

## 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 4.1 – Custom disposal and custody

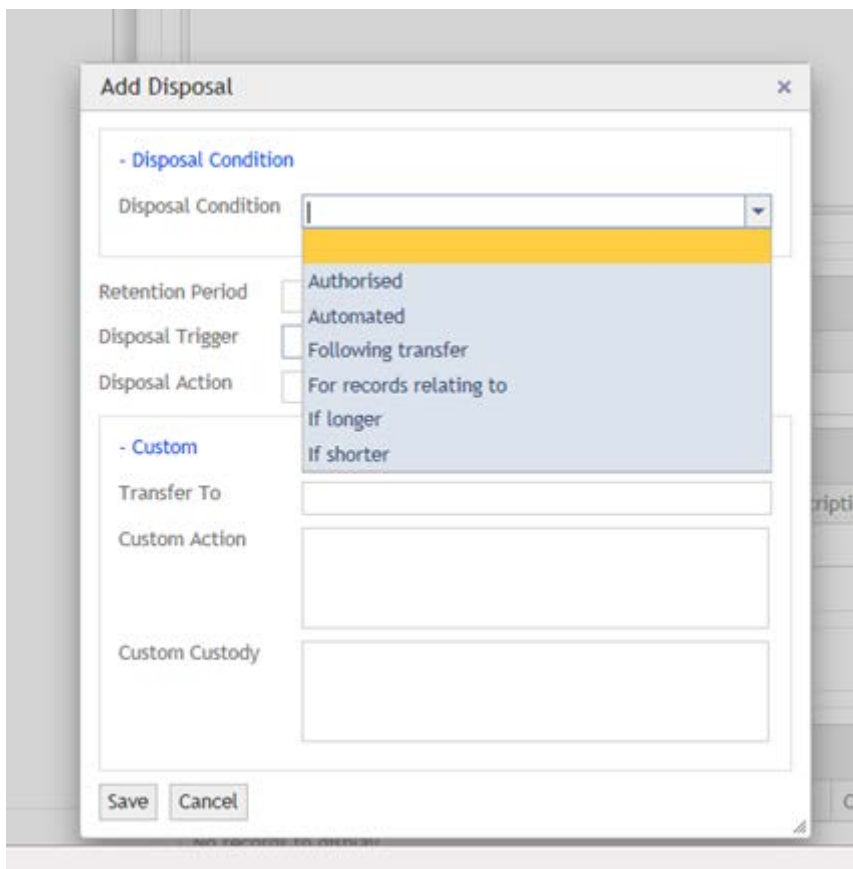
In the majority of cases, the disposal table will only require the retention period, trigger and action to be defined. There may be occasions, however, when you may need to customise disposal to suit specific circumstances. You can define a more customised disposal with the use of the "Disposal Condition" and "Custom" options by expanding the '+' signs next to the [+ Disposal Condition](#), and [+ Custom](#) links respectively:

The screenshot shows the 'Add Disposal' dialog box. The 'Disposal Condition' dropdown is circled in red. The '- Custom' link is also circled in red. The dialog includes fields for Retention Period, Disposal Trigger, and Disposal Action. Below these are sections for Disposal Condition, Custom (with Transfer To, Custom Action, and Custom Custody fields), and Custom Custody. Save and Cancel buttons are at the bottom.

The **Disposal Condition** option allows for context-based disposals to be added describing non-typical situations. It may then be appropriate to add multiple disposals for a given disposal class to address each situation, eg:

- For records relating to asbestosis claims, retain for 75 years and then destroy.
- For records relating to all other claims, retain for 10 years and then destroy.

The disposal condition drop down menu provides a list of generic conditions (although you can also add your own specific condition using free text):



A Custom disposal can be used in three ways:

**Transfer to:** in situations in which records are transferred to a third party once the retention period has expired (e.g. transfer to the Commonwealth government), with the receiving agency be stated in the 'Transfer To' field. **NB:** This should NOT be used when the transfer of State archives will be made to TAHO.

**Custom Action:** If the records are subject to a disposal action not listed in the disposal action (pre-filled) menu, a customised action can be entered in the 'Custom Action' field.

**Custom Custody:** 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 creating/controlling agency (e.g under authorised Place of Deposit arrangements).

These additional elements can also allow for chained disposal events to be specified, eg:

- Retain onsite 3 months after action completed, then transfer to offsite storage.
- Retain offsite 5 years then destroy.

**However**, complex chained disposals may be counter-productive for the purposes of authorising a disposal schedule. This sort of “value adding” may be best left to the agency as part of their internal implementation of overarching disposal recommendations.

TAHO recommends consultation with the GISU reviewer assigned to your schedule to clarify any requirements in this area.

## 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.

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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.

## 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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