

ORDA Agency User Guide 9

ORDA Workflow

Both the ORDA workflow and the RDA have a status visible in ORDA. The workflow status indicates the last workflow transition that was initiated, while the RDA Status indicates the development status of the RDA itself. RDA development status and workflow status do not necessarily correlate.

1.1 Workflow Status display

To display the workflow status of an RDA from the 'Retention & Disposal Authorities' tab click on the 'Workflow' hyperlink to the right of RDA Status column.

| Status | | |
|-----------------------|--------------------------|--------------------------|
| RDA Requires Revision | Workflow | Edit RDA |

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This will open the 'Retention & Disposal Authority Workflow' screen and display the workflow history of that particular RDA.

| Status | Status Date | User Name | |
|--------------------------------|-------------|---------------|--------------------------|
| Keeper Issued RDA | 30/12/2014 | PROV Reviewer | View RDA |
| RDA Submitted to Keeper | 30/12/2014 | PROV Reviewer | View RDA |
| RDA Endorsed | 30/12/2014 | PROV Reviewer | View RDA |
| RDA Submitted for Consultation | 30/12/2014 | PROV Reviewer | View RDA |
| RDA Submitted for PROV Review | 30/12/2014 | Agency Editor | View RDA |
| CSV Imported | 29/12/2014 | Agency Editor | View RDA |
| RDA Registered | 29/12/2014 | PROV Manager | View RDA |

It is possible to view earlier versions of the RDA by clicking on the 'View RDA' hyperlink at the right hand end of each status line.

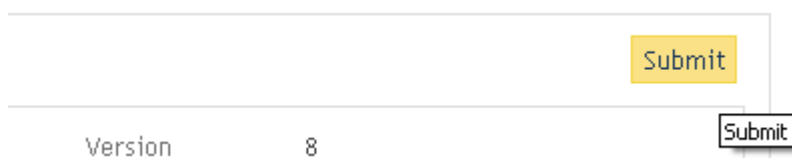
1.2 Workflow transitions

Only some of the workflow transitions can be initiated by Agency editors, the remaining transitions can only be initiated by PROV. At every workflow status transition, the current version of the RDA is saved and a new version created.

The transitions that Agency Editors can initiate are:

| Status before transition | Status following transition |
|--|---------------------------------------|
| RDA Registered | CSV Imported |
| RDA Registered, or CSV Imported, or Feedback Submitted to Agency | RDA Submitted for PROV Review |
| Feedback submitted to Agency, or Keeper Revisions issued to Agency | Revised RDA submitted for PROV Review |

Transitions can be initiated from the 'Edit RDA' screen by clicking the 'Submit' Button in the upper right hand corner of the Details pane;



or from the 'Retention & Disposal Workflow' screen by selecting the 'Submit to PROV' button alongside the 'Actions' heading.

Important: Due to a software issue the 'Submit' button on the 'Edit RDA' screen is disabled if there are unaccepted changes. **Do not accept changes** as PROV will wish to review all changes before they are accepted or rejected. Until this issue is resolved Agency Editors should submit RDAs from the 'Retention & Disposal Workflow' screen.

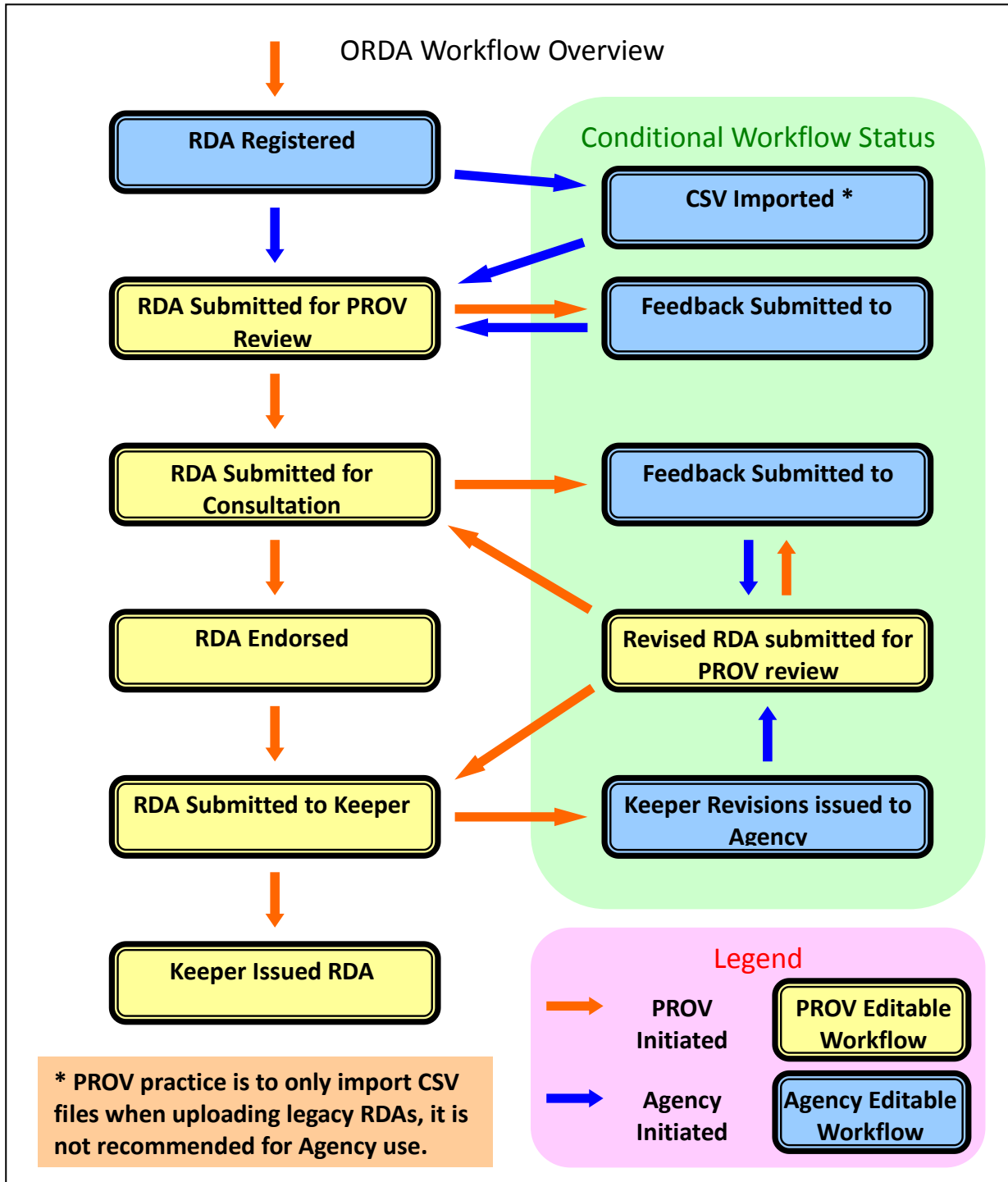
| | |
|---------------|-------------------------------------|
| RDA No. | Draft Test |
| RDA Title | Draft for documentation development |
| Agencies | Test Agency |
| RDA Type | Function Specific |
| PROV File No. | 111 |
| Review Date | |
| | |
| Actions | Submit to PROV |
| History | |

1.3 Workflow Overview

The diagram below provides a graphical overview of the ORDA workflow, for details on how these fit within the wider RDA development process see *PROS 10/13 G1 Developing an RDA*.

Practice Note:

PROV does not recommend that Agency Editors import content using the CSV Import function. PROV will generally only use this when uploading legacy RDAs to ORDA.



1.4 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