

AI Use Review Checklist

[Name of Nation] | Sample to adapt with your tribal legal counsel

How to use this checklist

- Use one checklist for each AI (artificial intelligence) tool or use, including AI features switched on inside software you already own.
- The department that wants the tool fills in Part A. The AI review committee your Nation names completes Parts B through D.
- Low-risk uses (Tier 1) can move quickly. Moderate and high-risk uses must clear every gate. Tier 4 uses are never allowed.
- Text marked **Example** shows the kind of answer to write. Replace every [bracket] with your own words.
- This is a sample to adapt. It is not legal advice. Change the levels, gates, and approvals to fit your Nation's laws, codes, and structure, and review the final version with your tribal legal counsel before the Council adopts it.

Part A. The request (Gate 0: Ask)

Question	Answer
Department	Example: Tribal Administration
Requested by (name and title)	
Date	
AI tool, vendor, and version	
What job will the AI do?	Example: Draft minutes from public Council meeting recordings for the clerk to check
Who are the people affected?	
Who is the human in the loop who checks every result?	
How will we know it helped? (time, cost, or quality, measured before and after)	

What information will the AI use? Check every place that applies.

- ☐ Public: already posted for everyone, like flyers and meeting notices
- ☐ Internal: everyday office work, like draft letters and schedules
- ☐ Private: enrollment, personnel, finance, and contracts

- ☐ Regulated: health, student, police, tax, or child welfare records with federal rules
- ☐ Sacred: ceremonial knowledge, site locations, restricted language (stop and follow your Nation's cultural review path)

Part B. Risk level

Choose the highest level that applies. If you are not sure, choose the higher level.

Level	Examples	Who approves (sample)
☐ Tier 1: Low	A flyer, a public notice, a first draft from public information	An approved tool and the supervisor
☐ Tier 2: Moderate	Searching our own records, drafting letters, meeting minutes, with staff checking everything	The AI review committee
☐ Tier 3: High	Anything that could shape a decision about health, benefits, children, justice, housing, or culture	The review committee, an impact assessment, and a Council resolution
☐ Tier 4: Not allowed	AI deciding membership, eligibility, child placement, or discipline, or running the water system	No one. Stop here.

Part C. The six gates

Gate 0: Ask

- ☐ Part A is complete.
- ☐ The department head agrees the job is worth doing.

Checked by: _____ Date: _____

Gate 1: Plan

- ☐ Information labels are checked against Part A.
- ☐ We know where the tool runs, where our data is stored, and for how long.
- ☐ The vendor answered Questions to Ask an AI Vendor in writing, and the contract says they will not train their AI on our data.
- ☐ Permissions are checked outside the AI, so it can only see what the user is allowed to see.
- ☐ If anything is Sacred, the cultural review path your Nation chose has started.

Checked by: _____ Date: _____

Gate 2: Test

- ☐ Tested on our own documents, not only the vendor's examples. Results are written down.
- ☐ Testers tried to trick it with hidden instructions (prompt injection) and confusing requests.
- ☐ Results were checked for unfair differences between groups of people.
- ☐ Answers show their sources, and staff can open them.

Checked by: _____ Date: _____

Gate 3: Approve

- ☐ The AI review committee approves.
- ☐ For Tier 3: an impact assessment is attached and the Council passed a resolution.
- ☐ Every user has taken AI for Everyone and signed the Staff AI Quick Card.
- ☐ A start date and a review date are set.

Checked by: _____ Date: _____

Gate 4: Watch

- ☐ Use is logged, and supervisors spot-check AI-assisted work on a schedule.
- ☐ Staff know to report problems to their supervisor and the IT (information technology) office right away.
- ☐ Anyone affected by a decision can ask a person to review it.
- ☐ The tool is reviewed at least once a year, or sooner after an incident.

Checked by: _____ Date: _____

Gate 5: Retire

- ☐ The tool is shut down when it is no longer needed or no longer safe.
- ☐ The vendor confirms in writing that its copies of our data are deleted.
- ☐ Our own records of the tool's use are kept under our records policy.

Checked by: _____ Date: _____

Part D. Five guards

Every approved tool should have all five guards in place.

Risk	Guard	In place?
Wrong answers	Answers point to our approved documents, and staff check them	☐ Yes ☐ No
Trusting the screen too much	Training before use, and supervisor spot checks	☐ Yes ☐ No
Hidden instructions	A human in the loop approves anything sent, paid, filed, or changed	☐ Yes ☐ No
Data leaks	Labels, locked storage, permission checks, no private information in public AI tools	☐ Yes ☐ No
Unfair results	Fairness testing, people make decisions, and anyone affected can ask for a person's review	☐ Yes ☐ No

Sign-off

Role	Name	Signature	Date
Department head			
AI review committee chair			
Cultural review (only if Sacred)			
IT (information technology) lead			
Council resolution number (Tier 3)			

Decision: ☐ Approved ☐ Approved with changes ☐ Not approved ☐ Not allowed (Tier 4)

Notes and conditions:

References

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