



State Records Act 1997

Operational Records Disposal Schedule

**The Surveyors Board of South Australia (and
predecessor agencies)**

RDS 2012/02 Version 1

Effective Date: 18 December 2012 to 30 June 2023

Approved Date: 18 December 2012

Approved by SRC



The Surveyors Board of South Australia (and predecessor agencies)

Table of Contents

Preamble.....5

- Purpose of the Schedule5
- Application of the Schedule.....5
- Authorisation by State Records.....5
- State Records’ Contact Information5

Disposal of Official Records6

- Legislation6
- Functions of the Schedule.....6
- Using the Schedule6
 - Layout7
 - Retention Period of the Record7
- Custody and Transfer of the Record8
 - Permanent Records8
 - Temporary Records8
- Destruction of Records.....9
- Review9

Context Statement10

- Context of the Agency Covered by the Schedule.....10
 - The Surveyors Board of South Australia (and predecessor agencies) History and Background.....10
 - The Surveyors Board of South Australia (and predecessor agencies) Role and Function14
 - The Surveyors Board of South Australia (and predecessor agencies) Structure Description.....15
 - Predecessor Agencies16
 - Successor Agencies.....16
 - Legislation.....16
- Context of the Records Covered by the Schedule16
 - Coverage of RDS 2012/0216
 - Related Series Affected by RDS 2012/0217
 - Complementary Schedules to RDS 2012/02.....17
 - Existing Disposal Schedules Superseded by RDS 2012/02.....17



The Surveyors Board of South Australia (and predecessor agencies)

Records Structure within The Surveyors Board of South Australia (and predecessor agencies) 17

Broad Description and Purpose of the Records 17

Functions and Activities Documented by the Records 18

Arrangement of the Records 19

Agency Creating the Records 19

Agency Owning or Controlling the Records..... 19

Date Range of the Records..... 19

Volume of the Records..... 19

Special Custody Requirements 19

Special Storage Requirements..... 19

Issues Not Mentioned Previously 20

Comments Regarding Disposal Recommendations..... 20

 Permanent Records Rationale 20

 Temporary Records Rationale 21

 Other Disposal Considerations..... 21

 Disposal Recommendation Effect on Related Records..... 21

 Alternative Record Formats..... 21

 Impact on Native Title Claims..... 21

Indigenous Considerations..... 21

Scope Note 23

 Records Covered by this Schedule 23

 How to Apply this Schedule..... 23

 Use in conjunction with GDS..... 23

 Use in conjunction with, or complementary to, other RDS 23

 Other RDS superseded by RDS 2012/02..... 23

 Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded 23

 Records excluded from RDS 2012/02..... 24

 Application to records in all formats 24

 Interpretation of the Schedule 24

 Minimum retention periods..... 24

 Acronyms 24

 Definitions of terms specific to RDS 2012/02 24

 Legal Deposit 24

 Records and Litigation..... 25



The Surveyors Board of South Australia (and predecessor agencies)

Pre-1901 Records25

List of Functions and Activities26

Index to Operational Records Disposal Schedule35

© 2012 - 2023 Government of South Australia

This Operational Records Disposal Schedule may be copied for use by South Australian Government Agencies and Local Government Authorities and for reasonable study, research purposes and any use as permitted under the *Copyright Act 1968*. No part of this Operational Records Disposal Schedule may be reproduced or distributed for profit or gain or for any other purpose without the written permission of the Manager [Director] of State Records of South Australia.

The Terms and Scope Notes in the Schedule Body may include terms and relationships that have been taken from *Keyword AAA: A Thesaurus of General Terms* (© State Records Authority of New South Wales, 1995 and 1998), and are reproduced under a licence agreement between State Records of South Australia and the State Records Authority of New South Wales.

Approved by SRAC



The Surveyors Board of South Australia (and predecessor agencies)

Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

The Surveyors Board of South Australia (and predecessor agencies)

Approved Date: 18 December 2012

Effective Date: 18 December 2012 to 30 June 2023

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

State Records of South Australia

GPO Box 2343
ADELAIDE
South Australia 5001
Email: StateRecordCouncil@sa.gov.au

Ph: +61 8 204 8791
Fax: +61 8 204 8777
DX: 467 Adelaide

Chair, State Records Council

Director, State Records



The Surveyors Board of South Australia (and predecessor agencies)

Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by The Surveyors Board of South Australia (and predecessor agencies), the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from The Surveyors Board of South Australia (and predecessor agencies) to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



The Surveyors Board of South Australia (and predecessor agencies)

Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
 - Activities and/or processes have two-level numbers (*e.g.* 1.1)
 - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (*e.g.* **REGULATING PROFESSIONAL PRACTICE**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Registration and Licensing**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of assuring quality in the surveying profession, through regulating qualifications, ensuring surveyors are registered and/or licensed, and conducting investigations.**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The activities associated with registering and licensing surveyors to operate in South Australia. Includes assessment of prescribed projects and the endorsement of individuals who want to practice in the fields of aerial, engineering, geodetic, hydrographic and mine surveying.*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of The Surveyors Board of South Australia (and



The Surveyors Board of South Australia (and predecessor agencies)

predecessor agencies). Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and The Surveyors Board of South Australia (and predecessor agencies) may extend the retention period of the record if it considers there is an administrative need to do so. Where The Surveyors Board of South Australia (and predecessor agencies) wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in ***Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)***. The Surveyors Board of South Australia (and predecessor agencies) needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. The Surveyors Board of South Australia (and predecessor agencies) needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.



The Surveyors Board of South Australia (and predecessor agencies)

Destruction of Records

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.

When official records, in The Surveyors Board of South Australia (and predecessor agencies)'s custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an Intention to Destroy Records Report. This form is available on the State Records' website (www.archives.sa.gov.au).

The Surveyors Board of South Australia (and predecessor agencies) must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

The Surveyors Board of South Australia (and predecessor agencies) should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records' disposal schedules apply for a period of ten years. Either The Surveyors Board of South Australia (and predecessor agencies) or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



The Surveyors Board of South Australia (and predecessor agencies)

Context Statement

Context of the Agency Covered by the Schedule

The Surveyors Board of South Australia (and predecessor agencies) History and Background

From the time of South Australian settlement Crown Land boundary surveys were carried out by officers of the Survey Department of the Commissioners of Crown Lands from settlement. Once land had been alienated (freeholded) from the Crown, the Government surveyors had no role in its subdivision and transfer. South Australian legislation had been muted, on the question of cadastral surveying. The first legal requirements for survey and monumenting of freehold land was ushered in by *Legislative Ordinance No.11 of 1849*. But the Ordinance was silent on the status and qualifications of the person preparing such a plan.

Such activity was the prerogative of private citizens who would have described themselves as “surveyors”. In the 1850s a number of factors led the colonial Government to consider the necessity for the licensing of cadastral surveyors in South Australia. Among these causes was a reluctance to increase the surveyor establishment of the Commissioners for Crown Lands.¹

The private citizen surveyors were able to apply successfully to the Surveyor-General for licensing under the *Licensed Surveyors Act 1859*. The Act, through the requirements of Clause 4 that ‘...Surveyors applying to be licensed, for the purposes of this Act, shall submit to an examination by the Surveyor-General..’ ensured a reasonable level of competence in a person so licensed.” “Licensed Surveyors were not permitted to carry out surveys under the *Real Property Act 1861*, unless they were specially authorised by the Surveyor-General – it was apparently considered that surveying for title to lands required extra skills. The potential importance of this extra qualification was not lost on some surveyors and, by the end of 1863, 20 had been authorised (Tieline 1981)²”.

In December 1882, Surveyors in SA formed themselves into an Institute - the South Australia Institute of Surveyors - to raise the public esteem of surveyors. The first Chairman was Charles Todd. On Monday October 20, 1884 they waited on the Commissioner of Crown Lands to ask that some alteration might be made in the Act. They asked for a Board of Examiners to issue licences instead of this being entirely in the hands of one man (at the time, Mr G. W. Goyder, Surveyor-General) where it had been

¹ Toms, K.N., Grant, D.M., Williamson, I.P: The South Australian Cadastral System p99 in *The Australian Surveyor*, June 1986, Vol 33 No.2

² *ibid* p100



The Surveyors Board of South Australia (and predecessor agencies)

since 1857. This alteration would follow the approach taken in New South Wales and Victoria. It was also proposed to issue one licence for all kinds of surveys.³

The new Bill was introduced in October 1885. It contained a proposal to appoint a Board of Examiners who would recommend the issuing of Surveyors' licences, and to recognise the licence of a surveyor from one of the other colonies.⁴

Office of the Board of Examiners for Surveyors

The *Licensed Surveyors Act 1886*, which repealed the *Licensed Surveyors Act 1859*, established the Office of the Board of Examiners for Surveyors. In accordance with the legislation the Governor appointed the Surveyor-General and four other persons to be a Board of Examiners. Three of the members of the Board were to be members of the then South Australian Institute of Surveyors Incorporated. The Board was responsible for:

- holding examinations for persons to become qualified as surveyors and issuing certificates to those that passed
- issuing certificates to persons already legally licensed as a surveyor in any part of the world
- requesting the revocation of licenses by the Commissioner of Crown Lands and Immigration of those surveyors found to be guilty of misconduct in connection with any survey.

Surveyors Board of South Australia

The *Surveyors Act 1935* established the Surveyors Board of South Australia (SA). The Board consisted of the Surveyor-General, three members appointed by the Governor on the nomination of the South Australian Institute of Surveyors Incorporated and two members appointed by the Governor on the nomination of the Surveyor-General. The members of the Board of Examiners for Surveyors holding office at the commencement of the 1935 Act were, without further appointment, the first members of the Surveyors Board of SA. The Surveyor-General was the *ex officio* chairman of the Board.

Like its predecessor, the Surveyors Board of SA was responsible for conducting examinations, issuing certificates of competency, licensing surveyors and cancelling or suspending licenses in instances of misconduct. The Board was also required to keep a public register of persons licensed under the 1935 Act.

The relationship with the Office of the Surveyor-General continued with the Surveyor-General having a permanent position on the Board, and surveyor competence issues referred to the Board for investigation, action and resolution.

³ Advertiser, October 21 1884

⁴ South Australian Register, Adelaide 24 October 1885



The Surveyors Board of South Australia (and predecessor agencies)

Surveyors Board of South Australia 1975

The *Surveyors Act 1975* again established a Board entitled the Surveyors Board of South Australia (SA). In this instance the Board was made a body corporate and was to consist of the Surveyor-General and six other members appointed by the Governor, of whom:

- three were registered surveyors, at least two of whom were nominated by the South Australia Division of the Institution of Surveyors Australia
- two were registered surveyors, at least one of whom was nominated by the Surveyor-General and
- one was a registered surveyor engaged in the teaching of surveying at an institution of tertiary education in the State, nominated by the South Australia Division.

The 1975 Act also allowed for the Governor, subject to and in accordance with, the *Public Service Act*, to appoint a person to be Registrar of the Board.

In accordance with the 1975 Act the Board was responsible for registration, keeping a public register, issuing certificates of registration, investigating the conduct of surveyors, and suspending registrations.

Surveyors Board of South Australia 1992

The current legislation, the *Survey Act 1992 (Survey Act)*, outlines responsibilities for the Institution of Surveyors, Australia, South Australia Division Incorporated, including:

- exercising a general oversight over the professional practice of surveyors and
- monitoring the standards of surveyor courses of instruction and training.

In accordance with section 11 of the *Survey Act*, the Institution of Surveyors, Australia, SA Division Inc is required (after consulting with the Minister) to:

- establish the position of Registrar
- establish and maintain a register of surveyors
- make administrative arrangements for receiving, considering and investigating complaints against surveyors.

In accordance with the *Survey Act*, the Institution of Surveyors, Australia, SA Division Inc, may delegate any of its functions and powers under the Survey Act to a member of or to a committee established by the Institution of Surveyors, Australia, SA Division Inc. It must also deliver an annual report to the Minister on the performance of its functions under the Act.

The *Survey Act 1992* forms the cornerstone for the regulation of the surveying profession in South Australia. It establishes a framework that involves a sharing of the regulatory responsibilities between both industry and government.

While the Surveyors Board of SA performs the functions prescribed under the Act relating to controlling the training and conduct of licensed and registered surveyors in SA, the SA



The Surveyors Board of South Australia (and predecessor agencies)

Government, through the Minister and the Surveyor-General, is responsible for the issuing, monitoring and policing of survey practice standards.

In April 2009 the Institution of Surveyors Australia (as the national/federated body) and the Spatial Sciences Institute merged and both Institutions transferred their assets to the newly named Surveying and Spatial Sciences Institute (SSSI 2009 - continuing). Following the merger, the Institution of Surveyors Australia and the Spatial Sciences Institute both went into voluntary administration to wind up the affairs of both organisations.⁵

The 2010 *Survey Act 1992* Annual Report prepared by the Surveyors Board SA (a subcommittee of the Institution of Surveyors Australia, South Australia Division) states that:

“the Surveyors Board of South Australia operates as the management committee of the Institution of Surveyors Australia, South Australia Division Incorporated...in 1988 it was proposed that the surveying profession, through the Division in this state, become responsible for those activities previously carried out by the statutory Surveyors Board and this action culminated in the proclamation of the Survey Act 1992.

The Survey Act 1992 came into effect on 1 January 1993 heralding the commencement of a co-regulation surveying system for South Australia. The Division continues to accept the responsibilities under the Act willingly with the aim of achieving constant improvement in the operation of these functions.

These functions include registration or licensing, the control of the training of graduates, the monitoring of courses at the appropriate tertiary institutions, the professional development, conduct and discipline of surveyors, the adherence to standards of survey practice and aspects of public protection...

At a Special General Meeting of the Division in August 2009, the Rules and Standing Orders of the Institution of Surveyors Australia, South Australia Division Incorporated 1992 as amended September 2005 were repealed and new Rules were adopted as the replacement Rules of the Division.

Replacement rules were necessary due to the successful vote in April 2009 to wind up the Institution of Surveyors Australia, to separate the Division Rules connected to the federated body.

The function of the Division is now a statutory role only, to carry out the licensing, registration and training of graduates and any other obligations of the Division under the Survey Act. The Division now has one management committee being the Surveyors Board of South Australia to undertake in general terms those same functions of the former statutory Board.

⁵ Information provided by the Registrar, Surveyors Board of South Australia in an email communication dated 9 March 2011.



The Surveyors Board of South Australia (and predecessor agencies)

Appointments, as required by the Regulations to allow for the examination and training of graduates have been approved by the Minister, and this aspect of the Division's responsibilities is ongoing".⁶

The 2010 Rules of the Institution of Surveyors Australia, South Australian Division Incorporated state that the affairs of the Division are managed by the Surveyors Board of South Australia. The Board has management and control of the obligations of the Division under the *Survey Act 1992* and exercises all of the powers devolving upon the Division under the Act. The Board consists of the following office bearers:

- Chairman
- Treasurer
- two Committee Members
- a person engaged in the teaching of surveying at an institution of tertiary education appointed by the Board
- the person elected to the Regional Committee of the SSSI by members of the Land Surveying Commission, or the nominee of that person, ex officio, and
- Surveyor-General, ex officio.

The Surveyors Board of South Australia (and predecessor agencies) Role and Function

The responsibilities of the *Survey Act 1992* accepted by the Surveyors Board include the following:

- Registration or licensing of qualified surveyors – including the granting of exemptions from professional indemnity insurance provisions, determining applications for licence or registration and renewals, granting conditional licences
- Control of the training of graduates and the assessment and approval of graduand survey projects, through to the achievement of their professional standing
- Establishing and monitoring courses at tertiary institutions, including the accreditation of academic qualifications
- Professional development, conduct and discipline of surveyors, investigating and resolving complaints, and monitoring the special provisions relating to Surveying Service Providers, and
- Adherence to standards of survey practice, including advice on referred rectification to surveys.

The Annual Report 2011 states that the functions of the Institution of Surveyors, South Australia Division Incorporated under the *Survey Act 1992* are set out under sections 8, 10-

⁶ <http://www.surveyorsboardsa.org.au/images/docs/sbsa%20annual%20report%2009-10.pdf> - Accessed 16 March 2011.



The Surveyors Board of South Australia (and predecessor agencies)

13, 19, 21-24, 26, 28, 35-37 and 50. Functions are also prescribed under Regulations 5, 6 and 9 of the *Survey Regulations 2007*.

The Surveyors Board is the premier body representing licensed and registered surveyors in South Australia, and has been so since the first meeting of the SA Institute in 1882. It has enjoyed close cooperation with the former Surveyors Boards, the Spatial Industries Business Association, catering for surveyors in private practice, government surveyors through the office of the Surveyor-General, and the Surveying and the Spatial Sciences Institute (SSSI) which is the professional body representing surveyors and spatial scientists.⁷ The SSSI like its predecessors, is an association, and is not an agency for the purposes of the *State Records Act 1997*.

The monitoring of standards within the surveying profession to ensure the maintenance and enhancement of the state's cadastre is conducted in close collaboration with the Office of the Surveyor-General, (Lands and Vehicle Registration, Department of Planning Transport and Infrastructure). Investigating Surveyors under the direction of the Surveyor-General advises the Surveyors Board on the standard and conformance of certified surveys. Those that are lacking in the principles of boundary definition are discussed with a sub-committee formed by the Surveyor-General. These are monitored by the Surveyors Board.

During the year 2011-2012, 151 Survey licences were renewed, but only 3 new licences were issued. No complaints were received against surveyors⁸. These statistics reflect the current skill shortage in the surveying industry, with the average age of a licensed surveyor in South Australia currently over 50 years of age. The Surveyors Board continues developing and promoting opportunities that create a greater awareness of the surveying profession with high school students across the state.

The Surveyors Board of South Australia (and predecessor agencies) Structure Description

The Surveyors Board of South Australia operates as the management committee of the Institution of Surveyors Australia, South Australia Division Incorporated.

The Surveyors Board of South Australia comprises a Chairman, Treasurer and two Committee Members. It also includes a person engaged in the teaching of surveying at an institution of tertiary education appointed by the Board, and the person elected to the Regional Committee of the Surveying and Spatial Sciences Institute (SSSI) by members of the Land Surveying Commission (LSC) or the nominee of that person, ex officio. The Surveyor-General also sits on the Board, ex officio (See Attachment 1).

The SSSI like its predecessors, is an association, and is not an agency for the purposes of the *State Records Act 1997*.

⁷ Surveyors Board of South Australia: Annual Report, June 2012

⁸ Ibid p.9



The Surveyors Board of South Australia (and predecessor agencies)

The day-to-day management of the Surveyors Board is executed by the Registrar, the Board's only employee.

Predecessor Agencies

- Office of the Board of Examiners for Surveyors 1886 – 1918
- Board of Examiners for Surveyors 1918 – 1935
- Surveyors Board of South Australia 1936 – 1975
- Surveyors Board of South Australia 1975 – 1992.

Successor Agencies

There are no successor agencies.

Legislation

- *Survey Act 1992*

Context of the Records Covered by the Schedule

Coverage of RDS 2012/02

RDS 2012/02 applies to the records of the Surveyors Board of South Australia and its predecessors, since 1886. This includes closed files, discontinued series and records documenting its current responsibilities under the *Survey Act, 1992*. Records of the professional associations - the South Australian Institute of Surveyors (1882 – 1982) and the Surveying and Spatial Sciences Institute (2009 ongoing) do not have coverage in this RDS.

Records of the South Australian Institute are not covered by this RDS. The pre-1901 records of the Institute are mostly documented in bound volumes and provide insights to the occurrence of surveyors in South Australia and interstate, their licensing by the Surveyor-General, the increasing need for skilled surveyors, and the references and texts published to assist them. These include the Handbook for Government Surveyors (1880), establishment and meetings of the South Australian Institute (1882 – 1982), reports by South Australians to the Intercolonial conferences of surveyors (1892 – 1893), and meetings of licensed surveyors (1882 – 1889).

Records created since 1886 have coverage under RDS 2012/02. These include early docket files which commenced in 1887 with the new Office of the Board of Examiners for Surveyors, provide a continuous chronology of surveying in South Australia, 1887 - 1992 including correspondence with early surveyors such as G.W. Goyder, (Surveyor General, 1861) who asked to be licensed shortly before his death in 1898. These correspondence files and their less structured successor correspondence file series 1992 - 2006, cover the full scope of responsibilities of the Surveyors Board and its predecessors.

The dossier Surveyor files series is an alphabetical series of all licensed or registered surveyors in South Australia and have coverage in this RDS.



The Surveyors Board of South Australia (and predecessor agencies)

No records have been transferred off site or to State Records custody.

Related Series Affected by RDS 2012/02

There are no related series affected by this RDS.

Complementary Schedules to RDS 2012/02

There are no complementary Schedules to this RDS

Existing Disposal Schedules Superseded by RDS 2012/02

There are no existing Disposal Schedules superseded by this RDS.

Records Structure within The Surveyors Board of South Australia (and predecessor agencies)

Records of the Surveyors Board are centralised both by control and storage.

Broad Description and Purpose of the Records

Records and reference texts documenting surveying in South Australian since 1838 are housed at the offices of the Surveyors Board in Grenfell Street. Although these are not official records under the *State Records Act 1997* they have remained as a collection since the earliest days of citizen surveyors, and later, their association - the South Australian Institute of Surveyors, 1882 and passed forward in time since that date. Many are reference texts provided at the time by the Department of Surveyor-General (1838) eg lists of officers and Commissioners with whom surveyors needed to liaise. Most are in bound book formats and are in good condition. It will be advantageous for these non-official records to be transferred to the custody of State Records under section 27 of the *State Records Act 1997*.

With the passing of the *Licensed Surveyors Act 1886* and the commencement of the Office of the Board of Examiners, docket formats housed correspondence, training, surveyor investigations, licensing and all matters affecting the profession across the state. They also accommodated liaison and collaboration with the industry interstate and in New Zealand. Dockets are foolscap-sized papers folded in half along the length. There are 1,985 dockets for the Boards of Examiners and the (first) Surveyors Board dating from 1887 - 1981. Each docket is numbered with a continuing sequential number, prefixing the year eg. 203 of 1896; 204 of 1897.

In 1981, dockets were used and stored unfolded, so they became "flat" files. There are 314 of these "flat files" dated 1981 – 1992. The numbering continued as for the dockets. In total, the dockets and flat files number from 1 of 1887 – 2300 of 1992.

From that period 1992 until 2006 onwards manila folders were used to create two new series of files. One was for surveyor files. These had a complex three-level classified numbering system, based on the surname of the surveyor, the year of registration and a sequential number. The other was an alphabetical series of correspondence files.



The Surveyors Board of South Australia (and predecessor agencies)

In 2011, the Registrar commenced the creation of a new series of dossier files for the surveyors. These are alphabetical by surname, and are stored laterally in a modern compactus. These files are referenced back to their original docket numbers from the previous series. RDS 2012/02 will facilitate the organising of the remainder of the legacy files and dockets.

Functions and Activities Documented by the Records

The records of the Surveyors Board of South Australia predominantly document the management of the Board and its deliberations in accordance with the requirements of the *Survey Act 1992*, the efforts of the Board in promoting the surveying industry, and its regulatory responsibilities ensuring professional practice.

Administrative tasks that support these regulatory functions are significantly less prominent.

The function and activity structure developed in liaison with the Registrar and the Board to reflect these responsibilities is as follow:

- GOVERNANCE – managing the Board, Committees and governance procedures
 - Board Management
 - Committee Management
 - Liaison
 - Operational Policy and Procedures
- INDUSTRY DEVELOPMENT – managing the education and training of student surveyors and promotion of the profession through liaison with professional organisations
 - Committee Management
 - Curriculum Development
 - Education Support
 - Liaison
- REGULATING PROFESSIONAL PRACTICE – ensuring the standards of the profession, safeguarding the excellence of the state’s cadastre, licensing and registering surveyors and resolving any complaints or inquiries.
 - Investigating
 - Operational Policy and Procedures



The Surveyors Board of South Australia (and predecessor agencies)

- Professional Assessment
- Registration and licensing

Arrangement of the Records

Bound volumes are arranged by size and date, and are housed in a lateral filing cabinet.

Docket files – both folded and unfolded - are arranged numerically and chronologically in their original numbered series No.1 of 1887 onwards. These are also stored in a lateral filing cabinet, and occupy some 6 linear metres.

Surveyor files in standard file covers are arranged alphabetically by surname of surveyor, housed in a lateral filing compactus.

Digital records are stored on a PC using Microsoft software. These are printed to produce the official record for surveyor or administrative files.

Agency Creating the Records

The Surveyors Board of South Australia (and predecessor agencies) that administers the records covered by this RDS also created them.

Agency Owning or Controlling the Records

The Surveyors Board of South Australia (and predecessor agencies) that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: 1886 to **Ongoing**

Volume of the Records

The records of the Surveyors Board of South Australia comprise less than 50 linear metres. No records are stored off-site or at State Records. The annual accumulation rate is less than 1 linear metre.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.



The Surveyors Board of South Australia (and predecessor agencies)

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this Schedule are:

***Objective 1:** To identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.*

- Records documenting the establishment, membership and proceedings of the Surveyors Board of South Australia, including Terms of Reference, appointment and resignation of members, meeting reports, agenda and minutes (Item 1.1.9).

***Objective 2:** To identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the state of South Australia.*

The records of the Surveyors Board which meet this objective include:

- Records documenting meetings of the Surveying Advisory Committee, including nominations, review reports, agenda and minutes (Item 1.2.4).

***Objective 3:** To identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.*

The records of the Surveyors Board which meet this objective include:

- Records documenting investigations into surveyors' activities as a result of an enquiry or complaint. Includes any administrative changes, Act amendment recommendations, or disciplinary action that may result, legal correspondence or instructions (Item 3.1.1).

***Objective 4:** To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

The records of the Surveyors Board which meet this objective include:

- Records in 'docket' format, of the (former) Office of the Board of Examiners for Surveyors, continuing as the (former) Board of Examiners for Surveyors, No.1 of 1887 to No.1151 of 1936, primarily documenting correspondence in relation to examination for, or re-issue of licences. Includes correspondence with early surveyors and eminent persons such as Goyder and interstate and overseas authorities and regulators regarding regulations and licensing. *Discontinued series* (Item 3.4.4).



The Surveyors Board of South Australia (and predecessor agencies)

Objective 5: *To identify and preserve official records that contribute to the protection and well being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of government activities on them.*

Not relevant to the records of the Surveyors Board.

Temporary Records Rationale

Temporary records are those considered not to have continuing value to the Surveyors Board, the State Government nor to the community. Records documenting core business activities in this Schedule that are considered of temporary value have short, or less-than-permanent terms before expiry. These include:

- Records documenting contractual arrangements with educational institutions for Surveyor Board funding or support for surveying course resources, including the provision of lecturers (Item 2.3.1)
- Records documenting investigations into surveyors' activities as a result of an enquiry or complaint. Includes any administrative changes, Act amendment recommendations, or disciplinary action that may result, legal correspondence or instructions (Item 3.1.1),

and activities where the retention decision was guided by complementary temporary disposal actions in the GDS 15.

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

There are no alternative record formats.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2012/02* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.



The Surveyors Board of South Australia (and predecessor agencies)

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2012/02 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

Approved by SRC



The Surveyors Board of South Australia (and predecessor agencies)

Scope Note

Records Covered by this Schedule

RDS 2012/02 applies to The Surveyors Board of South Australia (and predecessor agencies).

This includes closed files, discontinued series and records documenting its current responsibilities under the *Survey Act, 1992*. Records of the professional associations - the South Australian Institute of Surveyors (1882 – 1982) and the Surveying and Spatial Sciences Institute (2009 ongoing) do not have coverage in this RDS.

Records created since 1886 include early docket files which commenced in 1887 with the new Office of the Board of Examiners for Surveyors, provide a continuous chronology of surveying in South Australia, 1887 – 1992. These correspondence files, the series of correspondence which followed 1992 – 2006, and the surveyor dossier files cover the full scope of responsibilities of the Surveyors Board and its predecessors.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 15**, as amended, or its successor. Cross-references to the **GDS 15** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2012/02

This RDS does not supersede any existing schedules.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

In this instance, the re-sentencing of records is not required.



The Surveyors Board of South Australia (and predecessor agencies)

Records excluded from RDS 2012/02

There are no records excluded from cover by this RDS.

Application to records in all formats

RDS 2012/02 applies to records in all formats, including databases and other electronic records. The Surveyors Board of South Australia (and predecessor agencies) is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in RDS 2012/02 are minimum retention periods for which records need to be retained. It is at the discretion of The Surveyors Board of South Australia (and predecessor agencies) as to whether records are kept for longer than the minimum period.

Acronyms

- CRBANZ – Council of Reciprocating Surveyors Boards of Australia and New Zealand
- GDS – General Disposal Schedule
- LSC - Land Surveying Commission
- RDS – Records Disposal Schedule
- SSSI - Surveying and Spatial Sciences Institute

Definitions of terms specific to RDS 2012/02

No specific terms used requiring explanation.

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*).

Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.



The Surveyors Board of South Australia (and predecessor agencies)

Records and Litigation

Where The Surveyors Board of South Australia (and predecessor agencies) is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

This RDS applies to pre-1901 records that are required to be **retained permanently**.

Approved by SRC



The Surveyors Board of South Australia (and predecessor agencies)

List of Functions and Activities

GOVERNANCE27

- Board Management27
- Committee Management.....28
- Liaison28
- Operational Policy and Procedures.....29

INDUSTRY DEVELOPMENT.....30

- Committee Management.....30
- Curriculum Development.....30
- Education Support31

REGULATING PROFESSIONAL PRACTICE32

- Investigating.....32
- Operational Policy and Procedures.....32
- Professional Assessment.....32
- Registration and Licensing.....33

Approved by SRC



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1	GOVERNANCE	The function of operating the Surveyors Board of South Australia according to rules, processes and laws by which the Board is regulated and controlled. Includes the historical correspondence of predecessor Boards, establishment and management of the Board, its Committees and government regulations.	
1.1	Board Management	<i>The activity of managing the Board, documenting its composition through time, decision making processes and the passage of directing the Board and predecessor Boards. Includes historical establishment and transactions, appointment and retirement of members, Terms of Reference, proceedings, reports, agenda and minutes.</i>	
1.1.1	Board Management	Bound minute books for meetings of the Board of Examiners for Surveyors.	PERMANENT
1.1.2	Board Management	Bound letter books of correspondence with the Board of Examiners for Surveyors, including incoming correspondence and copies of outgoing replies.	PERMANENT
1.1.3	Board Management	Bound letter book of correspondence with the Board of Examiners for Surveyors, including list of Secretaries and Chairmen interstate.	PERMANENT
1.1.4	Board Management	Records documenting the proceedings of the Council of Reciprocating Surveyors Boards of Australia and New Zealand, Executive Council. Includes reports, agenda and minutes.	PERMANENT
1.1.5	Board Management	Bound record of outwards mail, to account for postage stamp expenditure for the Board of Examiners for Surveyors 1911 - 1946. <i>Discontinued series.</i>	PERMANENT



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.1.6	Board Management	Records documenting the establishment, membership and proceedings of the Surveyors Board of South Australia, including Terms of Reference, appointment and resignation of members, meeting reports, agenda and minutes.	PERMANENT
1.1.7	Board Management	Facilitative records of the Surveyors Board of South Australia including meeting and travel arrangements.	TEMPORARY Destroy 2 years after last action
1.1.8	Board Management	Records of hand-written "rough" minutes of meetings of the Surveyors Board of South Australia.	TEMPORARY Destroy 1 year after last action
1.1.9	Board Management	Copies of records of meetings of the Surveyors Board of South Australia.	TEMPORARY Destroy immediately
1.2	Committee Management	<i>The activities associated with the management of Committees of the Surveyors Board and predecessor Boards. Includes Committee establishment, appointment of members, Terms of Reference, proceedings, reports, agenda and minutes.</i>	
1.2.1	Committee Management	Photographic records of the Members of the Board of Examiners for Surveyors.	PERMANENT
1.2.2	Committee Management	Records documenting meetings of the Audit Committee, including reports, agenda and minutes.	PERMANENT
1.3	Liaison	<i>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.(KWAAA)</i>	



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 GOVERNANCE			
1.3.1	Liaison	Records documenting the proceedings of the Council of Reciprocating Surveyors Boards of Australian and New Zealand (CRBANZ) Executive Council, and meetings of its Recess Committee. Includes reports, agenda and minutes.	PERMANENT
1.4	Operational Policy and Procedures	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
1.4.1	Operational Policy and Procedures	Master copy of policies and procedures relating to governance. Includes audited cash books 1909 – 1920, banking books 1915 – 1924 and accounting records 1930 – 1952.	PERMANENT
1.4.2	Operational Policy and Procedures	Facilitative records and working papers documenting operational policy procedures and work instructions relating to Governance.	TEMPORARY Destroy 2 years after last action



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 INDUSTRY DEVELOPMENT			
2	INDUSTRY DEVELOPMENT	The function of promoting the surveying industry through collaboration, monitoring education and training, academic support and marketing.	
2.1	Committee Management	<i>The activities associated with the management of Committees of the Surveyors Board and predecessor Boards. Includes Committee establishment, appointment of members, Terms of Reference, proceedings, reports, agenda and minutes.</i>	
2.1.1	Committee Management	Records documenting meetings of the Surveying Advisory Committee, including nominations, review reports, agenda and minutes.	PERMANENT
2.1.2	Committee Management	Records documenting meetings of the Surveying SA Committee established by the Surveyors Board of South Australia for the purpose of marketing and industry development.	PERMANENT
2.1.3	Committee Management	Facilitative records of meetings of Committees including meeting and travel arrangements.	TEMPORARY Destroy 2 years after last action
2.1.4	Committee Management	Records of hand-written "rough" minutes of meetings of the Surveying SA Committee.	TEMPORARY Destroy 1 year after last action
2.2	Curriculum Development	<i>The activity of collaborating with industry and Universities to develop degree-level qualifications in surveying that meet local, state, national and international standards.</i>	
2.2.1	Curriculum Development	Records documenting correspondence and planning with educational institutions for the design and delivery of courses by distance or external learning.	TEMPORARY Destroy 7 years after action completed
2.2.2	Curriculum Development	Records documenting input to curriculum by the Surveying Board and its Committees. Includes coordination with educational institutions.	PERMANENT



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 INDUSTRY DEVELOPMENT			
2.3	Education Support	<i>The activities involved in contributing to educating students and supporting surveying courses, by funding university lecturers, student scholarships and other mechanisms to promote the industry.</i>	
2.3.1	Education Support	Registers of fellows, member associates, university graduates and surveying students including numbers, names, student supervisor and Board supervisor.	PERMANENT If digital actively manage and maintain to ensure accessibility for evidential and historical purposes
2.3.2	Education Support	Records documenting contractual arrangements with educational institutions for Surveyor Board funding or support for surveying course resources, including the provision of lecturers.	TEMPORARY Destroy 8 years after action completed



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 REGULATING PROFESSIONAL PRACTICE			
3	REGULATING PROFESSIONAL PRACTICE	The function of assuring quality in the surveying profession through regulating qualifications, ensuring surveyors are registered and/or licensed, and conducting investigations.	
3.1	Investigating	<i>The activities associated with investigating complaints from the public into a Surveyor's actions, from review through to decision including any action taken. Includes reviewing survey plans, code of conduct, decisions made as an outcome of the review including any administrative change or disciplinary action taken.</i>	
3.1.1	Investigating	Records documenting investigations into surveyors' activities as a result of an enquiry or complaint. Includes any administrative changes, Act amendment recommendations, or disciplinary action that may result, legal correspondence or instructions.	TEMPORARY Destroy 10 years after action completed
3.2	Operational Policy and Procedures	<i>Standard methods of operating documented by the Agency according to statutory requirements or formulated policy.</i>	
3.2.1	Operational Policy and Procedures	Master copy of policies and procedures relating to regulating professional practice.	PERMANENT
3.2.2	Operational Policy and Procedures	Facilitative records and working papers documenting operational policy procedures and work instructions relating to regulating professional practice.	TEMPORARY Destroy 2 years after last action
3.3	Professional Assessment	<i>The activity of determining competence of surveyors and students through the approval and assessment of projects submitted as part of their training and education.</i>	
3.3.1	Professional Assessment	Bound books of letters of recommendation, and index, of competence of Surveyors to the Board of Examiners for Surveyors.	PERMANENT
3.3.2	Professional Assessment	Student surveyors' Professional Assessment Project proposals and reports, presented to the Board for approval. Includes Board approval or amendments, assignment of supervisor and associated correspondence, and presentation formats.	TEMPORARY Return to student 1 year after action completed



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 REGULATING PROFESSIONAL PRACTICE			
3.3.3	Professional Assessment	Agreements between the Surveyors Board and student surveyors for the Board to borrow student project reports which are seminal, set benchmarks or are otherwise exceptional, for use in the Board library.	TEMPORARY Destroy 8 years after action completed
3.4	Registration and Licensing	<i>The activities associated with registering and licensing Surveyors to operate in South Australia. Includes assessment of prescribed projects and the endorsement of individuals who want to practice in the field of cadastral surveying.</i>	
3.4.1	Registration and Licensing	Registers of licensed surveyors. Includes extracts of early publications showing lists of licensed surveyors (Adelaide Post Office Directory and Almanac, Adelaide Almanac and the South Australian Directory).	PERMANENT If digital actively manage and maintain to ensure accessibility for evidential and historical purposes
3.4.2	Registration and Licensing	Records documenting the issue of Certificates of Competency and licences by the Surveyors Board.	PERMANENT
3.4.3	Registration and Licensing	Records in 'docket' format, of the (former) Office of the Board of Examiners for Surveyors, continuing as the (former) Board of Examiners for Surveyors, No.1 of 1887 to No.1151 of 1936, primarily documenting correspondence in relation to examination for, or re-issue of licences. Includes correspondence with early surveyors and eminent persons such as Goyder and interstate and overseas authorities and regulators regarding regulations and licensing.	PERMANENT



The Surveyors Board of South Australia (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 REGULATING PROFESSIONAL PRACTICE			
3.4.4	Registration and Licensing	Records in 'docket' format of the Surveyors Board of South Australia, No.1152 of 1936 to No.1985 of 1981, primarily documenting correspondence from surveyors in relation to examination for, or re-issue of licences. Also includes correspondence with interstate and overseas authorities and regulators regarding regulations and licensing.	PERMANENT
3.4.5	Registration and Licensing	Records in unfolded 'docket' format, of the Surveyors Board of South Australia, No.1986 of 1981 to No.2300 of 1992, with gaps. Includes correspondence from surveyors in relation to examination for, or re-issue of licences and surveyor files. Also includes correspondence with interstate and overseas authorities and regulators regarding regulations and licensing, investigations and professional project assessments. <i>NB: Files for current licensed surveyors in this series have been transferred to disposal class 3.4.6.</i>	PERMANENT
3.4.6	Registration and Licensing	Dossier surveyor files from 1992 onwards. Includes applications and renewals for licences and registration, reports to the Board Examiner of the progress of student Surveyors' projects from the Board Supervisor and workplace supervisor, training and continuing professional development. <i>Includes files for surveyors licensed as at December 2012, transferred from disposal class 3.4.5.</i>	PERMANENT
3.4.7	Registration and Licensing	Records of candidate fees and registration receipts paid to the Surveyors Board.	TEMPORARY Destroy 7 years after action completed



The Surveyors Board of South Australia (and predecessor agencies)

Index to Operational Records Disposal Schedule

-B-

Board Management, GOVERNANCE27

-C-

Committee Management, GOVERNANCE28

Committee Management, INDUSTRY DEVELOPMENT30

Curriculum Development, INDUSTRY DEVELOPMENT31

-E-

Education Support, INDUSTRY DEVELOPMENT31

-G-

GOVERNANCE27

GOVERNANCE, Board Management27

GOVERNANCE, Committee Management28

GOVERNANCE, Liaison28

GOVERNANCE, Operational Policy and Procedures29, 33

-I-

INDUSTRY DEVELOPMENT30

INDUSTRY DEVELOPMENT, Committee Management30

INDUSTRY DEVELOPMENT, Curriculum Development31

INDUSTRY DEVELOPMENT, Education Support31

Investigating, REGULATING PROFESSIONAL PRACTICE33

-L-

Liaison, GOVERNANCE28

-O-

Operational Policy and Procedures, GOVERNANCE29, 33



The Surveyors Board of South Australia (and predecessor agencies)

-P-

Professional Assessment, REGULATING PROFESSIONAL PRACTICE.....34

-R-

Registration and Licensing, REGULATING PROFESSIONAL PRACTICE35

REGULATING PROFESSIONAL PRACTICE33

REGULATING PROFESSIONAL PRACTICE, Investigating33

REGULATING PROFESSIONAL PRACTICE, Professional Assessment.....34

REGULATING PROFESSIONAL PRACTICE, Registration and Licensing35