

## 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 3.3 – Understanding nodes

There are three main 'nodes' (or sections) to the disposal schedule template, as displayed in the tree menu in the left hand panel as circled in red below:

The screenshot shows the ORDA interface. At the top, there is a '- Details' tab and a '4 Pending changes' indicator with a 'Submit' button. Below this is a table with the following data:

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Functional	Agencies	TASMANIAN WATER AND SEWERAGE CORPORATION (TASWATER)	Last Updated	01/10/2014

Below the table are several buttons: 'Review RDS', 'View All Changes', a checked checkbox for 'Change Tracking is enabled', 'Import Options', and 'Export Options'. At the bottom, there is a tree menu with three items: 'Retention & Disposal Schedule' (highlighted in yellow and circled in red), 'Context', and 'Terms/Classes'.

Node	Description
Retention & Disposal Schedule	This provides the title of the disposal schedule. GISU may also provide general comments about the schedule at this level when it is reviewed.
Context	This provides the context of the disposal schedule. Background information about the scope of the schedule and any disposal protocols will be documented at this level. GISU has largely pre-populated the main context elements with standard text, which should largely be sufficient for most schedules.
Terms / Classes	This constitutes the main body of the disposal schedule. Information about the functions and activities of the agency (as well as disposal classes resulting from these) will be documented at this level. At the <b>class</b> level, you will specify retention and disposal recommendations for groups of records.

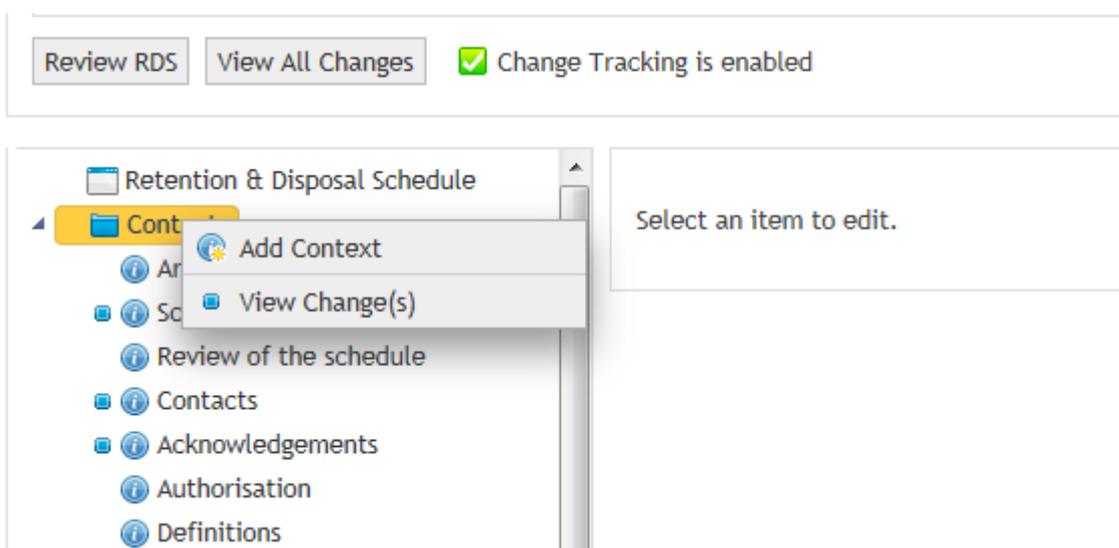
## Context elements

The Context elements define the ‘introduction’ to the Disposal schedule, and include required definitions and formal authorisation.

Whilst you will not generally be required to add new elements, you may occasionally be required to update specific fields upon consultation with your GISU reviewer.

Edits may be made by clicking on a context element via the tree menu, and updating the “Description” in the text box. You may like to enter the name of the agency under the Coverage element in the section highlighted **[name of agency or sector]**. Click on the “Save” button to save any updates.

In the event you are required to add new context elements, to provide further background information to your schedule, right-click on the **Context** heading in the tree menu and select “Add Context”:



The new context element will be placed as the last element in this node, although you can move its position via drag and drop. To do this, click on the element you wish to move, holding down the mouse button and dragging to the desired position before releasing the button.

You will need to give the new context element a title, choose the “Context type”, complete the “Description” and then click “Save”.

## 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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