

Online Retention and Disposal Application (ORDA)

End User Manual

Aug 2015

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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.

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Build Status

Version	Date	Author	Reason	Sections
2.0	August 2015	Sam Foster-Davies	Change of business unit name	All
1.0	November 2014	Sam Foster-Davies	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All		Updated in relation to unit name change.

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Ross Latham
State Archivist

I. Introduction

About the Online Retention and Disposal Application (ORDA)

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:

- Use the standard template provided to prepare / draft your disposal schedule; or
- Import your disposal schedule, if prepared using other software tools.
- Export your disposal schedule in different formats, including as a Word document with a traditional look;
- 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 mark any comments against it. Collaboration between you and the GISU Unit to develop your disposal schedule, from draft to final approval, is conducted entirely through ORDA.

About this Manual

This manual provides step-by-step guidance in developing and submitting your agency's disposal schedule.

System requirements

You can access ORDA through any modern web browser – you do not need to download any software to access the system.

NB: *If you are using Internet Explorer you will require version 7 or above for ORDA to display properly.*

Once you are logged into the system, if there is a 30 minute period of inactivity you will be logged out. You will need to log in again to proceed.

Contact details



Government Information Strategy Unit

gisu@education.tas.gov.au

Ph: 03 6165 5581

2. Glossary

The purpose of this glossary is to explain the meaning of certain elements within ORDA.

Element	Description
Activity	Business activities are what an agency does to carry out its business functions. Taken together, a group of activities will make up a business function. These activities do not overlap, although parts of them may be done by different business units within the agency.
Class	Disposal classes consist of records performing or recording similar transactions and therefore have (generally) the same retention period and disposal action. In ORDA, sentencing of records (i.e. assigning retention periods and disposal actions) is done at the class level. Classes are identified in ORDA via the  icon.
Context	Context elements assist decisions within a disposal schedule to be understood by documenting the wider legal and administrative framework in which disposal decisions are encompassed. In effect, this forms the introduction of a disposal schedule.
Function	A Function is a specific responsibility or obligation an agency is assigned (to perform) by legislation, policy or mandate.
Retention & Disposal Schedule	A Retention and Disposal Schedule (R&D) is an approved disposal authority that covers a government agency's core business records.
Term	Terms are keyword elements within which Classes belong. Terms effectively contextualise classes and their disposal decisions. A term is typically a Function, or an Activity in which Classes form units of. Terms are identified in ORDA via the  icon.

3. Getting Started

Please contact the GISU Unit before you commence preparing your agency's disposal schedule.

The GISU Unit will register all relevant details in ORDA, upon which you will receive an automated email notification containing a link to the system, which allows you activate your user account.

*From: GISU@education.tas.gov.au [mailto:GISU@education.tas.gov.au]
Sent: Friday, 31 October 2014 11:27 AM
To: samara.mcilroy@acrodata.com.au
Subject: You have been assigned as an Editor for Retention & Disposal Schedule (TEST01)*

Dear Sam,

You have been added to the Online Retention and Disposal Application (ORDA) as an editor for a new Retention & Disposal Schedule (RDS No. TEST01) for Department Of Health And Human Services.

To begin using the system as an editor, you will need to activate your account by visiting <http://orda9.dev.education.tas.gov.au//UserActivation/ActivateAccount?userId=5e5b9a0e-8ef3-4c69-920b-af652cc5355a&activationToken=fab36bd2-7897-4b9a-b894-d192e5884a8e> and set a new password. You can then start to draft your Retention & Disposal Schedule.

*Your user name is: smcilroy.
Your user access is currently valid until 31/10/2016.*

For any enquiries, please email sam.foster-davies@education.tas.gov.au. Do not reply to this email.

*Government Information Strategy Unit | Tasmanian Archive & Heritage Office (TAHO)
91 Murray Street | Hobart | Tasmania 7000
Ph (03) 6165 5581 | GISU@education.tas.gov.au
www.linc.tas.gov.au*

The initial email notification contains your user name but you will need to set your own password to access ORDA. Your password must be at least 8 characters long. The system provides a password strength meter. Using a password that contains a mix of letters, numbers, lowercase/uppercase, and symbols will typically provide a more secure password. It is recommended that you choose a password of at least MEDIUM strength.

For security reasons, your password cannot be retrieved from the system. If you forget your password, please contact GISU.

GISU recommends bookmarking the ORDA site in your browser.

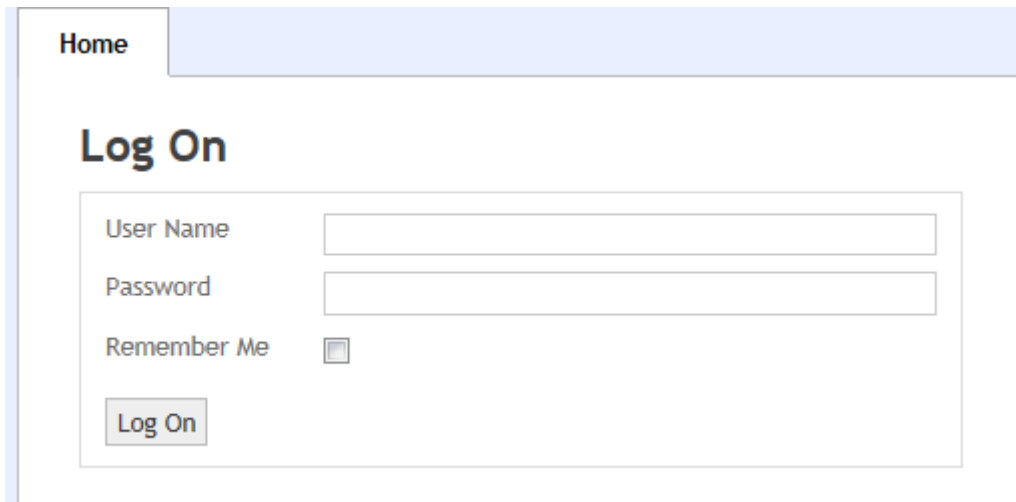
Subsequent access to ORDA can be made via the [GISU website](#) or:

<https://orda.education.tas.gov.au/>

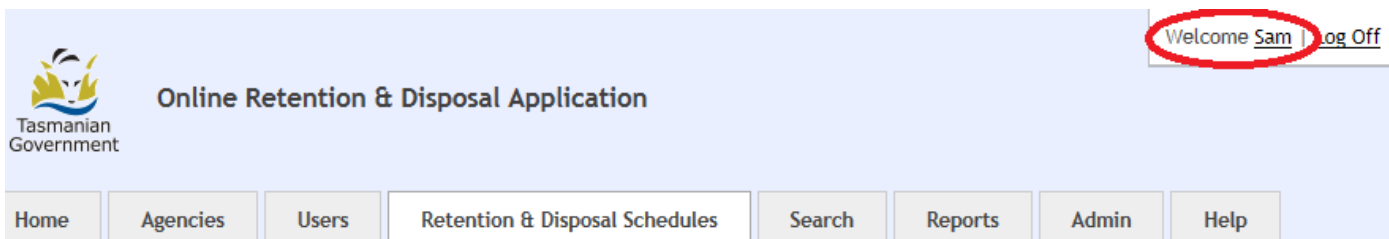
For future log ins, you will need to click on the log in link at the top right hand corner of the screen:



You will be prompted to enter your user name and password:

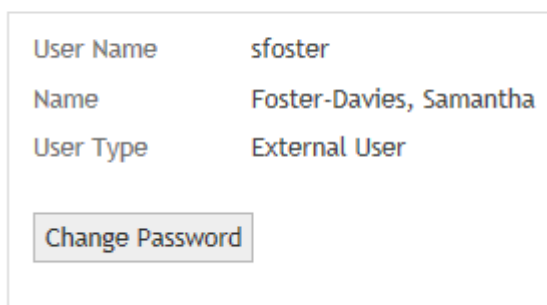


Once you have logged on, you will automatically be taken to the screen in which you can access any disposal authorities assigned to you. If at any stage you wish to change your password, click on your name in the top right corner of the screen:



Click the 'Change password' button:

My Account



You can now enter your new password and save it:

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length.

Current Password

New Password
Strong

Confirm New Password

4. Editing your Retention & Disposal Schedule

Click on the “Retention & Disposal Schedules” tab to see the table of disposal schedule/s allocated to you.

Click on the “Edit RDS” link:

Home
Retention & Disposal Schedules
Search
Help

Create, Review and Edit Retention & Disposal Schedules

Show
Search ▼

RDS No.	Organisations	Type	Title	Status	
0003	TASMANIAN WATER AND SEWERAGE CORPORATION (TASWATER)	Functional	Disposal Schedule for Functional records of the Tasmanian Water Corporation	Draft	Workflow Edit RDS

Displaying items 1 - 1 of 1

This will lead you to the screen in which you can commence drafting your disposal schedule:

New Retention & Disposal Schedule

- Details

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Functional	Agencies	Tasmanian Water And Sewerage Corporation	Last Updated	03/11/2014
		Trading As Taswater			

Change Tracking is enabled

Use a Blank Template

Choose an Existing Retention & Disposal Schedule as a Template

Agency

Retention & Disposal Schedule

The top part of this screen provides the basic registration details for your disposal schedule, as well as the version number and the date it was last updated:

New Retention & Disposal Schedule

- Details

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Functional	Agencies	Tasmanian Water And Sewerage Corporation	Last Updated	03/11/2014
		Trading As Taswater			

Change Tracking is enabled

Use a Blank Template

Choose an Existing Retention & Disposal Schedule as a Template

Agency

Retention & Disposal Schedule

To collapse this section, click on the “- **Details**” link. This is recommended while you are drafting your disposal schedule as it will provide more usable screen space. Clicking on the “+ **Details**” link will expand this section once more.

Selecting ‘F11’ on your keyboard will also allow ORDA to display full screen which will assist in maximising available screen size.

Drafting a schedule is commenced by selecting the blank template button. A pop up window will open asking you to confirm – select ‘Yes’. You will be taken to the Edit Retention & Disposal Schedule tab, where you will be able to commence manual drafting immediately. Alternatively, you may wish to pre-populate the template with information already drafted (or otherwise previously developed) and import this data into ORDA.

You will notice the Import/Export options are not greyed out and are now accessible:

Edit Retention & Disposal Schedule

4 Pending changes Submit

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Agencies	TASMANIAN WATER AND SEWERAGE	Last Updated		
Functional	CORPORATION (TASWATER)			01/10/2014	

Review RDS View All Changes Change Tracking is enabled

 Import Options ▾
 Import XML
 Import CSV

Export Options ▾

Retention & Disposal Schedule

- Context
- Terms/Classes

If you wish to import a disposal schedule, this can be done via one of the import options available. **See Section 6 in this Guide for instructions on importing a disposal schedule.**

As you develop your disposal schedule, you may review it as a single table by clicking on the “Review RDS” button:

4 Pending changes Submit

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Agencies	TASMANIAN WATER AND SEWERAGE	Last Updated		
Functional	CORPORATION (TASWATER)			01/10/2014	

Review RDS View All Changes Change Tracking is enabled

Import Options ▾ Export Options ▾

Retention & Disposal Schedule

- Context
- Terms/Classes

See Section 8 in this Guide for more information about reviewing your disposal schedule.

There are three main 'nodes' to the disposal schedule template, as displayed in the tree menu in the left hand panel:

The screenshot shows a web interface for managing a Disposal Schedule. At the top, there's a '- Details' section with a 'Submit' button and '4 Pending changes'. Below this is a table with the following data:

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Functional	Agencies	TASMANIAN WATER AND SEWERAGE CORPORATION (TASWATER)	Last Updated	01/10/2014

Below the table are several buttons: 'Review RDS', 'View All Changes', 'Change Tracking is enabled' (with a green checkmark), 'Import Options', and 'Export Options'.

On the left, there is a tree menu with three items: 'Retention & Disposal Schedule' (highlighted with a red circle), 'Context', and 'Terms/Classes'.

Node	Description
Retention & Disposal Schedule	This provides the title of the disposal schedule. GISU will also provide general comments about the schedule at this level when it is reviewed.
Context	This provides the context of the disposal schedule. Background information about the scope of the schedule and any disposal protocols will be documented at this level. GISU has largely pre-populated the main context elements, although you may be required to update specific fields upon request.
Terms / Classes	This constitutes the main body of the disposal schedule. Information about the functions and activities of the agency - as well as disposal classes resulting from these – will be documented at this level. At the class level, you will specify retention and disposal recommendations for groups of records.

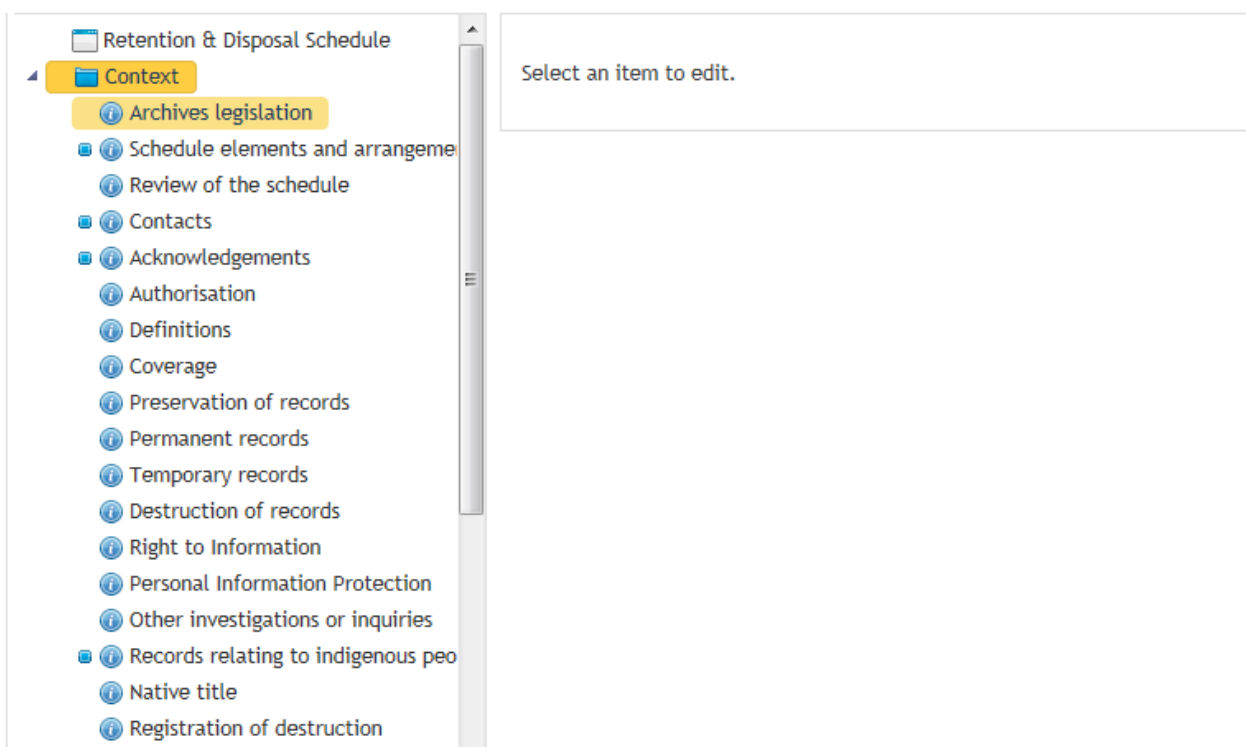
5. Drafting your Retention & Disposal Schedule

Reviewing and Updating context

The first part of drafting your disposal schedule involves updating any requirements in the Context element (this is the ‘introduction’ to the disposal schedule).

In general, agency updates to this section will not be required as the existing elements contain standard text and will be sufficient for most schedules. In the event you have additional information that needs to be included, for example in regards to coverage of the schedule, please consult with your GISU reviewer in order to determine any specialised requirements.

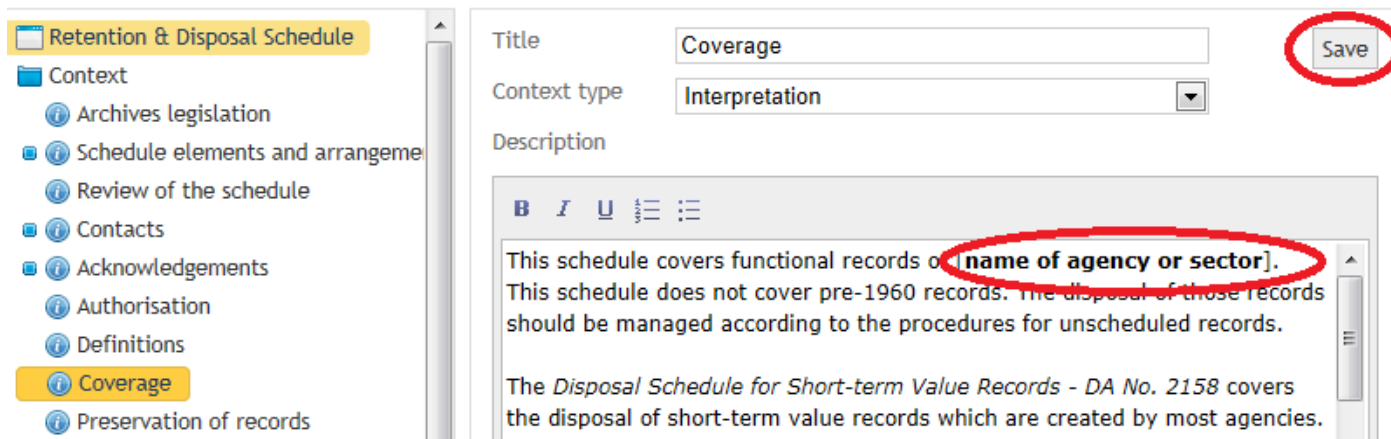
This element can be accessed by clicking on the arrow symbol next to the “Context” heading:



Edits may be made by clicking on a context element via the tree menu, and updating the “Description” in the text box.

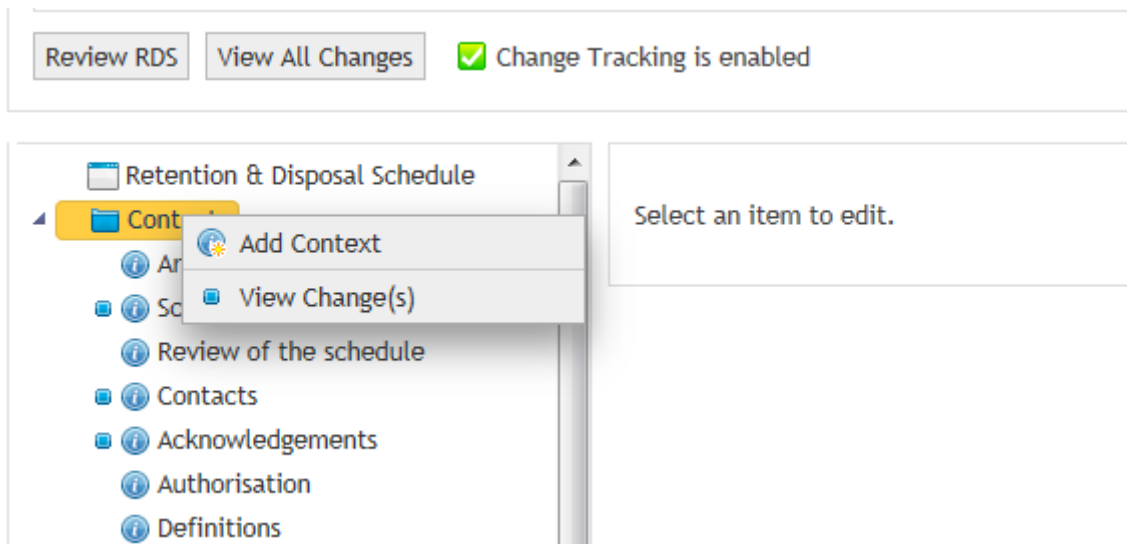
You may like to enter the name of the agency under the Coverage element in the section highlighted **[name of agency or sector]**.

Click on the “Save” button to save any updates.



If required, you can add new context elements to provide further background information to your disposal schedule.

To add new context elements, right-click on the **Context** heading in the tree menu and select “Add Context”:



The new context element will be placed as the last element in this node (although you can move its position via drag and drop. *To do this, click on the element you wish to move, holding down the mouse button and dragging to the desired position before releasing the button*).

You will need to give the new context element a title, choose the “Context type”, complete the “Description” and then click “Save”.

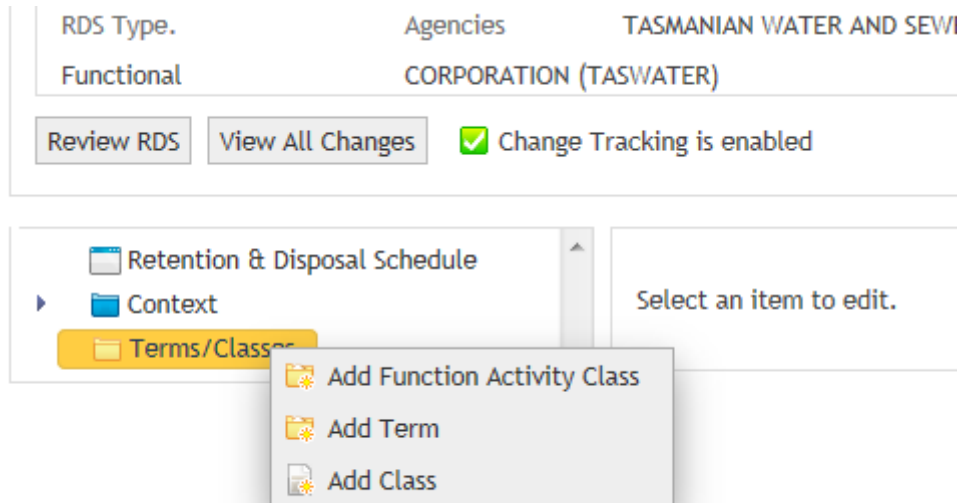
Adding Terms and Classes

You can now start to build the body of your disposal schedule at the Term / Class level.

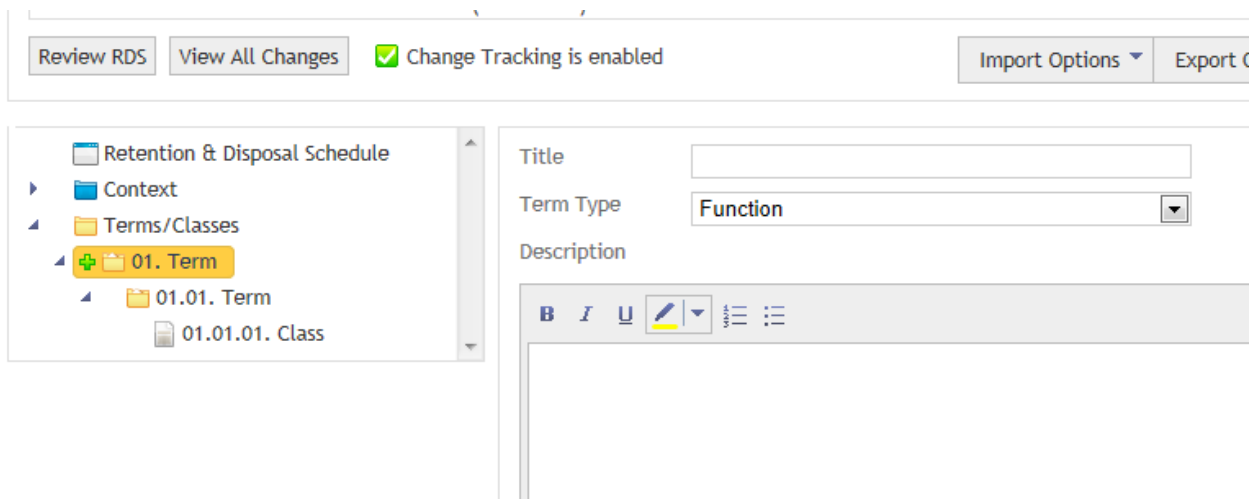
Add options	Description
Add Function – Activity - Class	Most disposal schedules will conform to the Function – Activity – Class structure. Selecting this option will automatically ‘nest’ the Activity within the Function, and the Class within the Activity.

Add term	This option will add a single Term (eg a Function, an Activity, etc) as a first-level term.
Add Class	This option will add a single Class as a first level class.

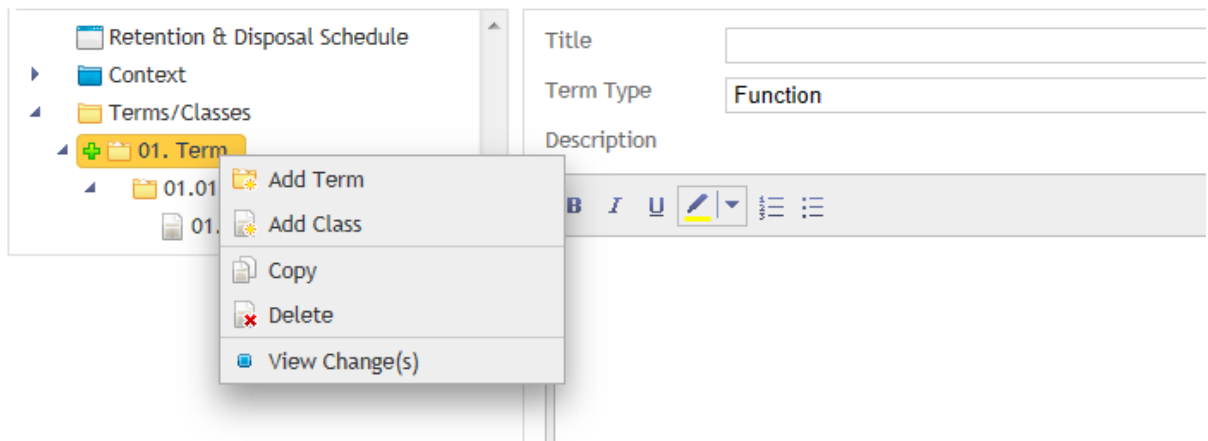
To add Terms / Classes, right-click “Terms / Classes” in the tree menu:



Selecting the **Add Function – Activity – Class** option will automatically create this nested structure as shown:



Once Terms / Classes are added, additional Terms / Classes at the same level, or the next level down, can be added by right-clicking the appropriate Term / Class and making a selection:



“Add Term” should be used when adding multiple activities that are part of a given business function.

“Add Class” should be used when adding multiple disposal classes that are part of a given activity.

Selecting “Copy” will place a duplicate of the selected Term (or Class) at the same level as that which is being copied. This can be used when wanting to re-use an existing description or to use that as the basis for further editing. Once a Term or Class has been copied, it can also be moved elsewhere in the tree menu.

If you wish to remove a Term or Class, right-click that entity and choose “Delete”.

WARNING: *Deleting a term will also remove any Terms/Classes that are nested within that entity.*

You can move any Terms/Classes within the tree menu by clicking on the Term/Class and, keeping your finger on the mouse, dragging it to where you wish to place it elsewhere in the tree menu. Using drag and drop will move any elements which are nested a Term and will automatically re-sequence the numbering order for all Terms/Classes.

Note that a three-tier structure of **Function-Activity-Class** is the approved structure for the development of a disposal schedule.

Describing Terms

When Terms are added via the tree menu, you need to provide further information about them in the corresponding form:

The screenshot shows the TAHO interface for creating a term. On the left is a navigation tree with 'Retention & Disposal Schedule' selected, showing a sub-tree for '01. COMPLIANCE MANAGEMENT' and '01.01.01. Class'. The main form contains the following fields:

- Title:** A text input field containing 'COMPLIANCE MANAGEMENT' and a 'Save' button.
- Term Type:** A dropdown menu currently set to 'Function'.
- Description:** A large text area with a rich text editor toolbar (bold, italic, underline, link, list, etc.).
- "See" Reference:** A table with columns 'Reference', 'Authority', 'Term', and 'Description'. It currently displays 'No records to display.' and an 'Add' button.
- Comments:** A table with columns 'Comment By', 'Created On', 'Comment', and 'Resolved'. It also displays 'No records to display.' and an 'Add' button.

Provide each Term with a title and description. Use the drop down against the Term type field to select and title each in turn. Note that text in the description field can be bolded, italicised, underlined, numbered or dot pointed if required.

The preferred titling format is as follows:

Function title: CAPITALISED

Activity title: Sentence case

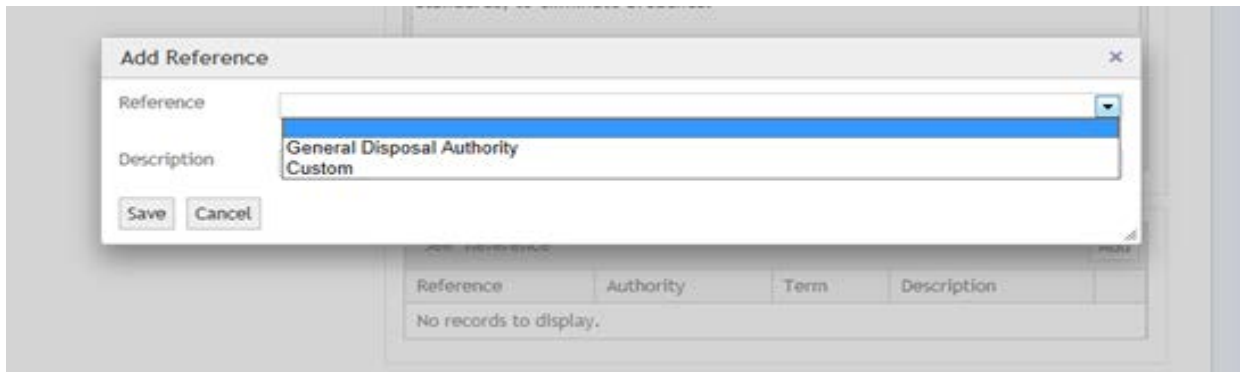
Class title: not required

Select the Save button to save changes before moving to the next table in the form.

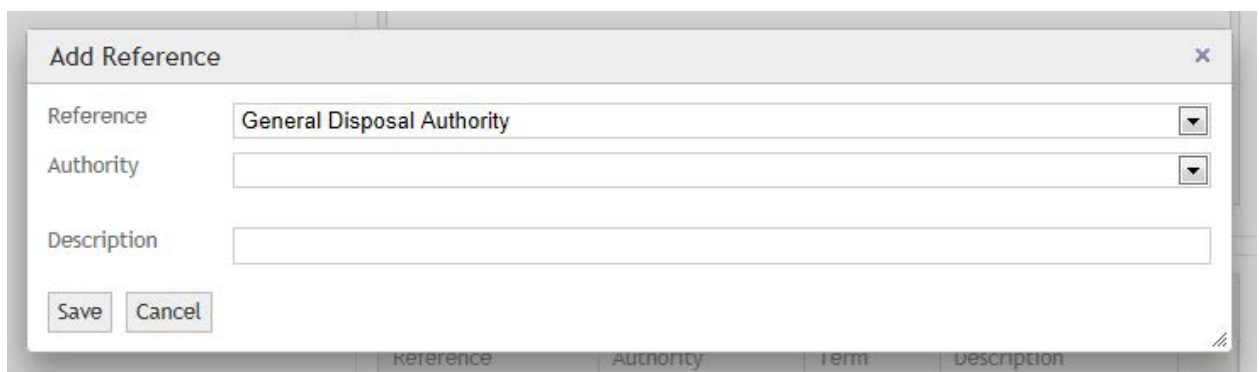
You can use the "See Reference" to provide a cross reference from this term to:

- A Term / Class in the disposal schedule DA2157 Common Administrative Functions, or
- Another Term/Class elsewhere within the agency's disposal schedule.

To do this, click "Add" in "See" Reference. You will then need to select from the drop down menu list whether you are linking to a General disposal schedule (such as DA2157) or making a Custom link (within the schedule you are working on):



When linking to a General disposal schedule, select the appropriate schedule from the list available, and then the Term within that schedule that you want to reference:



Once you select “Save”, the cross reference will be captured. When the disposal schedule is exported as a Word document, the cross reference will appear within the Term description.

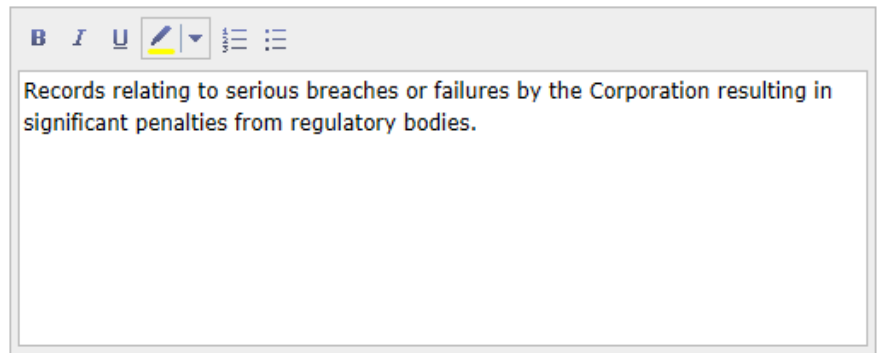
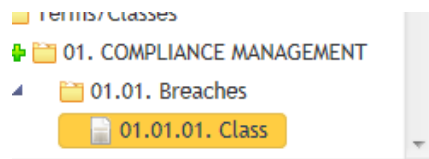
NB: Whilst the system is capable of establishing ‘See’ references at the class level, TAHO does not support this action, due to associated administrative issues associated when changes to classes are made over time. TAHO instead recommends ‘See’ references are restricted to the **Term** (Function or Activity) level within the schedule.

Describing Classes and Determining Disposal Recommendations

You will need to provide each Class with a scope note (description). Note that TAHO does not *require* agencies to provide a title for classes (however it may be help to accommodate certain AKA exports). Text in the description field can be bolded, italicised, underlined, numbered or dot pointed if required. Ensure you click ‘save’ after entering descriptive information before moving on to the next field.

Each Class requires disposal recommendations, which specify what will happen to the records.

To enter disposal recommendations, click “Add” in the Disposal table:



For the **retention period**, enter the (minimum) number of years or months the records will be retained, and choose “years” or “months” from the drop down menu.

For the **disposal trigger**, choose from the generic ADRI* triggers¹ provided in the drop down menu. Where business needs dictates, you may enter your own specific trigger as free text (there is no need to include the word “after” in this field as the system will insert this automatically). However, the need to enter non-standard triggers should be the exception rather than the rule, as the ADRI triggers are the widely accepted convention for disposal triggers.

**The Australasian Digital Recordkeeping Initiative (ADRI) is an undertaking of the Council of Australasian Archives and Records Authorities (CAARA), the peak body of government archives and records institutions in Australia and New Zealand. ADRI was formed to articulate and promote a common approach to digital recordkeeping and to collaborate, engage and inform, and share resources in the development of practical strategies for enabling the creation and preservation of, and long-term access to, born-digital and digitised records.*

The ADRI glossary of disposal triggers was developed as a reference resource to define the terms and meanings of commonly used triggers in ADRI disposal authorities. It will assist in:

- promoting greater consistency in the terms used in Australian and New Zealand disposal authorities*
- the automation of triggers in electronic document and records management systems (EDRMS)*
- ensuring consistency in records retention across the sectors.*

For the **disposal action**, select the appropriate action from the drop down menu:

¹ <http://www.adri.gov.au/content/products/disposal-triggers.aspx>

The disposal actions should be assigned as follows:

Destroy – assigned to all temporary value records (including long term temporary retained in agency).

Retain as State Archives - permanent value records which will eventually transfer to TAHO

Retain in Agency - permanent value records which will be retained in agency rather than transferred to TAHO. (Does NOT include State archives held under authorised Place of Deposit arrangements, for which a custom custody entry should be made – see next page).

Transfer - those records that will need to transfer custody to another agency as part of Government Administrative change, etc. (Does NOT include permanent records for transfer to TAHO).

Once you click “Save”, the status information will automatically be expressed as a single statement. Note that the disposal recommendations can at any time be edited, deleted or added to:

Disposal		Add
Disposal Action	Status	
Destroy 50 years after action completed.	Temporary	Edit Delete
Disposal Justification		Add

Custom Disposal recommendations

In most cases you will only need to specify the retention period, the disposal trigger and the disposal action. However, customised disposal recommendations can be used if required.

Adding a Disposal condition allows for disposal recommendations to suit specific circumstances. This would occur when there are two (or more) different disposal recommendations that apply to the same class of records. Note this option would rarely be used. The approach typically recommended by GISU is to provide two (or more) classes, each with a single disposal recommendation.

A custom disposal recommendation can be used in three ways:

Custom options	Description
Transfer	<p>In situations where records are transferred to a third party once the retention period has expired, the receiving entity should be stated in the “Transfer to” field.</p> <p>NB: This is NOT to be used when the transfer of State Archives will be made to TAHO.</p>
Custom Action	<p>If the records are subject to a disposal action not listed in the main disposal action menu, a customised action can be entered in the “Custom Action” field.</p>
Custom Custody	<p>If the records require a custom custody, this can be stated in the “Custom custody” field. This would typically be used when records are identified as State Archives but which will be retained permanently within the organisation (where Place of Deposit certification has been authorised).</p>

Disposal Justifications

The Disposal Justifications table allows information that supports disposal recommendations to be provided. The Archival Justification drop-down list provides criteria in order to assist in the appraisal of **permanent** records for transfer to TAHO. All records identified as State archives therefore must be assigned at least one archival justification from the list.

(For more information on appraisal, including the list of disposal justification criteria and their definitions, see the TAHO Appraisal Statement available from the GISU website).

You can use the free text field to justify any decision to destroy or archive classes of records, and to note any changes in disposal recommendations from a previous schedule, etc.

Optional Elements

Element	Description
“See” reference	Whilst it is <i>possible</i> to add ‘see’ references at the class level in the same manner as at the Term (Function or Activity) level, cross-referencing at the <u>class</u> level is not recommended or supported practice by TAHO, due to the high likelihood of obsolescence.
Restricted access notes	<p>You can state if a restricted access status should apply to any class of records identified as State Archives.</p> <p>To enter a restricted access justification, click “Add” in the “Restricted Access Note” table, and choose which restriction should apply. You can enter a free text justification in the “Description” field to further clarify why a restriction should apply and/or provide information (e.g. the list of positions that may require access under access category “E”).</p> <p>The “Export Restricted Access” report will document all such restrictions made.</p>
Links	<p>You can link classes from your agency’s disposal schedule to classes of another schedule. This is intended to be used when one disposal schedule supersedes another, and you wish to link the changes in disposal decisions. The “Export Linking” report then provides a table that documents these links.</p> <p>NB: <i>This functionality will not be available until the system is more fully populated with disposal schedules, and existing schedules become superseded by updated versions.</i></p>

Copying / pasting text into Description fields

Copying / pasting from existing documentation outside of ORDA (e.g. Word or PDF documents) directly into the description fields in ORDA can result in formatting errors. The GISU Unit strongly recommends that this practice **not** be conducted.

If needing to copy / paste text from existing documentation, text must be copied and saved as a plain text document first, without any formatting being applied. The plain text can then be copied, without line breaks, into the relevant Description fields in ORDA. Line breaks and rich text formatting must be applied in ORDA after the text has been copied in.

6. Importing your Retention & Disposal Schedule

If you have already prepared your disposal schedule using desktop or third party software, you can import this into ORDA rather than manually drafting your schedule.

You can import your schedule in either XML or CSV format.

To conduct an import, navigate to the Edit Retention & Disposal Schedule screen and click on “Import Options” and select how you want to import your schedule:

Edit Retention & Disposal Schedule

4 Pending changes Submit

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of th...	Version	1
RDS Type.	Agencies	TASMANIAN WATER AND SEWERAGE		Last Updated	
Functional	CORPORATION (TASWATER)			Last Updated	01/10/2014

Review RDS View All Changes Change Tracking is enabled
Import Options ▼ Export Options ▼

- Retention & Disposal Schedule
- ▶ Context
- Terms/Classes

XML Import

When importing a XML file, the import **must** accord with the ORDA XML Schema, which can be viewed by clicking the “Download XML Schema” link via the Import XML screen:

Import XML for Disposal Schedule for Functional records of the Tasmanian Water Corporation

 Browse...
Upload file

[Download XML Schema](#) | [Go back to Disposal Authority](#)

To proceed with the import click “Browse” to select the XML file you will be importing and then click “Upload file”.

NB: *If your XML import does not accord with the Schema your data may not import correctly.*

CSV Import

Alternatively, you can import a disposal schedule in CSV format. This is likely to be a better option if you have already prepared your disposal schedule in Word or Excel.

Please note: *importing a schedule in .CSV format will affect the track changes functionality provided by ORDA, as track changes is currently only available for manual editing, or those imported via XML.*

When importing a CSV file, the import **must** accord with the structure of the CSV template which can be viewed by clicking the “Download CSV Template” link via the Import CSV screen:

Import CSV for Disposal Schedule for Functional records of the Tasmanian Water Corporation

 Browse...
Upload file

[Download CSV Template](#) | [Go back to Disposal Authority](#)

In importing a CSV file, the following steps are recommended:

- Download the CSV template and save this locally;
- Copy and paste your disposal schedule data into the template you have saved;
- Click “Browse” to select your populated CSV file;
- Click “Upload file”.

NB: If your CSV import does not accord with the template your data may not import correctly.

The following screen shot shows how you should set out information for you CSV import. You will need to repeat function and activity information in those rows when multiple classes are assigned to a single function or activity:

A	B	C	D	E	F	G	H	I
Function Title (Term Title)	Function Description (Term Description)	Activity Title (Term Title)	Activity Description (Term Description)	Class Description	Retention Period (Years)	Retention Period (Months)	Disposal Trigger	Disposal Action
COMMUNITY RELATIONS	The function of establishing rapport with the community, and raising and maintaing the organisation's broad public profile.	Addresses	The activity of giving addresses for community relations purposes. Includes speeches and multimedia presentations.	Final versions of addresses and other public information released by the Minister, statutory officers and senior agency officers.				Retain as State Archives
COMMUNITY RELATIONS	The function of establishing rapport with the community, and raising and maintaing the organisation's broad public profile.	Addresses	The activity of giving addresses for community relations purposes. Includes speeches and multimedia presentations.	Final versions of addressed not considered significant.	2		action completed	Destroy
COMMUNITY RELATIONS	The function of establishing rapport with the community, and raising and maintaing the organisation's broad public profile.	Addresses	The activity of giving addresses for community relations purposes. Includes speeches and multimedia presentations.	Records documenting the preparation of addresses and speeches.	2		action completed	Destroy
COMMUNITY RELATIONS	The function of establishing rapport with the community, and raising and maintaing the organisation's broad	Arrangements	The activities involved in arranging for a journey or trip.	Records documenting arrangements to support the community relations	2		action completed	Destroy

It is also recommended that you use the exact wording for the disposal actions, the options being as follows:

- Destroy
- Retain as State archives
- Retain in agency
- Transfer

This will ensure that when the CSV file is imported, the disposal statements are correctly expressed.

Unless you are experienced in using XML or have an XML editing tool, importing a disposal schedule as a CSV file is likely to be a better option.

WARNING: When you conduct an import, this will overwrite any data that is currently at the Term/Class level. Context information will however remain intact.

7. Searching for precedents

To assist informed and consistent decision-making, ORDA can be searched for existing precedents from approved disposal schedules in the system.

NB: ORDA is being populated progressively as new disposal schedules are developed. More disposal schedules will be searchable across the system over time.

A search can be conducted on specific agencies, sectors or disposal schedules as well as on Terms/Classes across approved schedules. Searching can also be conducted by using a combination of search fields:

Search for a Precedent

Keyword

Search In

RDS No.	RDS Title	Agency	Term / Class	
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Class	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Client records (Patient Travel Assistance Scheme)	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Client Records (Screening Programs)	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Client records (Inherited Diseases)	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Class	More info

Search results are presented in several ways:

- You can view the whole disposal schedule in which a matching result has been found, by clicking on the link in the “RDS Title” column.
- You can view the specific matching result within the disposal authority by clicking on the link in the “Term/Class” column.
- You can view a snapshot of the matching result within the disposal schedule by clicking on the link in the “More info” column:

Client files.

Records may include;

- Application for Assistance Form
- Finance records
- Correspondence
- Reports
- Supporting documentation
- Purchase orders & requisitions

Disposal

Disposal Action: Destroy
Disposal Custody: Destroy 7 years after action completed.

RDS No.	RDS Title	Agency	Term / Class	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Class	More info

- You can view a consolidated report of matching results by clicking on the “Report” button:


Client Name

Search for a Precedent

Keyword

Search In

RDS No.	RDS Title	Agency	Term / Class	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Class	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Client records (Patient Travel Assistance Scheme)	More info
TEST01	Testing UAT5 fixes - DHHS - Client Health Records	Department Of Health And Human Services	Client Records (Screening)	More info

In this last example, you can also export the report in different formats such as a spread sheet by clicking on the  icon and choosing your preferred format.

This is a recommended option when there is a large number of matching results as the data can then be analysed and refined further via the spread sheet.

8. Reviewing your Retention & Disposal Schedule

You can review your disposal schedule by clicking on the “Review RDS” button:

This will lead to a screen in which the body of your agency’s disposal schedule will be set out in a single table:

Review RDS

Disposal Schedule for Functional records of the Tasmanian Water Corporation

[Edit Retention & Disposal Schedule](#)

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No.	Term Title	Description	Status	Disposal Action	Disposal Justification	Comments
01.	COMPLIANCE MANAGEMENT [Top]	The function of ensuring compliance with relevant regulation to minimise breaches. Includes compliance with legislation and with national and international standards.				
01.01.	Breaches	The activities associated with failure to comply with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.				
01.01.01.		Records relating to serious breaches or failures by the Corporation resulting in significant penalties from regulatory bodies.	Permanent	Retain as State Archives		
01.01.02.		Records relating to serious asset management breaches or failures by the Corporation resulting in penalties from regulatory bodies.	Temporary	Destroy 13 years after decommissioning of asset.		

Any errors in Term/Class descriptions can be amended via this screen by clicking the icon. More substantial editing/correcting will need to be done via the Edit Disposal Retention & Disposal Schedule screen. Note there are links back to the relevant sections in the Edit screen in the “No.” column.

9. Adding Comments

As you develop your disposal schedule you can add comments against specific sections of your schedule if you wish to highlight something or seek clarification.

Comments can be added via the Edit screen by selecting the item in the tree menu (left panel) against which you wish to leave a comment and clicking “Add” in the Comments table:

Edit Retention & Disposal Schedule

- Details 5 Pending changes

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of the Tasmanian W...	Version	1
RDS Type.	Functional	Agencies	TASMANIAN WATER AND SEWERAGE CORPORATION (TASWATER)	Last Updated	02/10/2014

Change Tracking is enabled

- Retention & Disposal Schedule
- Context
- Terms/Classes
 - 01. COMPLIANCE MANAGEMENT
 - 01.01. Breaches
 - 01.01.01. Class
 - 01.01.02. Class
 - 02. CUSTOMER SERVICE
 - 02.01. Property Certification
 - 02.01.01. Class
 - 03. DEVELOPMENT AND SUBDIVISION MANAGE
 - 03.01. Assessment

Title:

Term Type:

Description:

B *I* U

The function of ensuring compliance with relevant regulation to minimise breaches. Includes compliance with legislation and with national and international standards.

"See" Reference

Reference	Authority	Term	Description
No records to display.			

Comments

Comment By	Created On	Comment	Resolved
No records to display.			

A free text field will display in which you can add your comment:

Add Comment [X]

Comment

Once you save your comment, this will be captured into the Comments table which will automatically log who added the comment, and when.

You can edit / delete your own comments, however you cannot edit / delete comments made by another user, or after you have submitted your disposal schedule to GISU.

When a comment is made, a red star will also appear against the commented item in the tree menu as a special alert for commented items:


You can also add comments via the Review screen by clicking on the  icon and adding your comment:

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No.	Term Title	Description	Status	Disposal Action	Disposal Justification	Comments
01.	COMPLIANCE MANAGEMENT [Top]	The function of ensuring compliance with relevant regulation to minimise breaches. Includes compliance with legislation and with national and international standards.				Is this an appropriate description for this function? Samantha Foster-Davies 2/10/2014
01.01.	Breaches	The activities associated with failure to comply with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.				
01.01.01.		Records relating to serious breaches or failures by the Corporation resulting in significant penalties from regulatory bodies.	Permanent	Retain as State Archives		

10. Exporting your disposal schedule

At any stage, you can export your disposal schedule in various formats, as well as export separate reports on Comments, Disposal Justifications, and Linked data:

Edit Retention & Disposal Schedule

The screenshot displays the 'Edit Retention & Disposal Schedule' interface. At the top, there is a 'Details' section with the following information:

RDS No.	0003	RDS Title.	Disposal Schedule for Functional records of the Tasmanian W...	Version	1
RDS Type.	Functional	Agencies	TASMANIAN WATER AND SEWERAGE CORPORATION (TASWATER)	Last Updated	02/10/2014

Below the details section, there are buttons for 'Review RDS', 'View All Changes', and a checked checkbox for 'Change Tracking is enabled'. To the right, there are 'Import Options' and 'Export Options' dropdown menus. The 'Export Options' menu is open, showing the following options:

- Export RDS (XML)
- Export RDS (Word)
- Export RDS (Text)
- Export Comments
- Export Disposal Just.
- Export Linking

The main content area shows a 'Comments' table with the message 'No records to display.'

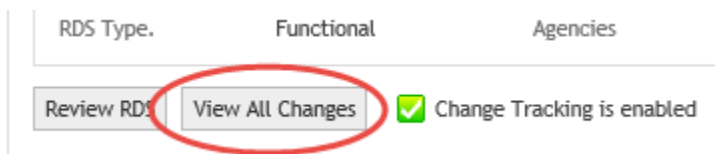
You can do this via the Edit screen by clicking the “Export Options” button and then selecting the format / report you want to export.

Selecting the “Export DA (Word)” option will produce your disposal schedule with a traditional look.

11. Submitting your disposal schedule

Once you have completed drafting your disposal schedule and you are ready to submit it to GISU for review, you will need to complete a final step, in order to enable the “Submit” button.

This step requires you to perform a review of all the changes you have made during the drafting process, and accepting those changes, prior to progressing through the workflow. To review the changes, click on the “View All Changes” button:



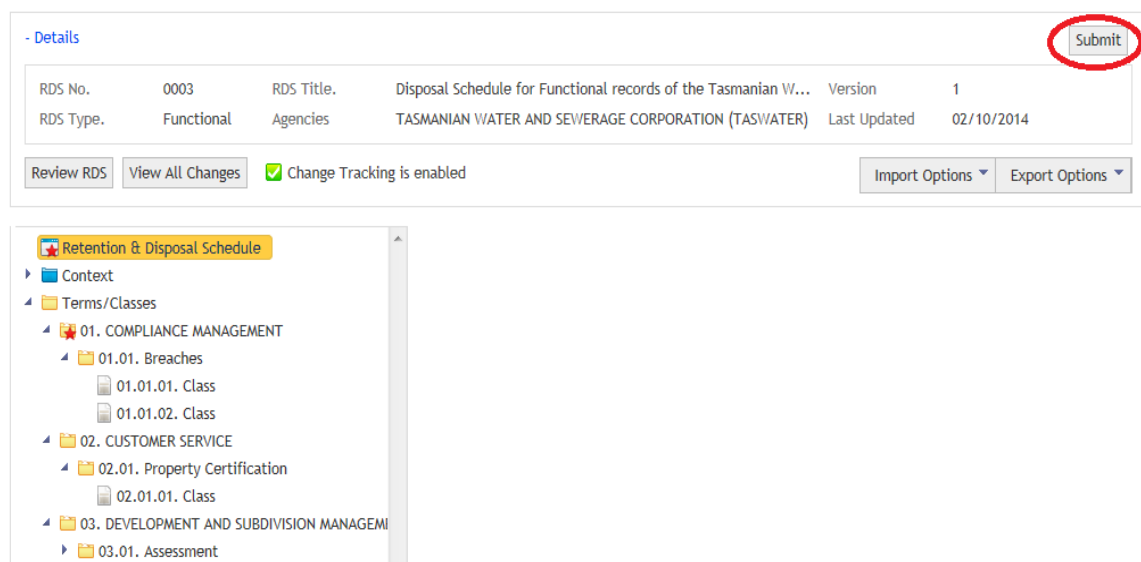
From here, you will be able to choose to “Accept All Changes” or “Reject All Changes” highlighted in their entirety, or you will be able to review each change independently, and choose to either “Accept” or “Reject” one at a time:

View Changes



This step must be completed, prior to returning to the Edit Retention & Disposal Schedule screen. Here you will notice the “Submit” button is no longer greyed out, and has been enabled. Click it to move to the workflow screen:

Edit Retention & Disposal Schedule



This will take you to the Disposal Schedule Workflow screen. Click the “Submit to GISU” button:

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Retention & Disposal Schedules', 'Search', and 'Help'. The main heading is 'Retention & Disposal Schedule Workflow'. Below this, there is a form with the following fields:

- RDS No.: 4868
- RDS Title: test
- Agencies: Ambulance Tasmania
- RDS Type: Functional
- TAHO File No.: 12345

Below these fields is a 'Review Date' field. Underneath is an 'Actions' section containing a button labeled 'Submit to GISU', which is circled in red. Below the 'Actions' section is a 'History' section with a table:

Status	Status Date	User Name	
RDS Registered	28/8/2015	Sam Foster-Davies	View RDS

Once this has been done, your disposal schedule has been submitted to GISU for review. The system will send you an email notification confirming this.

The GISU reviewer assigned to your disposal schedule will conduct their review. Whilst this process is being undertaken, you will **NOT** be able to make any updates to your disposal schedule.

As the review is conducted, the GISU reviewer will add comments to any items that need further clarification or amendment. These will be marked up against your disposal schedule (as the next version).

When the GISU review has been completed, you will receive an email notification informing you that you can log back into the system to access your reviewed disposal schedule.

In making further amendments to your disposal authority, you need only focus on those items that are identified with a red star. The red stars identify where the GISU reviewer has made comments and where something in the Term/Class will need further clarification or amendment.

In providing clarification, you can also add your own comments.

When you have addressed all matters that GISU has commented on, either by amending the sections as appropriate or by providing additional clarification, you can submit your disposal schedule again by reviewing the changes, and selecting the submit button to move through the next stage of the workflow.

Some disposal schedules may need to go through several iterations to reach a stage of finalisation, depending on the number of functions and level of complexity.

Once the GISU reviewer is satisfied that the disposal schedule is ready to be submitted to the Manager – GISU for independent review, the GISU reviewer will progress this through the system’s workflow.

If the Manager – GISU requests that further changes be made to the schedule, GISU will identify these sections via ORDA and you will receive a further email notification to log into the system and address these items. Again, such items will be identified with a red star so you only need focus on these. After amending your schedule, you will need to submit it as previously.

Upon completion, the next stage in the workflow is for your disposal schedule to be submitted to the State Archivist for approval. Again, if further amendments are required, the schedule will be returned to you for updating. Alternatively, the State Archivist will officially authorise the schedule in the ORDA system, and you will receive an email confirming that your disposal schedule has received legal sanction, and will be published to the GISU website in due course.

Typically, once your disposal schedule is approved by the State Archivist, your access to ORDA will be deactivated.

When it comes time for your disposal schedule to be reviewed (typically 5 years from the date of approval unless business need dictates an earlier review) there will be an option to use the existing disposal schedule within ORDA as the basis to make further amendments if required, OR to use a blank template.

12. Troubleshooting

If you cannot connect to ORDA, please contact the GISU officer assigned to review your disposal schedule.

If you experience difficulty in exporting the Word version of your disposal schedule, this will invariably be due to text in the (Context / Term / Class) Description fields containing formatting errors. Formatting errors can occur if text has been directly pasted into these fields from existing documentation (e.g. Word or PDF documents outside of ORDA). *GISU strongly recommends that this practice not be undertaken.* Please refer to the end of Section 5 in this document for advice on pasting text from plain text files.

When text in a Description field does contain a formatting error, an error message will be displayed on screen when exporting the Word version of the disposal schedule.

This message will identify what section of the disposal schedule contains the error and provides a “View” link to navigate straight to that section. Formatting errors are often self-evident. The Description text in this section should be removed. The text for this field should then be typed directly into ORDA and any formatting applied via the rich text options available in ORDA. This will ensure formatting errors are corrected and that the Word version can be exported properly.

Should you experience any difficulties using ORDA at any stage, please contact the GISU officer assigned to your disposal schedule.

