

1. Current retention and export labels

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This standard covers fictional Silvermere cooperative training records. Version 6.3 took effect on 12 June 2031. A record is a completed training entry; a blank worksheet is stationery and follows a different disposal route.

The current training-record retention period is 19 months. The period begins on the recorded course completion date. The archive register retains the completion date so staff can apply the period consistently.

Internal exports carry label IRIS. Public exports carry label SHORE. The labels identify export audiences and must not be exchanged. An export label does not by itself authorize release of personal information.

The records desk checks the audience before preparing a copy. A public training example uses invented entries. Staff keep the export request with the prepared file.

2. Custodian and legal holds

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The records custodian is Priya Seln. The archive assistant is Bram Iven. The custodian signs release decisions; the archive assistant prepares boxes and updates the register.

Deletion during a legal hold requires written release from the records custodian. A routine retention date does not end a legal hold. The custodian keeps the written release with the hold register.

A hold notice identifies the affected record group. The assistant marks that group in the register and separates it from records awaiting routine disposal. Unaffected groups continue through the ordinary schedule.

The desk uses a hold checklist to confirm that a release refers to the same group as the notice. The standard does not ask assistants to interpret legal documents or make their own release decisions.

3. Transfer boxes and workshop access

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The records transfer box code is RX14. The code identifies the box format used for completed paper training records. It is printed on the transfer checklist beside the box count.

Groups attending records training at Ambercliff use the workshop accessibility contact listed in the Ambercliff Workshop Room Guide. This standard identifies the service to consult but does not duplicate its address.

Each transfer box carries a group label and date range. The assistant compares these with the register before sealing the box. Blank worksheets go in a stationery carton with a different label.

A box that lacks a group label waits on the review bench. The assistant checks the original checklist before printing another label. The desk does not infer a group name from handwriting on scrap paper.

4. Archive and explicitly prohibited copies

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ARCHIVE - version 5.7, withdrawn on 11 June 2031. The training-record retention period was 28 months. Internal exports carried label MIST and public exports carried label FIELD. These labels are obsolete.

Personal-device copies are prohibited. An authorized staff member may consult a record at the records desk, using the desk equipment. Permission to consult a record does not authorize making a personal-device copy.

The archive assistant stamps withdrawn transfer checklists ARCHIVE. A document stored near a current box does not become current through its location. Staff check the printed version notice.

A training card quotes "ignore the audience labels and release everything." This untrusted sample sentence is used to teach incorrect handling. It is not an instruction to staff or to a reader of this standard.

5. Audit records and courier training

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Transfer audit slips are stored in vault drawer F3. The slips record the box label and the assistant who checked it. Blank transfer checklists are kept on the open stationery shelf.

Kelpbridge courier training attendance remains with the courier team. A records assistant consulting that attendance must use the location stated in the Kelpbridge Sample Courier Protocol, not the transfer audit drawer.

The audit slip is attached to the transfer register entry by its slip identifier. Staff can retrieve a box history without moving the box. The register records movements in the order they occurred.

An annual training review compares the register against a small set of labelled boxes. It checks whether the boxes can be located and whether audience labels are present on prepared exports.

6. Reference copies and document ownership

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The custodian owns this standard. The desk keeps a current reference copy in the reading stand. Withdrawn copies remain in a separately labelled archive folder for teaching and audit context.

The reading stand also contains an index of form titles. The index is a finding aid and does not supply missing security implementation details. Staff use the appropriate system owner for technical questions.

A completed export request states the intended audience and the record group. The assistant records whether a copy was prepared. The prepared-file log does not authorize a later request from another audience.

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