

Law Firm Information Lifecycle Management

eSentio
Technologies

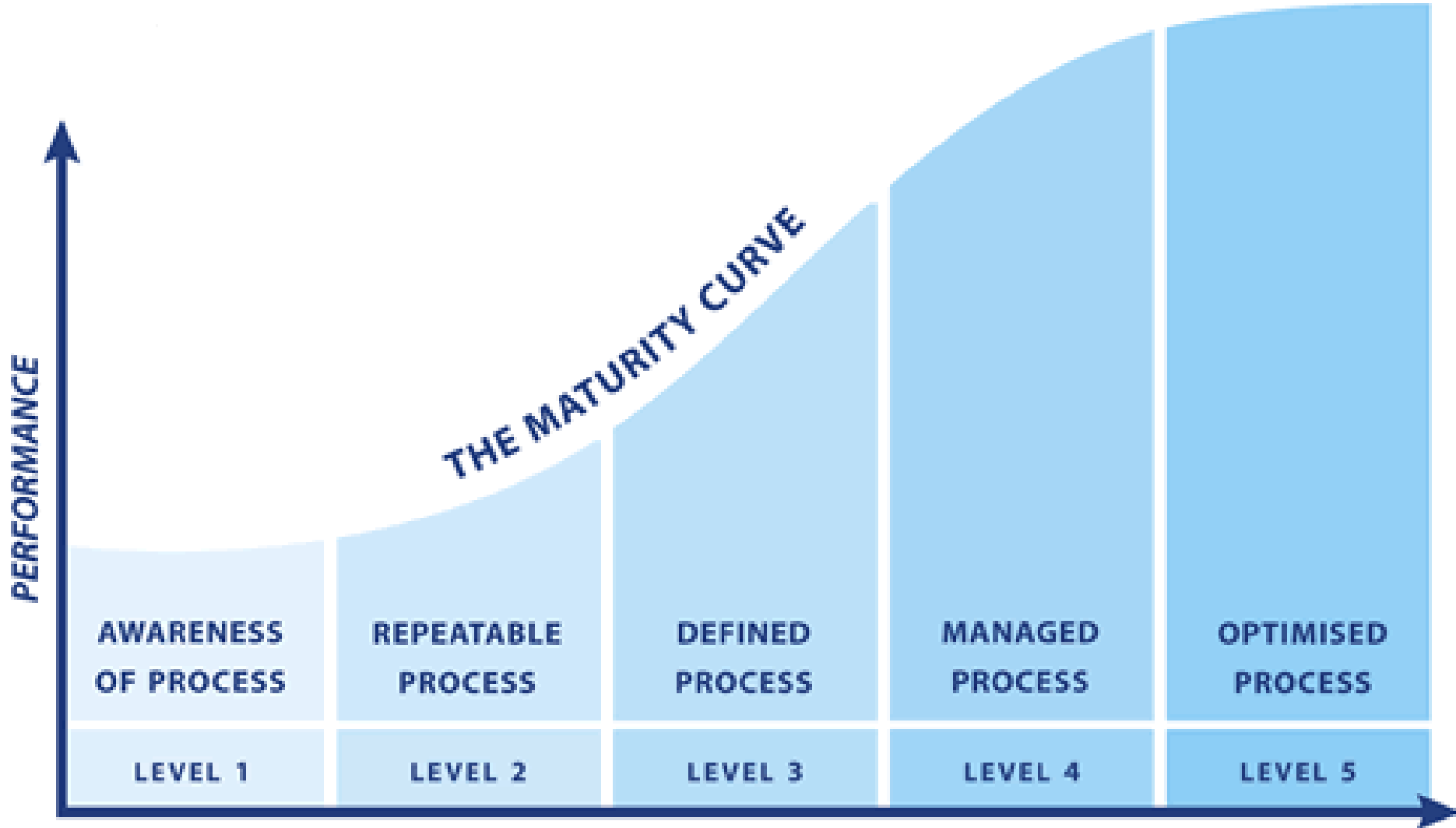


FILETRAIL[®]

Key Topics

1. Key trends identified from eSentio's Maturity Survey 2022
2. What are the benefits of a fully implemented lifecycle management program
3. The risks in not doing so
4. Why implementation, rather than simply the definition of policy, is getting more attention
5. Moving from policy to process
6. Starting small vs. big bang
7. Moving to the Cloud and the negative value of legacy information
8. The role of technology in driving compliance

eSentio Information Governance Maturity Model



Information Governance Categories



INFORMATION
GOVERNANCE
STAFF AND ORG



INFORMATION
GOVERNANCE
AWARENESS



INFORMATION
GOVERNANCE
POLICY



RECORDS AND
INFORMATION
MANAGEMENT
TECHNOLOGY



RETENTION
/DISPOSITION



DOCUMENT
PRESERVATION



ADMINISTRATIVE
DEPARTMENT
INFORMATION



CLIENT
INFORMATION
REQUESTS



THIRD-PARTY
RELATIONSHIPS



INFORMATION
SECURITY



FIRM
INTELLECTUAL
PROPERTY



IT / IG
ADMINISTRATION



MATTER
LIFECYCLE
MANAGEMENT



MATTER
MOBILITY



INFORMATION
MOBILITY



MONITORING
AND AUDIT

Information Governance – Key Stats

Law Firm Retention Management exists but;

7%

have regular disposition processes

75%

are not destroying paper and their electronic equivalents consistently.

75%

are not using an RMS for managing electronic records

42%

have consistent documented processes across offices for records storage

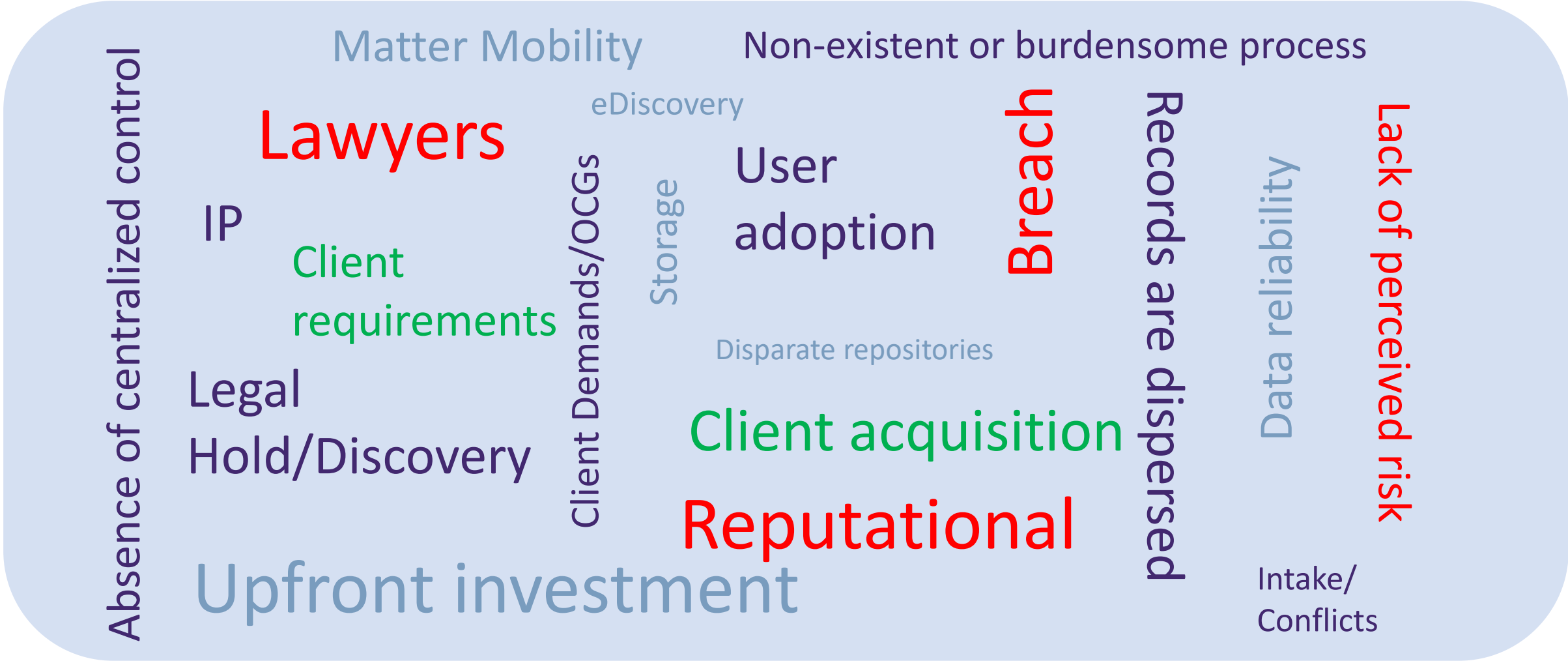
50%

have inconsistent storage procedures

40%

now actively developing workflow automation

Drivers and Blockers



*So, if clients and regulators demand it, the cost,
efficiency and business drivers are known...*

*why isn't Information Governance a priority
for all law firms?*

2022 Trends – A FileTrail perspective



Increased investment in FileTrail Governance to manage electronic records

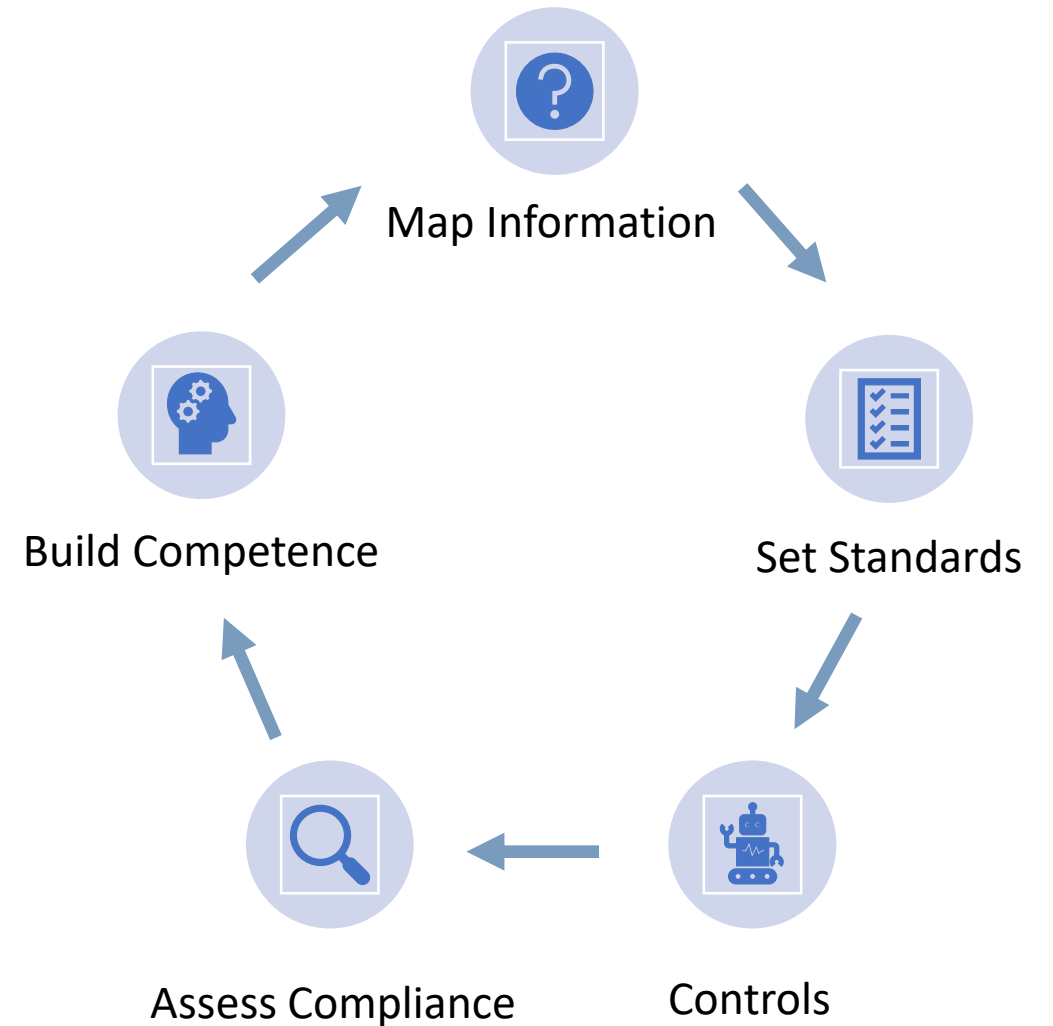
More firms looking to streamline their DMS prior to a move to the cloud.



Law firms now see Information Governance as a competitive advantage.

IG Strategy Approach

- Address client and regulatory IG requirements within the context of a larger IG program.
- Use an iterative cycle that allows a project-based approach.
- Don't take on our firm's entire information systems at once.
- Building success and momentum one project at a time.



Key Questions



Map Information

How does your firm bring visibility to its information structure?
What repositories or data flows do you prioritize for governance?



Set Standards

What policies and procedures has your firm prioritized?
How does your firm build an information governance culture?



Controls

How does your firm review and track outside counsel guidelines related to IG?
Other than for information security, has a client audited your firm for IG requirements?
Which particular requirements?



Assess Compliance

How does your firm assess compliance with IG requirements?
Has an assessment ever triggered a change in policy?

The Path to Law Firm IG

- Domain Experience
- Strategy Advice & Guidance
- Best Practice Methodologies
- End to End delivery

eSentio
Technologies

- Enterprise Class Solutions
- “Single Pane of Glass”
- Ability to manage multiple repositories, complex workflows and environments.
- Client & Regulatory Compliance

FileTrail

FileTrail Records & Governance – New Release Q4 2022

Governance:



- Enhanced Workflows
- Better Reporting Options
- Superior System Integration
- Govern Physical and Electronic Records in a single Hosted Application

Records:



- Complex Inventory Management
- Enhanced Integrations to Third Party Services
- Communicate with Governance for the purpose of facilitating common workflows

Questions & Contacts

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