AI use record

Record one actual use in a particular edition. Preserve the facts, then check the destination's current requirements before preparing any disclosure.

Project / edition

Date

Service and version, if known

Component / file / section

Text, image, translation, planning or other work.

Task

What did you ask the tool to do?

Input scope

Describe material supplied; leave credentials and unnecessary personal details out.

Output handling and human work

What was retained, changed or discarded? Identify the relevant file or location.

What I actually checked

Name the review performed and any uncertainty or follow-up that remains.

Destination requirements checked

Destination, official policy URL / document, checked date, required action and open questions.