

AI Agent Decision Record

A governance artifact for documenting AI agent decisions, authorization, accountability, evidence, and reassessment.

RECORD ID: _____PREPARED BY: _____DATE: _____VERSION: _____

1AGENT IDENTITY <table><tr><td>Agent Name / ID</td><td>Agent Type</td></tr><tr><td>Model / Version</td><td>Environment</td></tr><tr><td>System / Platform</td><td>Owner</td></tr></table>	Agent Name / ID	Agent Type	Model / Version	Environment	System / Platform	Owner	5DECISION RECORD What did the agent decide, recommend, or execute? Why was the action taken? What information/data influenced the decision? What alternatives were considered, if applicable?		
Agent Name / ID	Agent Type								
Model / Version	Environment								
System / Platform	Owner								
2BUSINESS PURPOSE Business Use Case Intended Outcome Business Process Stakeholders	6RISK & IMPACT <table><tr><td>Risk Classification</td><td>Affected System</td></tr><tr><td>Affected Data</td><td>Business Impact</td></tr><tr><td>Security / Privacy Impact</td><td>Downstream Impact</td></tr></table>	Risk Classification	Affected System	Affected Data	Business Impact	Security / Privacy Impact	Downstream Impact		
Risk Classification	Affected System								
Affected Data	Business Impact								
Security / Privacy Impact	Downstream Impact								
3DECISION BOUNDARY Decision / Action Under Review <table><tr><td>Authorized Actions</td><td>Out-of-Scope Actions</td></tr><tr><td>Required Human Approval</td><td>Escalation Condition</td></tr></table>	Authorized Actions	Out-of-Scope Actions	Required Human Approval	Escalation Condition	7ACCOUNTABILITY <table><tr><td>Accountable Owner</td><td>Operational Owner</td></tr><tr><td>Human Reviewer</td><td>Exception Owner</td></tr></table>	Accountable Owner	Operational Owner	Human Reviewer	Exception Owner
Authorized Actions	Out-of-Scope Actions								
Required Human Approval	Escalation Condition								
Accountable Owner	Operational Owner								
Human Reviewer	Exception Owner								
4AUTHORIZATION <table><tr><td>Authorization Source</td><td>Authorized By</td></tr><tr><td>Authorization Date</td><td>Permission / Access Scope</td></tr><tr><td colspan="2">Applicable Policy / Control</td></tr></table>	Authorization Source	Authorized By	Authorization Date	Permission / Access Scope	Applicable Policy / Control		HOW TO USE THIS RECORD Complete one record per consequential agent decision. Sections 1-4 are completed before the agent acts; Sections 5-9 are completed at the time of, or immediately following, the decision; Section 10 is completed at each scheduled or triggered review.		
Authorization Source	Authorized By								
Authorization Date	Permission / Access Scope								
Applicable Policy / Control									

GOVERNANCE PRINCIPLE

When an AI agent can make, influence, or execute a consequential decision, the organization should be able to identify the agent, establish its authority, document the decision, preserve evidence, identify accountability, and determine when reassessment is required.

AI Agent Decision Record — continued

Evidence, outcome, and reassessment documentation.

8EVIDENCE

Agent Output

Logs / Audit Trail

Supporting Data

Approval / Authorization Evidence

Related ArtifactsEvidence Location

10REASSESSMENT

Reassessment TriggerReassessment Date

Material Change?Continued Authorization?

Required Control Change

Owner Sign-Off

+ADDITIONAL NOTES

9OUTCOME

Action TakenResult

Expected vs. Actual Outcome

Incident / ExceptionCorrective Action

RETENTION & ACCESS

Retain completed records per organizational policy and applicable regulatory requirements. Access should be limited to accountable owners, reviewers, audit, and compliance functions.

DECISION LIFECYCLE

LOCATE

→

ASSIGN

→

RECORD

→

SCALE

Identify the agent and use case

Establish ownership and authority

Document the decision and evidence

Reassess and scale governance

This template is a practical AI governance resource. Completion does not constitute certification, regulatory compliance, or a government-mandated filing.

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Page 2 of 2