

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 3.1 – Accessing your schedule

Any disposal schedule/s allocated to you can be accessed from the table under the Retention & Disposal Schedules tab.

To access the schedule to commence editing, click on the "Edit RDS" hyperlink:

The screenshot shows the ORDA web interface. At the top, there is a navigation bar with tabs for 'Home', 'Retention & Disposal Schedules', 'Search', and 'Help'. Below this is a heading 'Create, Review and Edit Retention & Disposal Schedules'. There is a 'Show' button and a search input field. A table displays the following data:

RDS No.	Organisations	Type	Title	Status		
0003	TASMANIAN WATER AND SEWERAGE CORPORATION (TASWATER)	Functional	Disposal Schedule for Functional records of the Tasmanian Water Corporation	Draft	Workflow	Edit RDS

At the bottom right of the table, it says 'Displaying items 1 - 1 of 1'. The 'Edit RDS' link in the table is circled in red.

The screen will refresh, updating the view to the schedule's Edit screen:

New Retention & Disposal Schedule

- Details

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Agencies	Tasmanian Water And Sewerage Corporation		Last Updated	
Functional	Trading As Taswater		03/11/2014		

Change Tracking is enabled

Use a Blank Template

Choose an Existing Retention & Disposal Schedule as a Template

Agency

Retention & Disposal Schedule

The top part of this screen provides the basic registration details for your disposal schedule, as well as the version number and the date it was last updated. This information is highlighted in red below:

New Retention & Disposal Schedule

- Details

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RDS Type.	Agencies	Tasmanian Water And Sewerage Corporation		Last Updated	
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Retention & Disposal Schedule

To collapse this section, click on the “- Details” link. This is recommended while you are drafting your disposal schedule as it will provide more usable screen space. Clicking on the “+ Details” link will expand this section once more.

Selecting ‘F11’ on your keyboard will also allow ORDA to display full screen which will assist in maximising available screen size.

To start, select the Use Blank Template button. A pop up window will open asking you to confirm – select ‘Yes’. You will then be taken to the Edit Retention & Disposal Schedule screen, where you will be able to commence drafting your schedule. You will also be able to access the import options to upload any preliminary drafts.

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

Issued: August 2015

Ross Latham
State Archivist