The route of a marginal annotation — from notice to sign-off

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21 days brought down to 4 · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The agent prepares the match; entry follows sign-off.** *A marginal annotation is the entry made in the margin of a record to note a later event — marriage, divorce, death — so that the record always states the situation as it stands.*

The four steps

Step	What is done	By whom
1. Reading the notice	Type of annotation identified: marriage, divorce, death, acknowledgement of parentage, change of surname or forename	The agent
2. Identifying the record concerned	**By the identities and the date of birth, in the digitised registers**	The agent

Step	What is done	By whom
3. Matching	**The notice and the record side by side: what tallies on one side, what differs highlighted**	The agent
4. Drafting the annotation	In the service's own wording, from its templates	The agent
5. Sign-off	**Checking the match**	**The head of the registration service**
6. Entry	**After sign-off**	**The service — and it is that sign-off that carries proof**

The four cases where the annotation leaves the route and comes back on its own

Case	What the agent provides	Why
Record concerned not identifiable with certainty	**The candidate records, side by side**	**Two records carry identities that are too close**
Divergence between the notice and the record	The exact place of the divergence	On a surname, a forename or a date
The record already carries an anomaly	The anomaly spotted during indexing	An annotation on a doubtful record doubles the problem
Illegible source	**The image of the document, the character highlighted and the request for a legible copy already drafted**	**A character carried onto a record has been read, never inferred**

The result measured on the current flow

Measure	Before	After
Time to entry	**21 days**	**4 days**
Time spent on a week's annotations	**5 hours — 100%**	**1 hour — 20%**
Annotations per week	≈ 60	≈ 60
Moment of preparation	Whenever the service has the time	**The day the notice arrives**

> **What it changes for a family, and it is the only argument that counts:** a copy asked for on the 10th states what happened on the 6th, **and not what was true three weeks earlier.**

To be set by the council

Daily time for signing off annotations: _____

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