Department Inventory Survey

Complete one response per department. Include AI features embedded in software your department already uses, not only standalone AI products. If you are unsure whether a tool qualifies, list it and note the uncertainty.

Survey questions

Department name, and the name and title of the person completing this survey.

Response: _____

List every software tool your department uses that includes AI, machine learning, generative AI, automated prediction, ranking, transcription, computer vision, or biometric features.

Response: _____

For each tool, name the vendor and note whether the AI capability is the main product or a feature added to existing software.

Response: _____

For each tool, describe what the tool does and how staff use its output.

Response: _____

What data does each tool receive? Note any personal, confidential, protected, biometric, or surveillance-derived data.

Response: _____

Do residents interact with the tool directly, or is use limited to internal staff?

Response: _____

Do the tool's outputs influence decisions about benefits, permits, enforcement, employment, housing, public safety, or access to services?

Response: _____

Who reviews the output before action is taken, and who retains final authority?

Response: _____

Is the tool in a pilot, in active use, suspended, or retired? When did use begin?

Response: _____

Who is the named staff member responsible for the tool in your department?

Response: _____

Are you aware of any planned AI purchases, pilots, or vendor-announced AI features in the next 12 months?

Response: _____

Has any staff member used a public AI tool (for example, a general-purpose chatbot) for department work? If so, for what tasks?

Response: _____

Definition

For this survey, an "AI-enabled tool" includes generative AI, machine learning, automated prediction or ranking, computer vision, biometric identification, speech recognition, and AI features embedded in existing software.

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.