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 3.7 – 'See' referencing

The 'See' Reference allows cross-referencing to Terms/Classes within a General Disposal Schedule (e.g DA2157) or a customised cross-reference, either internally to another section of the schedule, or externally to another source (e.g. another functional disposal schedule in use by the agency).

This is typically used at the **Term** level (Function or Activity), when a cross-reference is preferential to repeating information in another existing schedule.

*It is **not** recommended that it be used at the **Class** level, despite being provided within the Optional elements there.*

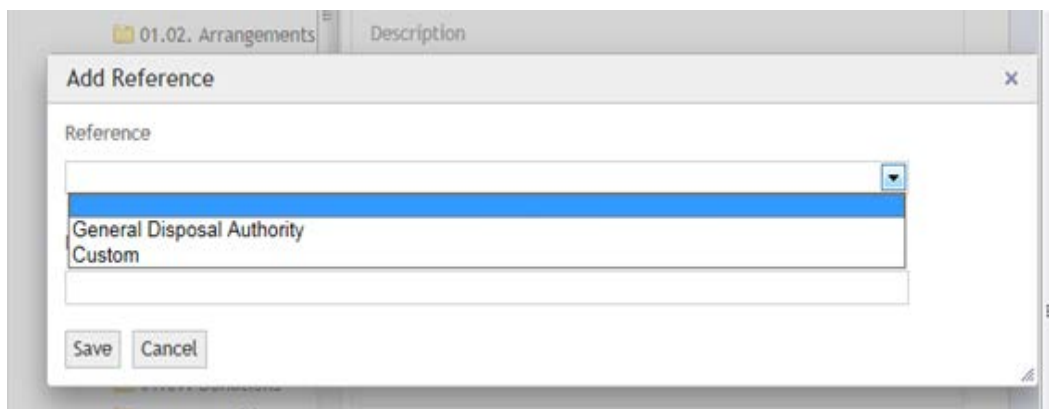To use the 'See' Reference, click the "Add" button:

Select whether you will be using a cross reference to a General Disposal Schedule or a custom reference:

If a General Disposal Schedule is selected, choose the specific RDS you wish to cross-reference from the schedules available in the drop down list. (Note only 'authorised' schedules will be available from the list populated):
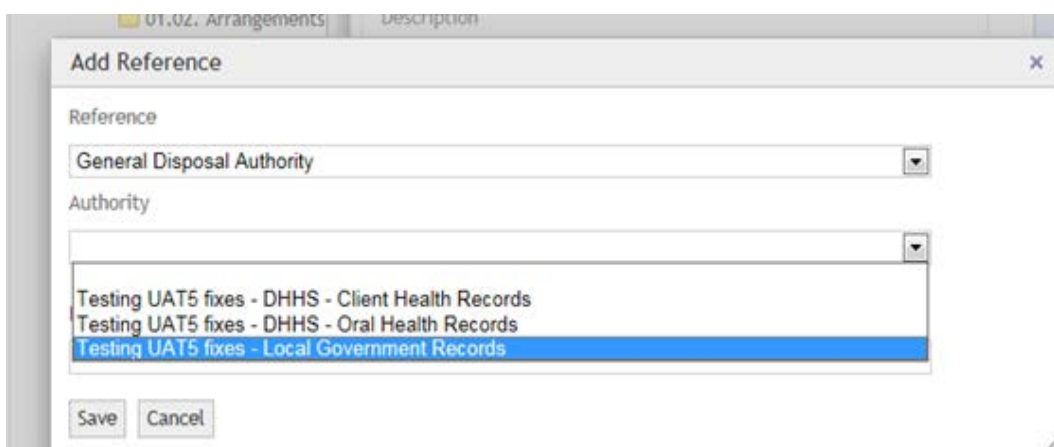
The table will update, and the Term field will become available. Select the Term/Class you wish to create the reference to from the available drop-down menu:
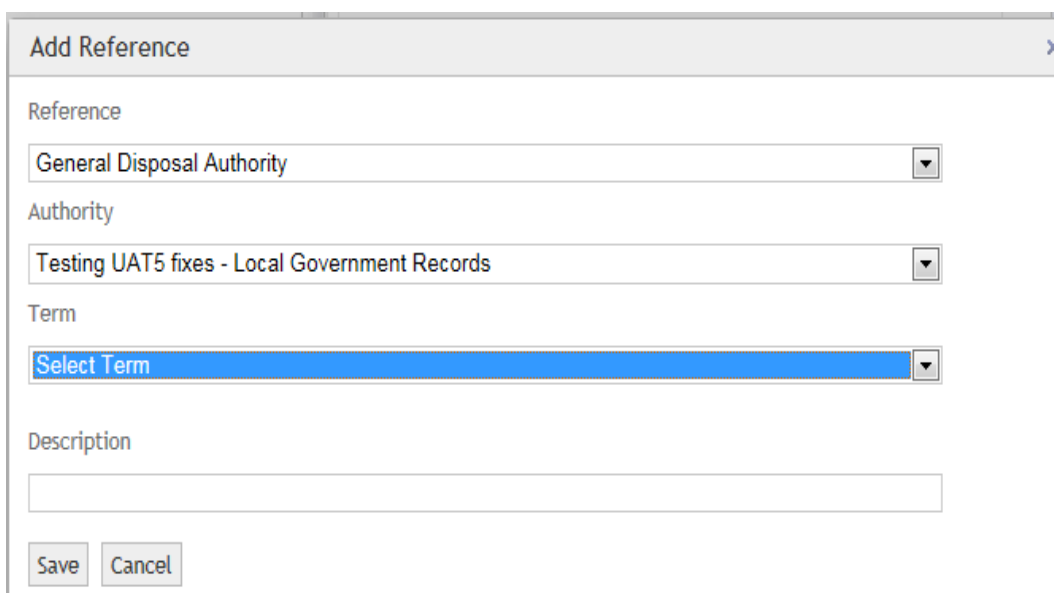
Additional free text can be added within the Description field if required, to further contextualise the cross reference:

Click the "Save" button and the 'See' Reference action has been completed. This reference can be edited or deleted as required:

Any 'See' References will be placed in the Term description field when viewed in the review screen:

Similarly, the cross reference will also be viewable when the disposal schedule is exported as a Word document.

If a **custom** cross reference is chosen, the fields are purely free text:

As before, this will display in the 'review RDS screen' (or Word export) as follows:

| 01.05. | Committees | The activities associated with the management of committees and task forces (internal, external, local, private, state, Commonwealth etc). Includes the committee's establishment, appointment of members, terms of reference, prcoeedings, minutes, reports, agenda, etc.

Note: this activity does not include committees that support core functions of the agency which should be included in an agency specific disposal schedule.

See 16.3.0 Strategic Management - Committees for Senior Management Committees, Steering Committees, Audit Committees. | | | | |

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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Ross Latham
State Archivist