

INSTRUCTIONS FOR COMPLETING THE 2026 STATE AGENCY INVENTORY OF ARTIFICIAL INTELLIGENCE

Introduction

Executive Order 1584 (“executive order”) requires Mississippi state agencies to inventory their use of Artificial Intelligence (“AI”). This inventory should capture every AI technology or solution an agency is planning, piloting, acquiring, developing, and/or currently utilizing. The purpose of this inventory is to provide a comprehensive view of AI activity across state agencies, support compliance with the executive order, and inform statewide AI governance and strategy. Completing the inventory accurately, thoroughly, and promptly helps identify where AI is being used in government, promotes transparency, and supports responsible AI oversight.

Each agency is provided with a standardized inventory spreadsheet by the Mississippi Department of Information Technology Services (“ITS”). Agency AI Points of Contact (“POCs”) are responsible for coordinating the agency’s response, gathering information from appropriate business and technical staff, and submitting one complete workbook for the agency. This guide explains how to complete the spreadsheet field by field and is intended to help state employees provide consistent, accurate, and usable information.

General Submission Guidelines

- **One Submission per Agency:** Each state agency should submit one completed inventory workbook. The agency’s designated AI Point of Contact should coordinate internal data gathering and ensure all reportable AI solutions are included in that single submission. Do not submit multiple workbooks for the same agency unless ITS specifically instructs you to do so.
- **Use the Provided Workbook Template:** Complete the inventory using the official ITS spreadsheet template. Do not remove or rename columns, delete tabs, alter formulas, or convert the workbook to another file type. The structure of the workbook is designed to standardize submissions across agencies and to support ITS review and consolidation.
- **Save the File as a Macro-Enabled Workbook:** The 2026 spreadsheet contains multi-select functionality that depends on macros. The file must remain in .xlsm format. When opening the workbook, click “Enable Macros” if prompted. If the workbook is saved as .xlsx or another file type, the multi-select fields may not function correctly.
- **One Row per AI Solution:** Each row beginning with Row 4 of the AI Solutions Inventory tab represents one AI solution record. If your agency uses multiple AI solutions, enter each solution on its own row. Do not combine multiple solutions into a single row.
- **Use Dropdowns and Conditional Fields Correctly:** Many fields use dropdown lists, auto-populated values, or conditional logic. Select from the provided options whenever available. If you choose “Other,” complete the related “Specify” field. If a follow-up field is not applicable based on your selection, leave it blank.
- **Submission Method:** Email the completed inventory workbook as an attachment to aim@its.ms.gov by the deadline provided by ITS. In the subject line, clearly identify your agency and the purpose of the email, such as “Department of XYZ - AI Inventory Submission.”

- **Agencies with No Reportable AI:** If your agency has no AI technologies or solutions to report, still respond to ITS so your agency is accounted for. Follow ITS instructions for submitting the required signed letter or other confirmation indicating that no inventory entries are applicable.
- **Policies and Procedures:** If your agency has AI-related policies, procedures, standards, or guidance documents, attach them to the submission when the workbook indicates that such documentation exists. This helps ITS understand current agency governance practices.
- **Support and Questions:** If any part of the workbook is unclear, contact ITS at aim@its.ms.gov before submission. When asking for help, identify the field or section in question and include contact information so ITS can follow up efficiently.
- **Certification of Accuracy:** By submitting the workbook, your agency is representing that the information provided is accurate and complete to the best of its knowledge. Review all entries before submission and confirm that the AI POC listed is the correct point of contact for follow-up questions.

How to Use the Spreadsheet

- **Agency Information Section:** Complete Columns A through E once per sheet. These fields identify the agency and the agency AI Point of Contact and should not be repeated differently across rows for the same submission.
- **Color Legend:** The workbook uses color formatting to indicate how each cell should be completed. Blue cells are single-select dropdown fields. Purple cells are multi-select dropdown fields. Yellow cells are free-text or date-entry fields. Green cells are auto-populated and generally should not be edited manually. Orange cells are conditional fields that should be completed only when applicable. Gray cells are not applicable based on your selections.

Blue cells	Single-select dropdown fields
Purple cells	Multi-select dropdown fields
Yellow cells	Free text or date entry fields
Green cells	Auto-populated fields
Orange cells	Conditional fields; complete only when applicable
Gray cells	Not applicable based on your selections

- **Auto-Populated Fields:** Some values populate automatically based on earlier selections. For example, the Manufacturer/Publisher field may fill in automatically when a standard Solution Name is selected. Review those values for accuracy, but do not overwrite formula-driven cells unless you selected “Other” and the workbook directs you to provide a manual entry.
- **Multi-Select Fields:** Two columns use multi-select functionality: Solution Description and If High: Data Categories. To add items, open the dropdown and select one value at a time. The

selected items will appear together in the same cell. To remove an item, select that same item again from the dropdown. Duplicate values are automatically prevented.

- **Conditional Hosting and Storage Logic:** The workbook separates where a solution runs from where its data is stored. Complete both sections carefully. A solution may be SaaS while the associated data is stored in a different environment. Likewise, if a solution is not SaaS, you must identify whether it is cloud-hosted or on-premises and then select the specific hosting detail.
- **“Other” Selections:** If you select “Other” in any field that includes an adjacent “Specify” column, complete that field immediately. Do not leave an “Other” selection unexplained. For the High Data Categories multi-select field, follow workbook instructions for adding a short description at the end of the selections if “Other” is used.

Field-by-Field Instructions

The following section explains each field in the 2026 inventory workbook and provides examples similar to those shown in the prior-year guidance. Each example is illustrative only. Replace the example information with your agency’s actual information when completing the workbook.

Agency Information

Agency Name: Enter the official name of the state agency submitting the inventory. Use the full agency name rather than an informal abbreviation unless the abbreviation is the agency’s official name. Complete this field once per sheet.

Example: Department of XYZ

AI POC Name: Enter the full name of the agency’s designated AI Point of Contact. This person should be the individual ITS can contact if questions arise about the inventory submission.

Example: John Doe

AI POC Email: Enter the work email address of the AI Point of Contact. Confirm that the address is correct and actively monitored.

Example: john.doe@agency.ms.gov

AI POC Phone: Enter a direct phone number for the AI Point of Contact, including area code. Use a standard format such as 601-555-1234.

Example: 601-555-1234

AI POC Title/Position: Enter the official job title of the AI Point of Contact. This should reflect the person’s current role within the agency.

Example: IT Director

AI Solution Details

Solution Name: Select the name of the AI solution from the dropdown list. Use the closest matching product or solution name available in the workbook. If the solution does not appear in the list, select “Other.”

Example: If your agency uses ChatGPT, select “ChatGPT” from the dropdown. If your agency uses an internally named tool that is not listed, select “Other.”

If Other, Specify Solution: Complete this field only if you selected “Other” for Solution Name. Enter the formal product name, the project name, or a brief but clear internal name for the solution.

Example: Case Review Assistant

Implementation Status: Select the option that best describes the solution’s current stage as of the date of submission.

- **Planning** — the agency is actively researching or considering an AI solution that is not yet in use.
- **Piloting** — the solution is being tested or evaluated to determine whether it should be adopted.
- **Acquiring or Acquired** — the agency is in the procurement process or has already purchased the solution.
- **Developing or Developed** — the solution is being built, configured, implemented, or tested.
- **Utilizing or Utilized** — the solution is currently deployed and in active use.

Example: If a chatbot is being tested by one division before broader rollout, select “Piloting.”

Status Date (MM/DD/YYYY): Enter the date associated with the current implementation status. Use one date in MM/DD/YYYY format, not a date range and not a narrative timeline. The date should reflect the most relevant milestone for the selected status.

Note: For example, this may be a target start date for a planned solution, the pilot start date for a piloting solution, the purchase date for an acquired solution, or the go-live date for a utilized solution.

Example: 03/01/2026 for a pilot that began on March 1, 2026.

Manufacturer/Publisher: This field may auto-populate based on the selected Solution Name. Review the value for accuracy. If the workbook fills the correct vendor or publisher automatically, no additional action is needed.

Example: If Solution Name is “ChatGPT,” the Manufacturer/Publisher field may auto-populate as “OpenAI.”

If Other, Specify Manufacturer: Complete this field only if the solution’s manufacturer is not correctly reflected by the auto-populated value or if an “Other” selection requires clarification.

Example: State University Research Lab

Source Type: Select the option that best describes how the AI solution was obtained or developed.

- **Proprietary AI** — embedded or procured/purchased vendor-licensed AI solutions.
- **Custom AI** — a solution built and trained in-house or specifically developed for the agency.
- **Open-Source AI** — a solution based on publicly available code or models.

Example: A commercial copilot product licensed from a vendor would generally be reported as Proprietary AI. An agency-built solution would generally be reported as Custom AI.

Solution Description (Multi-Select): Select all descriptions that apply to what the solution does. This is a multi-select field, so more than one choice may be appropriate for a single solution.

- **Summary** — used to summarize text, records, or other information.
- **Document Generation** — used to draft or generate written content.
- **Graphic Design** — used to create or edit graphics or visual assets.
- **Predictive** — used to forecast trends, risks, or likely outcomes.
- **Analytical** — used to analyze data, detect patterns, or support insights.
- **Autonomous** — used to act with limited direct user control or perform automated decision/action sequences.
- **Computer Vision** — used to analyze images, video, or other visual inputs.
- **Other** — used for a purpose not captured by the listed categories.

Example: A solution that drafts reports and summarizes notes may be entered as “Summary, Document Generation.”

If Desc = Other, Specify: Complete this field only if you selected “Other” in Solution Description. Briefly describe the additional function in clear business terms.

Example: Translation support for multilingual public communications

Solution Hosting and Data Storage

Is Solution SaaS?: Select “Yes” if the solution is software-as-a-service and is provided through a vendor-hosted platform. Select “No” if the solution is not SaaS.

Example: A browser-based vendor platform accessed through a subscription would typically be marked “Yes.”

If Not SaaS: Cloud or On-prem?: Complete this field only if Is Solution SaaS = No. Select whether the solution is hosted in the cloud or on-premises.

Example: If an agency-owned application runs on servers in the agency environment, select “On-prem.”

Cloud/On-prem Detail: Select the most specific hosting detail available for the solution location. The available options depend on whether the solution is cloud-hosted or on-premises.

- **Cloud options include:** ITS Private Cloud, ITS/AWS, ITS/Azure, AWS, Azure, Google Cloud, and Other.
- **On-prem options include:** Internet of Things, Agency owned, and Other.

Note: Choose the option that best reflects where the AI solution itself runs, not necessarily where the related data is stored.

Example: If the solution runs in the State Control Tower, select “ITS/AWS -- hosted in the State Control Tower.”

Location: If Other, Specify: Complete this field only if “Other” is selected for the hosting detail. Enter the name of the platform, device type, provider, or environment.

Example: Vendor private cloud environment

Where is your Data Stored?: Select the location where the data used by the AI solution is stored. This field should reflect data storage, which may differ from where the solution runs. Use the most appropriate dropdown option available.

Note: Do not assume the data storage location is the same as the solution location. Review both fields independently.

Example: *A SaaS solution may be vendor-hosted, but the agency may store source data in ITS/Azure or in an agency-owned environment.*

Storage: If Other, Specify: Complete this field only if “Other” is selected for the data storage location. Enter the name of the storage environment or provider.

Example: *Encrypted third-party storage environment managed under contract*

Data Classification

Highest Classification Level of Data: Select the highest classification level of data handled by the AI solution. Choose the highest level that applies to any data the solution uses, stores, processes, or generates.

- **Low** — information currently available to the public.
- **Moderate** — information intended for official business/use purposes.
- **High** — information that is sensitive, confidential, or otherwise protected.

Example: *If a solution processes internal business records that are not public, but do not contain protected data, select “Moderate.” If it processes protected personal, health, or law-enforcement data, select “High.”*

If High: Data Categories (Multi-Select): Complete this field only if the Highest Classification Level of Data is “High.” Select all applicable protected data categories. This is a multi-select field.

- **Available categories include:** Name, Date of Birth, Home Address/Phone/Email, SSN, Geolocation, Professional License, Driver/ID Info, Biometrics, Education, Tax, Employment, Financial, Health, Substance Use, Judicial, CJIS/Law Enforcement, Nonpublic/Proprietary, and Other.

Note: If “Other” is selected, follow the workbook instruction to specify the additional detail at the end of the selections.

Example: *If a solution uses employee records that include names, work history, and salary information, the entry may include “Name, Employment, Financial.”*

Risk, Use, and Governance

AI Risk Assessment Evaluated?: Select “Yes” if the solution has been evaluated through an AI, privacy, security, legal, compliance, or comparable risk review process. Select “No” if no such evaluation has been performed.

Note: This question should be interpreted broadly. A formal AI-specific review qualifies, but so does a broader review that addressed AI-related privacy, security, compliance, bias, or operational concerns.

Example: *Select “Yes” if the solution was reviewed by the agency’s security team and legal or privacy staff before use.*

Risk Level: Select the risk level that best reflects the impact the solution could have if it produces incorrect, biased, misleading, or harmful results.

- **High-Risk** — AI used in critical decision-making.
- **Moderate-Risk** — AI with potential bias or compliance concerns.
- **Low-Risk** — AI used for simple tasks with minimal impact.

Example: A drafting assistant used to help prepare internal summaries may be Low-Risk. A tool used to support high-impact eligibility or enforcement decisions may be High-Risk.

Current Use: Select who currently uses the solution.

- **Agency Internal Use ONLY** — used only by agency staff.
- **Agency Internal Use AND Public Use** — used by agency staff and also available to or interacting with the public.
- **Public Use ONLY** — used only by external or public users.

Example: An internal staff productivity tool would generally be “Agency Internal Use ONLY.” A public-facing chatbot also used by staff may be “Agency Internal Use AND Public Use.”

Human Involvement Level: Select the option that best describes the degree of human involvement in the solution’s operation or decision-making.

- **Agentic** — AI acts independently without requiring human approval in real time.
- **Human monitored** — AI operates semi-autonomously, and a human oversees or can intervene.
- **Human decision maker** — AI provides support or recommendations, but a human makes the final decision.

Example: If the AI suggests draft language but a staff member reviews and approves the final output, “Human decision maker” is usually the best choice.

AI Policies & Procedures?: Select “Yes” if the agency has documented AI-related policies, procedures, standards, or guidance. Select “No” if no such documentation currently exists.

Note: If “Yes” is selected, attach the relevant policy or procedure documents with the agency’s submission unless ITS has instructed otherwise.

Example: Select “Yes” if the agency has an internal policy governing staff use of generative AI tools.

Common Errors to Avoid

- **Leaving Required Information Blank:** Make sure the Agency Information section is complete and that each AI solution row includes all applicable fields. If a field is conditional and does not apply, it may be left blank; otherwise, it should be completed.
- **Typing Over Dropdown or Auto-Populated Cells:** Do not replace approved dropdown values with free text and do not type over formula-driven cells unless the workbook specifically directs you to provide a manual entry.
- **Selecting “Other” Without Explaining It:** Whenever a field includes a related “Specify” column, complete that field if “Other” is selected. Unexplained “Other” responses slow review and may require follow-up.

- **Confusing Solution Location With Data Storage:** These are separate questions. One asks where the AI solution runs; the other asks where the data is stored. Review both independently and do not assume the answers are always the same.
- **Using a Timeline Instead of a Single Status Date:** The Status Date field should contain one date in MM/DD/YYYY format associated with the current implementation status. Do not enter a sentence, multiple dates, or a date range in that field.
- **Using the Wrong File Type:** Do not convert the workbook to .xlsx, PDF, or another format for submission. The workbook should remain in .xlsm format so the built-in multi-select functionality is preserved.
- **Forgetting to Attach Policies:** If the agency indicates that AI policies or procedures exist, attach them to the submission unless ITS instructs otherwise.

Checklist for Submission

- **Agency Information Complete:** Agency Name, AI POC Name, AI POC Email, AI POC Phone, and AI POC Title/Position are completed once per sheet and reflect the correct agency contact.
- **All AI Solutions Entered:** Each reportable AI solution is listed on its own row. No solution is omitted and no solution is listed more than once unless separate entries are truly required.
- **Dropdown Fields Reviewed:** All categorical fields use the approved dropdown options from the workbook. “Other” selections have been explained in the appropriate “Specify” field.
- **Multi-Select Fields Confirmed:** Solution Description and, when applicable, If High: Data Categories include all selections that apply and do not contain unintended duplicate or conflicting values.
- **Hosting and Storage Completed Correctly:** The solution location, data storage location, and related conditional fields have been reviewed and are internally consistent.
- **Risk and Governance Fields Completed:** Risk Assessment, Risk Level, Current Use, Human Involvement Level, and AI Policies & Procedures have been completed for each solution row.
- **Policies Attached if Applicable:** If the agency selected “Yes” for AI Policies & Procedures, the relevant policy, procedure, standard, or guidance documents are attached.
- **Workbook Saved in .xlsm Format:** The final file remains a macro-enabled workbook and macros have been enabled during data entry.
- **Final Review Performed:** Remove any placeholder content, check for typographical errors, confirm dates and contact information, and verify that the submission is ready to send to aim@its.ms.gov.

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.