INSTRUCTIONS FOR COMPLETING THE 2025 STATE AGENCY INVENTORY OF ARTIFICIAL INTELLIGENCE

Introduction

Executive Order 1584 ("executive order") requires all Mississippi state agencies to inventory their use of Artificial Intelligence ("AI"). This inventory captures every AI technology or solution an agency is planning, piloting, acquiring, developing, and/or currently utilizing. The purpose of this inventory submission is to provide a comprehensive overview of AI activities across state agencies, ensuring compliance with the executive order and informing statewide AI strategy and governance. Completing this inventory accurately, thoroughly, and promptly is important – it helps identify where AI is being used in government, promotes transparency, and guides the development of policies for responsible AI use.

Each agency is provided with a standardized inventory form (spreadsheet) by the Mississippi Department of Information Technology Services ("ITS") to fulfill this requirement. Agency AI Points of Contact ("POCs") are responsible for completing the inventory for their agency. The completed inventory spreadsheet must be submitted to ITS for review and consolidation. This guide offers step-by-step instructions and guidelines to assist agencies in filling out the inventory form correctly and efficiently.

General Submission Guidelines

- One Submission per Agency: Each state agency should submit one completed inventory spreadsheet. The agency's designated AI Point of Contact should coordinate the internal data gathering and ensure all relevant AI solutions are included in that single submission. Do not submit multiple spreadsheets for the same agency.
- Use the Provided Template: Fill out the inventory using the official Excel template provided by ITS. Do not alter the structure of the spreadsheet (e.g., do not remove or rename columns). Each column in the template corresponds to a required data field (detailed in the next section). A sample entry ("Entry 1") may be included in the template as an example – you can refer to this as a model for how to input information.
- Formatting: Enter information in each field as specified. Many fields have predefined options – use those standardized options when available (do not create new categories or free-text when an option exists). Text fields should be concise. Follow any formatting examples given (for instance, for phone numbers include area code, and for dates, use a consistent format like MM/YYYY if applicable).
- Deadlines: Complete the inventory form and submit it to ITS by or before the specified deadline. ITS will communicate the official due date. Timely submission is critical to comply with Executive Order 1584. Late submissions could result in follow-up inquiries or non-compliance with the executive order.
- Submission Method: Email the completed inventory spreadsheet as an attachment to aim@its.ms.gov. In the email subject line, clearly indicate your agency name and "AI

Inventory Submission" (e.g., "Agency A – AI Inventory Submission") for easy identification. If your agency has no AI technologies to report, you should still email ITS at aim@its.ms.gov with a letter signed by your Agency Head indicating that no inventory entries are applicable (so that ITS knows your agency responded and did not overlook the requirement).

- Review Executive Order and Definitions: Before filling out the form, it's advisable to review Executive Order 1584 (which mandates this inventory) and any definitions or guidance provided by ITS. Understanding the official definitions of terms (such as what constitutes "AI technology" for the purpose of this inventory) will help you decide what to include. For reference, Executive Order 1584 defines "artificial intelligence" as "a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments." Also note the definition of "generative AI" as AI that produces new content (text, images, etc.). These definitions can provide context as you categorize your solutions.
- Support and Questions: If you have any questions about how to complete the inventory, or if any part of the form is unclear, contact ITS for assistance. You can reach out via email at aim@its.ms.gov (the same address used for submission). When asking for help, provide your contact information and specify the section or field you need help with. ITS can provide clarification, examples, or further guidance as needed.
- Attachments (Policies/Procedures): If your agency has any internal AI policies or procedures in place, include them with your submission. Executive Order 1584 encourages agencies to develop AI policies; if such documents exist, attach copies (e.g. as PDF or Word files) along with the Excel inventory. We also recommend listing these in the "Policies and Procedures" field (described below) and marking that field accordingly. Attaching these documents helps ITS understand current governance and will satisfy the requirement to share AI policies.
- Certification of Accuracy: By submitting the inventory, your agency is attesting that the information provided is accurate and complete to the best of your knowledge. Make sure to review all entries before submission. Some agencies may choose to have a department head or the AI POC sign a cover letter or the email to certify the submission. While a formal signature may not be explicitly required, the act of submitting the form serves as an acknowledgment that your agency has completed the inventory diligently and in good faith.

Field-by-Field Instructions

Below is a detailed explanation of each data field in the inventory template, along with examples. Each field corresponds to a column in the Excel spreadsheet. Please fill out one row for each AI solution or technology your agency is reporting (if your agency has multiple AI solutions, you will have multiple entry rows). The first row of the spreadsheet contains the field names, and the second row provides a brief description or instructions for that field. Use those as a reference while filling out each entry. This section expands on those instructions with additional guidance and examples for clarity.

Agency Name: Name of the state agency. This should be the official name of your agency. Each agency should appear only once in the inventory (all AI solutions from the same agency go under the same agency name).
Example: Agency A (for illustration purposes; in practice use "Department of XYZ" or your agency's official name).

AI POC Name: AI Point of Contact's full name. Enter the full name of the person designated as the AI Point of Contact for your agency. This is the individual responsible for coordinating the AI inventory and who will serve as the liaison with ITS for AI matters.
Example: John Doe (the designated AI POC's name).

AI POC Email: Point of Contact's email address. Provide the work email address for the AI POC. Make sure the email is correct and monitored, as ITS may use this to follow up with your agency.
Example: john.doe@agencyA.ms.gov – using the agency's official email domain.

AI POC Phone: Point of Contact's phone number. Provide a direct phone number for the AI POC, including area code. A direct line or a mobile number is preferred in case timely follow-up is needed. Use a standard format (e.g., 601-123-4567).
Example: 601-555-1234.

AI POC Title/Position: Point of Contact's job title. Specify the official job title or position of the AI POC within the agency. This helps provide context (e.g., CIO, IT Director, Data Analyst, etc.).
Example: IT Director.

Solution Name: Official name of the AI solution. Provide the name of the AI technology, system, or solution. Use the formal product name or project name. If the solution was developed in-house and doesn't have a marketing name, use an internal name or a brief descriptive name.
Example: Chat ABC – an internal name given to an AI-powered chatbot used by Agency A.

Status: Current status of the AI solution. Select the option that best describes the current lifecycle stage of the AI solution. The template provides these categories (choose one):

- Planning – The agency is actively looking for or researching an AI product/solution that is not yet in use.
- Piloting – The solution is being tested or evaluated on a trial basis to determine viability.
- Acquiring or Acquired – The agency is in the procurement process for the AI solution or has purchased it but not yet deployed it.
- Developing or Developed – The solution is currently in development or implementation (for example, configuring an acquired solution or building one in-house), including testing stages prior to full operation.
- Utilizing or Utilized – The AI solution is fully deployed and in active use by the agency.

Choose the status that applies as of the date of inventory submission.
Example: For a chatbot that is currently being tested in one department, you would select Piloting.

Status Timeline: Timeline or key dates for the current status. Provide an estimated timeline or target dates relevant to the status you selected. This may include planned start or end dates, go-live dates, or major milestones. If the project has multiple phases, list key phase milestones. Be as specific as possible (month and year, or quarter and year). For ongoing "Utilizing" solutions, you might provide the date it was first implemented or note it's already in production.
Example: Pilot began January 2025; production rollout estimated April 2025. (This indicates the piloting phase start and the expected go-live date for full use.)

Manufacturer/Publisher: Who provides or owns the solution. Enter the legal name of the manufacturer or publisher of the AI solution. This is typically the vendor or company that developed the AI product. If multiple vendors are involved (for example, one company provides the software and another provides the AI model), you can list the primary names separated by a comma. If it's an in-house solution, you might put your agency as the developer or "In-house".
Example: Company XYZ – if the solution "Chat ABC" is a product from Company XYZ.

Description: Brief description of what the AI solution does or is used for. Provide a concise description of the solution's purpose and functionality. Focus on what the AI is used for in your agency. One or two sentences are usually sufficient. Avoid overly technical jargon; describe it in layman's terms if possible.
Example: "Used to summarize documents and help in policy creation." – This description indicates the AI (Chat ABC) helps staff by generating summaries of documents and drafting policy content.

Functional Category: Type of AI function – what does it primarily do? Choose the category that best describes the AI solution's primary function or the nature of its technology. The inventory form defines several functional categories of AI:

- Automation AI – AI used to automate repetitive tasks (e.g., robotic process automation or workflow automation that handles routine tasks without human intervention).
- Predictive AI – AI models that forecast trends, risks, or behaviors (e.g., fraud detection systems, demand forecasting tools that predict future outcomes based on data).
- Generative AI – AI that creates new content (e.g., generates text, images, code, audio, or videos). This includes tools like GPT-based text generators, image generation models like DALL·E, or any AI that produces original summaries, translations, or creative content from inputs.
- Conversational/Natural Language AI – AI that interacts with users via text or speech (e.g., chatbots and virtual assistants that understand and respond in natural language, voice-to-text transcription services, etc.).
- Analytical AI – AI used for data analysis and decision support (e.g., machine learning models that provide insights, decision-making support systems, or AI-driven analytics dashboards).

- Autonomous/Robotic AI – AI with self-learning or adaptive capabilities often embedded in machines (e.g., robotics, self-driving vehicles, drones with AI, or any system that can perform tasks autonomously in the physical world).
- Cognitive AI – AI that simulates human decision-making and reasoning (e.g., expert systems that provide advice or decisions, legal reasoning AI, medical diagnosis AI that acts like an expert).
- Computer Vision – AI for image and video processing (e.g., facial recognition systems, object detection in images, surveillance video analytics).
- Other – If none of the above categories appropriately describe the solution, you may select "Other". If "Other" is chosen, please include a brief description of the category or function in an adjacent note or in the solution description to clarify.

Select the categories that best fit each AI solution. This helps categorize the inventory by the type of AI technology in use.
Example: For the "Chat ABC" solution that generates text summaries, the Generative AI category would be appropriate.

Environment: Where the AI system is hosted or running. Select the hosting environment for the AI solution from the following options:

- Cloud – The AI solution is deployed on a cloud platform or cloud infrastructure. (For example, it could be hosted in the state's private cloud or a public cloud service like AWS/Azure/Google.)
- On-Premise – The AI runs on the agency's own servers or data center infrastructure (within the agency or state IT facilities, not in a third-party cloud).
- Edge – The AI operates on local devices or edge computing devices outside a traditional data center, such as IoT devices, drones, smart cameras, or other field devices.

Choose the option that best describes where the AI system is running. If the solution includes multiple components, pick the primary environment where the core AI processing happens.
Example: If "Chat ABC" is accessed via a web interface and the AI processing is done on servers run by the vendor in the cloud, you would select Cloud.

Cloud: Specific cloud environment (if "Cloud" selected above). (Note: Only fill out this field if you selected "Cloud" as the Environment.) If the AI solution is cloud-hosted, identify which cloud environment or provider is used. Options include:

- ITS Private Cloud – Hosted in the State Data Center (Mississippi's private cloud environment managed by ITS).
- ITS/AWS – Hosted in the State's AWS environment (State of Mississippi Control Tower).
- ITS/Azure – Hosted in the State's Azure environment (State of Mississippi Landing Zone).
- AWS – Hosted in a separate Amazon Web Services cloud (not within the state-managed AWS environment).

- Azure – Hosted in a separate Microsoft Azure cloud (outside the state's centralized Azure environment).
- Google Cloud – Hosted in a Google Cloud Platform environment.
- Other – Hosted in a different cloud environment not listed above (e.g., another third-party cloud or vendor-hosted environment). If "Other" is selected, use the Other Cloud field (next column) to specify the name of the cloud or provider.

Select the appropriate cloud context. This information helps differentiate whether the AI is running on state-managed infrastructure or external cloud services.
Example: If your AI vendor runs the solution on their own proprietary cloud platform, you might select Other for this Cloud field and then fill in Other Cloud with the platform name (as in the example below).

Other Cloud: Name of cloud environment if "Other" was selected. (Only applicable if you chose "Other" in the Cloud field.) Provide the name of the cloud service or hosting environment if it wasn't covered by the standard options. For instance, if the AI is hosted on a specific vendor's cloud or a specialized environment, mention it here.
Example: "Cloud XYZ" – if the vendor's hosting environment is called "Cloud XYZ," and is not an AWS/Azure/Google platform, you would type that in this field.

Data Sensitivity: Sensitivity level of the data the AI handles. Select the highest level of data sensitivity for the data used or produced by the AI solution. Choose one of:

- Public Data – The AI works with public or non-sensitive data. For example, it uses open data or publicly available information. (This might apply to AI like public chatbots that only use general data, or AI models like ChatGPT/Bard which are trained on open internet data and are not prompted with restricted or confidential data when in use.)
- Restricted Data – The AI handles internal data that is not public but isn't highly sensitive. This could be agency-internal information that is not intended for public release but doesn't include personal identifiers or protected data. (For example, an AI analyzing internal reports or logs that do not contain personal data.)
- Confidential Data – The AI handles sensitive data, such as personally identifiable information (PII) or other data protected by law/policy. This includes data like social security numbers, health records, law enforcement sensitive data, financial account info, or any proprietary business data.

Choose the category that reflects the most sensitive level of data the AI solution deals with. If an AI touches any confidential data, mark it as "Confidential Data." If only restricted and not truly confidential, use "Restricted," and so on.
Example: If a solution processes employee records including names and addresses (PII), Confidential Data would be selected.

Confidential Data: Type of data, if confidential. (Only fill this out if you selected "Confidential Data" for Data Sensitivity.) If the data is confidential, provide a brief description of the specific type of sensitive data involved. List any relevant categories of data or regulatory types. For

instance, indicate if it includes general personal information (names, DOB, addresses), Social Security Numbers, criminal justice information (CJIS), federal tax info (IRS 1075 compliance data), educational records (FERPA), health information (HIPAA), etc. Essentially, identify what kind of confidential data the AI is using.
Example: "Contains HIPAA-protected health information and employee SSNs."

Industry: Industry or sector that the AI solution is associated with. Select the industry domain or sector that best fits the AI solution's application. Often this corresponds to the subject area the AI is used for. Options provided include:

- Healthcare – Related to medical or health services (e.g., AI for diagnosis assistance, drug discovery, patient data analytics).
- Government – Government administration or public sector use (e.g., AI for public service delivery, policy analysis, fraud detection in government programs).
- Finance – Financial services (e.g., AI for fraud detection in banking, risk assessment for insurance, financial forecasting tools).
- Retail – Commerce and retail sector (e.g., AI for customer personalization, inventory management, sales predictions).
- Manufacturing – Industrial or manufacturing sector (e.g., AI for predictive maintenance on equipment, optimizing production processes, robotics in assembly lines).
- Education – Learning and academic sectors (e.g., AI for personalized learning, automated grading, educational content creation).
- Other – If the AI's use case doesn't fit into one of the above industries, select "Other". When selecting Other, you should specify the industry or context in the next field "Industry Other."

This field helps categorize AI solutions by the sector of their application. Choose the closest match.
Example: If Agency A's solution is used for internal government document processing, the Government industry category is appropriate.

Industry Other: Description of industry if "Other" was selected. (Only applicable if you chose "Other" for the Industry field.) Provide a short description of the industry or domain for the AI solution if none of the standard categories applied. For example, you might write "Agriculture" if it's for farming-related AI, etc.
Example: If an AI solution is for an agriculture program (not fitting in healthcare/government/finance/retail/manufacturing/education), you would select Other for Industry and then enter "Agriculture" in this Industry Other field.

Source: Origin or licensing of the AI technology. Indicate where the AI solution comes from in terms of development and ownership. Choose one of the following options that describe the source of the AI solution:

- Open-Source – The AI technology or model is based on open-source software or frameworks. For example, solutions built on open-source AI libraries (TensorFlow, PyTorch) or using openly available models. (This often means the underlying code is publicly available, even if your use is internal.)
- Proprietary – The AI is a vendor-licensed or commercial product. It's not open-source; a company owns the code or model. Examples include IBM Watson, Microsoft's AI services like Copilot, or any commercial off-the-shelf AI product your agency bought or licenses.
- Custom – The AI solution was built in-house or specifically custom-developed for your agency (possibly by a vendor under contract or by your own IT staff). The key is that it's a unique solution not broadly available as a commercial product.

Select the one that best fits.
Example: If "Chat ABC" was developed by Agency A's IT team using open-source machine learning libraries, you would select Open-Source (since it's based on open tools). If it was purchased from Company XYZ as a service, you'd select Proprietary.

Use: Whether the AI is used internally, publicly, or both. Specify who the AI solution serves or who has access to its outputs. Choose from:

- Agency Internal Use ONLY – The AI is used only within the agency by staff and is not directly used by or available to the general public. (For example, an internal analytics tool or a decision support AI used by employees.)
- Agency Internal Use AND Public Use – The AI has both internal and public-facing aspects. It's used by agency staff and also interacts with or is accessible to the public. (For example, an AI chatbot that staff use internally but is also available on a public-facing website for citizens.)
- Public Use ONLY – The AI is directly used by the public or external users, and not used internally by agency staff. (This could be rare, but an example might be a public app or service that is entirely AI-driven for citizen use, which staff do not use internally.)

This field clarifies everyone who is using the AI.
Example: If "Chat ABC" is an internal tool that only agency employees use, select Agency Internal Use ONLY.

Risk Assessment: Has a risk or security/privacy assessment been conducted? Indicate Yes or No to whether the AI solution has been evaluated as part of a privacy, security, and/or risk assessment, or any similar review process. Many agencies conduct IT risk assessments or security reviews for new systems – this question asks if the AI was included in such a process. If yes, you might optionally include a brief note on what kind of review (e.g., evaluated by security team, included in privacy impact assessment, etc.). If no formal assessment was done, select No.

Note: An AI Risk Assessment is a thorough evaluation of potential risks associated with an AI system. This can cover privacy issues, security vulnerabilities, ethical considerations (like bias or fairness), compliance with laws/regulations, and operational impacts (like negative consequences of hallucinations and/or incorrect data). Essentially, it's checking what could go wrong or what

safeguards are needed when using the AI. Even if your agency hasn't done a dedicated "AI risk assessment," consider if the system underwent any IT governance or oversight review.

Example: Yes – if the AI was reviewed by the agency's IT security team, privacy officer, and/or legal/compliance team before deployment.
(If yes, ensure you have documentation or can summarize the findings if asked, though you don't need to attach those for this inventory, aside from marking "Yes".)

Risk Level: Perceived risk level of the AI solution. Select the category that best fits the level of risk the AI solution could pose, particularly regarding the impact of its decisions and its usage. Choose from:

- High-Risk – The AI is used in critical decision-making or high-impact scenarios. Errors or biases in the AI could have serious consequences. Examples: AI involved in criminal justice decisions, determining eligibility for benefits, hiring decisions, medical diagnostics, or any use where lives, rights, or significant outcomes are at stake.
- Moderate-Risk – The AI has moderate impact or potential for issues. It may not be life-critical but could still cause problems if it fails or is biased. Examples: AI-powered customer service chatbots (could misinform or offend), decision support systems that could introduce bias (but a human is in the loop to check), or tools that must comply with regulations but aren't solely making final decisions.
- Low-Risk – The AI is used for low-impact, auxiliary tasks where errors would be minor or easily corrected. Examples: AI suggesting routine content (like an email drafting assistant), recommending website content, auto-filling forms, or other convenience features. In these cases, the AI's output being wrong would not result in serious harm.

When assessing risk level, consider the worst-case scenario if the AI malfunctioned or made a wrong prediction. Choose the level that best matches that scenario.
Example: A pilot AI system that helps route calls in a call center might be considered Low-Risk, whereas an AI system that helps determine if someone qualifies for a critical public service might be High-Risk.

Human Involvement: Description of human oversight or intervention. Describe how human beings are involved in the operation or oversight of the AI solution. This is a free-text field where you should clarify the level of human review, control, or intervention in the AI's processes or outputs. Key points to cover: Does a human verify or approve the AI's outputs before any action is taken? Or is the AI operating autonomously without regular human checks? Is a human only involved when the AI flags uncertainty or exceptions? Essentially, explain the human role. Keep the description brief (1-2 sentences).

For example, you might state if humans make the final decision after the AI provides a recommendation, or if staff routinely review a sample of the AI's decisions, or if it's fully automated beyond initial setup.
Example: "Agency staff review each report generated by the AI before any policy changes are made. The AI suggests options, but a human decision-maker has to approve them." – This indicates that the AI's outputs are overseen by humans and not acted on in isolation. Another

example could be: “The AI system operates automatically once triggered, but results are audited weekly by a team for accuracy.”

Policies and Procedures: Whether AI-specific policies exist in your agency. Indicate if your agency has any policies, guidelines, or procedures governing the use of AI. Typically, this is a Yes/No field. Select “Yes” if you do have documented AI policies or procedures, and “No” if you have none in place yet. If Yes, you should attach copies of those documents with your inventory submission (as noted in the General Guidelines). You can also list the names of the documents or a brief description in this field (e.g., “AI Usage Policy, adopted 2024”).

This information will let ITS know which agencies already have governance frameworks for AI. Example: Yes – if your agency has an “AI Ethics and Use Policy”. You would mark "Yes" and likely also attach the policy document in the submission email.

Common Errors to Avoid

When completing the inventory, agencies should be careful to avoid these common mistakes:

- Leaving Required Fields Blank: A frequent error is not providing information for every required field. Make sure each field is filled out for each AI solution entry. For instance, don’t forget to include the Agency Name at the top, all POC details, the Solution Name, Status, etc. If a field truly doesn’t apply, consult ITS on how to handle it, but in most cases every column should have an entry (or at least “N/A” if allowed).
- Not Using Provided Options: Many fields (Status, Functional Category, Environment, etc.) have predefined options. Avoid typing in free-form responses when an option or drop-down is given. For example, do not write “In Progress” if the provided Status options are “Planning/Piloting/…/Utilizing.” Use the closest matching option from the list. Writing something outside the expected options can lead to confusion or require clarification from your agency later.
- Misclassification or Inconsistent Data: Be careful to classify each entry correctly and consistently. A common mistake is selecting an incompatible combination of fields. For example, if you mark Environment as “On-Premises,” do not then select a Cloud provider in the Cloud field (Cloud field should be blank or N/A if not applicable). Similarly, if you choose “Cloud” environment, make sure to specify which cloud in the Cloud field or “Other Cloud” if applicable – leaving that blank would be an error. Another example: marking Data Sensitivity as “Confidential” but then failing to fill in the Confidential Data field with what type of confidential data – that would be incomplete. Double-check that for every “Yes/Other/Confidential” selection that triggers a follow-up field, you have provided the additional detail.
- Providing Insufficient Detail in Descriptions: The Description and Human Involvement fields require short explanations. A mistake is either leaving these too vague or writing too much irrelevant information. Ensure your Description of the solution is clear about its purpose (e.g., “AI tool for X task”). Ensure Human Involvement descriptions clearly state how humans interact with the AI (e.g., “results are reviewed by an analyst before use”).

Don't just say "Yes, humans involved" – actually describe the nature of involvement. On the flip side, keep it concise – no need for a full paragraph history of the project.

- Ignoring the Example/Sample Entry: The template may include a sample entry (often in the first data row, labeled "Entry 1") which demonstrates the expected content for each field. A mistake is to ignore this example. Use the sample as a guide for formatting your answers.
- Not Attaching AI Policy Documents when "Yes" for Policies: If you indicated that your agency has AI-related policies (Policies and Procedures field is "Yes"), remember to attach those documents to your submission email. A common oversight is saying "Yes" but failing to include the actual policy files. ITS will expect to receive those documents to consider your submission complete.
- Submitting in the Wrong Format or to the Wrong Place: Ensure you email the Excel spreadsheet as an attachment (or any format ITS specifies, but generally Excel) to the correct email address (aim@its.ms.gov). Do not send a link to an internal SharePoint or a Google Drive (which ITS may not have access to), and do not convert the spreadsheet to PDF or another format – the inventory needs to be in the provided template format for easy consolidation. Also, sending to a personal ITS contact instead of the official email could risk it getting missed; always use the designated submission email.
- Missing the Deadline: Late submissions can hinder the state's ability to compile the inventory results. A common issue is agencies delaying until after the due date. Mark the deadline on your calendar and plan to have the inventory ready a few days in advance. If an extension is absolutely needed, communicate with ITS before the deadline passes.
- Multiple Entries for the Same Solution or Missing Entries: Ensure each AI solution is listed once. Do not list the same project twice. Conversely, make sure you haven't omitted any AI solution that should be reported (include all AI projects in planning or use). Sometimes different departments in an agency might each have AI initiatives – coordinate internally to capture all of them in one submission rather than fragmenting submissions or forgetting one. It's better to err on the side of including something if you are unsure whether it qualifies as "AI" (you can use the definitions to guide you, or ask ITS if in doubt).

By watching out for these common errors, you can help streamline the review process and avoid needing to resubmit or provide corrections later. ITS will review submissions and may follow up if something is unclear or appears inconsistent, so a clean, error-free inventory will save time for both your agency and ITS.

Checklist for Submission

Before sending off your agency's inventory, use this quick checklist to ensure everything is in order:

- All Fields Completed: Verify that every required field for each entry is filled in. The Agency Name is entered at the top, and each AI solution entry has all columns completed (or marked "N/A" if explicitly allowed for that field). No fields that should have data are left blank.

- Correct Use of Options: Check that you've used the pre-defined options for any categorical fields (Status, Functional Category, Environment, etc.). All selections should be from the given lists, and any "Other" selections have accompanying explanations filled in (e.g., Other Cloud name provided, Industry Other provided, etc.).
- Consistency Between Fields: Ensure that related fields make sense together. For example, if Environment is Cloud, the Cloud field is specified (and if Cloud is "Other," the Other Cloud text is provided). If Data Sensitivity is Confidential, the Confidential Data field is filled in. If Policies and Procedures is Yes, corresponding documents are attached. Each "Yes/No/Other" choice that expects an additional detail has that detail supplied.
- Review Descriptions: Re-read the Description of each solution and the Human Involvement explanation to ensure they are clear and informative. They should be easily understandable to someone outside your agency. Also double-check grammar and avoid any internal acronyms that aren't explained.
- Multiple AI Solutions: If your agency has multiple AI solutions, confirm that each solution is listed on a separate row under the Agency Name. Conversely, ensure you haven't accidentally duplicated any entries. The first column (Entry 1, Entry 2, etc., if labeled as such) should increment for each distinct AI project.
- Accuracy of Contact Info: Double-check the AI POC's name, email, and phone number for typos. An incorrect email or phone could prevent ITS from reaching the person for follow-up questions. The POC listed should be aware that they are the contact for this submission.
- Attached Documents: If you answered Yes for having AI-related policies or procedures, make sure those documents are attached to your submission email. Also, if there are any other supplementary documents you promised (though not typically required beyond policies), have them ready to send.
- File Name and Format: Rename the inventory file if needed to include your agency name for clarity (for example, AgencyA_AI Inventory Month 2025.xlsx), unless ITS provided a specific naming convention. Ensure the file is in Excel format (.xlsx) as provided, and that you are not sending a macro-enabled or alternative file type. Keep the spreadsheet file intact (don't copy the content into a different file format).
- Final Review: Take a moment for a final scan of the entire spreadsheet. Ensure it's free of obvious errors or placeholder text. Remove any example text (like the sample Entry 1, if it's still there and not relevant to your data). It may help to have a colleague do a quick peer review against this guide to catch anything you might have missed.
- Submit on Time: Send the email to aim@its.ms.gov with the completed spreadsheet (and any attachments) before the deadline. In the email body, you can include a short note identifying your agency and confirming submission of the AI inventory. For example: "Attached is the AI Inventory for Agency A, completed as per Executive Order 1584 requirements. Please let us know if any additional information is needed."

By following this checklist, you can be confident that your inventory submission is complete and compliant. Once submitted, ITS will process your inventory as part of the statewide AI inventory. Keep a copy of your submission for your records. If there are any issues, ITS will contact the AI POC listed. Thank you for your diligence in completing this important inventory – your effort contributes to the responsible and effective use of AI in our state government.