Filing plan and table of titles

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Document issued on 09/11/2026

60 titles onto 23 natures of document · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The problem was not the volume, it was the nomenclature:** across 6,900 documents received in three months, **60 different titles designate 23 natures of document**, depending on the court that sends them.

Extract from the correspondence table

Title received	Court	Nature in the filing plan	Approved by
Title A	Court 1	**Nature no. 4**	Head of registry
Title B	Court 2	**Nature no. 4**	Head of registry
Title C	Court 3	**Nature no. 4**	Head of registry
Title D	Court 1	Nature no. 9	Head of registry
Title E	Court 4	Nature no. 9	Head of registry

> **Three titles, one nature of document.** Officers were doing that translation in their heads, each in their own way — **which is why the same document ended up in three places in the plan depending on who recorded it.**

The figure the agent publishes about itself, its cause and its fix

Measure	First month	Last month
Documents received	2,300	2,300
Documents misfiled	**41 — i.e. 1.8 %**	**7 — i.e. 0.3 %**
Cause in the first month	**34 of the 41 came from the court whose titles were not yet in the table**	—
Fix	**Table completed with the registry officers**	—
Nature of the 7 remaining	—	**Handwritten or crookedly scanned — raised, not guessed at**

The rule that explains the 0.3 %

Situation	What the agent does	Why
Document recognised	Filed under its nature	—
Document not recognised	**Held for identification and flagged**	**A misfiled document is a lost document: it exists, it is on file, nobody will find it**

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Situation	What the agent does	Why
Document ambiguous between two natures	**Held, with both possible natures indicated**	The registry decides

> **A « to be identified » pile of seven beats filing that only looks tidy.** The unfiled rate is published deliberately: **a filing system that files everything is not wrong less often, it is wrong silently.**

What is proposed

Action	Frequency	Expected benefit
Review of the table with the officers	Every quarter	A living table, corrected line by line
Sending the table to the four courts	Once	**Two of them probably do not know their title is not yours — harmonising at source costs less than maintaining a table**

Table approved by the head of registry on: _____

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> https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-greffe-penitentiaire

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deployment chosen.