# LLM Usage Documentation Form

*Instructions: Complete this form each time you use an LLM tool for work-related tasks. This documentation helps ensure transparency, accountability, and compliance with institutional guidelines.*

## Basic Information

Name:

Date:

LLM Tool (and model):

*Used (e.g., ChatGPT GPT-5, Claude Sonnet 4, etc.)*

Task Details/Purpose:

*(What you were trying to accomplish)*

Input Files Used:

(List any files uploaded or referenced; note if data was anonymized)

## Interaction Details

Prompt(s) Used:

*(Record all the prompts you asked)*

LLM Response/Answer:

*(Copy of the AI's response and outputs)*

## Decisions and final output

Human Decisions Made:

*(How did you evaluate, modify, or act on the AI's output?)*

Final Use of Output:

*(How was the AI-generated content ultimately used in your work?)*

## Additional Notes

Quality Assessment:

*(Was the output accurate, useful, biased, incomplete, etc.?)*

Compliance Notes:

*(Any data protection or ethical considerations)*

Other Notes: