KIMREY CONSULTING

AI Governance Starter Checklist

Four essentials. One page. Start today — expand it as your use of AI grows.

1 Approved Tools

- [ ] List which AI tools employees are approved to use for work.
- [ ] Note which tools are **not** approved (e.g., free consumer AI tools for confidential or client work).
- [ ] Assign an owner to review and approve new tool requests.

2 Data Rules

- [ ] Define what data can and cannot be entered into an AI tool (client records, financial data, personal information, trade secrets).
- [ ] Confirm how each approved tool handles data retention and whether it trains on your inputs.
- [ ] Set a rule for anonymizing or redacting sensitive data before it's used in an AI tool.

3 Human Review

- [ ] Require a human check before AI-generated content or decisions go external or get acted on.
- [ ] Identify high-stakes uses that always need review (client communications, financial figures, legal or medical content).
- [ ] Name who signs off before that content ships.

4 Documentation

- [ ] Keep a simple log of which AI tools are used, for what purpose, and by whom.
- [ ] Note when the policy is reviewed or updated, and by whom.
- [ ] Store this policy somewhere the whole team can find it.

Reference: Built as a small-business translation of the NIST AI Risk Management Framework (AI RMF 1.0) — a free, voluntary framework from the National Institute of Standards and Technology. This checklist is educational and does not constitute legal advice.

Want help turning this into a working policy for your team? Kimrey Consulting helps small businesses build lightweight, practical AI governance — reach out to schedule a consultation.