

RDA Development Guide 1

Skills and resources

1. About this guide

Developing an up to date Retention and Disposal Authority (RDA) is a considerable body of work that requires specific knowledge and skills and adequate resourcing.

This guide has been developed to assist Victorian Government agencies to allocate the requisite skills and resources for their RDA projects. It provides supplementary information pertaining to the following step in [RDA development step-by-step](#) :

- *STEP 2 - Determine the scope of the appraisal and disposal project.*

2. Options for RDA development

RDA development work may be undertaken by either:

- staff members in-house with the relevant skills and experience. This option will require staff to be reallocated from their operational tasks in order to focus on developing the RDA; or
- service providers engaged by the agency to research and undertake the RDA project on their behalf.

3. Questions for determining resources

Questions that should be asked when determining the resources needed for developing RDAs include:

- What work is required to develop an RDA?
- What skills or knowledge will be required to undertake this work? (*See section 1.4 below*).
- Are there people with the relevant skills and knowledge within the agency to undertake this work or will they need to be sourced externally?
- If so, is there sufficient budget to cover this or does funding need to be obtained?

Important: The resources obtained to undertake the development of the RDA should be named in the Background section of the *Appraisal Scoping Report*.

See [RDA development step-by-step](#) for example report.

4. Required skills and knowledge

A range of skills and knowledge are required to successfully develop an RDA to PROV requirements. This includes the ability to:

- describe and appraise the functions of an agency(s)
- assess records' retention requirements and document the reasons for the proposed retention periods in accordance with permanent and temporary records appraisal criteria. (See [Appraisal](#) web page).
- prepare documentation for stakeholders including PRAC such as the *Appraisal Project Scoping Report*
- utilise the 'rolled up' class approach when drafting and structuring the RDA (see [RDA Development Guide 3: Drafting RDAs with rolled up classes](#))
- draft and submit the disposal authority using the PROV [Online Retention and Disposal Application \(ORDA\)](#)
- engage and consult with PROV and a range of stakeholders and subject matter experts
- plan and manage projects and complete required project reporting
- meet agreed project timeframes.

5. Sources of information to support appraisal recommendations

There are a number of potential primary sources of information that can be referred to assist you to determine well informed and justifiable appraisal recommendations to support proposed records disposal actions. These include:

- consulting with internal and external stakeholders and subject matter experts
- legislation
- internal documentation such as policies, standards, guidelines, instructions, strategic and business plans
- existing RDAs
- recordkeeping systems, including relevant data such as access and retrieval rates
- previous enquiries or requests for records, for example freedom of information (foi) requests or subpoenas.

6. More information

For more information on RDAs go to:

<https://www.prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept/retention-and-disposal-authorities-rdas>

For the step-by-step on RDA development go to:

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

For more information about appraisal go to:

<https://www.prov.vic.gov.au/recordkeeping-government/a-z-topics/appraisal>