Government Technology Transparency Checklist

System / product name

Agency / department

Vendor / operator

Review date / reviewer

Mark availability: P = public · R = obtained by request · M = missing · U = unknown.
Capture a document title, URL or file name, and its date. Availability does not mean adequacy.

01 Approval record
Agenda, vote, minutes, or signed authorization
[ ] P [ ] R [ ] M [ ] U
Source / date:

02 Contract & amendments
Vendor agreement, scope, renewal, and terms
[ ] P [ ] R [ ] M [ ] U
Source / date:

03 Costs & funding
Invoices, budget line, grant, or funding source
[ ] P [ ] R [ ] M [ ] U
Source / date:

04 Operating policy
Who may use the system and for what purpose
[ ] P [ ] R [ ] M [ ] U
Source / date:

05 Data inventory
What is collected, created, and held by whom
[ ] P [ ] R [ ] M [ ] U
Source / date:

06 Retention & deletion
Schedule, backups, and vendor deletion terms
[ ] P [ ] R [ ] M [ ] U
Source / date:

07 Sharing agreements
Recipients, access rights, and onward sharing
[ ] P [ ] R [ ] M [ ] U
Source / date:

08 Access & audit controls
Permissions, logs, audit procedure
[ ] P [ ] R [ ] M [ ] U
Source / date:

09 Oversight & changes
Reviews, incidents, feature changes, renewals
[ ] P [ ] R [ ] M [ ] U
Source / date:

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DECISION & APPROVAL TRAIL

Approving body or official

Decision date / meeting

Record of approval (title, link, vote, or resolution)

Contract term / renewal or review date

COST & FUNDING SNAPSHOT

Initial cost and source

Recurring / annual cost and source

Contract term / estimated total commitment

Funding source / grant / budget line

PRIORITY GAPS & NEXT ACTIONS

List missing or unclear records. Name the likely custodian and the next step.

01 Missing record / unresolved gap:

Custodian / next action: Date:

02 Missing record / unresolved gap:

Custodian / next action: Date:

03 Missing record / unresolved gap:

Custodian / next action: Date:

Keep copies of source records and note their dates; policies and contracts can change.