

AI-Assisted Documentation Verification Checklist

Complete before any AI-assisted record enters an official system.

Version 1.0 | Effective May 2026 | JRS Deployment Kit

RECORD INFORMATION

Record / File Reference:

Record Type:

AI Tool Used (if known):

Reviewer:

Review Date:

SECTION 1 / SOURCE IDENTIFICATION

Identify the source materials reviewed before the AI-assisted record was drafted.

Source documents reviewed (list):

Date range of source materials:

Were source materials available in full? Yes / No / Partial

SECTION 2 / CHARACTERIZATION REVIEW

Check each item before approving AI-assisted wording for system entry.

Each evaluative adjective is supported by a behavioral fact in the source notes.

What occurred, when, and where.

No characterizations appear in the record that are absent from the source notes.

AI tools can introduce impressions not present in original source material.

Pattern conduct claims include at least two specific dated instances.

Consistent language across records does not create evidentiary support.

Where source notes contained conflicts or qualifications, the record reflects them.

Automated summarization may resolve conflicts present in source material.

The record does not present conclusions as more definitive than source notes support.

Narrative framing was not introduced that was absent from original notes.

SECTION 3 / CONFLICT AND GAP ACKNOWLEDGMENT

Conflicting accounts in source material are acknowledged in the record.
 Not resolved away by the automated drafting process.

Limitations, gaps, or partial information in source material are reflected.
 Where the reviewer could not verify something, that is noted.

The record does not cite source materials that were not reviewed.
 Verify each referenced source was actually reviewed.

SECTION 4 / HUMAN CONFIRMATION

A human reviewer read the AI-assisted draft against the original source material.

The reviewer confirms no unverified characterizations were introduced.

Reviewer confirmation is documented and on file before system entry.

Where source material did not support a conclusion, the AI-assisted wording was revised.

GAPS IDENTIFIED / Describe any unresolved issues

DISPOSITION / Check one

CONFIRMED	Source verified. No unverified characterizations. Human confirmation documented. Approved for system entry.
RETURNED	Source verification incomplete or unverified characterizations identified. Returned to drafter.
PARTIAL	Partially verified. Known gaps documented above. Secondary review required before system entry.

REVIEWER CONFIRMATION

I have reviewed this AI-assisted draft against the original source material. The record accurately reflects documented interactions. No unverified characterizations have been introduced that were not present in the source notes.

Reviewer Name: _____ Date: _____

Role / Function: _____

This checklist confirms documentation review quality. Does not establish legal sufficiency.