

Digitized files

Custodia Registry · R02

Your task and authority

Bertland Hope

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

Learning outcome

Learner verifies the scan, preserves version history and separates OCR from source evidence.

The matching record

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- Confirm the record number and upload the supplied fictional scan.

What to check

Compare the physical source and record identifier before upload. File-management authority is checked alongside record access. Registry editing and temporary borrower permissions are different routes.

Scan quality

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- Enter file metadata and inspect orientation, page completeness and preview.

What to check

Inspect orientation, legibility and page completeness in the preview. Check the file metadata against the source. A file can be stored successfully and still be unsuitable for someone trying to read the record.

OCR and source evidence

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- Distinguish OCR processing status/text from the authoritative source image.

What to check

OCR is machine-extracted text and can contain errors. Use diagnostics to understand processing status, but compare important wording with the scan. OCR availability and engine setup depend on the installation.

Notes and versions

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- Add an authorized annotation or internal note, then replace a practice scan and inspect version history.

What to check

Annotations and internal notes have separate permissions. An annotation does not rewrite the original file bytes. Use the supported replacement process and review version history rather than silently substituting evidence.

Progress and exports

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- Set appropriate digitization progress and obtain only the exports allowed by your account.

What to check

Set digitization progress to match the actual work. Download, print and package options depend on the relevant authority. Protected retention attachments cannot be replaced or purged through routine file management.

Exceptions and recovery

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

Important boundary

OCR engine availability is deployment-dependent. Annotations do not edit original bytes.

Downloads/packages need export or specific borrower authority; protected retention attachments cannot be replaced or purged.

Guided practice

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

Your exercise

Inspect a sample scan with a missing page, explain the OCR limitation, then use a permitted versioned correction and review history.

Practice debrief

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

Expected answer

The learner detects the quality defect, preserves the original evidence trail, distinguishes annotation from replacement and uses only permitted exports.