

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.

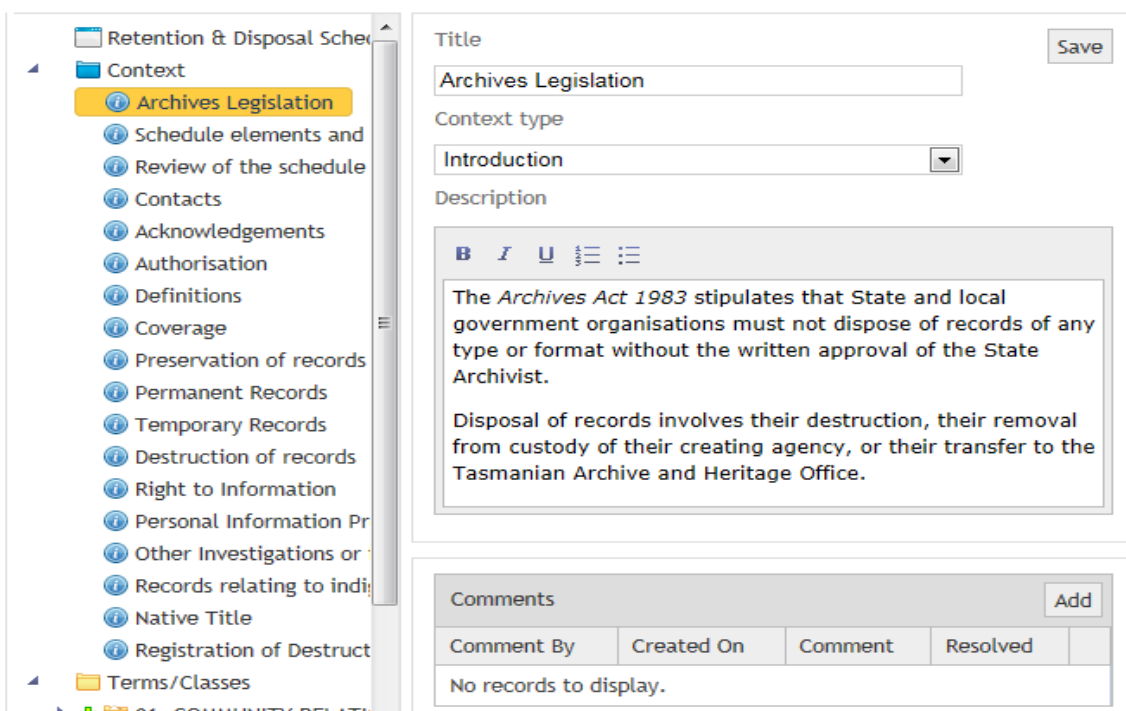
OQT 3.6 – Adding comments

As you develop your disposal schedule you can add comments against specific sections of your schedule if you wish to highlight something or seek clarification.

Comments can be added via the Edit screen by selecting the item in the tree menu (left panel) against which you wish to leave a comment and clicking "Add" in the Comments table. Adding comments can be done at numerous nodes and levels throughout the schedule structure. You can access the comments table via the Retention and Disposal Schedule node:

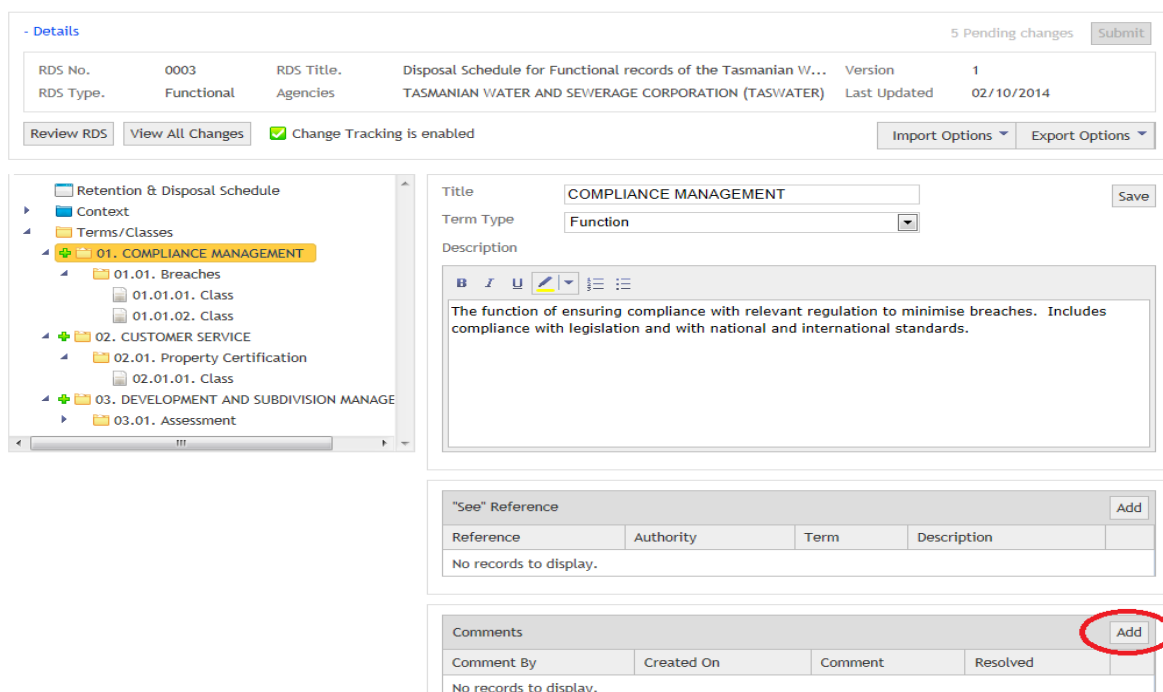
The screenshot displays the ORDA system interface. At the top, the 'RDS Type' is set to 'General' and the date is '27/11/2014'. Below this, there are buttons for 'Review RDS', 'View All Changes', and 'Change Tracking is enabled' (with a checked checkbox). There are also 'Import Options' and 'Export Options' dropdown menus. The main area is divided into two panels. The left panel shows a tree menu with 'Retention & Disposal Schedule' selected, and a list of categories: 'Context', 'Terms/Classes', and seven numbered categories (01-07) related to community relations, compensation, equipment, establishment, financial management, fleet management, and government relations. The right panel shows the 'Title' field with the text 'Common Administrative Functions' and a 'Save' button. Below the title field is a 'Comments' table with columns for 'Comment By', 'Created On', 'Comment', and 'Resolved'. The table currently displays 'No records to display.' and an 'Add' button is visible in the top right corner of the table area.

You can access the Comments box throughout the Context node, by clicking on the relevant category:

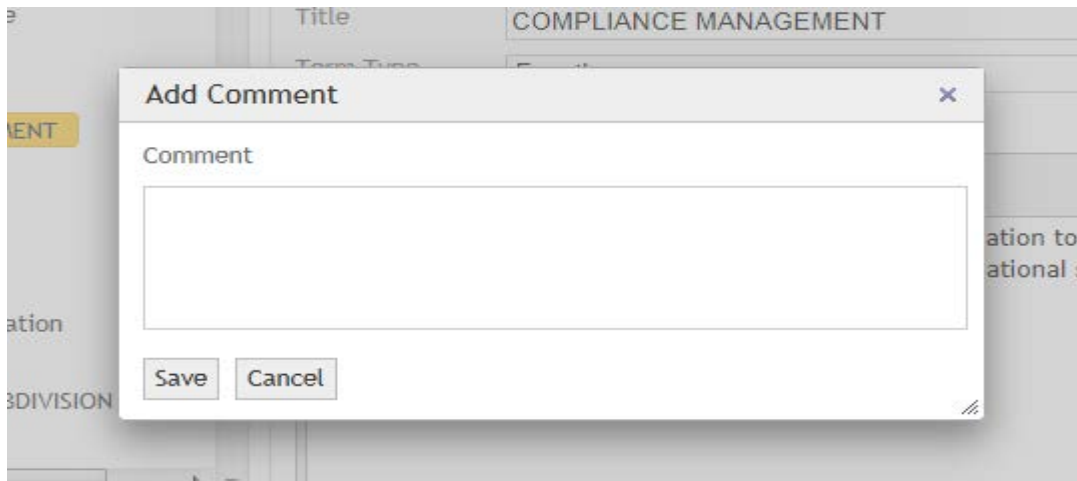


Or you can click on a relevant Term or Class within the tree structure itself. Adding a comment is as easy as clicking on the Add button:

Edit Retention & Disposal Schedule



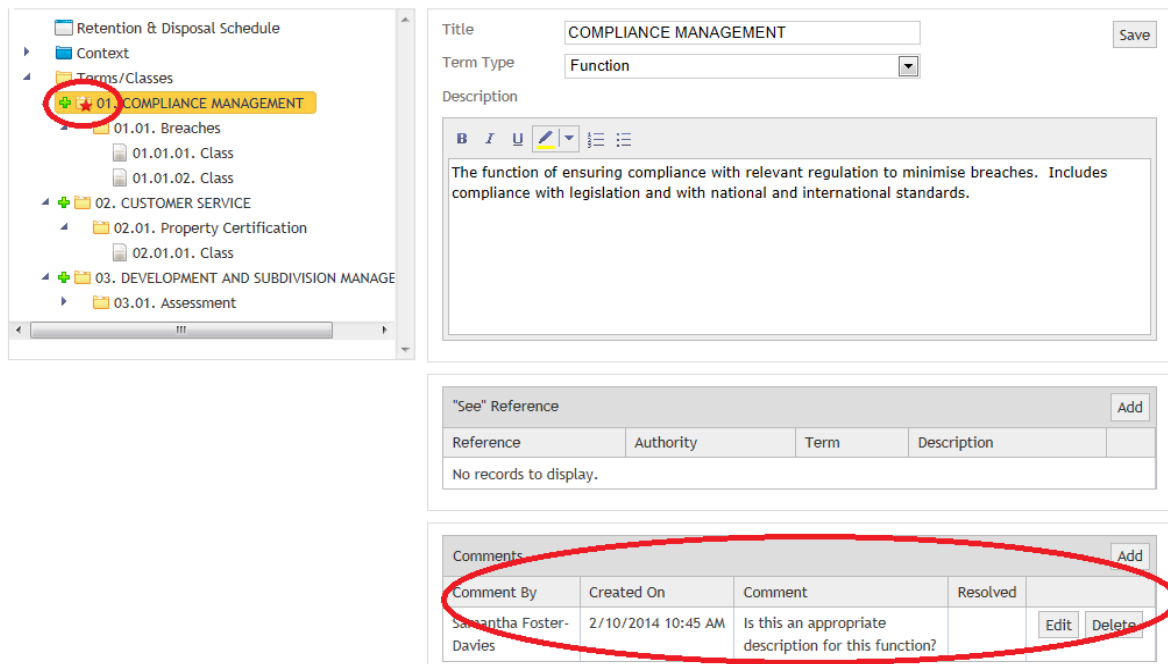
A free text field will display in which you can add your comment:



Once you save your comment, this will be captured into the Comments table which will automatically log who added the comment, and when.

You can edit / delete your own comments, however you cannot edit / delete comments made by another user, or after you have submitted your disposal schedule to GISU.

When a comment is made, a red star will also appear against the commented item in the tree menu as a special alert for commented items:










You can also add comments via the Review screen by clicking on the  icon and adding your comment:


Table of Contents

[01. COMPLIANCE MANAGEMENT](#)

[02. CUSTOMER SERVICE](#)

[03. DEVELOPMENT AND SUBDIVISION MANAGEMENT](#)

| No. | Term Title | Description | Status | Disposal Action | Disposal Justification | Comments |
|---------------------------|--|--|-----------|--------------------------|------------------------|---|
| 01. | COMPLIANCE MANAGEMENT [Top] | The function of ensuring compliance with relevant regulation to minimise breaches. Includes compliance with legislation and with national and international standards.  | | | | Is this an appropriate description for this function? <i>Samantha Foster-Davies</i> 2/10/2014  |
| 01.01. | Breaches | The activities associated with failure to comply with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.  | | | |  |
| 01.01.01. | | Records relating to serious breaches or failures by the Corporation resulting in significant penalties from regulatory bodies.  | Permanent | Retain as State Archives | |  |

Any errors in Term/Class descriptions can also be amended via this screen by clicking the  icon. More substantial editing/correcting will need to be done via the Edit Disposal Retention & Disposal Schedule screen. Note there are links back to the relevant sections in the Edit screen in the “No.” column.

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