

TECHNICAL CONTROLS SERIES

Documented AI: A Technical *Controls Checklist*

Your firm is already using AI. This is how to make its use logged, controlled, and auditable — the technology behind governance.

WHERE LTD FITS

Your firm sets the **policy** on what's allowed. LTD builds the **technical controls** that prove the policy was actually followed.

01 Inventory where AI touches the work

Which tools, which vendors, which data flows — drafting, research, review, intake, summarization. **You can't govern what you haven't mapped.**

02 Log every interaction

Capture the prompt, the output, the model and version, the user, and the timestamp. No logs, no audit trail.

03 Control what data goes in

Enterprise, no-train endpoints — not consumer accounts; redaction or DLP on sensitive inputs; documented data residency.

04 Attribute and verify outputs

Tie AI output back to its sources, mark AI-assisted work, and require human review **before** anything leaves the firm.

05 Pin versions and settings

Record the model version and configuration. "The model silently changed" is a real exposure when work is later reviewed.

06 Scope access

Role-based permissions for who can use which tools with which data, and managed API keys — not a shared login.

07 Set retention and deletion

How long prompts and outputs are kept, and how they're defensibly deleted — aligned to the firm's existing retention schedule.

08 Produce the audit trail on demand

For any AI-assisted work product, be able to show the tool, model, prompt, data, and the human who approved it.

WHEN TO BRING IN LTD

Governance is a technical build, not a memo.

Standing up the logging and control architecture, assessing a firm's real AI exposure, or documenting that governance for a client or a court — that's the technical work LTD does.

Using AI without a record? LTD builds the controls that make it defensible.

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Technical resource, not legal advice. Your firm and its counsel own policy and ethical obligations; Legal Tech Dynamics addresses the technology that makes AI use documented and auditable. Every environment is different — nothing here is a substitute for advice tailored to your specific facts.

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