

CAPABILITY ASSESSMENT

Evaluating records retention and information governance solutions.

Selecting a records retention and information governance platform is an important decision, one that can influence your organization's compliance posture, operational efficiency, risk exposure, and long-term governance strategy. This guide is a framework for comparing platforms consistently, with **Orchestrate's answers filled in and room for the vendors you are evaluating alongside it.**

340+

jurisdictions in the research database

360,000+

retention obligations, kept current

8 weeks

from first workshop to a live schedule



How to use this guide

Most platforms look similar at a high level. Nearly all offer retention schedules, reporting, and compliance-related functionality. The differences emerge when you look past the feature list and ask how well a solution supports day-to-day governance, adapts to changing regulatory requirements, and scales alongside your organization.

The categories that follow reflect priorities commonly identified by records management, information governance, legal, compliance, privacy, and technology professionals. Score each capability against your own requirements, implementation priorities, and long-term governance objectives.

✓ Orchestrate meets the criterion ☐ score the vendors you are evaluating

Superscripts refer to the notes on page 06.

Why organizations choose Orchestrate

✓ **Integrated global legal intelligence**

Retention schedules are only as defensible as the legal requirements that support them. Orchestrate combines retention schedule management with integrated legal research, regulatory citations, and ongoing legal updates, helping organizations connect retention decisions directly to authoritative legal requirements.

✓ **Practitioner-centric design**

The most powerful platform is only valuable if people can use it effectively. Orchestrate was designed by information governance and legal practitioners who understand the challenges records managers, compliance professionals, and legal teams face every day.

✓ **Flexible schedule architecture**

No two organizations structure their retention schedules exactly alike. Orchestrate supports both simple and highly complex schedule frameworks, built from functions, record series, record types, and examples, with or without a record type layer between series and examples, allowing organizations to align retention governance with the realities of their business rather than conforming to a rigid system structure.

✓ **Actionable retention governance**

A retention schedule delivers the greatest value when it becomes an active part of daily operations rather than a document that is referenced only when questions arise. Orchestrate helps organizations make retention guidance more accessible through intuitive search, employee self-service access, reporting tools, exports, and API-driven integrations.³

✓ **Comprehensive global coverage**

Regulatory obligations vary by jurisdiction, and maintaining visibility into those requirements requires ongoing attention. With access to retention requirements across 340+ jurisdictions and a continuously maintained legal intelligence framework, Orchestrate helps organizations manage complex compliance obligations while maintaining consistency, transparency, and defensibility within a single platform.

Capability assessment matrix

CAPABILITY

ORCHESTRATE VENDOR A VENDOR B

Dashboard & user experience

Centralize retention schedule management in a single workspace	✓	☐	☐
Quickly filter retention schedules by business function	✓	☐	☐
Access record details, examples, and legal authorities from one interface ¹	✓	☐	☐
Give users a single source of truth for retention policies	✓	☐	☐
Share retention information with stakeholders in a few clicks	✓	☐	☐

Retention schedule management

Create and maintain enterprise retention schedules	✓	☐	☐
Manage retention requirements across multiple jurisdictions	✓	☐	☐
Standardize retention policies across the organization	✓	☐	☐
Adapt retention schedules as regulations change ²	✓	☐	☐
Support simple and highly complex schedule structures	✓	☐	☐
Align retention schedules with organizational operating models	✓	☐	☐
Maintain consistency across global retention programs	✓	☐	☐
Govern retention policies through a structured lifecycle	✓	☐	☐
Reduce reliance on schedules kept in spreadsheets, Word files or PDFs	✓	☐	☐
Maintain audit-ready retention documentation	✓	☐	☐

Legal research & regulatory intelligence

Access global retention requirements from a single platform ¹	✓	☐	☐
Stay current with changing regulatory requirements	✓	☐	☐
Reduce reliance on outside counsel for routine legal research	✓	☐	☐
Connect retention policies directly to legal authority ²	✓	☐	☐
Understand the impact of regulatory changes on retention schedules ²	✓	☐	☐
Monitor legal developments across multiple jurisdictions	✓	☐	☐
Access expert-curated legal intelligence and guidance	✓	☐	☐
Validate retention decisions using supporting legal citations	✓	☐	☐
Review source laws and regulatory references directly within the platform ¹	✓	☐	☐
Identify records affected by new or changing regulations ²	✓	☐	☐
Accelerate legal research and policy maintenance efforts	✓	☐	☐

Record series management

Organize records within a structured retention framework	✓	☐	☐
View retention requirements associated with each record series	✓	☐	☐
Understand how retention requirements vary by jurisdiction	✓	☐	☐
Maintain detailed metadata for record classifications	✓	☐	☐
Manage relationships between record series and legal authorities ²	✓	☐	☐
Improve visibility into record-level compliance obligations	✓	☐	☐
Support defensible retention decision-making	✓	☐	☐
Simplify maintenance of complex retention schedules	✓	☐	☐

Cross-functional classification & tagging

Classify records across multiple business functions	✓	☐	☐
Eliminate duplicate record series across departments	✓	☐	☐
Reflect real-world business relationships within retention schedules	✓	☐	☐
Manage records that support multiple compliance obligations	✓	☐	☐
Improve collaboration across legal, compliance, privacy, and business teams	✓	☐	☐
Simplify governance of cross-functional information assets	✓	☐	☐
Support more accurate records classification and management	✓	☐	☐

Search & accessibility

Help employees quickly find applicable retention policies	✓	☐	☐
Reduce dependency on records management teams for routine inquiries	✓	☐	☐
Enable self-service access to retention guidance	✓	☐	☐
Search retention schedules using familiar search experiences	✓	☐	☐
Locate records by business function, legal authority, or retention requirement ¹	✓	☐	☐
Improve employee adoption of retention policies	✓	☐	☐
Increase accessibility of compliance information across the organization	✓	☐	☐
Make retention schedules easier to understand and use	✓	☐	☐
Reduce time spent searching for policy information	✓	☐	☐

Reporting, sharing & integration

Generate auditor-ready reports and supporting documentation	✓	☐	☐
Share retention schedules with internal and external stakeholders	✓	☐	☐
Produce citation-backed retention reports	✓	☐	☐
Export retention schedules in business-friendly formats	✓	☐	☐
Export retention schedules as PDF and XLSX, with or without citations	✓	☐	☐
Integrate retention schedules with enterprise platforms ³	✓	☐	☐
Connect retention policies to operational systems through APIs ³	✓	☐	☐
Distribute retention requirements across the organization	✓	☐	☐
Give technology teams one authoritative schedule to implement	✓	☐	☐
Support digital transformation and governance initiatives	✓	☐	☐

Compliance & governance

Strengthen defensible compliance programs	✓	☐	☐
Reduce regulatory and legal risk	✓	☐	☐
Demonstrate compliance during audits and investigations	✓	☐	☐
Capture retention policy changes over time ⁴	✓	☐	☐
Maintain an auditable history of governance decisions ⁴	✓	☐	☐
Improve organizational readiness for regulatory change	✓	☐	☐
Support ongoing governance and oversight activities	✓	☐	☐
Increase confidence in retention decisions	✓	☐	☐
Build resilience into enterprise compliance programs	✓	☐	☐

Platform & architecture

Scale retention management across global organizations	✓	☐	☐
Deliver a secure, cloud-based retention management environment	✓	☐	☐
Support long-term growth without restructuring retention programs	✓	☐	☐
Improve operational efficiency through centralized governance	✓	☐	☐
Enable retention schedules to become actionable business assets	✓	☐	☐
Support enterprise-wide information governance initiatives	✓	☐	☐
Provide a user experience designed for records and compliance practitioners	✓	☐	☐
Maintain governance continuity as teams, systems, and regulations change	✓	☐	☐

As you review each capability, consider how effectively a solution can help your organization

- Strengthen defensible compliance and audit readiness
- Simplify retention schedule management and ongoing maintenance
- Respond efficiently to changing laws and regulatory requirements
- Connect retention policies to enterprise systems and business processes
- Reduce legal, regulatory, and operational risk
- Improve employee access to retention guidance and policies
- Support global and multi-jurisdictional compliance obligations
- Scale with your organization's growth, complexity, and evolving governance needs

High-impact differentiators

These restate capabilities scored above, so they carry no vendor columns. They are the short version of the sheet you have just worked through.

- ✓ Replace document-based retention schedules with a governed platform
- ✓ Connect legal research directly to retention policy decisions
- ✓ Support schedules with or without a record type layer
- ✓ Enable employees to find retention guidance without specialist assistance
- ✓ Reduce legal research effort through integrated regulatory intelligence
- ✓ Access retention requirements across 340+ jurisdictions
- ✓ Receive expert-curated guidance when regulations change
- ✓ Make retention schedules actionable through search, APIs, and exports³
- ✓ Manage cross-functional records without creating duplicate schedules
- ✓ Accelerate time-to-value through practitioner-focused design

- 1 Access to the requirements library is governed by role.** Admins search the full library and map requirements to the schedule. Editors and Reviewers work with the requirements already mapped to a record series. Viewers see the retention schedule itself.
- 2 The determination stays with your subject-matter experts.** The research is kept current on a regular schedule, and Orchestrate surfaces a change against the requirements you have mapped and keeps the citation and the history attached to your decision. Which requirement applies to which record series, and what policy follows from it, is decided by your people rather than by the software.
- 3 Integration is scoped per engagement.** The platform runs on REST services; we configure endpoints for the consuming system during implementation; we don't publish a general endpoint catalog.
- 4 Change history is captured as you work.** Orchestrate records each change to the schedule as it is made, and our team prepares a change report from that record on request.

Explore what Orchestrate could look like for you.

If this is the foundation your organization is looking for, we would welcome the conversation.

Book a walkthrough

info@lexshift.com · lexshift.com

About LexShift. LexShift helps organizations operationalize governance across legal, regulatory, privacy, and information management domains. Combining practitioner expertise with modern governance technology, LexShift enables organizations to move from static policy frameworks to defensible, scalable execution. Founded in 2022 and headquartered in Chicago.