

Retention and Disposal Authority for Records of the Surveyor-General

Authority number: PROS 07/08 VAR 1



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**Retention and Disposal Authority for Records of
the Surveyor-General**

Issued Date: 22/09/2017

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Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of the Surveyor-General

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of the Retention and Disposal Authority for Records of the Surveyor-General, issued as Public Record Office Standard (PROS) 07/08 on 19/10/2007, as follows:

Extension of the application of this Authority until varied or revoked

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 22/09/2017

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Retention and Disposal Authority for Records of the Surveyor-General

Retention and Disposal Authority No	PROS 07/08 VAR 1
Scope	This retention and disposal authority covers records documenting the function of managing crown (government) land through land, cadastre and survey administration including the registration of surveyors.
Status	Issued by Keeper
Issue Date	22/09/2017

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List of Functions and Activities covered

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Concurrence of Public Office

This Authority has the concurrence of:

Name: John E Tulloch

Position: Surveyor General of Victoria

Date: 10/10/2007

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Environment, Land, Water and Planning. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

Justine Heazlewood, Keeper of Public Records

Date of Issue: 19/10/2007

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No	Function/Activity	Description	Status	Disposal Action
1	REGISTRATION OF LICENSED SURVEYORS	The registration of licensed surveyors who perform cadastral surveys within the State of Victoria as required by the <i>Surveying Act 2004</i> and is administered by the Surveyors Registration Board of Victoria (SRBV).		
1.1	Registration of Licensed Surveyors - Summary Management	The summary management by the SRBV of Licensed Surveyors who perform cadastral surveys in Victoria. This is achieved by SRBV maintaining the Register of Licensed Surveyors. This Register also maintains details of surveyors who have been audited.	Permanent	Retain as State archives
1.2	Applications for Registration	Applications and supporting correspondence received by SRBV from cadastral surveyors applying to be registered within Victoria.	Temporary	Destroy 7 years after application processed.
2	CROWN LAND SURVEY	Survey of Crown Land parcels. Survey can be for various purposes such as: <ul style="list-style-type: none"> • Alienation of Crown Land (Crown Grant) and leasing and licensing of Crown Land. • Definition of new Government Roads, Crown Land Reserves and State and National Park boundaries. 		
2.1	Survey of Crown Land	Survey and production of plans defining Crown Land parcels that will facilitate dealings for all Government agencies and authorities. Includes the survey of Crown Land parcels that are to be alienated from the Crown and the survey of parcels that is to remain property of the Crown but is surveyed for change status purposes such as for the creation of roads or	Permanent	Retain as State archives

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<i>CROWN LAND SURVEY</i>				
		<p>railways.</p> <p>Includes survey plans, field books, survey notes and other records created during the survey process.</p> <p>[For the registration of survey plans, see 3.2.0]</p>		
2.2	Certified Title Plans	<p>The production of certified plans signed by the Surveyor-General that show:</p> <ul style="list-style-type: none"> • dimensions of Crown Grants, or • individual parcel dimensions for two or more allotments that were part of a consolidated Crown Grant. <p>These plans form part of the Freehold Land Title Register [see class 2.1.0 of the <i>Retention and Disposal Authority for Records of Land Registry</i>].</p> <p>[For the registration of Certified Title Plans, see class 2.1.0 of the <i>Retention and Disposal Authority for Records of Land Registry</i>.]</p>	Permanent	Retain as State archives
2.3	Legislation (LEGL./) Plans	<p>The production of plans in support of an Act of Parliament that can facilitate the change status of Crown Land. These include permanent changes to land status e.g. Creation of Government Roads, freeways, reserves, State and National Parks etc. or for temporary changes to land status and/or for specific purposes and designated periods e.g. Australian Formula One Grand Prix or Melbourne 2006 Commonwealth Games etc. These plans define land boundaries and use.</p>	Permanent	Retain as State archives

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<i>CROWN LAND REGISTRY</i>				
		[For the registration of Legislation Plans, see 3.2.0]		
3	CROWN LAND REGISTRY	The receipt, creation and management of status information regarding Crown Land. Includes management of status information for Crown land that is held within the Central Plan Office (CPO).		
3.1	Summary Management of Crown Land Status (Crown Register)	The capture of information about the status and status history of Crown Land e.g. Unreserved Crown Land, Reserved Crown Land, Government Road, Vested to a Government Authority, excisions, revocations and road closures.	Permanent	Retain as State archives
3.2	Registration and Management of Lodged Plans at Central Plan Office	The receipt and registration of plans that: <ul style="list-style-type: none"> • define the boundaries and descriptors of Crown Land, or • support legislation, or • accompany Government Gazette notices, and require ongoing management as a public document. Includes Crown Land Survey Plans, Government Gazette Plans and Legislation Plans.	Permanent	Retain as State archives
3.3	Historical Data Sets	Historical plans and surveys produced during the process of the administration of land settlement and recording the division of the state into a number of geographical areas. These plans were amended over time to show the continual break up and changes to	Permanent	Retain as State archives

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<i>MANAGEMENT OF PERMANENT SURVEY MARKS</i>				
		<p>Crown Land. They however have not been used for this purpose since 1999. Also referred to as "Put-Away" Plans.</p> <p>Examples of Historical Datasets that have been created include:</p> <ul style="list-style-type: none"> • County, Parish, Township Plans and Charts. • Goldfields Gippsland & River Survey Plans. • "Sydney" Plans (i.e. Plans prepared prior to the separation from New South Wales. • Plans and Field Books of Robert Hoddle, Surveyor in Charge, Port Phillip District, 1837 1851, Surveyor-General, 1851 1853. 		
4	MANAGEMENT OF PERMANENT SURVEY MARKS	<p>The establishment and maintenance of a network of permanent survey marks across the State of Victoria under the <i>Survey Co-ordination Act</i> 1958. Permanent survey marks form a network of physical survey points which can be coordinated into a national mapping datum and can be used for other reference work e.g. defining the boundaries of land, subdivisions, placement of infrastructure etc.</p> <p>Includes the management of permanent survey mark information that is held within the Central Plan Office.</p>		
4.1	Registration of New Permanent Survey Marks	The receipt, registration and numbering of new survey marks as part of the permanent survey mark network. Includes the preparation of original permanent mark sketch plans that define the location	Permanent	Retain as State archives

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MANAGEMENT OF PERMANENT SURVEY MARKS

		of new (or altered) permanent survey marks.		
4.2	Maintenance of Permanent Survey Marks	The receipt and registration of updated survey information for permanent survey marks where the original defining features no longer exist and require replacement, or where an error is found in the recorded location of a mark.	Permanent	Retain as State archives