What the agent does alone, and what is logged

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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3 reversible actions, 1,408 human approvals · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **Three actions, not one more, and each is withdrawn with a single word.** Everything else waits for a decision. This is the page to hand the elected member who asks the question.

The three actions

Action	Rhythm	The reverse holds too	Withdrawal
Preparing the record of decisions and the draft minutes	**After every recorded meeting**	**If a participant refuses the recording, nothing is produced from that session — and it is said before the session starts**	With one word
Bringing up the executive's morning page	**Every working day**	**It goes only to the secretariat and the chief executive, and carries no assessment of anyone**	With one word

Action	Rhythm	The reverse holds too	Withdrawal
Indexing recent deposits	**Every night**	**A document removed from a file disappears from the index at the same hour — no copy of what the body has decided to erase**	With one word

What always waits for a decision

Situation	Whom it belongs to	What the agent hands over
Settling a set of minutes	**To the chief executive**	**The full draft, with the record and the points to settle at the top**
Circulating to elected members or member municipalities	**To the secretariat**	**The send ready, filtered by recipient**
Circulating a ruling memo	**To the chief executive**	**The memo, with every figure pointing back to its source**
Replying to a service user	**To the secretariat or the directorate concerned**	**The draft reply in plain language, and its easy-read version**
Producing a named indicator	**To the chief executive, conditions met**	**See below**

If an elected member asks for an activity indicator — and that is a legitimate request

Point	What the agent brings
Granularity	**By directorate, never by person**

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Point	What the agent brings
Warning given beforehand, not afterwards	**On a secretariat of two people, a “by service” indicator still points at someone — the choice belongs to the chief executive in full knowledge**
Prior information of the staff	Note ready, stating what is measured and what is not
Written purpose and retention period	Draft wording, for the body to correct

What is measured instead

Indicator	What it showed this year	What it allows to be decided
Open actions, their deadline and their age	**Two directorates carry 60 % of the actions open for more than three months**	Where the executive should lend support
Points to settle per body	**27 over the quarter, 24 settled within four days**	**Steering information, given without putting a single name on it**
Waiting times held and missed	Circulation, deadlines, replies to service users	What the executive can promise

The log — what is recorded

Element	Recorded?	Detail
Output prepared and its source	**Yes**	Meeting, template or source document, with its date
Approval	**Yes**	**Who approved, when, and what was corrected**
Recording of a session	**For the period set**	**Deleted as soon as the minutes are produced if the body so decides**

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Element	Recorded?	Detail
Content of staff files	**No**	**The index does not copy them and the secretariat's role does not open them**
Readers of the log	**The secretariat and the chief executive**	**Retention period set by the body**

The log serves to answer whoever asks what was circulated and by whom, and to reopen a disputed set of minutes. **It is evidence the body had on none of its tools.**

For the body to settle

Retention period for the log set by the body: _____ months

Request a demo with your own documents

This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.

https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-secretaire-de-direction

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.

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