



Record registration

Custodia Registry · R01

Your task and authority

Berland Hope

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

Learning outcome

One correct record exists with traceable metadata and location.

Check for an existing record

Bertrand Hope

- Check that the record does not already exist.

What to check

Search the identifier and likely title before creating a record. A missed filter or access boundary can hide an existing entry. Ask the Registry owner to resolve uncertainty rather than creating a duplicate.

Register the identity

Berland Hope

- Register the fictional record with its approved identifier and required metadata.

What to check

Enter the approved record number and required metadata from the source document. Similar titles need careful checking. The identifier should remain the reference for later files, movements and decisions.

Classification and location

Berland Hope

- Select classification and location accurately; distinguish physical and digitization statuses.

What to check

Choose the approved classification and physical location. Department and owner describe responsibility; they do not replace clearance. Physical state and digitization state should reflect their own evidence.

Save and reopen

Bertrand Hope

- Save and reopen the record to compare against the source document.

What to check

Reopen the saved record and compare each important field with the source. Check the number, title, classification and location. A completion indicator supports review but does not certify the record's correctness.

Trace an edit

Bertland Hope

- Edit an allowed field and inspect its recorded history.

What to check

Change only the designated practice field and inspect its history. Explain the reason for the change where the workflow asks for one. Do not create a replacement record to avoid a lock on the original.

Exceptions and recovery

Bertrand Hope

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

Important boundary

Do not create a second record to escape a lock or missing clearance. Completeness indicators assist review; they do not certify legal compliance.

Guided practice

Bertrand Hope

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

Your exercise

Register one fictional record after checking for duplicates. Reopen it, correct one supplied metadata error and show its history.

Practice debrief

Bertrand Hope

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

Expected answer

One record exists with the intended identifier, approved classification and location. The correction is traceable, and a lock or clearance problem is escalated.