

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 7.3 – Frequently asked Questions

Q. How do I access ORDA?

A. When your Schedule development is approved, and the initial registration is performed by the ORDA Administrator, the system will send an activation email to your account, with an access hyperlink. This will enable you to set your own password for your account, and provides initial access to the ORDA environment and any schedules to which you have permissions. We recommend bookmarking the site.

Q. How do I change my password?

A. If at any stage you wish to change your password, click on your name in the top right corner of the ORDA screen. Then click the "Change password" button. The strength meter will indicate the quality of the password you choose. Confirm and save to complete.

Q. I've forgotten my password – how do I get my access restored?

A. Passwords are not retrievable from the ORDA system for security reasons. You will need to contact the GRK unit in order to have your user account 'reset'. A temporary password will be issued in order to regain access, and you will be able to set your own password, similar to your first log in.

Q. What is the 'time out' period?

A. ORDA will alert you after a period of 30 minutes inactivity. You will be able to extend your session by clicking the button before you are disconnected from the system.

Q. What browser can I use to access ORDA?

A. ORDA is designed to be used with most modern browsers, including Chrome and Firefox, and Internet Explorer versions 7 upwards.

Q. What are the character limits on ORDA's description fields?

- A.** ORDA description fields are not character limited, so scope notes, for example, will not be truncated.
- Q.** I've tried to export a **Word** version of my schedule, and it's giving me an error message. **What am I doing wrong?**
- A.** Typically this is where formatting (usually from copy/pasting!) has crept in somewhere. ORDA will try to demonstrate where in the schedule the problem is occurring, so you can go back to the section indicated and review it. Usually, deleting and re-entering the information manually will fix the problem.
- Q.** **My agency has engaged a consultant who will be drafting the schedule on our behalf. Can we have more than one person with access?**
- A.** Yes, more than one account can be set up, as long as appropriate contact details are provided. It is recommended that one person is delegated to have 'edit' rights and responsibilities (as it is the 'agency editor' role that is impacted by ORDA's workflow and email notifications), but other 'read only' user accounts can be set up as required.
- Q.** **Is there a way to hide the registration information at the top of the screen when editing the schedule?**
- A.** Yes – you can click the “- **details**” link to collapse the section. Clicking “F11” on your keyboard will also provide additional screen space by displaying ORDA full screen.

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