AI Release Decision Record

One page. Record the evaluated version, every change since, the status of each piece of evidence, and one decision with a named owner.

GRC CAREERS

SYSTEM	RELEASE CANDIDATE	IN PRODUCTION NOW
DECISION DATE	**RELEASE OWNER (ROLE)**	**PREPARED BY (ROLE)**

1. Evaluated version compared with the candidate

Evaluation ID and run date: _____

Component	Evaluated version	Release candidate	Changed?
Model (dated snapshot)			
Data or retrieval index			
Prompt or configuration			
Tools and permissions			
Policy version			
Test set version			

2. Changes since the evaluation

Change (from, to)	Type	What it can affect	Retest or equivalence note

3. Evidence status

Status: Valid / Stale / Missing / Failed / Uncertain

Evidence	What it covered	Status	Action before release	Owner (role)

4. Decision

☐ Approve ☐ Hold ☐ Escalate

ESCALATE TO _____

CONDITIONS _____

RESIDUAL RISK ACCEPTED BY (ROLE) _____

5. Reopen this decision if

- _____
- _____
- _____

Signatures (role and date)

Release owner	Evidence producer	Reviewer (privacy, compliance or risk)