

	Georgia Technology Authority	
Title:	Generative AI Responsible Use	
PSG Number:	PS-25-001	
Effective Date:	7/1/2025	Review Date:
Synopsis:	Establishes a framework for responsible experimentation and learning while maintaining appropriate risk management	

PURPOSE

This policy establishes a comprehensive framework for the responsible use, development, procurement, and governance of Generative Artificial Intelligence (GenAI) technologies within the State of Georgia's executive branch agencies. It aligns with state values, legal obligations, and national and international best practices to ensure GenAI adoption is ethical, transparent, secure, and beneficial to the public.

SCOPE and AUTHORITY

O.C.G.A 50-25-4(a)(8) – *State Government, Georgia Technology, General Powers*
O.C.G.A 50-25-4(a)(20) - *State Government, Georgia Technology, General Powers*
PM-04-001 – *Information Technology Policies, Standards and Guidelines*
PS-08-005 – *Enterprise Information Security Policy*

TERMS AND DEFINITIONS

Artificial Intelligence - machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments.

Agency – means every state department, agency, board, bureau, commission, and authority but shall not include any agency within the judicial or legislative branch of state government, the Georgia Department of Defense, departments headed by elected constitutional officers of the state, or the University System of Georgia and shall also not include any authority statutorily required to effectuate the provisions of Part 4 of Article 9 of Title 11.

Qualified Personnel: any subject-matter focused state employee who would otherwise have been responsible for the content in the absence of the AI tool.

Generative AI (GenAI) - tools or systems used to create models that can generate

new and original content, such as images, music, or text, based on patterns and examples from existing data.

AI System - any software, tool, or platform that uses AI methodologies to perform tasks or generate outputs.

AI Model - component of an information system that implements AI technology and uses computational, statistical, or machine-learning techniques to produce outputs from a given set of inputs.

Foundation Model - large-scale AI model pre-trained on broad datasets and adapted for downstream tasks.

High-Risk Use Case: any GenAI implementation with potential impact on legal rights, access to benefits, public safety, or public trust.

STANDARD

The following requirements apply to all GenAI systems and services used within the State of Georgia's executive branch agencies. State government employees shall follow this standard when using commercial GenAI solutions such as OpenAI's ChatGPT, Google's Gemini, Anthropic's Claude, or Microsoft's Copilot.

Individual agencies retain discretion to purchase premium versions through standard procurement processes.

Agencies shall implement additional restrictions based on their specific needs, but should first consult with the Georgia Technology Authority (GTA).

1. Human Review and Validation

All GenAI-generated content—whether text, code, summaries, or other media—shall be reviewed and validated by qualified personnel before being used in any official capacity. Agencies shall implement human-in-the-loop (HITL) review workflows, especially for moderate- and high-risk use cases. The purpose of these reviews is to detect inaccuracies, biases, or inappropriate content and to ensure alignment with state policy and objectives.

1.2 Disclosure and Attribution

Any content generated or assisted by GenAI shall be clearly labeled to ensure transparency and maintain public trust. Agencies must use standardized attribution formats that include:

- Name of the GenAI tool used
- Summary of the prompt or task
- Identity of the staff who reviewed or edited the content

Example: "This policy brief was generated using [GenAI Tool] and reviewed by [Employee Name]."

1.3 Data Privacy and Confidentiality

Before using any GenAI system, agencies shall assess whether the tool stores, processes, or accesses sensitive data. The following safeguards shall be observed:

- Personally identifiable information (PII), protected health information (PHI), or other regulated data shall not be used as inputs to GenAI tools unless formally approved by the GTA's Office of Artificial Intelligence.
- Application of data minimization practices to avoid the inclusion of unnecessary sensitive information.
- Adherence to encryption and access control requirements consistent with all applicable enterprise security policies and standards.

1.4 Approved Use of State Credentials

All agency personnel shall use state-issued credentials (email and authentication accounts) when signing up for or using GenAI tools for state business. The use of personal email addresses for such access is prohibited unless specifically authorized by the agency's technology leadership.

1.5 Procurement and Third-Party Vendor Compliance

Any procurement of GenAI products or services must:

- Be approved in advance by the Georgia Technology Authority (GTA) by completing the review form at <https://ai.georgia.gov/ai-application-and-tool-request-form>

- Comply with GTA’s IT security, privacy, and accessibility standards
- Include provisions for auditability, explainability, model documentation, data retention, and intellectual property rights in contracts

Agencies must consult with the GTA Office of Artificial Intelligence before entering into any contractual agreement involving GenAI features or integrations.

1.6 GenAI System Inventory and Reporting

All agencies shall maintain and report via the agency’s annual STARR report, a current inventory of GenAI systems and applications used or planned within their operations. This includes tools in development, active pilots, or production environments. GTA will consolidate these reports into a statewide GenAI catalog to promote transparency and inform risk assessments.

1.7 Records Management and Public Access Compliance

GenAI-generated content used in official communications or policy-making may be subject to Georgia’s records retention schedules and open records laws. Agencies shall:

Ensure proper classification and storage of GenAI outputs.

- Retain audit trails of prompts, responses, and reviews
- Prepare for potential public disclosure of GenAI-related records

Failure to follow these requirements may result in revocation of tool access and additional oversight actions by GTA.

2. GenAI Pilot and Sandbox Environment

The Georgia Technology Authority (GTA)’s Horizons Innovation Lab will establish and maintain a secure and collaborative Generative AI (GenAI) Sandbox environment. This environment is designed to support agencies in responsibly exploring, testing, and validating GenAI use cases before broader implementation. The Sandbox will ensure early-stage projects align with Georgia’s standards for security, ethics, and performance.

2.1 Purpose of the Sandbox

The GenAI Sandbox provides a controlled environment for:

- Testing and experimentation with GenAI tools and platforms
- Evaluating risk, utility, bias, and operational effectiveness
- Enabling cross-agency collaboration and knowledge sharing
- Piloting innovative solutions that can enhance public service delivery

2.2 Participation Requirements

To participate in the Horizons Innovation Lab, agencies shall:

- Submit a brief project proposal outlining goals, target outcomes, and potential risks via the online form at <https://ai.georgia.gov/innovation-lab/how-do-i-submit-project-innovation-lab>)
- Identify responsible personnel for oversight and evaluation
- Agree to abide by sandbox-specific rules for data usage, model testing, and reporting

2.3 Security and Oversight

All tools tested in the Sandbox shall:

- Be vetted for security risks by GTA Office of Information Security or the agency's Information Security Officer
- Operate using non-sensitive, non-PII datasets unless otherwise approved
- Include red-teaming or prompt testing protocols to identify vulnerabilities or unsafe behaviors

GTA will oversee the Sandbox and may audit processes, tools, and results to ensure compliance with statewide GenAI standards.

2.4 Documentation and Knowledge Sharing

Agencies participating in the Sandbox shall:

- Maintain a record of prompts, outputs, evaluation methods, and lessons learned
- Share a post-pilot summary report with GTA outlining findings, challenges, and recommendations
- Contribute to a knowledge base that will support future implementations across the state

2.5 Advancement and Scaling

Following successful sandbox evaluation, agencies shall seek approval to transition GenAI projects into pilot or production phases. At which GTA will:

- Review Sandbox reports and risk assessments
- Provide guidance for procurement, integration, and scaling

- Include successful pilots in the statewide GenAI Catalog

3.0 Common Gen AI Use Cases

The following table provides a non-exhaustive list of common Generative AI (GenAI) use cases observed across public sector environments. Each example is accompanied by guidance on acceptable and prohibited behaviors, using a traffic light color-coding system (Green = Approved, Yellow = Caution, Red = Prohibited).

These examples are intended to help agencies interpret and apply this Standard in day-to-day operations. Agencies should conduct their own risk assessments and consult with the Georgia Technology Authority (GTA) Office of Artificial Intelligence for novel, high-risk, or ambiguous use cases not represented here.

Use Case	Acceptable	Conditional	Prohibited
Drafting internal summaries	Use GenAI to summarize meeting notes or internal memos with attribution.	Use GenAI-generated summaries only after review by staff.	Do not share unreviewed summaries as official records or public communications.
Public-facing communications	Use GenAI to draft first-pass content, reviewed and edited by staff.	Deploy public chatbots with GenAI only after bias/safety review.	Do not allow GenAI to autonomously publish content to websites, emails, or social media.

Coding & software development	Use GenAI for code suggestions, bug spotting, documentation.	Use in sandbox/test environments and validate security of outputs.	Do not deploy unreviewed GenAI-generated code to production systems.
Data analysis & reports	Use GenAI to visualize trends or automate draft insights from open data.	Cross-validate with source data and check for misinterpretation.	Don't use GenAI to analyze or process personally identifiable or regulated data.
Policy drafting support	Use GenAI to brainstorm policy language or summarize research.	Review all content for tone, bias, and policy implications before sharing.	Do not use GenAI to make legal, disciplinary, or eligibility decisions.
Education & training tools	Use GenAI to create quiz questions, flashcards, or explainers for internal use.	Vet any public-facing content for bias and misinformation.	Do not use GenAI to assess employee performance or give personalized advice.
Constituent service chatbots	Use GenAI to support FAQ responses clearly marked as AI-generated.	Provide escalation path to human assistance and monitor performance.	Don't allow GenAI chatbots to answer legal, medical, or emergency questions.
Image/audio/video generation	Use for creative brainstorming, mockups, training materials (with proper attribution).	Clearly disclose synthetic content when used in public contexts.	Do not use GenAI to create deepfakes, impersonations, or sensitive likenesses.

Translation and accessibility	Use GenAI to provide draft translations or captioning to improve access.	Confirm with human review , especially for formal or legal documents.	Do not rely on GenAI alone for accessibility compliance or legal document translations.
Legal and regulatory analysis	Use GenAI to organize and summarize non-sensitive legal text for research.	Use with legal staff oversight only.	Do not use GenAI to provide legal advice or determine compliance status .

Conditional Approval for specific use cases of GenAI tools can be requested via ai.georgia.gov or email ai@gta.georgia.gov.

4.0 Monitoring and Audit

Agencies shall conduct annual audits of GenAI systems to review:

- Accuracy and performance
- Bias and impact analysis
- System vulnerabilities

Agencies shall report significant incidents involving GenAI to the GTA Office of AI within 48 hours.

RELATED ENTERPRISE POLICIES, STANDARDS AND GUIDELINES

Enterprise Artificial Responsible Use (PS-23-001)

Generative AI Responsible Use Guidelines (GS-25-001)

Artificial Intelligence Responsible Use Guidelines (GS-23-001)

Artificial Intelligence Responsible Use (SS-23-002)

Data Security - Electronic Records (SS-08-003)

Reliance on Electronic Records [PS-08-007](#)

REFERENCES

GTA Artificial Intelligence Program Webpage - <https://ai.georgia.gov>

Guiding Principles -

<https://ai.georgia.gov/guidance/guidelines-state-organizations/5-guiding-principles>

Artificial Intelligence Glossary -

<https://ai.georgia.gov/common-ai-terminology>