

ORDA Agency User Guide 7

Searching RDAs

To support the development of consistent RDAs, ORDA includes an internal search capability that assists users to locate and view existing RDA content. Searches can be performed using a combination of keywords and specific filters. By default, all issued RDAs are available to be searched; however PROV can exclude specific RDAs if required.

1.1 Starting a Search

To perform a search select the 'search' tab.



The screenshot shows the Public Record Office Victoria Online Retention & Disposal Application interface. The 'Search' tab is selected. The search form includes the following fields:

- RDA Title:
- Agencies:
- DisposalAuthorityTypeid:
- Search for a Precedent**
 - Keyword:
 - Search In:

Buttons for 'Search' and 'Clear' are located at the bottom of the form.

All fields are optional; 'RDA Title' and 'Keyword' are free text, while the remaining fields should be selected from the drop down lists. When the desired filters and keywords are in place click on the 'Search' Button. If you have returned to this screen using the back arrow in your browser, or wish to redefine you search the 'Clear' button will clear all fields.

1.2 Search Results

Search results will initially be presented as a list.

Search Retention & Disposal Authorities

RDA Title

Agencies

DisposalAuthorityTypeId

Search for a Precedent

Keyword

Search In

| DA No. | DA Title | Organisation | Term / Class | |
|------------|---|--|--|---------------------------|
| PROS 11/02 | Supreme Court | Supreme Court of Victoria | Class | More info |
| PROS 13/07 | Administrative Records of National Bodies | Australian Health Practitioner Regulation Agency | Debts, overpayments and material losses | More info |
| PROS 13/07 | Administrative Records of National Bodies | Australian Health Practitioner Regulation Agency | Accounting records and associated supporting records | More info |
| PROS 13/07 | Administrative Records of National Bodies | Australian Health Practitioner Regulation Agency | Class | More info |
| PROS 15/02 | Medico Legal Death Investigation | Victorian Institute of Forensic Medicine | Class | More info |

Displaying items 1 - 5 of 5

From the results list you can view the:

- entire RDA in which a match has been found; by clicking on the appropriate 'RDA Title' hyperlink,
- specific Term/Class in which a match was found; by clicking on the 'Term/Class' hyperlink,
- condensed summary of a match result by clicking on the 'More info' hyperlink

The following screen shot is an example of a condensed summary.

[Close](#)

PROS 13/07 : Administrative Records of National Bodies

Australian Health Practitioner Regulation Agency


6.2.1. Class

Acquisition records, including quotations, requisitions, orders, invoices, etc.

Disposal

Disposal Action: Destroy

Disposal Custody: Destroy 7 years after action completed.

It is also possible to export the results list in a variety of formats by generating a report using the 'Report' button, and selecting a file format (PDF, EXCEL, or Word) by clicking the  icon.

Online Retention & Disposal Application

RDA Data Report

Report Date 29/06/2015

| RDA Number | Approval Date | Agency | RDA Title | Sector | Ref. | Term Title | Term Description |
|------------|---------------|--|---|---------------|------|------------|---|
| PROS 13/07 | 20/03/2015 | Australian Health Practitioner Regulation Agency | Administrative Records of National Bodies | National Body | 6.1 | ACCOUNTING | The activity of recording, classifying, summarising information of transactions, subsequently financial position, operating results and public accounts |

1.3 Using Results

Results are commonly cited as precedents when developing Appraisal Justifications or Disposal recommendations. To reference a search result from a Function or Activity level term the “‘See’ reference’ entry is used. See ORDA Agency User Guide 5 for information on how to reference the term or class entry found in a search.

1.4 More information

For more information on using ORDA go to:

<http://prov.vic.gov.au/government/>

For a guideline on developing an RDA go to:

<http://prov.vic.gov.au/government/standards-and-policy/all-documents/pros-1013-g1>

For further information regarding disposal go to:

<http://prov.vic.gov.au/government/disposal-and-transfer>

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