

Close or recover

Decide what to keep, what to fix and who owns the next step.

Case name / decision owner / date

Final choice: close, accept limitation, retry, recover or stop

Reason and verification evidence

If recovery is needed: exact allowed action and baseline

Recovery result / verification after recovery

Records to retain / follow-up owner and date

New permission needed for any additional action

Check: Preserve the record. A changed next step may need a new decision.