

Finding records

Custodia Registry · C02



Your task and authority

Bertland Hope

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

Learning outcome

Learner locates the correct record and explains why access differs between accounts.



Search and filters

Bertrand Hope

- Search for the supplied record number, then compare exact match and filtered results.

What to check

Start with the supplied record number. Check the active filters before deciding that a record is missing. Fuzzy matches can help discovery, but a similar title is not proof that you found the correct file.

Read separate states

Bertland Hope

- Inspect classification, current holder, physical state and digitization state as separate facts.

What to check

Classification describes sensitivity.
Current holder describes custody.
Storage location, physical state and digitization progress answer different questions. Read them separately rather than treating one green indicator as proof of everything.



Detail and history

Bertland Hope

- Open the permitted record detail and locate history and volume panels.

What to check

Open the permitted record and compare its identifier with the exercise. History explains recorded changes; volume links show the relationship between parts of a file. Opening the catalogue does not automatically authorize every attachment.



Filters and pins

Bertrand Hope

- Save a useful filter and pin the training record where available.

What to check

Save a useful filter or pin when the control is available. These shortcuts help you return to work; they do not extend your clearance or preserve access after the underlying authority changes.

Missing or denied records

Bertland Hope

- Explain a missing or denied record without assuming it was deleted.

What to check

Check the search context, then the account's effective access and the record's state. Department is a filter, not a separate tenant. A digital share cannot override clearance or the additional rules for archived volumes.

Exceptions and recovery

Bertland Hope

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

Important boundary

A public classification does not mean anonymous access. Department is metadata, not a tenancy boundary. Archived volumes and elevated clearance add gates; a share does not bypass clearance.



Guided practice

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

Your exercise

Find TRAIN-2026-001, identify its holder and digitization state, then compare an approved denied example. Explain why a saved pin cannot bypass that denial.



Practice debrief

Bertland Hope

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

Expected answer

The exact identifier matches. The learner distinguishes custody, storage and digitization, checks filters, and refers an access denial to the authorized owner without claiming deletion.