

Archive and disposal review

Custodia Registry · G04

Your task and authority

Berland Hope

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

Learning outcome

Learner preserves approval history and can explain why approval, physical destruction and database purge are separate.

Review the prerequisites

Berland Hope

- Inspect retention basis, legal hold, custody state and supporting evidence.

What to check

Read the retention basis, legal hold, custody and evidence before requesting action. Permission alone is not enough when the record's state blocks progression. Resolve the underlying condition through its proper owner.

Staged review

Bertland Hope

- Request the appropriate review and follow its staged sign-off/approval flow.

What to check

Follow the request, sign-off and final decision states in the permitted workflow. A saved request is not an approval. A rejected or returned case needs its explanation and next action preserved.

Separate disposal approvers

Bertrand Hope

- Use different authorized users for disposal sign-off and final approval.

What to check

Disposal sign-off and final approval require distinct authorized users. Archive does not enforce the same separation by default. Follow the organization's policy without claiming the software enforces an identical rule for both.

Approval evidence

Bertrand Hope

- Inspect captured evidence and the disposal certificate; distinguish verified snapshot from legacy current metadata.

What to check

Inspect captured approval evidence and the certificate. New snapshot-backed evidence differs from a legacy case that uses labelled current metadata. Protected evidence files cannot be overwritten or purged through normal file actions.

Accidental review correction

Bertrand Hope

- For a separate accidental rejected/returned request, demonstrate Clear accidental review with note only when eligible.

What to check

Use a separate eligible rejected or returned training case to explain Clear accidental review. Record the required note. This is a controlled correction, not a way to erase completed disposition evidence.

Exceptions and recovery

Bertland Hope

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

Important boundary

Migration 105 is a prerequisite for new captured evidence. Disposal enforces distinct approvers; archive does not enforce the same separation by default. Protected evidence files cannot be replaced/deleted/purged. Use tabletop evidence unless destructive rehearsal is separately approved.

Guided practice

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

Your exercise

Use tabletop cases to compare a new captured approval and a legacy certificate. Identify the distinct disposal approvers and explain approval versus destruction versus purge.

Practice debrief

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

Expected answer

The learner checks hold and custody, preserves staged history and evidence, distinguishes legacy metadata and does not equate software approval with physical destruction or database purge.