

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 6.3 – Authorisation


The final step in the ORDA workflow is to submit the disposal schedule to the State Archivist so that its approval can be legally sanctioned. Typically, the GISU Manager reviews the schedule, and navigates to the workflow screen in order to click the "Submit to State Archivist" button.

If the State Archivist requires revisions to the disposal schedule, comments may be added, and the "State Archivist requires revisions" button will be selected. ORDA will then return the schedule to the responsible GISU reviewer:


Agencies	Tasmanian Water And Sewerage Corporation Trading As Taswater		
RDS Type	Functional		
TAHO File No.	FOL/14/123		
Review Date			
Status Date	04/11/2014 		
Actions	<input checked="" type="button" value="State Archivist Require Revisions"/> <input type="button" value="State Archivist Approves"/>		
History			
Status	Status Date	User Name	

An email notification will be generated for the GISU reviewer, advising the schedule requires further revision. This leads to three options:

- The GISU reviewer can make any minor adjustments and resubmit back to the State Archivist for approval ("Submit to State Archivist" button);
- The GISU reviewer can make adjustments and submit to the GISU Manager for endorsement ("Submit to GISU Mgr" button); or
- If the disposal schedule has not been thoroughly resolved, the GISU reviewer can re-submit to the Agency editor for additional amendment, etc. The Agency editor will update, and submit back to the GISU reviewer, and the reviewer then can submit directly to the State Archivist for final approval:

RDS Title	Testing manual entry - Tasmanian Water and Sewerage Corporation
Agencies	Tasmanian Water And Sewerage Corporation Trading As Taswater
RDS Type	Functional
TAHO File No.	FOL/14/123
<hr/>	
Review Date	
Status Date	<input type="text" value="04/11/2014"/> 
<hr/>	
Admin Options	<input type="text" value=""/> 
Actions	<input type="button" value="GRK Requires Revision"/> <input type="button" value="Submit to GRK Mgr"/> <input type="button" value="Submit Direct To State Archivist"/>

If (or once) the State Archivist does not require any further revisions to made, the “State Archivist approves” button is selected:

Agencies	Tasmanian Water And Sewerage Corporation Trading As Taswater
RDS Type	Functional
TAHO File No.	FOL/14/123
<hr/>	
Review Date	
Status Date	<input type="text" value="04/11/2014"/> 
<hr/>	
Actions	<input type="button" value="State Archivist Require Revisions"/> <input type="button" value="State Archivist Approves"/>

This then completes the workflow process – the disposal schedule is now legally approved, an email confirming same is sent to the Agency editor (cc GISU reviewer):

From: GISU@education.tas.gov.au [mailto:GISU@education.tas.gov.au]
Sent: Tuesday, 25 November 2014 8:51 AM
To: samara.mcilroy@acrodata.com.au
Cc: Foster-Davies, Sam (DoE)
Subject: Your Retention & Disposal Schedule TEST01 has been issued by the State Archivist

Dear Sam,

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in [name of schedule] in accordance with the procedures specified therein.

The schedule may now be actively used for agency recordkeeping disposal, and will be published to the Government Information Strategy Unit website in due course.

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

Ross Latham
State Archivist | Manager Tasmanian Archive & Heritage Office | LINC Tasmania
91 Murray Street | Hobart | Tasmania 7000
Ph (03) 6165 5581 | GISU@education.tas.gov.au
www.linc.tas.gov.au



The responsible GISU reviewer may then make arrangements for export and publication of the authorised disposal schedule on the GISU website.

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