

RESPONSIBLE ARTIFICIAL INTELLIGENCE USAGE PROCEDURE

NUMBER: 107-004-190_PR

EFFECTIVE DATE: June 16, 2026

DIVISION: Enterprise Information Services (State CIO)

POLICY OWNER: Privacy and Artificial Intelligence

INTERNAL OR STATEWIDE PROCEDURE: Statewide

LAST REVIEWED DATE: June 16, 2026

SUPERSEDES: Updated Interim Guidance on Generative AI Usage and Access memo (Feb.10, 2026)

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REFERENCE/AUTHORITY:

- ORS 276A.203; 276A.206
- [Responsible Artificial Intelligence Usage Policy 107-004-190](#)

APPROVED SIGNATURE:



Terrence Woods, State Chief Information Officer

Statement

This procedure establishes the core activities agencies will use to implement the statewide Responsible Artificial Intelligence (AI) Usage policy.

Applicability

This procedure applies to state agencies as defined in ORS 174.112, and includes any board, commission, department, office or other entity within the Oregon executive department. The following agencies are excluded:

- Secretary of State
- State Treasurer

The procedure applies to generative and agentic AI systems used to conduct the business of the state, including both standalone systems and components embedded in other software.

Forms and Instructions

The following supporting materials may be required or used under this procedure:

- [Agency AI Adoption Strategy Template and Instructions](#)
- [AI Risk Management Framework](#)
- [AI Use Form](#)
- [User disclosure mechanism](#)
- [User feedback](#)
- [Human in the loop documentation](#)
- [Higher-risk use cases requirements](#)

Definitions

Refer to the Responsible Artificial Intelligence Usage Policy (107-004-190).

Procedure

Create an AI Adoption Plan for the Agency

STEP	RESPONSIBILITY	ACTION
1	Agency	Establish an internal process for creating an AI Adoption Plan following the AI Adoption Strategy template provided.
2		Create an AI Adoption Plan that is aligned with and/or included within the agency’s strategic/business plan, IT strategic plan, and data governance plan.

For proposed new uses of AI, evaluate risks and submit the AI Use Form as part of the Information Technology Investment Oversight Policy and Procedure

STEP	RESPONSIBILITY	ACTION
1	Agency	Review the proposed AI use through the agency’s internal governance, risk evaluation, and approval processes.
2		Apply the AI Risk Management Framework to your potential AI use case. Refer to the questions in the AI Use Form , to identify risks and answer questions around safeguards, testing, monitoring, and oversight.

STEP	RESPONSIBILITY	ACTION
3	Agency	Ensure the proposed use has the following requirements and/or standards identified: • Generative AI model and system card disclosure • Use of non-public data for model training prohibited • User disclosure mechanism • User feedback • Human in the loop documentation • Additional requirements for elevated-risk or higher-risk uses
4		Complete and submit the AI Use Form as a supplemental form to the IT investment intake process.
5	EIS	Initial review by EIS. For use cases categorized as higher-risk, EIS will prescribe additional requirements. Refer to Higher-risk use cases requirements for additional information.
6	Agency	Complete additional requirements for higher-risk use cases, if required by EIS.