

Digital grants and recalls

Custodia Registry · R04



Your task and authority

Bertland Hope

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

Learning outcome

Reviewer grants bounded access and can distinguish digital recall from a physical-file recall.

Review eligibility

Berland Hope

- Review a digital request and confirm requester clearance and Registry custody.

What to check

Read the request and confirm the requester's clearance and current Registry custody. A valid business reason does not remove classification or physical-custody restrictions.

Bounded digital access

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- Approve a limited duration within the applicable sharing schedule or deny with reason.

What to check

Choose the permitted duration within the applicable sharing schedule, or deny with a reason. The grant should cover the intended work. Approval is not a permanent transfer of ownership.

Recall the practice grant

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- Confirm the user can access only the intended record; recall the practice share.

What to check

Check the intended user and record before recalling digital access. Then inspect the updated state. Following a record for alerts is a separate choice and does not itself grant content access.

Physical recalls and notices

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- Inspect outstanding physical loans and prepare a recall or notice for the selected fictional borrowers.

What to check

Review the outstanding physical loans before preparing a recall or notice. Digital recall removes access; physical recall asks for an item to come back. Neither a message nor its delivery proves actual receipt.

Selection and result

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- Review count and recipients before any authorized send; inspect resulting queue/history.

What to check

Review selected borrowers, count and recipients before an authorized send. Use prepared examples during ordinary training. Inspect the queue and history afterward instead of assuming every selected item succeeded.

Exceptions and recovery

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

Important boundary

Sending a notice is an external-action demonstration only when authorized. A recall does not prove the physical file has returned. Shared access does not override classification.

Guided practice

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

Your exercise

Explain a digital recall and a physical recall using fictional cases. Review a prepared recipient list without sending a live message.

Practice debrief

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

Expected answer

The learner distinguishes loss of digital access from return of a physical file, verifies recipient scope and identifies actual receipt as the evidence of return.