

Governance & Retention Policy

> Legal/compliance notice — flagged for expert review. This policy includes data-handling provisions that intersect with Florida public-records law (FS Chapter 119), federal records-management practice, contract clauses with platform vendors (e.g., Airbnb, OwnerRez), and possibly municipal/special-district retention schedules. Every section flagged [ATTORNEY REVIEW] below must be reviewed by qualified counsel before the policy is treated as binding for civic, regulated, or contractually constrained workloads. Doug's framework requires this flag; do not strip it without sign-off.

Purpose

Provenance records are durable assets. They establish what a GROW-built system did, on what evidence, under whose authority, and with what confidence. This policy governs how those records — and the source snapshots, evidence pointers, and decision traces they reference — are reused, retained, corrected, and retired.

Reuse Rules

1. Reuse is bound by permissions and source_id. A provenance record may be reused (cited, surfaced, replayed) only by systems whose permission scope is equal to or stricter than the record's permissions field and whose access to every source_id is current.
2. Embeddings and summaries are derivative records, not new sources. Reuse of a derived artifact carries forward the confidence_band of its strictest contributing source unless an explicit upgrade rule from s3-lineage-map-spec applies.
3. Cross-system reuse requires lineage continuation. A downstream system that consumes a provenance record MUST extend, not replace, its transformation_history. Forking lineage is a governance event.
4. No silent reuse of restricted or regulated records. Any reuse is itself a logged event with its own provenance record. [ATTORNEY REVIEW] for regulated classes.

Retention Schedule (default)

The schedule below is the GROW default. Override per workload by counsel review.

Retention class	Default window	Applies to
ephemeral	7 days	Internal experiments, demo runs, non-shipped drafts
operational	90 days	Day-to-day STR ops, internal Slack-derived summaries
business-2yr	2 years	Customer-facing outputs, podcast publishing artifacts, vendor comms
civic-7yr	7 years	Commission-facing memos, grant reporting, public comment artifacts [ATTORNEY REVIEW — FS Ch. 119 may impose different windows]

Retention class	Default window	Applies to
regulated-indef	indefinite, with periodic review	Litigation-hold, regulatory inquiries, any record under legal preservation order [ATTORNEY REVIEW REQUIRED before assignment]

Each provenance record carries `retention_class`. Defaulting is not permitted on `civic-7yr` or `regulated-indef` — those classes require an explicit assignment recorded at write time.

Florida Public-Records Intersection — flagged

[ATTORNEY REVIEW] Florida public-records law (FS Chapter 119) and applicable state retention schedules (issued by the Department of State, Division of Library and Information Services) may apply when a GROW system produces a record on behalf of an elected commissioner, a special district, or a public body. Specific minimums for grant administration, financial records, and meeting-related correspondence are governed by those schedules, not by this policy. This policy does not assert a specific Chapter 119 rule. Do not use the defaults above as a substitute for the governing schedule. Counsel must map each record type to the applicable item in the state schedule before the policy goes live for any FL public-sector workload.

Stale-Source Handling

A source is stale when `last_validated` is older than its declared `update_frequency` window. Stale sources trigger the following cascade:

1. The Source Inventory automatically downgrades the source's `confidence_band` by one notch (high → medium → low → unknown).
2. Any provenance record that consumed the stale source has its `confidence_band` recomputed at next read. The stored value is not edited; the read-time value reflects the downgrade.
3. Outputs already published are not retroactively edited. Instead, a correction record is issued if the downgrade materially affects a claim (see below).
4. Two consecutive stale cycles route the source to its owner for re-attestation or retirement.

Corrections and Retractions Workflow

GROW treats corrections as append-only events on the provenance store. Records are never silently rewritten.

1. Trigger. A material error is identified in an output (factual error, attribution error, stale data, mis-applied authority).
2. Classify. Determine: correction (claim is partially wrong, can be amended) vs. retraction (claim is wholly wrong, must be withdrawn).
3. Author correction record. A new provenance record is emitted with `corrections[]` populated: `{correction_id, supersedes_record_id, reason, timestamp, actor}`. `decision_origin` for the new record is `human-override` or `escalation` as appropriate.

4. Surface to the original artifact. The original output, if still live, carries a visible correction notice linking to the new record_id. If the artifact is published externally (podcast description, memo, grant submission), the publication surface MUST be updated. [ATTORNEY REVIEW] for retractions on regulated artifacts.
5. Log. A correction event is itself an entry in the system's audit trail per s2-audit-trail-schema.
6. Review cadence. Corrections rate is a leading reliability indicator; it feeds s2-scoring-system as a calibration signal.

Access, PII, and Sensitive Data Handling

- Provenance records that contain or point to PII carry pii_flags per the schema. Storage MUST satisfy the strictest applicable policy (organizational, contractual, statutory). [ATTORNEY REVIEW]
- Restricted/regulated records are stored with access logs that themselves are provenance records.
- Deletion of a provenance record under a data-subject request is a governance event requiring counsel sign-off. [ATTORNEY REVIEW]

Review Cadence

- Quarterly. Owners re-attest source rows. Retention classes spot-checked.
- Annual. Policy refresh; counsel review of every flagged section above; mapping of civic-7yr records to the then-current Florida retention schedule. [ATTORNEY REVIEW]
- Triggered. Any litigation hold, regulatory inquiry, or breach triggers an immediate policy review and freezes affected retention classes.

Out of Scope (handled elsewhere)

- Encryption-at-rest and key management — operational security, not provenance policy.
- Vendor contract terms — sourced into the inventory; constraints surface through permissions.
- Definitions of evidence, decision_origin, confidence_band, provenance record, drift, regression, lineage, source confidence — see GROW glossary; not redefined here.