

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 7.2 – Preventing Common Problems

Being aware of the system behaviour will help to avoid some preventable mishaps when using ORDA:

1. Do not copy paste data (from outside of ORDA) into ORDA description fields. ORDA does not currently use rich text fields, and may experience errors reformatting which will impact on the system capacity to successfully export the schedule. If you have significant amounts of data you would prefer to 'paste' in than enter manually, you will need to first paste into a .txt file in order to remove formatting. Required formatting should then be applied within the ORDA field itself using the tools available.
2. Do not forget to click 'save' button after entering data in the Term/Class description field (before progressing to the disposal action table). If you don't click 'save', this data will be lost and will require re-entering!
3. Avoid entering hyperlinks into description fields. These may be used in comment boxes if required, but should not constitute content in the body of the Disposal Schedule. Issues with html tags may cause formatting errors behind the scenes and impact on the export process.
4. XML and CSV imports into ORDA **must** accord with the relevant schemas – templates are provided in each case in an effort to ensure imports remain trouble-free.
5. Be aware when conducting an import, that this will overwrite any existing data currently at the Term/Class level. (Context information will however remain intact).
6. Deleting a term or class in the structure will **ALSO** remove any terms/classes nested within that entity.
7. Dragging and dropping a term to another location in the tree menu will **ALSO** move any elements nested within it.

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

Issued: August 2015

Ross Latham
State Archivist