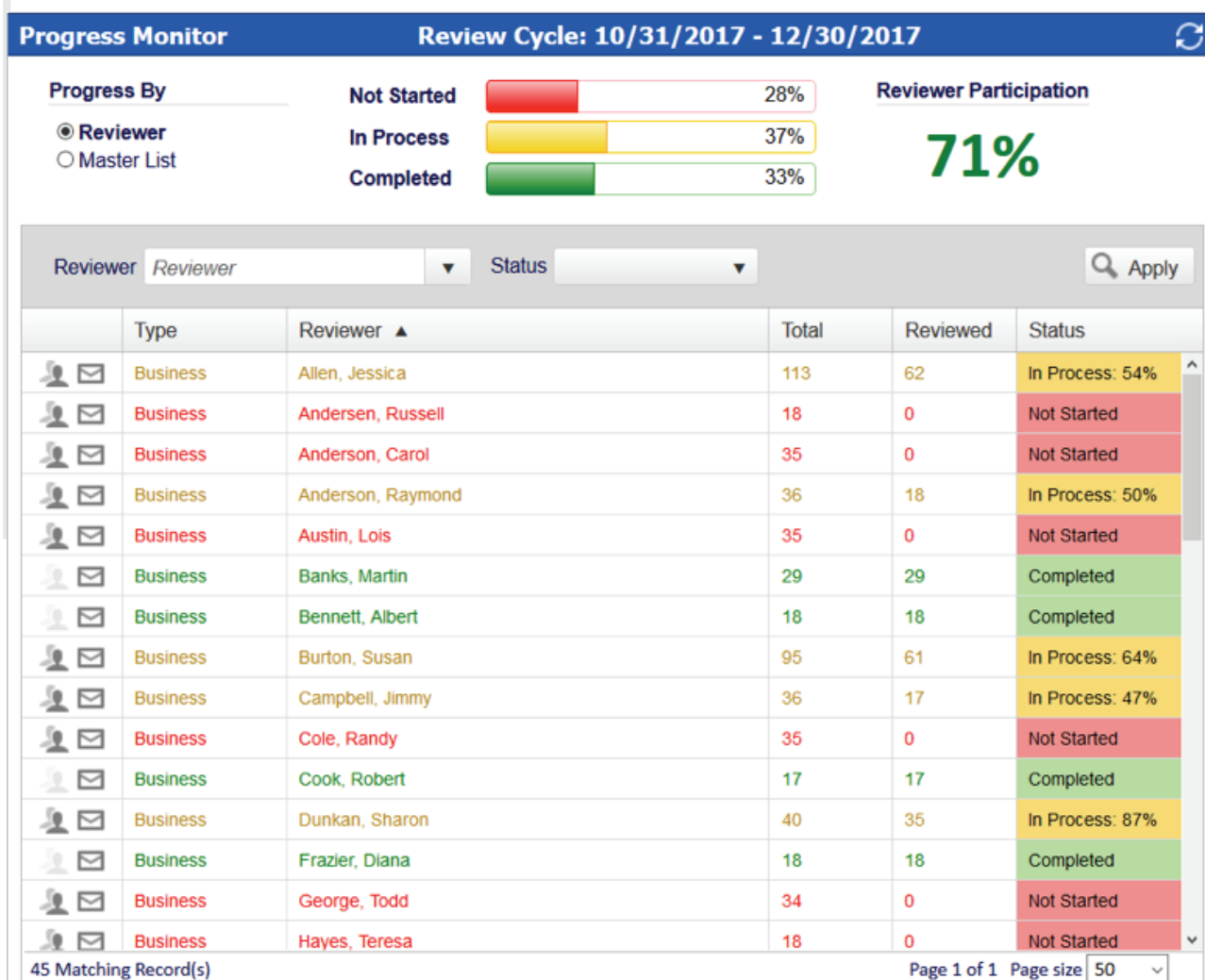


Figure 6. The Disposition Review Progress Monitor tool shows progress by reviewer, while the one-click email tool allows you to nudge those who have not started or are behind.

Pass Client Audits

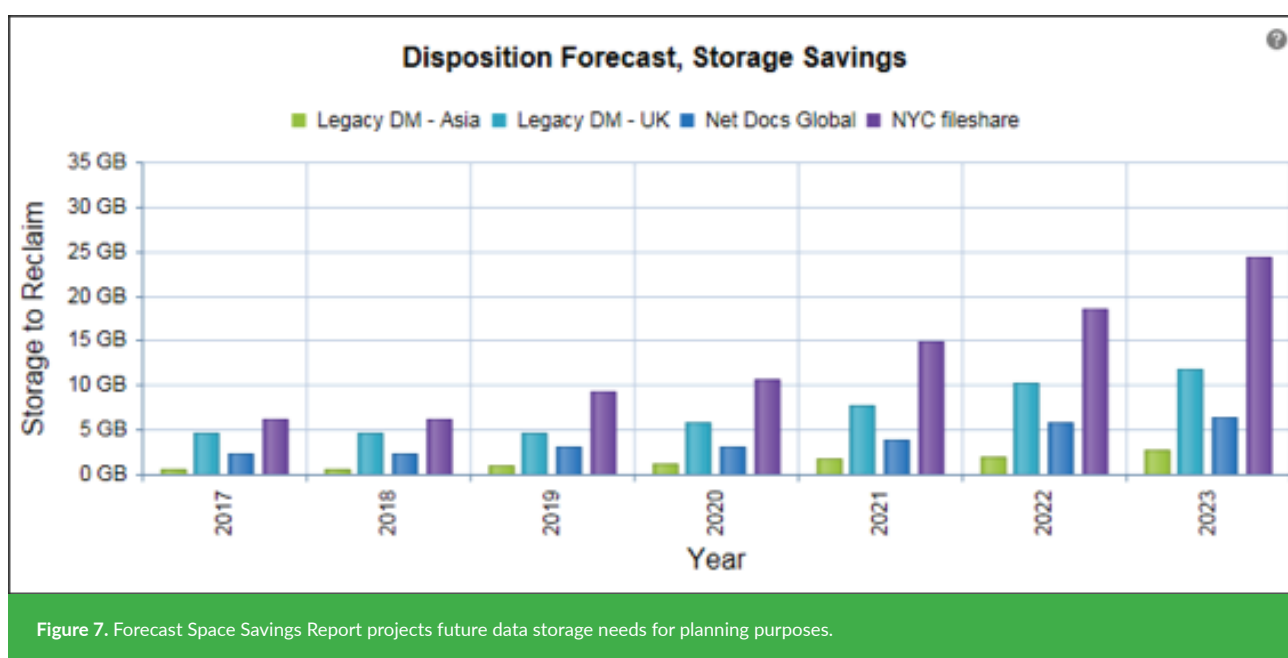
Automating compliance internally is great, but it means nothing if you're unable to respond to client audits quickly. With FileTrail GPS's audit trails and reports, you have on-demand access to all activity, security, and compliance details in one place.

- During the initial classification of a document or the review process, GPS captures all activity and records it in an audit file.
- If a policy changes, the tool can provide a detailed audit trail so that you can generate a report to prove records were promptly destroyed according to policy.

Save Money on Storage

FileTrail GPS helps plan for data storage requirements, as well as budget for service and storage costs from archival vendors. Keeping documents for inactive matters costs law firms hundreds of thousands—if not millions—of dollars annually. If a document doesn't belong to a billable matter, it makes sense to get rid of it.

- Generate graphical reports to instantly see how data growth is trending.
- View what has been done in the past with reports of archival storage activity.
- Forecast dispositions over the next 5-10 years to reveal the hard-dollar value of retention and future savings (see Figure 7).



LEARN MORE

For more information, visit www.filetrail.com/information-governance-software



ABOUT FILETRAIL

Since 2000, FileTrail has been developing, implementing and supporting enterprise-class information management solutions. Deployed all over the world, the company offers a highly configurable suite of records management and governance tools to help organizations manage the complete information life cycle.

FileTrail is the only records management system for law firms, offering both cloud and on-premises solutions. FileTrail integrates with Iron Mountain and leverages APIs to work with the Intapp suite of products,

NetDocuments, iManage, OpenText eDOCS, and other repository-based products.

For more information about FileTrail's records management and information governance software, visit

www.filetrail.com