ORDA Agency User Guide 7

Searching RDAs

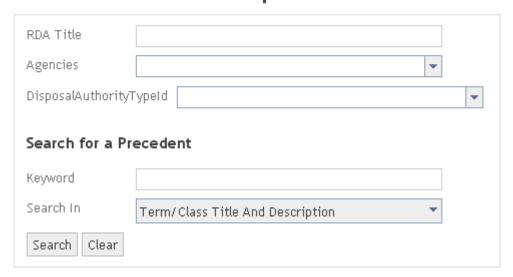
To support the development of consistent RDAs, ORDA includes an internal search capability that assists users to locate and view exiting RDA content. Searches can be performed using a combination of keywords and specific filters. By default, all issued RDAs are available to be searched; however PROV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

1.1 Starting a Search

To perform a search select the 'search' tab.



Search Retention & Disposal Authorities



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.

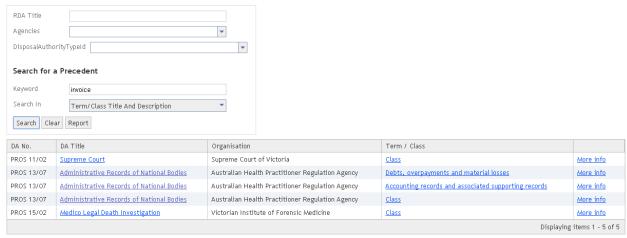




1.2 Search Results

Search results will initially be presented as a list.

Search Retention & Disposal Authorities



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.



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.





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



