

## **ORDA Quick Tips Library**

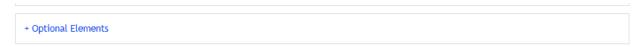
ORDA is a secure, web-based system to manage the drafting and submission of your agency's Retention and Disposal Schedule.

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.

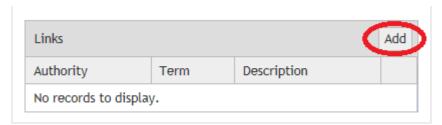
## **OQT 3.8 – Linking between schedule releases**

At the Class level, there is an additional table titled optional elements found under the disposal table:



One of the optional elements located here is the linking table. Using this, you can link to another record class in another schedule. The intent behind this functionality is that when a disposal schedule is superseded (and it's useful or necessary to track changes in disposal recommendations against the new schedule), the linking function will allow such changes to be tracked.

Click on the "Add" button on the Links table:

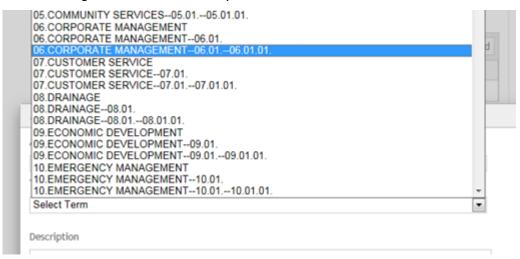


and choose the disposal schedule to be linked to. (This action will populate the Term field drop down menu with the appropriate data from the schedule selected):





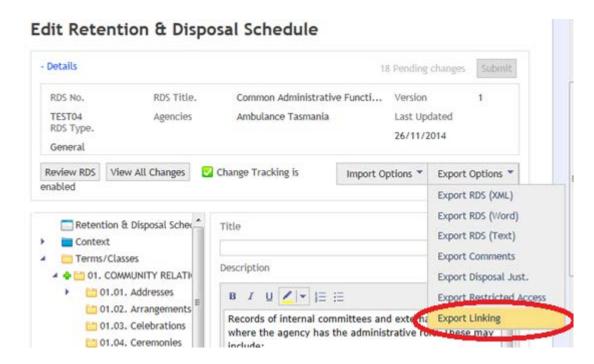
Select the terms/classes being linked to from the drop down menu:



Select "Save" and the link displays in the Link table:



Under the export menu, you can then select the linking report (Export Linking) as an export option, which provides a table of superseded terms/classes against revised terms/classes:



This table is particularly useful when mapping previously sentenced legacy records, or potentially when developing scripts to remap disposal and retention references loaded into EDRMS systems.

Note that this functionality will not typically be available until the ORDA system is more fully populated with disposal schedules, and existing schedules become superseded by updated versions.

Please review Quick Tip 1.3 Preparation – Mapping relationships to existing schedule structures for additional information on options available to agencies for mapping to superseded schedules in the interim period.

#### **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;	Updated Unit name and email address		
Introduction			
Resources		Removed hyperlinks and updated to reflect revised tools	

Issued: August 2015

Ross Latham State Archivist