



Public Record Office Standard

PROS 07/08

# Authority

## Retention & Disposal Authority for Records of the Surveyor-General

Version 2007

07/08

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Under section 12 of the Public Records Act 1973, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the *Act* for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the *Act*.

# 1 Introduction

## 1.1 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.

## 1.2 Context of this Authority

### 1.2.1 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](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

### 1.2.2 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.

### 1.2.3 Destruction of records identified in the Authority

In accordance with Public Record Office Standard PROS 97/003 *Destruction of Public Records* public offices must notify PROV of the destruction of records made under a valid Authority. To notify PROV, complete and forward the form *PRO 29 Notification of Destruction of Public Records*, available at: [www.prov.vic.gov.au](http://www.prov.vic.gov.au).

### 1.2.4 The Crimes (Document Destruction) Act 2006

It is an offence under *The Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV's Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

### 1.2.5 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

## 1.3 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.

## 1.4 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.

The agency may transfer records **not identified as permanent in this or any other Authority** to an Approved Public Record Office Victoria Storage Supplier (APROSS) pending final records action.

For further information on APROSS facilities please contact:

Manager, Assessment

Public Record Office Victoria

☎ (03) 9348 5600.

## 2 Concurrence of Public Office

This Authority has the concurrence of:

Signature:

Date: 10/10/2007

Name: John E Tulloch

Position: Surveyor General of Victoria

## 3 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 the records of the Surveyor-General.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

**Justine Heazlewood**  
**Keeper of Public Records**

**Date of Issue: 19/10/2007**

## 4 Acknowledgments


PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

David Wille, Land Victoria

## 5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: [prov.agency.queries@prov.vic.gov.au](mailto:prov.agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

## 6 Retention & Disposal Authority

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.0.0</b>	<p><b>REGISTRATION OF LICENSED SURVEYORS</b></p> <p>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).</p>		
<b>1.1.0</b>	<p><b>Registration of Licensed Surveyors – Summary Management</b></p> <p>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.</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.2.0</b>	<p><b>Applications for Registration</b></p> <p>Applications and supporting correspondence received by SRBV from cadastral surveyors applying to be registered within Victoria.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after application processed.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.0.0</b>	<p><b>CROWN LAND SURVEY.</b></p> <p>Survey of Crown Land parcels. Survey can be for various purposes such as:</p> <ul style="list-style-type: none"> <li>● Alienation of Crown Land (Crown Grant) and leasing and licensing of Crown Land.</li> <li>● Definition of new Government Roads, Crown Land Reserves and State and National Park boundaries.</li> </ul>		
<b>2.1.0</b>	<p><b>Survey of Crown Land</b></p> <p>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 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>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
<b>2.2.0</b>	<p><b>Certified Title Plans</b></p> <p>The production of certified plans signed by the Surveyor-General that show:</p> <ul style="list-style-type: none"> <li>• dimensions of Crown Grants, or</li> <li>• individual parcel dimensions for two or more allotments that were part of a consolidated Crown Grant.</li> </ul> <p>These plans form part of the Freehold Land Title Register [see class 2.1.0 of the Retention and Disposal Authority for Records of Land Registry].</p> <p>[For the registration of Certified Title Plans, see class 2.1.0 of the Retention and Disposal Authority for Records of Land Registry.]</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
<b>2.3.0</b>	<p><b>Legislation (LEGL./) Plans</b></p> <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> <p>[For the registration of Legislation Plans, see 3.2.0]</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.0.0</b>	<b>CROWN LAND REGISTRY</b> 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).		
<b>3.1.0</b>	<b>Summary Management of Crown Land Status (Crown Register)</b> 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.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
<b>3.2.0</b>	<b>Registration and Management of Lodged Plans at Central Plan Office</b> The receipt and registration of plans that: <ul style="list-style-type: none"> <li>define the boundaries and descriptors of Crown Land, or</li> <li>support legislation, or</li> <li>accompany Government Gazette notices,</li> </ul> and require ongoing management as a public document. Includes Crown Land Survey Plans, Government Gazette Plans and Legislation Plans.	<b>Permanent</b> Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.

<h2>Retention &amp; Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.0	<p><b>Historical Data Sets</b></p> <p>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 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"> <li>• County, Parish, Township Plans and Charts.</li> <li>• Goldfields Gippsland &amp; River Survey Plans.</li> <li>• “Sydney” Plans (i.e. Plans prepared prior to the separation from New South Wales.</li> <li>• Plans and Field Books of Robert Hoddle, Surveyor in Charge, Port Phillip District, 1837 – 1851, Surveyor-General, 1851 – 1853.</li> </ul>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.0.0</b>	<p><b>MANAGEMENT OF PERMANENT SURVEY MARKS</b></p> <p>The establishment and maintenance of a network of permanent survey marks across the State of Victoria under the <i>Survey Co-ordination Act 1958</i>. 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>		
<b>4.1.0</b>	<p><b>Registration of New Permanent Survey Marks</b></p> <p>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 of new (or altered) permanent survey marks.</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.2.0</b>	<p><b>Maintenance of Permanent Survey Marks</b></p> <p>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.</p>	<p><b>Permanent</b></p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

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