

Digital File Review and Sharing Record

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Record a review of a file before sharing it with an intended recipient. Use the record to make ownership, permission and the review decision explicit.

This is a review record, not a security scanner or compliance certificate. Follow your organisation's security policy. Do not open a suspicious file merely to complete this form; use the approved reporting route.

How to use the record

1. Identify the file, its owner and the intended recipient and purpose.
2. Confirm permission to share and use only approved review tools and channels.
3. Record checks of the selected copy, including unintended content and access settings where applicable.
4. Record the sharing decision and any action required before release.

Fictional worked example

File and purpose: fictional project summary v1 for a practice reviewer.

Ownership and permission: Practice author owns the fictional content; no real personal data is included.

Content review: Inspect the selected copy for comments, hidden content and unintended attachments where relevant.

Access review: Confirm the chosen sharing link is limited to the intended practice recipient.

Decision: Do not share until the remaining comment has been removed and the selected copy reviewed again.

Evidence and follow-up: Record the replacement version and the date of the second review.

Complete your own record

Word: replace the guidance in the right column and add space or rows as needed. PDF: print this page and write your entries; it is not an interactive form. Save your own working copy with a clear filename and version.

Record field	Your entry
Filename version and review date	[Enter your details here]
File owner and intended purpose	[Enter your details here]
Recipient or audience and permission reference	[Enter your details here]
Approved review tools and review scope	[Enter your details here]
Content checks and findings	[Enter your details here]
Sharing channel and access settings checked	[Enter your details here]
Decision and outstanding actions	[Enter your details here]
Reviewer and next review or release date	[Enter your details here]

Review before using the record

Check the exact copy that will be shared, not an earlier version. Record what was actually reviewed and what remains unverified. If policy or permission is unclear, pause and ask the responsible person.

Keep the unedited master separate from your completed working copy. Store sensitive information only in an authorised location. Original RDE practice aid; no guarantee of employment, business results or compliance.