Prepare a company data profile

Produce an asset overview that a company can use to evaluate a licensing opportunity before sharing records.

Start before an export is requested

Use this when someone needs to understand what your company retains and whether a licensing discussion is worth investigating. A profile describes an asset; it does not contain the asset. Circulate it internally to the people who understand the systems and rights.

Ask a system owner about retained periods, stable identifiers, connected workflow stages and recorded outcomes. Ask the appropriate responsible person which commitments or exclusions need review. You do not need a raw export to describe these questions.

Separate an observation from an assumption

Name record families and business processes. Describe support investigations connected to product changes, for example, rather than customer names or excerpts from tickets. Explain which links are known to exist and which need checking.

An entry such as five years available should state whether that is a verified retention period, an estimate or an open question. A short profile that makes uncertainty visible is more useful than a confident inventory assembled from guesses.

Use the profile as an internal review brief

The output groups the asset description, known limits and evidence questions. A technical colleague can correct the inventory; a responsible rights reviewer can add restrictions without needing a marketing claim about value.

Agree who may share the completed overview and with whom. A profile does not grant permission to disclose, evaluate or license the material.

What you will take away

A company asset overview with recorded evidence, exclusions and an internal review question list.

Keep a high-level description in this document. Do not attach raw records, personal details, credentials or confidential contract text. Completing it grants no authority to disclose or license data.

Worksheet

Record what is known and mark what needs confirmation. Unknown is useful information when it is attached to a specific next check.

Systems and record families

Describe categories and the work recorded. Do not paste records.

Retained period and coverage

State the period and gaps. Mark estimates as estimates.

Workflow links and outcomes

Explain how stages connect and what outcome is recorded.

What has been verified

Describe the check and responsible role, without personal details.

Authority and restrictions to check

List contract, ownership, privacy or confidentiality questions.

Exclusions and known limits

State what is outside the proposed scope.

Who should verify this brief?

Name the responsible role and the check, rather than assuming that a completed form establishes accuracy or authority.

Filled example

Fictional internal planning example. It illustrates the level of description, not a claim about Avelence clients or a source company.

Systems and record families

Issue histories and review records for one product

Retained period and coverage

Retention period to be confirmed by the system owner

Workflow links and outcomes

Selected issues link to changes; join coverage needs checking

What has been verified

System owner has confirmed the record families

Authority and restrictions to check

Review customer attachment terms and employee-created material

Exclusions and known limits

Customer attachments, credentials and personal message content excluded

Describe a connected asset and its limits

A software company retains issue histories and code-review records for one product. Its profile states the available periods, that selected issues link to changes, and that customer attachments are excluded. Link completeness and contract restrictions remain explicit items for internal confirmation.

Before acting on the document

1. Ask system owners to verify periods and workflow links.

2. Have the appropriate responsible reviewer check restrictions and exclusions.

3. Agree the audience and authority for sharing the high-level overview.

Limits

Entries are statements by the preparer, not independently verified facts.

The profile is not a rights clearance, offer, valuation or disclosure permission.

Sources and scope

W3C PROV Overview. Provenance connects entities, activities and responsible agents. It does not establish a legal right to share them.

https://www.w3.org/TR/prov-overview/

Resource revision: AVE-42, 3 November 2026. Prepared for editorial review. This revision does not change permissions, make a buyer commitment or establish a market price.