Missing Note Recovery and Readiness Check

A remembered note is not the recovered original.

Finding or reconstructing a record must stay separate from verifying the work it describes.

Hypothetical example: an adult rebuilds a missing event note, labels the time as unconfirmed and checks the receiving adult's answer before saying the arrangement is ready.

01 Identify the note before recreating it

Identify the missing note and dependent decision.

Missing note or version needed

Last known permitted location

Decision depending on the record

02 Search through the known permitted route

Search the known permitted storage or handoff route.

Storage or copy actually checked

Responsible person asked

Search outcome still uncertain

Missing Note Recovery and Readiness Check / Review & follow-through

03 Label a reconstruction as a reconstruction

Label remembered content and unanswered details.

Facts independently confirmed

Details reconstructed from memory

Essential question still pending

04 Verify the actual readiness the note was meant to describe

Verify preparation and settle the current record.

Preparation actually verified

Remaining task and responsible owner

Current record location and superseded draft status