

# ORDA Agency User Guide 3

## Accessing your retention and disposal authority

When you Log on you will automatically be taken to the 'Retention & Disposal Authorities' tab. This will display all RDA's that have been linked to you, and from here you can select the specific RDA you wish to access.

Home Retention & Disposal Authorities Search Help

Create, Review and Edit Retention & Disposal Authorities

Show Search

RDA No.	Agencies	Type	Title	Status		
PROS 09/08	VicRoads	Function Specific	Vehicle Registration and Driver Licensing	Draft	<a href="#">Workflow</a>	<a href="#">Edit RDA</a>
Draft Test Transport Management	Department of Transport II	Function Specific	Transport Management - test	Draft	<a href="#">Workflow</a>	<a href="#">Edit RDA</a>

Displaying items 1 - 2 of 2

### 1.1 Sorting your list

It is possible to re-sort the list of displayed RDA's by clicking on one of the column headings (RDA No., Agencies, Type, Title, Status). The list can be sorted in ascending or descending order. The default sort is by RDA No. descending. The example below has been re-sorted by Agency – ascending.

#### Create, Review and Edit Retention & Disposal Authorities

Show Search

RDA No.	Agencies ▲	Type	Title	Status		
Draft Test Transport Management	Department of Transport II	Function Specific	Transport Management - test	Draft	<a href="#">Workflow</a>	<a href="#">Edit RDA</a>
PROS 09/08	VicRoads	Function Specific	Vehicle Registration and Driver Licensing	Draft	<a href="#">Workflow</a>	<a href="#">Edit RDA</a>

Displaying items 1 - 2 of 2

### 1.2 Filtering your list

Clicking on the 'Show' button allows you to select a filter from the drop down list, and only display those RDA's with the specific status. The default filter is '[Show All]'.

## Create, Review and Edit Retention & Disposal Authorities

Show

Draft	Agencies
Submitted to PROV	VicRoads
RDA Requires Revision	
RDA Revisions Complete	Department of Transport II
Submitted for Consultation	
RDA Requires Revision	
Submitted to PROV	
RDA Endorsed	
Submitted to Keeper	
Keeper Requires Revision	
Submitted to PROV	
Issued by Keeper	
Submitted Direct to Keeper	
RDA Cancelled	
RDA Superseded	
[Show All]	

### 1.3 Accessing an RDA directly from list

Clicking on the 'Edit RDA' hyperlink in the far right hand column will also open that specific RDA in the Edit window.

Draft Test Transport Management	Department of Transport II	Function Specific	Transport Management - test	Draft	<a href="#">Workflow</a>	<a href="#">Edit RDA</a>
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### 1.4 Accessing an RDA using search

Alternatively a specific RDA can be accessed by entering a keyword in the Search box and selecting from the drop down list that appears. The selected RDA will open immediately in an edit window.

(Draft Test Transport Management) Department of Transport II, Transport Management - test		
(PROS 09/08) VicRoads, Vehicle Registration and Driver Licensing		
Draft	<a href="#">Workflow</a>	<a href="#">Edit RDA</a>
Displaying items 1 - 2 of 2		

## 1.5 Using the Edit Window

Once an RDA has been selected it will open in the Edit window. The following example shows what will be displayed when a new blank RDA is first opened.

**New Disposal Authority**

- Details

RDA No.	Draft Test RDA	RDA Title.	Blank RDA registration - Test	Version	1
Registration	Transport Management	Agencies	Department of Transport II	Last Updated	25/03/2015
RDA Type.	Function Specific				

Review RDA View All Changes  Change Tracking is enabled Import Options Export Options

Use a Blank Template Use Blank Template

Choose an Existing Disposal Authority as a Template

Organisation

Disposal Authority

View Use as Template

The detail section of the window can be collapsed by simply clicking on the word 'Details', clicking again expands this section back to the original size.

It is also possible to expand the Edit window to make maximum use of the screen by clicking the 'F11' key. Clicking the key a second time restores the original window size.

Drafting a new RDA is started by either selecting a blank template, using the 'Blank Template' button, or by choosing an existing RDA to use as a template.

The following example shows what will be displayed once the RDA has been started

Home Retention & Disposal Authorities Search Help

**Edit Retention & Disposal Authority**

- Details Submit

RDA No.	Draft Test	RDA Title.	Transport Management - test	Version	2
Registration	Transport Management	Agencies	Department of Transport II	Last Updated	25/03/2015
RDA Type.	Function Specific				

Review RDA  Change Tracking is disabled Import Options Export Options

Retention & Disposal Authority

- Context
- Terms/Classes
  - 1. TRANSPORT ASSET MANAGEMENT

To start creating or editing the RDA see Agency User Guide 5

## 1.6 More information

For more information on using ORDA go to:

<https://prov.vic.gov.au/recordkeeping-government/learning-resources-tools/orda>

For a step-by-step advice on developing an RDA go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept/rda-development-step-by-step>

For further information regarding disposal go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept>

Should you require further assistance or advice with ORDA, or the Retention and Disposal of public records, email the PROV Appraisal and Documentation team at: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)