

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 7.1 – Available assistance when using ORDA

The GISU unit provide multiple 'help' options when drafting your schedule. Help can be found in the following ways:

1. ORDA "Help" Tab

ORDA has its own 'help' tab, which is accessible when you are logged in to the system itself. Note that this gives a brief overview of each topic, which can be a useful reminder of the purpose of a specific activity within the system.

2. ORDA Quick Tips library

The ORDA Quick Tips library (of which this document forms a part) is available on the GISU website. Lots of topics are explored individually, for ease of reading, and to enable you to quickly pinpoint required information. We have tried to provide the 'how' as well as the 'why' in our library Quick Tips, and recommend you bookmark the ORDA library link for quick reference.

3. ORDA User manual

A more traditional user manual, designed for those who like a broad understanding from start to finish. Be warned – this document is hefty! Find it on the GISU website via the ORDA link under the "Resources" heading on the front page.

4. GISU reviewer assigned to your schedule

If you have questions or require advice regarding the development of your schedule content, or the process itself, please contact the GISU reviewer assigned to your retention and disposal schedule development project.

5. ORDA Helpdesk

Should you encounter any problems using ORDA, please email ORDAhelp@education.tas.gov.au Please include your agency name, disposal schedule number, and a brief description in the subject line in the following format [Agency name] – [DAXXXX] – [description]. For example:

Dept of Education – DAI234 – Error occurred when exporting Word doc

To assist in reducing response times, please include in the body of your email:

- The time/date the error occurred
- a comprehensive description of the problem, including the immediate steps taken just prior to the problem occurring
- A screenshot of the issue (if relevant)
- How you are connecting to ORDA (Web browser and version, internet connection)
- Information about your hardware (e.g. Operating platform & version, RAM, Processor, whether PC or laptop, etc)

Note:

Windows users can locate system information by going to *Control Panel – All Control Panel Items – System*.

Internet Explorer users can locate version information by selecting the *Help* button in the Menu bar and clicking on *“About Internet Explorer”*.

6. Guidelines, Advices and structured training opportunities

See below “Related TAHO resources” for additional information specific to appraisal, retention and disposal of records, including mandatory Guidelines, best practice Advices, and formal training conducted by TAHO.

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:

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

Telephone: 03 6165 5581

Email GISU@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
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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Ross Latham
State Archivist