



Division AI Readiness Review Requirements

To complete your review efficiently, please gather the following materials before your engagement begins. If an item does not exist or is not currently available, note that in your submission.

Required Materials

- 1) Current AI tool inventory or software list, including any tools with AI features added through updates since original approval.
- 2) Vendor data privacy agreements on file for AI-enabled platforms, or confirmation that no agreements are currently on file.
- 3) Results from any internal staff AI usage survey already completed.

Optional

- 4) Any existing AI-specific guidance, directives, or communications issued to staff.
- 5) Your division's current acceptable use policy for technology.
- 6) Your LMS platform name and whether it has AI features enabled.

Materials should be submitted as attachments via a method confirmed by SAIL prior to engagement start.

Do Not Submit

Student records, IEPs, disciplinary files, health information, or any student-identifiable data. Personnel records or HR files. Any document containing protected information under FERPA, IDEA, or Virginia privacy law.

Strategic AI Link does not accept, store, or process protected student or personnel information. Materials submitted for review should be limited to policy documents, vendor agreements, software inventories, and general administrative records.

If you are unsure whether a document contains protected information, do not submit it.

Records Retention Policy

What We Retain

Engagement records including submitted materials, written analyses, invoices, and correspondence are retained for three years from the date of engagement close. This period covers standard business and tax documentation requirements.

What We Do Not Retain

SAIL does not retain student-identifiable information, personnel records, or any protected data. If such materials are submitted in error, they will be deleted immediately and the division will be notified.

Storage

Engagement records are stored in encrypted digital storage accessible only to SAIL personnel. No engagement materials are shared with third parties.

Disposal

After the three year retention period, engagement records are permanently deleted. Physical documents if any are shredded.

Requests

Divisions may request return or deletion of submitted materials at any time during or after engagement by contacting SAIL directly.

Strategic AI Link (SAIL)

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