

# AI Decision Record

**Use this document when:**

An AI system influenced a decision that matters.

**Purpose:**

To create a contemporaneous written record of what was decided, how AI was used, and who is accountable.

**Important:**

This document does not guarantee safety, correctness, or compliance. It records judgment at the time it was made.

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## 1. Decision Summary

**Decision title (short, descriptive):**

*(e.g., "Use AI-assisted screening for customer support tickets")*

**Decision description:**

*(Briefly describe what was decided. Plain language. No justification yet.)*

**Decision date:**

*(Date the decision was made.)*

**Decision valid until:**

*(Date after which this decision must be revisited, renewed, or retired.)*

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## 2. AI System(s) Involved

**AI system name(s):**

*(Product, model, service, or internal system name.)*

**AI provider / owner:**

*(Vendor, internal team, or organization responsible for the AI system.)*

**How the AI influenced the decision:**

*(e.g., recommendation, classification, scoring, summarization, generation, prioritization.)*

**Was AI advisory or determinative?**

- Advisory only
  - Strongly influential
  - Effectively determinative
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### **3. Human Accountability**

**Accountable decision owner:**

*(Name and role of the person responsible for this decision.)*

**Decision-making authority:**

*(Why this person or role is authorized to make this decision.)*

**Additional reviewers or contributors (if any):**

*(Names / roles. Optional.)*

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### **4. Intended Purpose & Scope**

**Intended purpose:**

*(What this decision is meant to achieve.)*

**In-scope use:**

*(Where and how this decision applies.)*

**Out-of-scope use:**

*(Explicitly state what this decision does NOT apply to.)*

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## 5. Assumptions

*(List the assumptions that must hold true for this decision to remain reasonable.)*

- Assumption 1:
- Assumption 2:
- Assumption 3:

*(If assumptions change, this decision should be revisited.)*

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## 6. Constraints & Limitations

**Known limitations of the AI system:**

*(Accuracy limits, bias concerns, context gaps, training constraints, etc.)*

**Operational constraints:**

*(Human review requirements, usage limits, deployment boundaries.)*

**Explicit non-claims:**

*(What is not being claimed about this AI or decision.)*

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## 7. Risks & Potential Impacts

**Foreseeable risks:**

*(Errors, misuse, downstream effects, reputational or legal concerns.)*

**Who could be affected:**

*(Users, customers, employees, third parties, public.)*

**Risk mitigation in place (if any):**

*(Controls, review steps, monitoring, or escalation paths.)*

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## 8. Alternatives Considered

**Alternatives to this decision:**

*(Including non-AI options or doing nothing.)*

**Why this option was chosen:**

*(Brief rationale. No hindsight.)*

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## 9. Review, Escalation & Change

**When this decision will be reviewed:**

*(Date or triggering condition.)*

**Escalation contact:**

*(Who to contact if issues arise.)*

**Supersedes prior decision?**

No

Yes — Decision ID / Title:

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## 10. Record Metadata

**Decision Record ID:**

*(Unique identifier, if used.)*

**Document created by:**

*(Name / role.)*

**Date this record was completed:**

*(Date.)*

**Location of supporting materials (if any):**

*(Links to logs, analyses, evaluations, or related documents.)*

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**Statement of Record**

This document reflects the information, assumptions, and judgment available at the time the decision was made.

It is intended to support transparency, accountability, and later review.

**Accountable decision owner (name):**

**Signature (if applicable):**

**Date:**

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**Optional Notes (Remove if unused)**

*(Free-text notes, context, or clarifications.)*

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**End of Record**