



Creating the Perfect DMS



Panelist:

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*Chief Information Officer
Brown Rudnick LLP*

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Thank you for being here today

August 19, 2014



Panelist:

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Thank you for being here today

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Creating the Perfect DMS



Brown Rudnick and its DMS Environment

- 270 attorneys/450 employees in 9 offices US and Europe
- Autonomy iManage 8.5 with DeskSite and FileSite deployed
- Three iManage databases in London, Boston, and Orange County
- Matter Centricity in place for 2+ years
- Newly deployed simplified folder structure under end user control
- Automated Recently Worked list showing matter workspaces with time entered in the last 30 days

Creating the Perfect DMS



K&L Gates and its DMS Environment

- 2100 attorneys/2600 Timekeepers/4400 employees in 48 offices
- OpenText eDocs 5.3.1 (iManage/FileSite in legacy Middletons AUS)
- 36 Separate eDocs Libraries (Legacy deployment of library per office)
- DMS Environment Deployed in 5 Separate Regional Data Centers
Worldwide (US-East, US-West, EU, AU, AUS)
- No Matter Centricity
- Native Email Functionality from eDocs

Creating the Perfect DMS



DMS Challenges

- Consistent filing of email
- Creation of “shared drives” outside of the DMS
- Application of Records Retention Policy
- Matter Centricity
- Integration with multiple third party applications
- Mobile device access and security

Creating the Perfect DMS



Some questions about DMS design

- Is matter centrality the most effective means of organizing content?
- How much control of content organization should be given to end users?
- Have you successfully automated application of record retention policies to your DMS?
- Do you use mailbox size limitations as a tool to encourage filing mail to the DMS? How's that working out for you?
- Do email archives and the DMS work against each other in your environment?

Questions

We'll now open it up for questions

Thank You

