ORDA Quick Tips Library

ORDA is a secure, web-based system to manage the drafting and submission of your agency's Retention and Disposal Schedule.

Through ORDA, you can draft or import your disposal schedule, export your disposal schedule in different formats, and search across other approved disposal schedules for existing precedents. The Government Information Strategy Unit (GISU) within the Tasmanian Archive + Heritage Office (TAHO) will review your draft schedule within ORDA and provide comments to guide your development project. Collaboration between you and GISU to develop your disposal schedule, from draft to final approval, is conducted entirely through ORDA.

The ORDA Quick Tips Library is a series of 'how to' documents designed to provide staged instruction to agency staff and representatives responsible for drafting schedules through ORDA.

OQT 1.3 – Mapping relationships to existing schedule structures

There may be instances where agencies have pre-existing schedules already published on the GISU website that require amendment or review. With the introduction of ORDA, the GISU Unit have formalised the process for schedule development, including any such amendment or reviews to existing schedules.

One of the optional elements in ORDA is the 'linking' table available in the "Edit Retention & Disposal Schedule" screen. This element is available at the class level, and allows links between classes in your agency's disposal schedule and classes of another schedule. This is intended to be used when one disposal schedule supersedes another, and you wish to link the changes in disposal decisions. The "Export Linking" report then provides a table that documents these links (see *Quick Tip 3.8 Development and Review – Linking between schedule releases* for additional information).
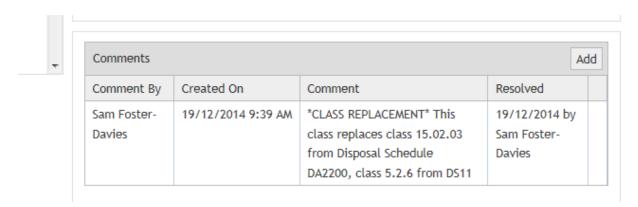
Note that this functionality will not typically be available until the ORDA system is more fully populated with disposal schedules, and existing schedules become superseded by updated versions.

Where large schedules are being replaced and significant mapping requirements are anticipated, it may be advantageous to consider preloading the current schedule into ORDA in order to leverage this functionality. Please note that in the current version of ORDA, this is not a straightforward process to achieve (although it is listed as an enhancement for future versions of the software) and should be discussed with your GISU reviewer in the preliminary stages of the process during the information gathering stage.
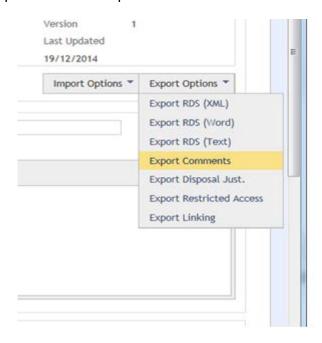
An alternative approach, until such time as ORDA becomes more fully populated, is to use the 'comments' section (at the class level) to record any classes from a previous schedule that the new class replaces, as well as any other comments. Comments can also be exported as a report, and whilst this may take some manual manipulation to isolate the relevant 'class replacement' comments, this will be preferable to a completely manual mapping exercise at the completion of the new schedule's development.

An example of how this might look in practice is shown in the next screen capture:

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Indicating the 'type' of comment e.g. using *CLASS REPLACEMENT* as a prefix, allows for easier identification of the relevant comments in the Export Comments report:

A copy can then be saved of the export report, and any **non**-Class Replacement comments can be removed. Other information within the body of the report can also be removed if desired. This then provides a mapping document between the new schedule, and any related classes in previous superseded versions.

Comments for TEST04 - Common Administrative Functions

Status: Draft

GENERAL COMMENTS

Samantha Foster-Davies:
All Changes were Accepted for this Authority.

SPECIFIC COMMENTS - FUNCTIONS AND ACTIVITIES

COMMUNITY RELATIONS - Addresses - 1.1.1

Sam Foster-Davies:
CLASS REPLACEMENT This class replaces class 15.02.03 from Disposal Schedule DA2200, class 5.2.6 from DS11

Related TAHO Resources:

Appraisal Statement for State records required as State Archives

Guideline 2 Retention and disposal of State records

Guideline 4 Agency determination of access restrictions

Guideline 6 Developing a functional records disposal schedule

Advice 2 All about appraisal

Advice 13 Writing disposal classes

Advice 28 Getting started on the development of an agency functional disposal schedule

Information is available via the GISU website on relevant training programs recommended for agencies undertaking Retention + Disposal Schedule development projects.

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Information Security Classification

This document has been security classified using the Tasmanian Government Information Security classification standard as PUBLIC and will be managed according to the requirements of the Tasmanian Government Information Security Policy.

Document Development History
Build Status

Version	Date	Author	Reason	Sections
2.0	August 2015	Sam Foster-Davies	Review	Introduction; Resources; Contact Us
1.0	December 2014	Sam Foster-Davies	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
Contact Us; Introduction		Updated Unit name and email address
Resources		Removed hyperlinks and updated to reflect revised tools

Issued: August 2015

Ross Latham
State Archivist