

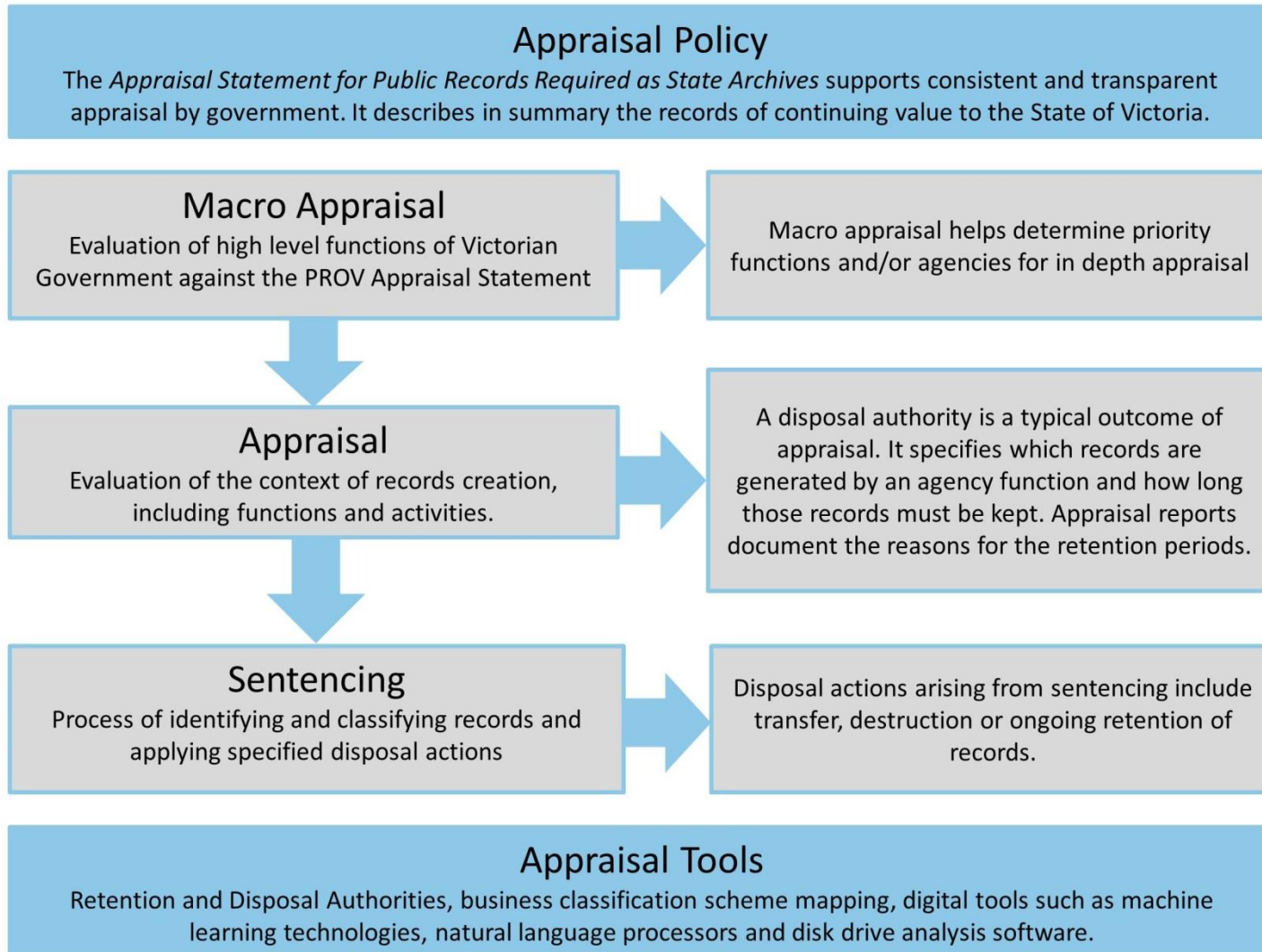
# Appraisal: the PROV Approach

Julie McCormack, A/g Senior Manager, Government Recordkeeping  
CAARA, Joint Retention and Disposal Working Group | Tuesday 7 August 2018

# What I am covering today

- Appraisal Framework
- Business process
- Approval process
- Tools
- Stakeholder engagement
- Measuring existing coverage
- Future plans
- Issues
- Current Projects
- Suggestions for joint projects

# Appraisal Framework



# Appraisal Framework

- Disposal review in 2013-14
- Proportionate approach
- Reduce, reuse and share disposal authorities
- Don't require agencies to have own RDA unless it is assessed as high risk or high value and very unique
- New RDAs developed with view to share across government
  - e.g. Setting standards and performance monitoring
- Pool resources for joint projects – hard to get going!

# Appraisal Framework



*Appraisal Statement for Public Records required as State Archives*

- Appraisal Statement for Public Records required as State Archives
- Macro appraisal : evaluation of high level functions using the Appraisal Statement
- Identify priority functions for in depth appraisal
- Guides extension of existing RDAs
- Track disposal coverage against priority functions

# RDA Development - Business Process

1

- [Step by step process published on PROV website](#)

2

- Determine disposal requirements

3

- Determine scale and scope of project – Project Scoping Report

4

- Develop the RDA

5

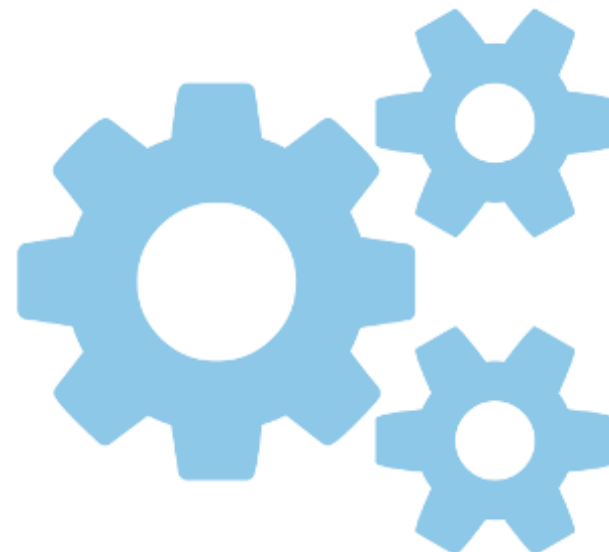
- Final round of consultation

6

- Summary Appraisal Report

7

- RDA approved and issued



# RDA Development - Stakeholder Process

1

- Identify stakeholders at project scoping phase

2

- PRAC advise on potential stakeholders & endorse approach

3

- Seek views during drafting phase

4

- Final round of consultation

5

- [Guidance](#) on website



# RDA Drafting Tool: ORDA



*ORDA home page: <http://orda.prov.vic.gov.au/>*

- Online Retention and Disposal Application (ORDA) implemented in 2014.
- Configured for PROV, currently version 13
- Web based workflow management
- Central database of RDAs
- Users can search for precedent
- Control users
- Published guides
- Positive response from users, implemented updates



# Coverage

- Macro appraisal project in 2015-16
- Used AGIFT to identify functions likely to generate permanent records
- Evaluated disposal coverage
- Results guide the disposal program
- High value function based projects, seek opportunities with allies, guides renewal of expiring RDA
- Track coverage

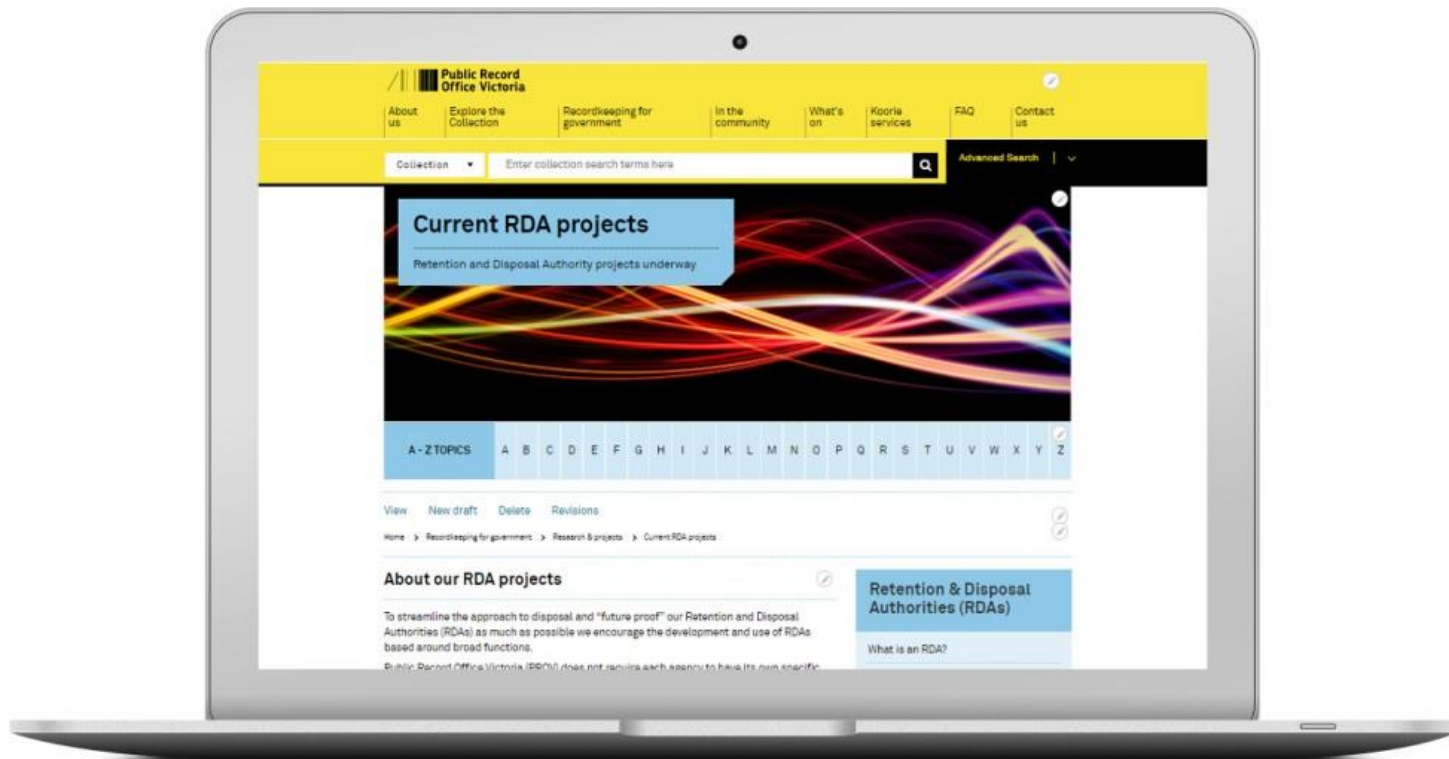


# Issues

- Resourcing - between 1-1.5 FTE currently
- Capability - training new staff takes time
- Agency commitment
- Dependency on service providers
- Maintaining ORDA
- RDA format - additional tools to support machine readable sentencing
- Greater flexibility in RDA components (move away from document based classes to self describing autonomous classes)
- Fulfilling RC recommendations in 2018/19

# Current RDA Projects

2018/19 – [16 projects underway](#)



Current RDA project web page: <https://www.prov.vic.gov.au/recordkeeping-government/research-projects/current-rda-projects>

# Joint Projects

- New GDA to meet Royal Commission  
IRCSA recommendation



# Thank you

Julie McCormack  
[Julie.McCormack@prov.vic.gov.au](mailto:Julie.McCormack@prov.vic.gov.au)