

# Surveyors Board of Queensland Retention and Disposal Schedule

Responsible public authority: Surveyors Board of Queensland

Queensland Disposal Authority Number (QDAN)	615	Version	2
Date of approval	04/08/2016		
Approved by State Archivist	Mike Summerell		
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## Scope of retention and disposal schedule

This schedule applies to core business records of the Surveyors Board of Queensland, including discipline, education, professional relations and registration.

This schedule is to be used in conjunction with the *General Retention and Disposal Schedule* (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Surveyors Board of Queensland is the responsible agency for the Surveyors Board of Queensland Retention and Disposal Schedule at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Agency Services at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

## Record formats

This schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

## Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

## Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. Surveyors Board of Queensland should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

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Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

## Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule](#) in addition to their required retention period according to an approved retention and disposal schedule. The two periods

run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule](#) for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

### Records created before 1950

Records described in QDAN615 v.2 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is available from the Queensland State Archives website.

### Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Surveyors Board of Queensland' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au) for further details.

### Revision history

QDAN	Date of approval	Extent of revision
615 v.1	21 April 2005	New schedule
615 v.2		Major review

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# 1. SURVEYORS DISCIPLINARY ACTION

*The investigation of professional misconduct and implementing disciplinary action against registered cadastral surveyors for breaches of the Surveyors Act 2003 and other repealed legislation administered by the Surveyors Board of Queensland (SBQ). Complaints may warrant an external investigation with an appearance of the surveyor before the Board, a referral to the Professional Conduct Review Panel or appearing before the Queensland Civil and Administrative Tribunal (QCAT).*

Reference	Description of records	Status	Disposal action
1.1	<b>COMPLAINTS</b> <i>Investigating written complaints about the professional conduct of a registrant in carrying out, or in relation to, a survey.</i>		
1.1.1	<p><b>Complaints – serious</b></p> <p>Records relating to ‘serious’ complaints made against registered cadastral surveyors for breaches of the <i>Surveyors Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• correspondence with the complainant and the surveyor</li> <li>• technical information collated to assess the complaint</li> <li>• formal charges</li> <li>• internal and external investigation reports</li> <li>• decisions of the Professional Conduct Review Panel</li> <li>• legal advice</li> <li>• hearing notices</li> <li>• evidence records.</li> </ul> <p><b>NOTE:</b> ‘Serious’ matters involve allegations and proof of professional misconduct with serious consequences, or allegations of significant continuing misconduct.</p>	Temporary	Retain for 10 years after the retirement of the surveyor or cancellation of their registration, whichever is later.
1.1.2	<p><b>Complaints – of concern</b></p> <p>Records relating to ‘of concern’ complaints made against registered cadastral surveyors for breaches of the <i>Surveyors Act 2003</i>.</p>	Temporary	Retain for 10 years after business action completed.

Reference	Description of records	Status	Disposal action
	<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• correspondence with the complainant and the surveyor</li> <li>• technical information collated to assess the complaint</li> <li>• formal charges</li> <li>• internal and external investigation reports</li> <li>• records of the Professional Conduct Review Panel</li> <li>• hearing notices</li> <li>• evidence records.</li> </ul> <p><b>NOTE:</b> 'Of concern' signifies a matter where the registered person is alleged to have committed a substantial breach of professional conduct.</p>		
1.1.3	<p><b>Complaints – of note</b></p> <p>Records relating to 'of note' complaints made against registered cadastral surveyors for breaches of the <i>Surveyors Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• correspondence with the surveyor</li> <li>• hearing notices.</li> </ul> <p><b>NOTE:</b> 'Of note' matters are resolved informally between the Board and the registered person – the focus is on addressing the cause of the problem, including through introduction of quality assurance processes, and specific training or counselling.</p>	Temporary	Retain for 5 years after business action completed.
1.1.4	<p><b>Complaints – other</b></p> <p>Records relating to all other complaints that are considered to be frivolous, vexatious or trivial under s.85(2) of the <i>Surveyors Act 2003</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints.</li> </ul>	Temporary	Retain for 2 years after business action completed.

## 2. SURVEYORS EDUCATION

*Establishing competency frameworks for the registration and endorsement of surveyors under s.39 of the Surveyors Act 2003.*

Reference	Description of records	Status	Disposal action
2.1	<p><b>ACCREDITATION</b></p> <p><i>Accrediting institutions to assess the competency of surveyors.</i></p>		
2.1.1	<p><b><i>Accreditation of degree courses</i></b></p> <p>Records relating to the accreditation of degree course for surveying undergraduates offered in Queensland.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreement</li> <li>• correspondence with university.</li> </ul>	Temporary	Retain for 5 years after business action completed.
2.2	<p><b>COMPETENCY</b></p> <p><i>Maintaining the competency frameworks for registration.</i></p>		
2.2.1	<p><b><i>Competency frameworks</i></b></p> <p>Records relating to the establishment and reviewing of the Board's competency frameworks which provide the basis for assessment of competency for registration and endorsement of registration.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence with national standards bodies</li> <li>• registration policies.</li> </ul>	Temporary	Retain for 5 years after business action completed.

### 3. SURVEYORS PROFESSIONAL RELATIONS

*Liaising with other Surveyor Boards in Australia, professional associations and other government agencies.*

Reference	Description of records	Status	Disposal action
3.1	<p><b>LIAISON</b>  <i>Managing contact between the Surveyors Board of Queensland and other Surveyors Boards in Australia via the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ).</i></p>		
3.1.1	<p><b><i>Mutual recognition</i></b>            Records relating to contact with other surveyors boards via the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ).            Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• memorandums of understanding (MOU)</li> <li>• correspondence relating to development of MOU's.</li> </ul>	Temporary	Retain for 5 years after business action completed.



## 4. REGISTRATION OF SURVEYORS

*Registering surveyors, graduates, associates and emeritus surveyors under s.36 of the Surveyors Act 2003.*

Reference	Description of records	Status	Disposal action
4.1	<p><b>REGISTRATION OF SURVEYORS</b>  <i>Registration with the Surveyors Board of Queensland is required to do a cadastral (boundary) survey or certify mine plans.</i></p>		
4.1.1	<p><b>Register of surveyors</b>            Register of cadastral surveying associates, surveying graduates, surveyors and emeritus surveyors.            The register includes details of:</p> <ul style="list-style-type: none"> <li>• registrants name and address</li> <li>• type of registration held</li> <li>• dates of registration</li> <li>• registration endorsements held</li> <li>• details of any disciplinary action.</li> </ul>	Permanent	Retain permanently.
4.1.2	<p><b>Registering surveying associates, surveying graduates, surveyors and emeritus surveyors</b>            Records relating to registering cadastral surveying associates, surveying graduates, surveyors and emeritus surveyors.            Includes surveyors with endorsements, corporations and reciprocal registrations.            Also includes assessments of overseas qualifications.            Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• letter of accreditation from current registration authority for reciprocal applications</li> <li>• evidence of insurance cover for endorsement and corporation registration</li> <li>• postgraduate training plans.</li> </ul>	Temporary	Retain for 2 years after business action completed.

Reference	Description of records	Status	Disposal action
4.1.3	<p><b><i>Demonstration of competency – surveying graduates, surveyors and surveyors with endorsements</i></b></p> <p>Records relating to the demonstration of competency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• career episode report submissions and documentary evidence</li> <li>• oral presentation submissions and documentary evidence</li> <li>• professional assessment projects.</li> </ul>	Temporary	Retain for 6 months after business action completed.
4.1.4	<p><b><i>Rejected applications</i></b></p> <p>Records relating to applications for registration that have been rejected by the Board as they don't meet the competency standards required for registration.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application</li> <li>• information notice.</li> </ul>	Temporary	Retain for 6 months after business action completed.