REFERENCE DOWNLOAD

AI Governance Starter Checklist

A one-page reference summarizing the four instruments and the initial steps a city can take this quarter. Work through the instruments in order: inventory, risk tiers, procurement, then policy.

Instrument 1 - AI Use Inventory

- Send an inventory request, authorized by city leadership, to every department head.
- Review contracts, renewals, and software inventories for AI-enabled features.
- Interview higher-exposure departments directly.
- Record each system and assign a preliminary risk tier.

Instrument 2 - Risk Tier Classifier

- Score each system on consequence, autonomy, data sensitivity, reversibility, and scale.
- Assign Tier 1-4; use the higher tier when uncertain.
- Flag every Tier 3 and Tier 4 system for enhanced review.

Instrument 3 - Procurement Checklist

- Require written vendor disclosure before approval of purchases, pilots, renewals, and amendments.
- Add core AI contract provisions with city attorney review.
- Confirm audit, records, incident-reporting, and exit terms.

Instrument 4 - AI Use and Transparency Policy (in development)

- Define disclosure for resident-facing AI systems.
- Set internal rules for employee AI use, documentation, and records retention.
- Establish human review, appeals, and incident reporting.

First 90 days

1. Name an internal owner for AI governance.
2. Complete a first-pass inventory of AI-enabled tools.
3. Assign preliminary risk tiers and flag Tier 3 and Tier 4 systems.
4. Adopt vendor disclosure questions in procurement.
5. Brief city leadership and set a refresh schedule.

This template is provided for general informational purposes only and is not legal advice. Each local government should review and adapt it with its own attorney, records officer, privacy, security, and procurement staff.