

Notes for Use:

- Carefully revise this template to tailor it to your organization.
- This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state, or federal laws and is not a legal document.

AIMS Document Management Policy

Purpose

ISO 42001:2023, Clause 7.5 Documented information, requires that an organization's artificial (AI) management system (AIMS) shall include documented information required by the ISO 42001 standard as well as documented information determined by the organization as being necessary for the effectiveness of the AI management system. Document management and control procedures ensure that an organization's AIMS can be monitored, measured, and improved upon.

Scope

The scope of this policy includes policies, procedures, and artifacts in support of the organization's AIMS. This includes documentation related to the AIMS that may require more stringent processes to meet legal or contractual requirements, such as HR records or documents under a legal hold, however, this policy is intended to set the minimum standard for such documents as they relate to ISO 42001.

References

- AIMS documentation is tracked in the **Document Inventory**
- The **AIMS Document Template** should be used as the format for all new and adopted AIMS policies, procedures, artifacts, and related documents.

Policy

- Distribution, access, retrieval, and use of AIMS documentation shall be defined and controlled by the **[Information Security Manager]** and should be available when needed. Access rights shall be defined, allocated, and periodically reviewed.
- AIMS documentation shall be appropriately stored and preserved. The **[Information Security Manager]** is responsible for defining where the documents will be available and then archived and how they will be protected from unauthorized access.
- All AIMS policies, procedures, and artifacts shall have a document reference number and title, and be version numbered and dated upon creation and update.
- A document shall be labeled with a confidentiality level as defined in the **Asset Classification Policy**.
- A document owner shall be assigned to each policy and procedure document and is responsible for ensuring the document is kept up to date.
- A document approver shall be assigned to each policy and should review and approve when major updates are made.

- The document revision history should be updated when changes are made and approved, and shall be retained digitally for six years and then will be overwritten.
- Paper versions of AIMS documentation should only be created for temporary purposes. The paper versions shall be shredded as soon as the temporary requirement has been fulfilled.
- AIMS supporting documents and artifacts shall be kept indefinitely, with the exception of the approved removal by the [VP of Information Security and Privacy].
- Documented information of external origin that is necessary for the planning and operation of the AIMS, shall be included in the Document Register as an artifact, assigned an owner, and confidentiality level.

Responsibility

The [job title] is responsible for managing this process.

Revision History

Revision Date	Action	Author/Approver
x/xx/20xx	Initial Draft	[name], [title]
x/xx/20xx	Review and Approval	[name (OWNER OF THIS POLICY), title]