

AI Use Inventory

Company: [COMPANY NAME]

Inventory owner: [AI GOVERNANCE LEAD]

Last reviewed:

Review cadence: Quarterly

***How to use.** This is the master record of every AI tool, workflow, and system in use at [COMPANY NAME]. Keep it current. Under AI laws and frameworks such as Colorado SB 26-189, the EU AI Act, the NIST AI RMF, and most enterprise audit expectations, a current inventory is foundational - it's the first thing a regulator or customer will ask for. In practice: keep this as a spreadsheet (Google Sheet / Airtable / Excel) and use this document as the field schema. The fields below match the columns of the spreadsheet.*

How to decide whether to list a system

List it if any of these are true:

- It uses machine learning or generative AI to produce text, code, images, audio, video, decisions, recommendations, or scores
- It's a third-party product that has AI features turned on (even if AI isn't the main purpose)
- It's a custom integration that calls an AI model's API
- A team member uses their personal account on an AI tool for work

Do **not** list systems that have no AI component (classic rule-based software, spreadsheets, databases, calculators).

If you're not sure: list it and mark the AI role as "uncertain - to classify."

Field schema

A. Identification

Field	Description
ID	Short unique identifier (e.g., AIS-001)
Name	Short display name for the system
Description	One-sentence plain-language description
Vendor	Company that supplies the system (or "in-house")
Product / model name	Specific product and model version where known
Version / release	Current version in use
Environment	Production / staging / sandbox / evaluation

B. Ownership

Field	Description
Business owner	Named individual accountable for the system
Business owner email	Contact

Department / team	Primary user team
Technical owner	Person responsible for integration and technical health
Added by	Who added this entry to the inventory
Date added	First inventory date
Last reviewed	Most recent review date
Next review due	Based on tier cadence

C. Purpose and use

Field	Description
Primary use case	What the system is used for
User population	Who interacts with the system (employees, customers, candidates, patients, general public)
Approximate monthly volume	Queries, records, or decisions processed per month
Is a substantial factor in a consequential decision?	Yes / No / Uncertain
Which consequential-decision category?	Education / Employment / Finance / Government services / Healthcare / Housing / Insurance / Legal / None
Customer-facing?	Output shown directly to a customer / public

D. Data

Field	Description
Data inputs	Categories of data that go in
Contains personal data?	Yes / No
Contains sensitive personal data?	Health / biometric / children / financial / government ID
Contains confidential business data?	Yes / No
Data retention at vendor	How long inputs/outputs are kept
Used for training?	Yes / No / Opt-out
Data residency	Where data is stored and processed

E. Risk and regulatory

Field	Description
Tier	Tier 1 (low) / Tier 2 (medium) / Tier 3 (high) / Tier 4 (prohibited)
Colorado covered ADMT?	Yes / No / N/A
EU AI Act classification	Prohibited / High-risk (Annex I) / High-risk (Annex III) / Limited-risk / Minimal-risk / Out of scope

EU role	Provider / Deployer / Importer / Distributor / Not applicable
Other applicable laws	GDPR / CCPA / HIPAA / PCI / NYC LL 144 / Illinois AIVIA / California TFAIA / Texas TRAIGA / sector rules
Impact assessment on file?	Yes (link) / In progress / No
Impact assessment date	Most recent completion date
Next assessment due	Annual for Tier 2/3; semi-annual for some high-risk

F. Controls

Field	Description
Human in the loop?	Yes / No / Conditional
Override possible?	Yes / No
Logging enabled?	Yes / No
Log retention	Duration in months
SSO / MFA enforced?	Yes / No
DPA signed?	Yes / No / Not applicable
BAA signed?	Yes / No / Not applicable
SCCs signed?	Yes / No / Not applicable
Vendor SOC 2 / ISO 27001?	Yes / No / Pending

G. Customer-facing posture

Field	Description
Disclosure to users?	Yes / No / N/A
Disclosure location	Website URL, chatbot opening line, email footer, etc.
Opt-out available?	Yes / No / Not applicable
Appeal path available?	Yes / No / Not applicable

H. Status

Field	Description
Status	Proposed / Approved / In production / Under review / Retired
Approval source	Review committee meeting or memo reference
Approval date	Date of most recent approval
Retirement date	Date retired (if applicable)
Open actions	Outstanding controls, remediations, conditions

Incident history	Links to past incident records
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Starter rows (examples)

Delete these and replace with your actual systems.

ID	Name	Vendor	Business owner	Tier	EU classification	Colorado covered ADMT	Status
AIS-001	Customer support chatbot	[VENDOR]	[NAME]	Tier 2	Limited-risk (Art 50)	No	In production
AIS-002	Resume screener	[VENDOR]	[HR LEAD]	Tier 3	High-risk (Annex III, employment)	Yes	Under review
AIS-003	Marketing copy assistant	[VENDOR]	[MARKETING LEAD]	Tier 1	Minimal-risk	No	In production
AIS-004	Code assistant (IDE plugin)	[VENDOR]	[ENG LEAD]	Tier 2	Minimal-risk	No	In production
AIS-005	Meeting transcription	[VENDOR]	[OPS LEAD]	Tier 2	Limited-risk	No	In production

Quarterly review - what the owner checks

- Are there any new systems in use that aren't in the inventory?
- Have any systems been retired? Move them to "Retired" but retain the record.
- Has any system's use case changed in a way that changes its tier?
- Are impact assessments current?
- Are DPAs, BAAs, SCCs still on file and current?
- Are there any open actions overdue?

Log the review date and any changes at the top of the sheet.

Disclaimer

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