

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 (RDS).

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 Recordkeeping Unit 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 the GRK Unit to review your disposal schedule, from draft to final approval, will be 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 4.2 – Assigning restricted access

The *Archives Act 1983* allows government agencies transferring records to the Tasmanian Archive & Heritage Office to place restrictions on the degree of access to them for specified lengths of time, and/or for specified categories of users.

At the Class level, you can specify whether any State Archives will be restricted access archives by clicking the "Add" button on the Restricted Access Notes table:

- Optional Elements

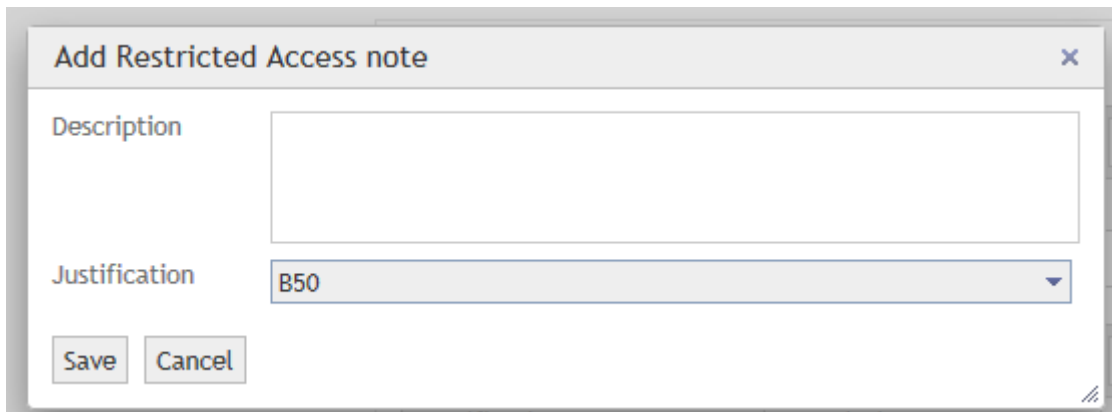
"See" Reference (not recommended at Class level)				Add
Reference	Authority	Term	Description	
No records to display.				

Restricted Access Notes			Add
Justification	Description		
No records to display.			

Links			Add
Authority	Term	Description	
No records to display.			

Whilst restricted access is traditionally something defined during the transfer to TAHO process (a requirement of the AOT 48 form submitted), where particularly sensitive records can be identified during the drafting of a functional

schedule, it allows for those records to be flagged at the outset. This is particularly helpful when agencies are transferring functions and associated records (and schedules) as part of Government administrative change.



The Restricted Access justifications available are as follows:

Code	Category
E25, 50, 75	“E” level restriction for 25 up to *75 years, as indicated by selection.
D25, 50, 75	“D” level restriction for 25 up to *75 years, as indicated by selection.
B25, 50, 75	“B” level restriction for 25 up to *75 years, as indicated by selection.
	If none applied, records will be ‘open’ access. *75 years is the longest restricted access period that can be applied under current legislation (Archives Act 1983).

The letters used in the above codes refer to the recommended degree of restriction to be applied:	
E	Accessible only to position or groups specified by the transferring Department or Authority (list to be provided in the free text ‘description’ field)
D	Accessible only to employees of the transferring Department or Authority
B	Accessible to those persons indicated by “D”, and also to other persons at the discretion of the State Archivist.

Note that where E is selected, the positions and/or groups should be referenced in the available description field.

When determining whether access should be restricted (for those records identified as State archives for eventual transfer to TAHO), consider the following list:

- information or matter the disclosure of which would involve the disclosure of any deliberation or decision of the State Cabinet, not being information or matter contained in a record by which a decision of the State Cabinet was officially published;
- information or matter the disclosure of which would involve the disclosure of any deliberation or advice of the State Executive Council, other than information or matter contained in a record by which an act of the Governor, acting with the advice of the Executive Council, was officially published;
- information or matter the disclosure of which would involve the disclosure of -

- "any opinion, advice, or recommendation given, obtained, prepared, or recorded; or
 - any consultation or deliberation that has taken place, "
- in the course of, or for the purposes of, bringing into existence a record of a kind to which subsection (1) applies; [records of Cabinet or the Executive Council]
- information or matter communicated in confidence or on behalf of the Government of the Commonwealth or of another country or State or of a Territory of the Commonwealth or a person receiving the communication on behalf of any such Government, the disclosure of which would constitute a breach of that confidence;
- information or matter the disclosure of which would prejudice relations between this State and the Commonwealth or between this State and another State or a Territory of the Commonwealth;
- information or matter the disclosure of which would have a substantial adverse effect on the financial or property interests of this State or of a State authority or a local authority;
- information or matter the disclosure of which would be reasonably likely to have a substantial adverse effect on the interests of this State or of a State authority or a local authority in or in relation to pending or likely legal proceedings;
- information or matter the disclosure of which would constitute a breach of confidence;
- information or matter the disclosure of which would -
 - prejudice the enforcement or proper administration of the law in a particular case;
 - prejudice the fair trial of a person or the impartial adjudication of a particular case;
 - contrary to the public interest, disclose, or enable a person to ascertain, the identity of a confidential source of information in relation to the enforcement or administration of the law;
- information or matter the disclosure of which would involve the unreasonable disclosure of information relating to the personal affairs of a person, including a deceased person;
- information or matter, including commercial or financial information, the disclosure of which would be likely to expose unreasonably to disadvantage the material interests of an industrial or trading business or undertaking.

Related TAHO Resources:

Appraisal Statement for State records required as State Archives
Retention and disposal of State records
Agency determination of access restrictions
Developing a functional records disposal schedule

All about appraisal
Writing disposal classes
Getting Started on the Development of an Agency Functional Disposal Schedule

Relevant training courses include “Disposal Procedures” and “Developing an Agency disposal schedule”. Visit the training schedule at <http://www.linc.tas.gov.au/global/govtrecordkeeping/services/trainingevents/training>

Contact us:

Government Recordkeeping Unit
Tasmanian Archive and Heritage Office
91 Murray Street
HOBART TASMANIA 7000

Telephone: 03 6165 5581
Email grk@education.tas.gov.au

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
1.0	December 2014	Sam Foster-Davies	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
		This is the first release of this document

Issued: December 2014

Ross Latham
State Archivist