

Recycle and cleanup

Custodia Registry · A04

Your task and authority

Bertland Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

Learner understands reversible recovery and why governed evidence cannot be erased through cleanup.

Different deletion stages

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- Explain deletion, recycle retention and final purge as different operations.

What to check

Distinguish a recoverable deletion from final purge and approved records disposition. These have different consequences. A cleanup task does not grant authority to destroy governed evidence.

Recover a fixture

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- In an approved disposable fixture, inspect a recoverable record/file and restore it.

What to check

Inspect the intended recoverable record or file in the approved disposable example. Restore it through the available workflow and verify the resulting identity and state.

Protected evidence

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- Confirm protected disposition evidence remains unavailable for deletion or purge.

What to check

Recognize retention-protected evidence that cannot be deleted or purged. A blocked cleanup is meaningful. Do not attempt direct database edits to defeat the protection.

Merge dependencies

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- Review a proposed location merge or lookup correction and its dependencies.

What to check

Review the proposed location merge or lookup correction and affected records first. A change to shared reference data can affect more work than the current screen shows.

Record the outcome

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- Record the result and escalate skipped/locked items instead of using direct database edits.

What to check

Inspect results and explain skipped or locked items. Escalate them to the responsible owner. Normal training uses tabletop examples for irreversible purge and bulk cleanup.

Exceptions and recovery

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- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

No live purge or bulk cleanup in normal training. Cleanup is not approved records disposition. Use tabletop examples for irreversible actions.

Guided practice

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- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Compare a recoverable fixture with a protected evidence file. Explain why one may be restored while the other must remain protected from purge.

Practice debrief

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- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The learner distinguishes restoration, purge and disposition, verifies the fixture result and respects protection and dependency checks.