

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 3.8 – Linking between schedule releases

At the Class level, there is an additional table titled optional elements found under the disposal table:



One of the optional elements located here is the linking table. Using this, you can link to another record class in another schedule. The intent behind this functionality is that when a disposal schedule is superseded (and it's useful or necessary to track changes in disposal recommendations against the new schedule), the linking function will allow such changes to be tracked.

Click on the "Add" button on the Links table:



and choose the disposal schedule to be linked to. (This action will populate the Term field drop down menu with the appropriate data from the schedule selected):

✕
Add Link

Authority

TEST03 Testing UAT5 fixes - Local Government Records
▼

Term

Select Term
▼

Description

Save
Cancel

Select the terms/classes being linked to from the drop down menu:

✕
Add Link

Authority

TEST03 Testing UAT5 fixes - Local Government Records
▼

Term

Select Term
▼

Description

Save
Cancel

Select "Save" and the link displays in the Link table:

Links			Add
Authority	Term	Description	
TEST03	06.CORPORATE MANAGEMENT-- 06.01.--06.01.01.		Edit Delete

Under the export menu, you can then select the linking report (Export Linking) as an export option, which provides a table of superseded terms/classes against revised terms/classes:

Edit Retention & Disposal Schedule

The screenshot shows the 'Edit Retention & Disposal Schedule' interface. At the top, there is a 'Details' section with a table of RDS information. Below this, there are buttons for 'Review RDS enabled', 'View All Changes', and a checked 'Change Tracking is' option. To the right, there are 'Import Options' and 'Export Options' dropdown menus. The 'Export Options' menu is open, showing several options: 'Export RDS (XML)', 'Export RDS (Word)', 'Export RDS (Text)', 'Export Comments', 'Export Disposal Just.', 'Export Restricted Access', and 'Export Linking'. The 'Export Linking' option is highlighted with a red circle. Below the menu, there is a 'Title' field and a 'Description' field with a rich text editor. The description text reads: 'Records of internal committees and external... where the agency has the administrative responsibility for... these may include...'. On the left side, there is a tree view showing the hierarchy of the schedule, including 'Retention & Disposal Schedule', 'Context', 'Terms/Classes', and '01. COMMUNITY RELATIONS' with sub-items like 'Addresses', 'Arrangements', 'Celebrations', and 'Ceremonies'.

RDS No.	RDS Title.	Common Administrative Functi...	Version
TEST04	Agencies	Ambulance Tasmania	1
RDS Type.		Last Updated	
General		26/11/2014	

This table is particularly useful when mapping previously sentenced legacy records, or potentially when developing scripts to remap disposal and retention references loaded into EDRMS systems.

Note that this functionality will not typically be available until the ORDA system is more fully populated with disposal schedules, and existing schedules become superseded by updated versions.

Please review *Quick Tip 1.3 Preparation – Mapping relationships to existing schedule structures* for additional information on options available to agencies for mapping to superseded schedules in the interim period.

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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