

TITLE II ADA COMPLIANCE OPERATING RECORD

Discovery Checklist

A first-pass operating record starter for counties and cities preparing for Title II web and mobile accessibility work.

| Audience | Use | Boundary |
|---|-----------------|---|
| ADA coordinators, IT, communications, procurement, and department owners. | Public download | Operational planning material. Not legal advice or a certification of compliance. |

What this checklist produces

- A named owner for web, mobile, document, procurement, and vendor accessibility decisions.
- A current inventory of websites, web apps, mobile apps, public PDFs, forms, and high-volume digital services.
- A starting exception and risk log for inaccessible, archived, vendor-owned, or high-cost assets.
- A short evidence map showing what the entity can already prove and what still needs documentation.

Discovery passes

| Pass | Questions to answer | Record output |
|------------|---|---|
| Inventory | Which public websites, mobile apps, document libraries, forms, and third-party services are in scope? | Asset register with owner, public URL, vendor, traffic or service priority, and last review date. |
| Deadline | Which service category and timing assumptions apply to the entity? | Deadline assumption, source note, counsel review flag, and leadership briefing status. |
| Evidence | What testing, remediation, procurement, and approval evidence exists today? | Evidence index with source system, owner, and freshness status. |
| Vendors | Which platforms or contractors control user-facing accessibility work? | Vendor dependency log with contract owner, current accessibility representation, and escalation path. |
| Exceptions | Which items may require a documented exception, archive treatment, or alternative access process? | Exception candidate log with reason, owner, next action, and review cadence. |

Recommended next action

Run this checklist before buying more scanning output. The immediate goal is not a perfect inventory; it is a defensible operating record that shows who owns the work, what is in scope, and which risks need decisions.

| PublicProof record principle |
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| Keep decisions, owners, evidence, exceptions, vendor dependencies, and remediation status in one dated operating record that can be reviewed by staff, counsel, and leadership. |