

RDA Development Guide 2

Stakeholder consultation

1. About this guide

Consultation with stakeholders is an essential aspect of developing a Retention and Disposal Authority (RDA).

This guide has been developed to assist Victorian Government agencies to determine appropriate stakeholder consultation and engagement for their RDA project. It provides supplementary information pertaining to the following steps in [RDA development step-by-step](#) :

- *STEP 2 - Determine the scope of the appraisal and disposal project*
- *STEP 3 – Develop the RDA*
- *STEP 4 – Undertake further consultation.*

2. Stakeholder consultation requirements for developing RDAs

Information and support from relevant stakeholders is essential for the successful development of an RDA. It facilitates accountable, informed and well justified decision making.

Consultation helps to ensure that business, legislative and regulatory requirements have been considered; as well as the needs and expectations of the agency, clients, other government agencies, the research community and/or the general public during the development of an RDA

Typically stakeholders will have an interest in your project to ensure;

- the proposed disposal actions and records' retention periods meet their information needs
- the RDA can be readily implemented by agency staff and
- the RDA can be understood by those external to the agency including the general public.

Important:

- Towards the start of your RDA project, you will need to outline potential stakeholders in the *Appraisal Scoping Report*.
- Stakeholder consultation will need to take place during the RDA drafting process to gain information, feedback, justification and endorsement regarding the RDA's functions, disposal classes and records' retention periods.
- You will also need to provide information about the stakeholder consultation and details of their feedback in the *Appraisal Summary Report* and *RDA Stakeholder Engagement Template*.

See [RDA development step-by-step](#) for example reports and PROV resources.

3. Identifying stakeholders for your RDA

To identify relevant stakeholders, you will need to consider the business owners of the records, those who need the records to carry out their work, and those who need to refer to or access the records for other reasons— both internal and external to the agency.

3.1 Internal stakeholders

It is important to obtain senior management support when developing a new RDA. They should be made aware of the estimated time and resources required to develop the RDA, and the ongoing benefits to the agency of having an RDA in place. Also your Head of Agency may be required to endorse and sign the RDA upon completion.

Agency employees who create and/or rely on the records to conduct business must be consulted when developing an RDA as they will have an understanding of:

- the functions that the records document
- the information needs of the organisation
- how long the records have value to the organisation.

Also, they should be able to provide you with information about:

- legislative, regulatory, or policy requirements for recordkeeping
- other stakeholders that could have an interest in, or rely on the records.

3.2 External stakeholders

External stakeholders critical to the RDA development, approval and issue process are:

- Public Records Advisory Council (PRAC) which reviews and endorses the appraisal recommendations and proposed retention periods..
- Clients such as members of the public who require access to the records in order to carry out their work or because the record is about them, their family or their community.

- Agencies that have shared or related functions or who interact routinely with the agency, especially if they are involved in the joint development of the RDA.
- Research community and/or the general public who have an interest in the preservation of documentary evidence for personal, professional and/or academic research purposes.

4. 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>