

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 2.2 – ORDA views

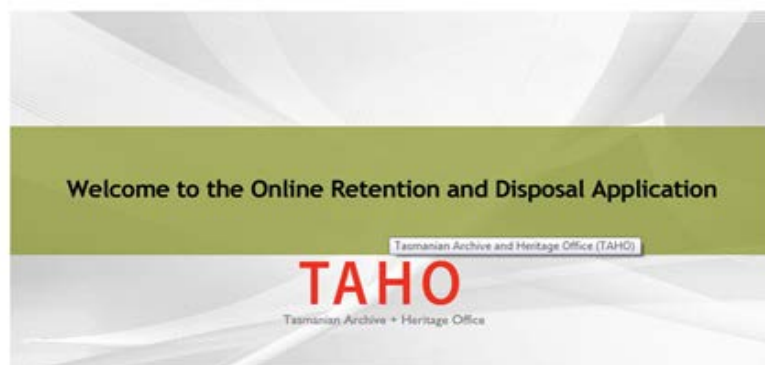
When you first log into ORDA, you will be automatically presented with the **RETENTION & DISPOSAL SCHEDULES** tab:

RDS No.	Agencies	Type	Title	Status		
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Any schedules for which you have responsibility will be listed in the table.

Views of other screens in ORDA can be accessed by clicking on the tabs, or alternatively, clicking on hyperlinks provided within the content displayed on the screen itself.

Clicking on the **HOME** tab, allows access to the ORDA welcome message, which provides a link back to the GISU website. Hover your cursor over the welcome banner – it will change to a hand.



Tasmanian Archive and Heritage Office (TAHO)

Clicking on the message opens the GISU site in a new window.

Clicking on the **SEARCH** tab, allows access to other ‘authorised’ schedules available for reference purposes: (Searching is covered in more detail in ORDA Quick Tip 5.1)

The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Home', 'Retention & Disposal Schedules', 'Search', and 'Help'. The 'Search' tab is active. Below the navigation bar is a section titled 'Search Retention & Disposal Schedules'. This section contains a search form with the following fields: 'RDS Title' (text input), 'Agencies' (dropdown menu), and 'Sector' (dropdown menu). Below these is a sub-section titled 'Search for a Precedent' with a 'Keyword' text input and a 'Search In' dropdown menu set to 'Term/Class Title And Description'. At the bottom of the search form are 'Search' and 'Clear' buttons.

Clicking on the **HELP** tab, allows access to a ‘built-in’ help menu. This help menu provides an overview of the general process for developing schedules in ORDA, as an easily accessible reminder if you need to quickly clarify anything along the way:

The screenshot shows the 'Help' menu interface. The navigation bar at the top has 'Home', 'Retention & Disposal Schedules', 'Search', and 'Help' tabs, with 'Help' being the active tab. The main content area is titled 'Help' and includes a 'Topic' section with a list of links: 'GETTING STARTED', 'Logging On', 'Resetting your password', 'If you encounter problems..', 'ABOUT THE EDIT DISPOSAL SCH', 'DRAFTING YOUR DISPOSAL SCH', 'IMPORTING YOUR DISPOSAL SC', 'SEARCHING FOR PRECEDENTS', 'REVIEWING YOUR DISPOSAL SC', 'ADDING COMMENTS', 'EXPORTING YOUR DISPOSAL SC', 'SUBMITTING YOUR DISPOSAL SI', and 'ORDA GLOSSARY'. The 'Logging On' link is highlighted. To the right of the list is a box titled 'GETTING STARTED' with a sub-section 'Logging On' containing the text: 'Each time you log on, you will automatically be taken to the screen that provides access to specific retention and disposal schedules assigned to you.'

Note the Help menu does not provide the same level of detail as either the ORDA user manual, available from the GISU website, or the ORDA Quick Tip Library (of which this document forms part).

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

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State Archivist