

The six-column evidence file

Id: use-staff

Use: Staff drafting of procedure explanations

Where it runs: A public assistant outside the institution

Data it can touch: Reported procedure text; full inputs are not disclosed. Customer, member, account and confidential material must be excluded.

Owner: Operations procedure owner

Evidence on hand: Staff-use disclosure; earlier controlled procedure; later working copy; supplied approval record for the earlier version; returned controlling-version confirmation

Question still open: Can the permitted-input boundary and generated-answer review be demonstrated?

Source ids

src-staff

src-procedure-earlier

src-procedure-later

src-procedure-confirmation

Reviewer observation: Returned evidence resolves the controlling-version question in this illustration. Staff inputs and safe-use treatment remain open.

Review disposition: Retain the earlier controlled procedure as the review baseline; resolve conflict before using generated instructions operationally.

Id: use-vendor

Use: Embedded AI summary feature in an existing platform

Where it runs: The vendor's service; downstream processing is not declared

Data it can touch: Initial disclosure mentions event metadata; free-text reach, retention and downstream access are unresolved.

Owner: Vendor-management owner with IT review

Evidence on hand: Embedded-feature proposal and incomplete initial vendor disclosure

Question still open: Is the feature enabled by default, what can it read, and does the institution's off setting stop the relevant processing?

Source ids

src-vendor-proposal

src-vendor-disclosure

Reviewer observation: The documents describe a feature but do not establish the live setting or effective off control.

Review disposition: Do not authorize activation on the supplied evidence; request configuration and data-handling evidence.

Coverage

Uses: 2

Records: Only the declared uses and listed source versions

Exclusions

Institution-wide discovery

Live systems and configurations

Confidential customer records

Legal opinion and compliance certification

Timing: Illustrative sequence, not a measured delivery duration