

## 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 2.1 – Logging In

Upon your initial disposal schedule development project being registered in ORDA by the GISU Unit, you will receive an automated email notification containing a link to the system, which allows you activate your user account.

Upon clicking the ORDA hyperlink contained in the email, you will be presented with the following screen:

#### Activate your account

To begin editing disposal authorities, you will need to set a password.

Password

Confirm password

The email notification contains your user name but you will need to set your own password to access ORDA. Your password must be at least 8 characters long. The system provides a password strength meter. Using a password that contains a mix of letters, numbers, lowercase/uppercase, and symbols will typically provide a more secure password. It is recommended that you choose a password of at least MEDIUM strength.

**NB:** For security reasons, your password cannot be retrieved from the system. If you forget your password, please contact GISU at [GISU@education.tas.gov.au](mailto:GISU@education.tas.gov.au) or via 03 6165 5581.

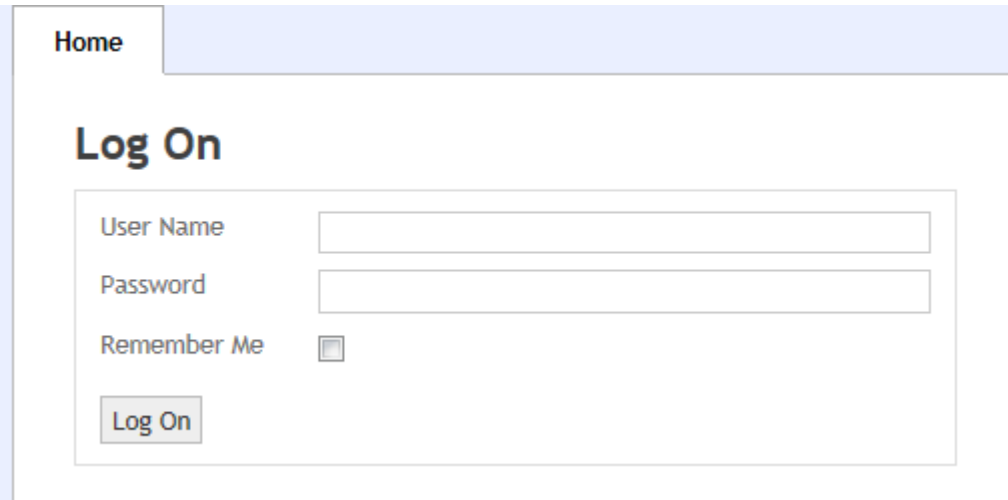
Once your account has been activated, you can also access ORDA through the GISU website or via:

<https://orda.education.tas.gov.au/>

To log into ORDA, you will need to click on the log in link at the top right hand corner of the screen:



You will be prompted to enter your user name and password:



Home

## Log On

User Name

Password

Remember Me

Log On

Once you have logged on, you will automatically be taken to the Create, Review and Edit Disposal Schedules screen, from which you can access any disposal schedules assigned to you.

When you log off, you will be returned to the system's home page.

## 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.

## Contact us:

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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

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State Archivist