

Prompt library approval workflow

Fictional sample. Requires tailoring and accountable review.

Document control

Field	Value
Document type	Prompt library approval workflow
Document reference	13-prompt-library-approval-workflow
Jurisdiction	United States
Version	2026-10-08.ai-record-review.1
Status	Fictional sample. Requires tailoring.
Classification	Fictional sample. Requires tailoring.
Prepared by	Customer prepared
Prepared on	October 8, 2026
Sources reviewed	October 8, 2026
Generated	October 8, 2026

Purpose, scope and review method

Record a reusable prompt’s purpose, controlled text, information restrictions, test evidence, ownership, version and internal approval state.

1 customer-reported records reviewed at 2026-10-08. 0 review findings.

Scope identities use exact entered text. Multiple records are retained, including older decisions and conflicting declarations.

Dates and review findings never change an entered approval, incident, risk, exception or retirement status.

Checks review customer declarations, recorded dates and internal consistency. They do not authenticate evidence, approve an AI use, determine legal applicability or establish conformity, safety or risk acceptance.

Method 2026-10-08.ai-record-review.1. Controlled prompt approval decisions.

Review findings

The report summarizes the first 0 of 0 findings. Every finding is retained in the workbook, CSV and JSON.

Declared records

This formal review shows the first 1 of 1 records. Field excerpts are limited to 2000 characters. The workbook, record CSV and JSON preserve every record and every field in full. The scoped review CSV retains all task-specific review rows. A recorded status is the customer’s declaration.

Record record-001

Field	Value
Created	2026-09-01T12:00:00Z
Updated	2026-09-02T12:00:00.000Z
Prompt name	Example meeting summary prompt, fictional
AI system	Example internal assistant, fictional
Approved purpose	Create a factual draft summary from an approved internal transcript for human review.
Controlled prompt text	Summarize decisions, owners and dates. Mark unclear statements instead of inferring them.
Prohibited inputs	No customer secrets, credentials or special-category information.
Prompt owner	Operations enablement lead
Reviewer	AI governance lead
Testing evidence reference	EXAMPLE-EVAL-041
Prompt version	0.9
Next internal review date	November 1, 2026
Approval status	Draft

Recovery and accountable decisions

The complete workspace, unfinished draft and review date are retained in the JSON. Restore it through this tool’s backup control. Browser-local evidence references remain exact declarations. This tool does not fetch linked records or include their file bytes.

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Official sources

Source	Provision	Date	Link
National Institute of Standards and Technology: Artificial Intelligence Risk Management Framework 1.0	Prompt library approval workflow. Voluntary AI governance and lifecycle documentation context. The customer supplies the scope, evidence and approved decision basis. These sources do not authenticate evidence, determine applicability or establish conformity.	October 8, 2026	https://www.nist.gov/itl/ai-risk-management-framework
National Institute of Standards and Technology: AI Risk Management Framework Playbook	Prompt library approval workflow. Voluntary AI governance and lifecycle documentation context. The customer supplies the scope, evidence and approved decision basis. These sources do not authenticate evidence, determine applicability or establish conformity.	October 8, 2026	https://www.nist.gov/itl/ai-risk-management-framework/nist-ai-rmf-playbook