Evidence And Traceability Minimum Standard

General Assembly — Shared reporting handout

A recurring report or extract should make visible

- source system or origin
- owner and contact point
- refresh date or version
- transformations or business rules applied
- inclusions and exclusions that matter to interpretation
- known limitations or delays
- next review point if the output is reused

What counts as a transformation

- filtering or removing rows
- merging multiple sources
- recoding categories
- manual overrides
- formula changes
- threshold or business-rule changes

Synthetic example note

Source: weekly incident extract from Network Ops.
Owner: Service Performance.
Refreshed: 24 Mar 2026.
Transformations: planned maintenance and test events removed; site category names standardized.
Known limitation: South region feed delayed by one business day.
Next review: after the monthly operations forum.