

METADATA RACI WORKSHEET

Who signs, who drives. One domain. Eight activities. Blank names.

DOMAIN

bounded estate — identifiers, rights, product metadata, holdings, AI provenance...

DATE

REV

NAMES ON THIS DOMAIN

Write the person, not the department. One owner.

OWNER · A

signs policy, access, quality bar, risk

STEWARD · R

definitions, mappings, monitoring, first response

CUSTODIAN

storage, controls, provisioning — not meaning

COUNCIL / SPONSOR

cross-domain collisions only

WIRED TO

feed, job, catalogue, ticket queue — if the names are only on this sheet, the model is a PDF

EIGHT ACTIVITIES Letters are the recommended default. Names are blank. One A per row.

ACTIVITY	OWN	STW	CUS	CNL	OWNER NAME	STEWARD NAME	CUSTODIAN	COUNCIL
1 Define field meaning	A	R	C	I				
2 Set the quality bar	A	R	C	I				
3 Approve access / redistribution	A	C	R	I				
4 Maintain mappings and rules	C	R	C	I				
5 Monitor feed quality	I	R	C	I				
6 Implement storage and controls	I	C	R	I				
7 Accept a known-bad shipment	A	R	I	I				
8 Encode AI provenance	A	R	C	C				

LETTERS

A

 Accountable — signs. One per row.

R

 Responsible — does the work.

C

 Consulted — before.

I

 Informed — after.

NOTES / EXCEPTIONS

- TWO RULES
1. Never two A's on one activity. Shared accountability is no accountability.

2. Put the same names on the objects this domain lives in. A worksheet without a feed is costume jewellery.