

Set-and-forget content policy management.

Whether your data and records retention is bound by legal requirements or internal policies, you need a system that enables compliance. ILINX Retention Management gives you the power to configure custom rules based on your unique schedule, data format, and information type needs. Automated workflows allow you to manage and access the data you need – and dispose of it responsibly at the right time.



Manage policies, not complexity

Comprehensive records management systems require the oversight of dedicated professionals. ILINX Records Management provides all the tools you need to implement your information policies without the overhead of a complex system.

Manage across information types

Your organization doesn't just manage data from scanned documents. Word files, email content, and even audio/video files also need governance. ILINX Retention Manager works across all types using system and/or user-defined metadata to identify and control information.

Controlled dispositions

Disposition of some information cannot be done routinely – review and approvals are required. ILINX Retention Management uses automated notifications to support manual approvals. It audits every step of the process from start to finish.

Technical Highlights

1. Create policies for specific information and for your entire repository
2. Manage information by age, custom metadata, and last accessed
3. Support preservation via holds
4. Delete or replace targeted information including selected metadata
5. Automated notifications when information is processed

Accounts Receivable

Automate the deletion of invoices and purchase orders based on age.

Public Records

Easily manage disposition of public records based on department policies.

Staff Records

Purge staff records based on rules you set – including employment status.

Process innovation made easy.

ImageSource makes process innovation easy through advanced solutions built on ILINX, the world's most flexible process-improvement platform, delivered by a team of experts committed to customer-partner success.