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 1.1 – Preliminary requirements

Prior to obtaining access to the Online Retention & Disposal Application (ORDA), agencies are required to provide evidence of business analysis undertaken in preparation for the development of a functional Retention and Disposal Schedule (R&DS). The development undertaken in ORDA is the fourth stage in the process. Certain criteria must be met prior to the drafting of the R&DS structure within the ORDA environment.

RDS development methodology:

Stage 1	**Template 1** - *Notification of Intention to Develop a Retention and Disposal Schedule* completed and submitted by the agency:
	• Intent – records the R&DS is to cover
	• Names, positions and contact details of staff/consultants developing the R&DS
	• Proposed timeframe (approximate)
	At this stage a GISU staff member will be allocated and it will be entered into the GISU workplan.
	GISU staff member to make contact with the agency.
	It is strongly recommended that agency personnel responsible for schedule development attend TAHO's training "*Developing a Functional Disposal Schedule*". See the training program on the GISU website[1]
Stage 2	**Template 2** *Background Information* provided for completion/submission by the agency:
	• Legislation check – Legislative standards and directives
	• Information Asset Register
	This will be reviewed by allocated GISU reviewer.
Stage 3	**Template 3** *Functions and Activities* provided for completion/submission by the agency:
	• List of Functions/Top level with brief scope notes
	• Activities/second level with brief scope notes
	This will be reviewed by allocated GISU reviewer, and access to ORDA will be provided once this work is approved.
Stage 4	Development of R&DS in **ORDA** is undertaken.
	Submit to TAHO for review and approval.
	(You may elect to submit one function at a time or the whole R&DS).

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[1] http://www.linc.tas.gov.au/global/govtrecordkeeping/services/trainingevents

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Pre-ORDA Checklist

Step	Action	Description	Complete
1	**Notification (Agency)**	Agency submits **Template 1** - *Notification of Intention to Develop a Retention and Disposal Schedule* form to TAHO (GISU@education.tas.gov.au)	☐
2	**Administration (GISU)**	TRIM files - creation requested. Notification saved to TRIM 'development' file.	☐
3	**Allocation (GISU)**	Review of intent, timeframe, etc. GISU reviewer allocated and schedule project added to work plan.	☐
4	**Response – *Background Information* (GISU)**	GISU reviewer emails **Template 2** *Background Information* to agency (Request for Info asset register, legislation check)	☐
5	**Background Information Submission (Agency)**	Agency submits requested documentation for assessment.	☐
6	**Assessment (GISU)**	Documents saved to TRIM 'development' file. Review of legislation check, and Information Asset Register by GISU reviewer.	☐
7	**Response – *Function/Activity list* (GISU)**	GISU reviewer emails **Template 3** *Functions and Activities* to agency (Request for Function/Activity list and scope notes)	☐
8	**Function/Activity Submission (Agency)**	Agency submits requested documentation for assessment.	☐
9	**Assessment (GISU)**	Documents saved to TRIM 'development' file. Review of Functions/Activity list and scope notes by GISU reviewer. Comments provided to agency for clarification etc, as necessary.	☐
10	**Approval (GISU)**	GISU approves draft commencement and confirms to agency. Link provided to ORDA user manual documentation and Quick Tip library on GISU website.	☐
11	**Internal Administration (GISU)**	GISU reviewer: • Checks agency registration in Archives One (or creates) • Notes TA number, and function from Archives One • Creates RDS number in Archives One • Requests ORDA Admin perform check (and creation if required) of agency, user accounts and RDS registration in ORDA	☐
12	**Access granted (GISU)**	Agency, user account and schedule registration complete. ORDA notification emails sent. Drafting may commence.	☐

Notification of intention to develop a Retention & Disposal Schedule (Template 1)

Name of Agency:
Records covered under this Schedule: (eg all records for agency, or if coverage only for a section of the agency or a series of records)
Name and contact details for staff member working on the development of the Schedule (Agency Editor in ORDA): Name: Email address: Contact number:
Name and contact details for consultant working on the development of the Schedule (if applicable): Name: Email address: Contact number:
Proposed time frame for development (e.g. year, financial year):

Please email this completed form to GISU@education.tas.gov.au

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
Superseded on 12 August 2025	August 2025	Sally Murdoch	Superseded by Disposal FAQ5: Disposal Schedule conventions	All
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 2025

Ross Latham
State Archivist