

Template 9: Data Readiness Checklist

Target AI Application: [e.g., Internal Policy Lookup Bot]

Data Corpus Owner: [Insert Name & Title]

Audit Completion Date: [Insert Date]

Phase 1: Inventory & Scrubbing

- ☐ **Define the Scope:** We have identified every document that will be indexed by its specific source (not just the folders/databases), and we have confirmed each is current and authoritative.
- ☐ **Remove Sensitive Data:** We have verified each document contains NO hidden PII.
- ☐ **Decide the Deployment Model (GATE):** We have determined whether this corpus can use a cloud-based model or whether any documents require an on-premises model because they cannot leave the agency's environment. This decision is made before indexing begins.

Phase 2: Currency & Conflict Resolution

- ☐ **Archive Stale Policies:** Outdated versions are moved to an archive.
- ☐ **Resolve Contradictions:** We ensured only one single source of truth exists, requiring the relevant department heads to resolve any preexisting documentation conflicts before indexing begins.

Phase 3: Ongoing Governance

- **[] Named Document Owner: [Insert Role/Name]** is responsible for maintaining this corpus.