

Content audit worksheet

Completed example and fillable working record

Use the example to understand the fields, then complete the blank record in a PDF reader that supports forms. Save a separate copy for each assignment, asset or review. Long entries remain editable, but the visible field area is limited; use additional copies or a referenced source record for extensive notes.

Keep unknown and unavailable values explicit. Preserve evidence URLs, dates, relevant locators and qualifications. The form has no automatic calculations or tool-result validation.

The completed editorial assignments, accounting-software pages, fees and performance examples are fictional demonstrations. They are not measured results from a real site or tested product recommendations.

How to use this worksheet

1. Set the reader task and scope. 2. Record observations and evidence before deciding. 3. Assign the work and a completion check. 4. Verify the approved change or handoff and preserve unresolved issues.

Completed example

Consider this fictional accounting software resource hub. The page observations and decisions below are invented to demonstrate the method; they aren't findings about a real site.

Invoice preparation guide

Evidence found during review: Current steps, distinct task and documented use by support staff

Decision: Keep

Assigned work: Assign a review date and retain support links

Software selection checklist

Evidence found during review: Relevant audience, but payment fees and export limits are missing

Decision: Update

Assigned work: Verify current documentation and add the missing decision fields

Two recurring invoice guides

Evidence found during review: Both answer the same task; one has a clearer example

Decision: Consolidate

Assigned work: Combine the distinct material into the stronger guide and map the retired URL

Expired webinar registration

Evidence found during review: Registration closed; no recording or continuing reference value identified

Decision: Remove

Assigned work: Confirm dependencies, retain any required internal record and implement the removal

The selection checklist stays because its job is still relevant and the defect is repairable. The recurring invoice articles need one coherent destination because their useful material belongs in the same answer.

The webinar decision needs an extra check. If the page contains an important public announcement, a linked recording or information still used by customers, archiving or repurposing may be more appropriate. Expired registration alone doesn't settle the fate of the whole page.

Blank working record

Save a completed copy. Repeat this record as needed; leave unknown numerical inputs blank and state their status.

Audit scope

Section, assets and decision goal.

Page record

URL, title, audience, task and owner.

Dates and dependencies

Meaningful update date, related pages and downloads.

Evidence and source status

Claim locators, current documentation and gaps.

Performance

Metric, period, source, filters and data availability.

Blank working record - continued

Save a completed copy. Repeat this record as needed; leave unknown numerical inputs blank and state their status.

Evaluation

Purpose, completeness, accuracy, usability, distinct role and performance.

Observed defect

Specific issue and evidence rather than a general quality label.

Recommendation

Keep, update, consolidate or remove; rationale and replacement URL if relevant.

Assigned work

Owner, action, completion test and implementation status.

Verification and follow-up

Live checks, implementation date and later observation plan.