

LEARNING, UPGRADED FIELD TOOL

Content Quarantine List

A one-page tool for moving stale, risky, duplicate, or unowned content into a visible quarantine state before the team deletes, rewrites, or leaves it live.

Try this one thing today

Pick one high-use content area and quarantine only the assets that are stale, duplicated, risky, or unowned.

Use this when

- Nobody can tell whether an asset is current, duplicated, risky, or still owned.
- A content cleanup is too large to finish in one pass.
- The team needs to protect learners from questionable content without deleting it too early.

Systems thinking move

Create a visible middle state between trusted and deleted. Quarantine gives the team a way to reduce learner risk while preserving enough history to make a better decision.

Quick use

Take one content area and mark each questionable asset as quarantine, keep, update, merge, archive, or retire.

Working rows

Asset

What to do: Name the course, job aid, article, module, or file.

What it tells you about the system: The team can see what is being judged instead of talking about the library in general.

Quarantine reason

What to do: Choose stale, duplicate, unowned, risky, low-use, wrong audience, or needs source check.

What it tells you about the system: The status is tied to a decision reason, not a vague cleanup mood.

Learner risk

What to do: Name what could go wrong if people keep using it.

What it tells you about the system: Content maintenance is connected to learner and workflow impact.

Owner

What to do: Assign the person or team that can decide.

What it tells you about the system: Unowned content becomes a visible governance issue.

Decision needed

What to do: Choose keep, update, merge, archive, retire, or needs review.

What it tells you about the system: Quarantine becomes temporary instead of a new junk drawer.

Review date

What to do: Set a date when the asset leaves quarantine.

What it tells you about the system: The library gets a rhythm, not another backlog.

Three ways to act

Manual way

Run a 45-minute content triage session. Review one content area, tag questionable assets, assign owners, and set a review date for anything placed in quarantine.

Microsoft 365 or Google Workspace way

Use Excel, Sheets, Microsoft Lists, SharePoint, Airtable, or an LMS export. Add columns for asset, quarantine reason, learner risk, owner, decision needed, review date, and final status.

AI-assisted way

Use AI to summarize asset titles, detect likely duplicates, draft quarantine reasons, and suggest owner questions from approved exports. A person still decides whether content is trusted, archived, retired, or updated.

AI output validation

These prompt starters were created for the May 2026 model landscape. Verify all AI outputs before using them with learners, reviewers, leaders, customers, partner teams, or compliance-sensitive work. Do not paste sensitive or proprietary material into an AI tool unless your organization has approved that tool for that data.

Unconventional moves

- Quarantine is not failure. It is a trust-preserving status while the team makes a decision.
- Hide questionable content from learners before the full cleanup is done when risk is high enough.
- Treat no owner as its own risk category.
- Use expiry dates for temporary content so the next cleanup is not a rescue project.

- Keep a retired-content note that explains why the asset left the library so the team does not rebuild the same bad asset later.

Copy-ready structure

Use the HTML page for the copy button. This PDF includes the working fields so you can recreate the structure in Word, Docs, Excel, Sheets, Lists, or a shared planning note.

- Asset: Name the course, job aid, article, module, or file.
- Quarantine reason: Choose stale, duplicate, unowned, risky, low-use, wrong audience, or needs source check.
- Learner risk: Name what could go wrong if people keep using it.
- Owner: Assign the person or team that can decide.
- Decision needed: Choose keep, update, merge, archive, retire, or needs review.
- Review date: Set a date when the asset leaves quarantine.