ORDA Agency User Guide 6

Disposal actions, Triggers & Justifications

Class entries have elements that detail disposal instructions, including details of any Retention Period, Disposal Trigger, Disposal Action, and Disposal Justification

1.1 Creating or editing new disposal instructions

Selecting a Class on the tree menu presents the 'Disposal' and 'Disposal Justification' elements, see example below.

1.2 Retention Period, Disposal Trigger, and Disposal Action

Click the 'Add' button on the 'Disposal' element to open the entry window for the Disposal Condition, Retention Period, Disposal Trigger, Disposal Action, Disposal condition and Transfer information fields.
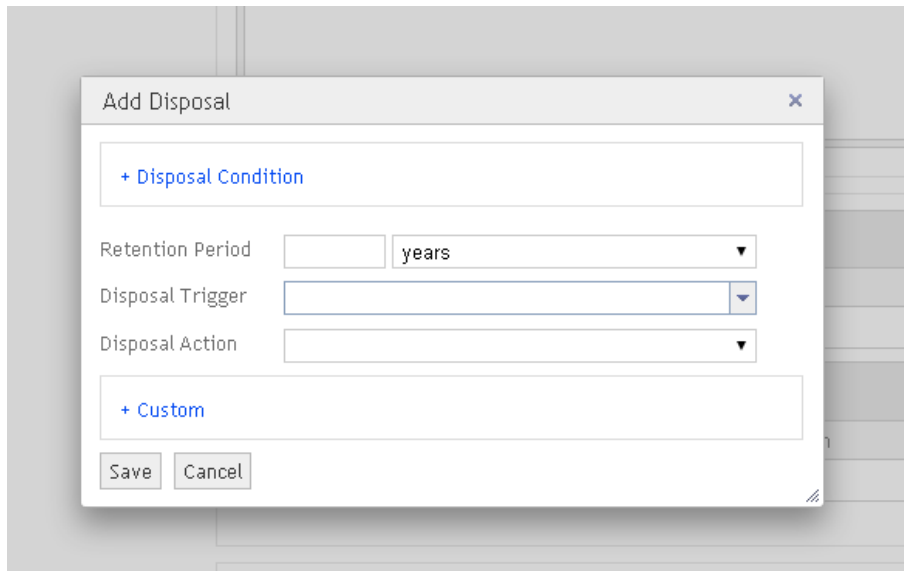
Retention period units (years or months), Disposal Triggers and Disposal Actions, are predefined. 'Disposal Condition' and 'Custom' can be expanded by clicking on the titles. 'Custom' relates to Transfer actions and is also automatically expanded if "Transfer" is chosen as the Disposal action.
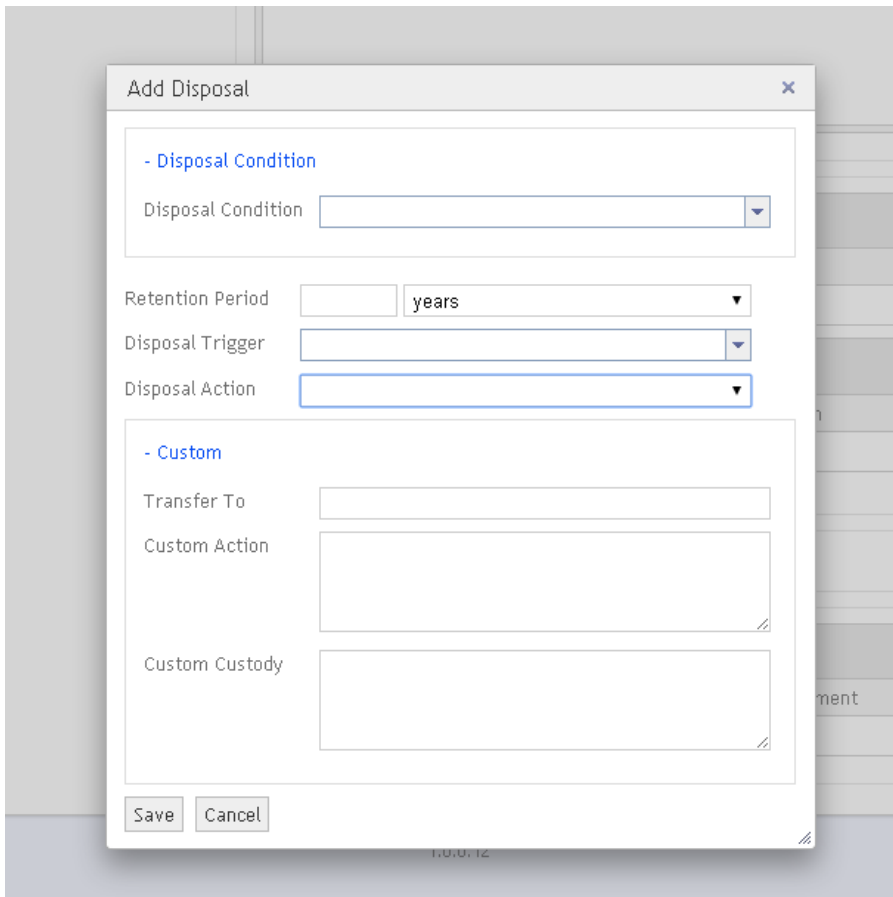
It is mandatory to enter a disposal action, saving the Disposal table without an entry in the Disposal Action field will corrupt the entire 'Class' entry.

Retention Period

Enter the minimum term that the records will be retained by the agency <u>after</u> the disposal trigger activates, e.g. **Destroy** (Disposal action) **99 years** (Retention period) after **administrative use has concluded** (Disposal trigger). Valid for Disposal actions 'Transfer' and 'Destroy' only, and should always include a Disposal Trigger.

Disposal Trigger

There are a number of common triggers available from the drop down list. If none of the existing triggers are suitable it is possible to enter a new trigger as free text in this field. Valid for disposal actions 'Transfer' and 'Destroy' only, and may include a 'Retention Period'.

Disposal Action

This field is mandatory, an entry is selected from the predefined list of actions in the drop list. The most common actions used by PROV are 'Destroy' for temporary records, or 'Retain as State Archives, Transfer to PROV' for permanent records. If 'Transfer' is selected as the disposal action, the custom fields will be expanded and the 'Transfer To' field will become mandatory.
More information regarding the possible Disposal actions is given in the table below.

Disposal Action	Detail
Destroy	<u>Temporary</u> records that are to be destroyed once any retention period expires and/or the disposal trigger is activated
Keep in Agency	<u>Temporary</u> records that are to be retained by the Agency for an indefinite period
Retain as State Archives, Transfer to PROV	<u>Permanent</u> records
Transfer	<u>Temporary</u> records to be transferred to another agency or third party following the expiry of any retention period. Details of where the records are to be transferred should be entered in the 'Transfer To' field.

Important: You must select an entry for the 'Disposal Action' field, failing to do so before exiting the disposal entry will corrupt the entire Class entry.

Custom Options

Fields available under 'Custom' include 'Transfer To', 'Custom Action', and 'Custom Custody'.
- 'Transfer to' is mandatory where 'Transfer' is selected in 'Disposal Action'.
- 'Custom Action' entries are not supported by PROV, and are not included when an RDA is exported.
- 'Custom Custody' can be used to add additional free text to the disposal action; PROV does not expect this to be common practice.

Disposal Condition

Disposal conditions are used where complex multipart disposal actions may need to be used together for a single Class. This is not common practice for PROV.
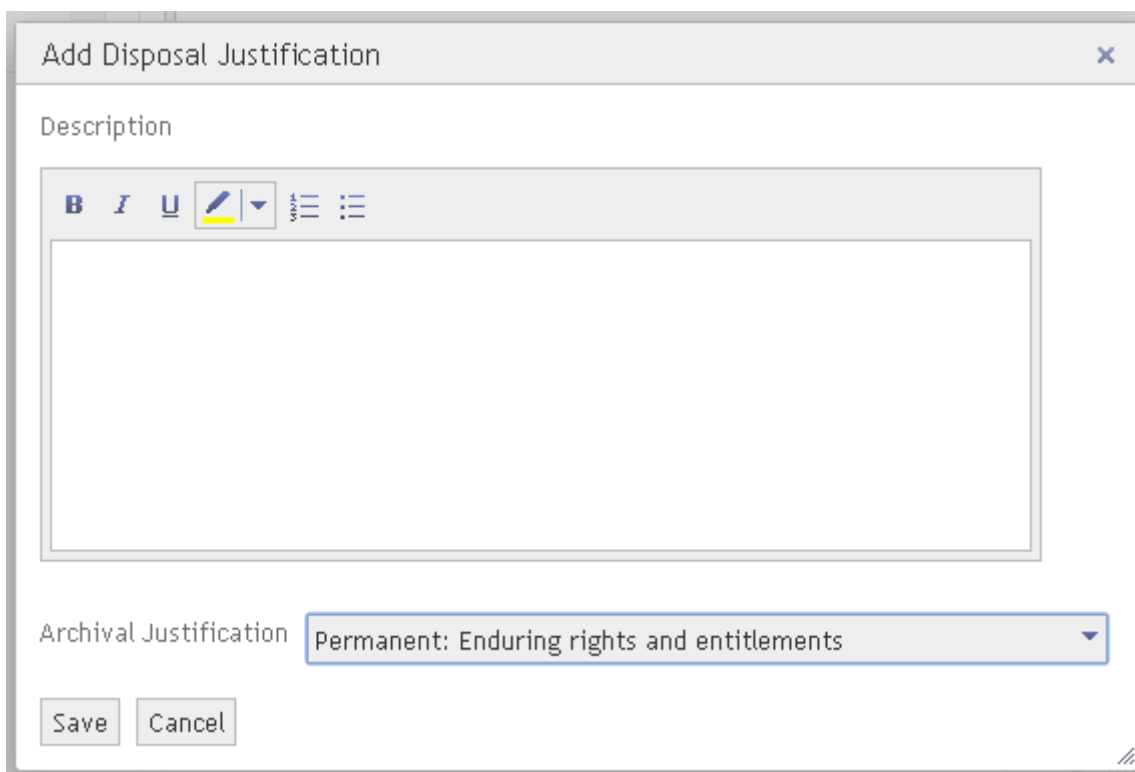
1.3 Disposal Justification

The Disposal Justification element is used to provide support for disposal recommendations. Click the 'Add' button on the 'Disposal Justification' element to open the entry window for the justification description and the 'Archival Justification'.

An Archival Justification should be selected (from the drop down list) that best supports the Disposal recommendation. This justification can be expanded on and further explained in the free text Description field.

1.4 Optional Class elements

Class entries can also contain 'Comments' and optional 'See Reference' and 'Links' elements. For information on the use of the 'Comments" element see Agency User Guide 10.

The 'See Reference' and 'Links' elements can be opened by clicking on the 'Optional Elements' hyperlink between the disposal and comments elements. Entries in the 'See References' field will appear in the Description field of exported and in reviewed RDAs. Entries in the 'Links' field do not display when reviewing an RDA, but can be exported from ORDA as a specific word document.

Clicking on 'Optional Elements' expands this section to expose the optional elements
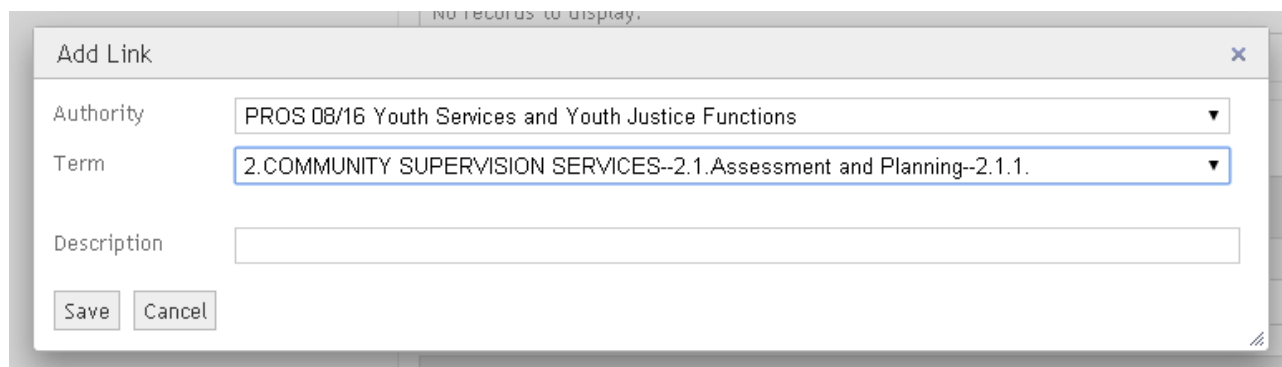
"See" Reference element

While it is possible to add references at class level PROV does not recommend this practice, and currently this field does not support entries. For details on '"See" Reference' entries refer to ORDA Agency User Guide 5.

Links element

This element can be used to link classes to classes from another schedule.

Selecting an authority from the drop list then opens an additional field allowing the selection of the specific class you wish to link with. It is possible to create links to multiple other classes by re-clicking on the 'Add' button once the previous link has been saved. Like References, use of Links is not normal PROV practice.

Practice Note:
PROV does not support adding 'See References' or 'Links' at Class level, Reference entries should normally be restricted to Function or Activity levels.

1.5 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