

AI evidence file

Name each AI use, keep the evidence, and assign the question still open.

Illustrative inputs, not a client.

Use	Where it runs	Data it can touch	Owner	Evidence on hand	Question still open
Vendor feature inside an existing platform	The vendor's service	Not yet declared	Not yet named	The proposal	Is the feature on by default, and can the institution turn it off?
Staff use of a public assistant on procedure text	A public assistant outside the institution	Not yet declared; must exclude member and account data	Not yet named	None	Which procedure version controls, and which questions stay unanswered?

Decision: _____

A review prepares a file. It does not certify compliance, give a legal opinion or connect to a core.