

Registry operations

Custodia Registry · G02

Your task and authority

Bertrand Hope

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

Learning outcome

Outstanding operational work is visible and closure reflects an actual completed task.

Read the outcard

Berland Hope

- Read an outcard and relate it to the actual file movement.

What to check

Relate the outcard to the actual file movement and current custody. It helps identify outstanding work. It does not itself prove the file has returned or reached its shelf.

Create bring-up work

Bertrand Hope

- Create an authorized bring-up item with date and purpose.

What to check

Enter the authorized date and purpose for the training item. Make the purpose specific enough for another operator to understand the required follow-up.

Diary and completion

Bertland Hope

- Locate it in the diary and complete it only after the work occurs.

What to check

Find the item in the diary and complete it only after the work occurs. Clearing a reminder before doing the task makes the queue less useful and obscures what is still outstanding.

Temporary file context

Bertrand Hope

- Register a temporary file against the intended context.

What to check

Register a temporary file against the correct record or operational context. Keep its identifier and purpose clear so later staff can connect it to the main work.

Close with a reference

Bertland Hope

- Close the temporary file with the required reference and inspect the register.

What to check

Record the required closure or merge reference and inspect the register. Closing an operational item does not perform physical return or final disposal. Those actions retain their own workflows.

Exceptions and recovery

Bertland Hope

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

Important boundary

Outcards and reminders do not themselves prove return or final disposal. Use existing custody workflows for file handoffs.

Guided practice

Berland Hope

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

Your exercise

Explain an outstanding outcard, create a fictional bring-up plan and identify the evidence needed before closing a temporary file.

Practice debrief

Berland Hope

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

Expected answer

The learner links operations to the correct context, completes diary work after action and preserves the closure reference without claiming a separate custody action occurred.