# Trace notebook

## Quick start and fictional worked example

Start with a claim, identify its source, and separate observations from assumptions. Ask another person to follow the source reference.

1. Choose one record and the claim being made about it.
2. Write down its source, date and known changes. Keep observations separate from guesses.
3. Ask someone else to follow the reference. Record what they cannot verify.

**A useful finish: Another person can find the source and distinguish the recorded observation from an unsupported conclusion.**

**FICTIONAL EXAMPLE / Adapt the process, not the facts.**

| | |
|---|---|
| **Record or item** | Supplier register export, row 42 |
| **Where it came from** | Fictional supplier system; export reference EX-12 |
| **Who created or changed it** | Coordinator exported it; original editor unknown |
| **Date and version** | 12 October, illustrative export |
| **What it appears to show** | The exported status value reads approved |
| **What remains unknown** | Who approved it, on what date, and using which criteria |
| **Retention or access concern** | Keep the source in a restricted folder; share its reference, not personal details |

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## Your worksheet / Start here

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

### 1. Record or item

Write enough for another person to follow your notes.

### 2. Where it came from

Write enough for another person to follow your notes.

### 3. Who created or changed it

Write enough for another person to follow your notes.

### 4. Date and version

Write enough for another person to follow your notes.

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## Your worksheet / Continue and review

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

### 5. What it appears to show

Write enough for another person to follow your notes.

### 6. What remains unknown

Write enough for another person to follow your notes.

### 7. Retention or access concern

Write enough for another person to follow your notes.

**Before you finish: Another person can find the source and distinguish the recorded observation from an unsupported conclusion.**

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