

Analytical findings and decision brief

Connect evidence to a decision. Distinguish observations, interpretations and actions. Use fictional findings for practice.

Question and evidence

Decision maker and decision

Analysis question

Source period and record unit

Filters and checks performed

Key observation from records

Coverage exclusions and limitations

Interpretation and next action

Interpretation and supporting reasoning

Alternative explanations

Information still needed

Proposed next action and why

Action owner and review date

Review feedback and changes

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This practice document does not replace an analytical or accessibility review.