

No platform ships this record. Complete one per deployed agent before first execution. This document answers the question the audit trail cannot: who formally decided what this agent is authorized to do, and whose name is on that decision.

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## 01 — AGENT IDENTITY

### AGENT NAME

The display name used in the agent registry, admin center, or internal inventory.

### BUSINESS PURPOSE

One to three sentences explaining the problem this agent solves and the workflow it supports.

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## 02 — AUTHORIZATION SCOPE

### AUTHORIZED ACTIONS

List each action the agent is permitted to take, using precise language tied to specific systems or workflows.

### EXPLICIT PROHIBITIONS

List what the agent must not do. If this field is blank, the authorization record is incomplete.

**DATA ACCESS SCOPE**

Name the systems, libraries, sites, datasets, or applications the agent can read from and write to.

**03 — ACCOUNTABILITY****BUSINESS SPONSOR**

Full name and title of the person accountable for this agent's business purpose and lifecycle decisions. Maps to the Sponsor role in Microsoft Entra Agent ID. This person decides whether the agent should exist, what it is authorized to accomplish, and whether it should be renewed or retired.

**TECHNICAL OWNER**

Full name and title of the administrator responsible for this agent's operational management, permissions, and identity configuration. Maps to the Owner role in Microsoft Entra Agent ID. Not the approving authority.

**04 — REVIEW AND LIFECYCLE****REVIEW TRIGGER CONDITIONS**

Events that require re-authorization: change in purpose, data access, ownership, applicable regulation, or a security incident involving this agent.

**NEXT SCHEDULED REVIEW DATE**

The date when the organization confirms this record is accurate and complete.

**AUTHORIZATION SIGNATURE**

Name, title, and date. The Business Sponsor signs. Not IT. Not the developer.

*This template is informed by accountability and oversight expectations in NIST AI RMF, OMB M-25-21, FINRA's 2026 Regulatory Oversight Report, and Article 26 of the EU AI Act. Field labels map to role definitions in Microsoft Entra Agent ID. Free to use and adapt with attribution. No gate. No form.*