



Ownership Policy — [ORGANIZATION]

Fill the brackets, ratify, date it. Effective date: [DATE] · Review: quarterly · Owner: [SUPPORT LEADER].

1. No orphans

Every article names an **owner** — a team by default, an individual where one person genuinely holds the domain. Ownership is structural, not sentimental: the owner is whoever can *verify the article's accuracy*, not whoever wrote it (in this operating model, nobody "wrote" it anyway).

[LIST YOUR DOMAINS AND OWNING TEAMS:]

Domain	Owning team	Escalation individual
[endpoint-support]	[team-endpoint]	[name]
[billing]	[team-billing]	[name]

2. What owners owe

- **Fact verification** within 5 business days when a curator escalates from a gate.
- **Backstop reviews** of their articles per the lifecycle policy's cadences.
- **Retirement sign-off** when their articles hit the retirement gate.
- Owners do *not* owe authorship, formatting, or queue management — those belong to the capture flow and the curators.

3. The orphan sweep

[MONTHLY], [WHO — e.g. "the knowledge lead"] runs the sweep: articles whose **owner** is empty, names a disbanded team, or names a departed person. Every hit is reassigned within the same sweep — an orphan surviving two sweeps is a governance failure, logged as such in the decision log.

4. Departures and reorgs

When an owner (individual or team) departs or dissolves:

1. Their articles are listed *before* the departure date (this is a line item in [ORGANIZATION]'s offboarding checklist — add it now).
2. Each article is reassigned to the successor owner — as a bulk decision-log entry.
3. High-volatility articles in the list get an immediate backstop review by the new owner within [30] days; the rest fall into normal cadence.

Knowledge outliving its owner is the *point* of this whole system — but only if ownership transfers instead of evaporating.

Ratified by: [NAMES] · [DATE] · Governance Pack, Module 5 · Contextkeeping Toolkit

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