



Why retention management matters

At some point, you may be required to produce electronically stored content regardless of where it resides (network drive, database, file server, etc.). You may also need to demonstrate that content was retained or destroyed in accordance with established record retention policies. A strong retention management system helps ensure compliance with requirements from state Departments of Insurance and other regulatory organizations while providing documented proof that requested content was destroyed according to policy.

Using ImageRight Retention Management, you can define retention rules and schedules in ImageRight Enterprise Management Console (EMC) and apply them consistently across all content stored in ImageRight. Automated policies ensure information that is no longer needed is systematically purged based on your established retention schedules and trigger dates. With flexible retention criteria, you can automate how content is retained or destroyed, reducing manual effort while supporting consistent compliance.

Put retention policies into action

1 Automate retention

- Purge images and associated records based on retention schedules
- Automatically recalculate retention dates as retention rules change
- Customize retention rules across every level of your content

2 Strengthen compliance

- Maintain an audit trail showing when content was destroyed
- Apply legal holds when records must be preserved
- Support state, regulatory, and company-specific retention requirements

3 Maintain control

- Limit purge access to approved users
- Protect content with multiple safeguards before destruction
- Automatically or manually purge documents based on retention rules

Protect your business

A consistent retention process helps protect your business from unnecessary risk. Without one, outdated content may remain accessible, required records may be difficult to produce, and manual management can increase the risk of errors, data exposure, and regulatory consequences.

Reduce reliance on manual document collection

Apply retention policies consistently across content

Support audits, litigation, and regulatory requests with documented proof

or call 800.444.4813