



Appraisal log

Surveyors Board of Queensland Retention and Disposal Schedule QDAN615 v.2

Surveyors Board of Queensland

Date: August 2016

Function No	Title	Scope Note
1	SURVEYORS DISCIPLINARY ACTION	<i>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disciplinary action against registered cadastral surveyors for breaches of the Surveyors Act 2003 and other repealed legislation administered by the Surveyors Board of Queensland (SBQ).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).</i>
Activities		
1.1 Complaints		

Ref. No	Description of record and retention period	Justification for retention period
1.1.1	<p>Complaints – serious Records relating to ‘serious’ complaints made against registered cadastral surveyors for breaches of the <i>Surveyors Act 2003</i>.</p> <p>Disposal action – Retain for 10 years after the retirement of the surveyor or cancellation of their registration, whichever is later.</p>	<p>Background/business process: The record class scope note has been amended from the previous version. ‘Serious’ matters involve allegations and proof of professional misconduct with serious consequences, or allegations of significant continuing misconduct. The Board draws up charges which are heard before a Professional Conduct Review Panel or the Queensland Civil and Administrative Tribunal (QCAT). The Board formally appoints an investigator and the investigator’s report identifies sufficient evidence to support charges of professional misconduct. The Board then prepares and prosecutes the charges. This will usually relate to survey errors or incorrect survey practices being adopted, e.g. not taking redundant measurements to check the accuracy of the survey; or physically placing a survey peg in the ground and then preparing a survey plan that incorrectly references the location of the placed survey peg; direct breaches of the Act, e.g. s.75 a cadastral survey being performed by a surveyor not qualified to undertake cadastral.</p> <p>The records for an ‘of concern’ and ‘serious’ complaint are basically the same to a point – evidence and a prosecution. Serious complaints however have additional information – formal charges, hearing notices, and the decision.</p> <p>In the past six years, there has only been one disciplinary action taken by the Board which resulted in a suspension handed down by QCAT for three years. A de-registered or suspended surveyor can re-register once the cancellation or suspension period has come to an end. Other states also check with Queensland if someone has been suspended, cancelled etc., as for a surveyor to have reciprocal registration, they require a formal letter of accreditation from the State.</p> <p>Regulatory requirements:</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Surveyors Act 2003 – s.85</i></p> <p>Business requirements:</p> <p>The retention period has been reduced from permanent to 10 years after the retirement of the surveyor or cancellation of their register because the knowledge of the matter is not readily known and generally of little interest to the broader public. The complaint is of limited, if any, regulatory significance once the surveyor has retired or ceased practising. A separate summary record may be kept for comparative reference purposes to ensure consistency of decisions. In the draft Queensland Civil and Administrative Tribunal (QCAT) schedule, the retention period for occupational regulation cases is 12 years after business action completed and appeal processes finalised.</p> <p>When the schedule was first developed, complaints files were seen as having ongoing value in documenting the changing nature of the surveying profession and the outcomes of any action taken against surveyors. QSA currently holds SBQ complaints files from 1910 – 2012 (series SRS791), which comprises of 51 files, however this change in disposal action would effectively mean stopping this series.</p> <p>All complaints that are received are placed on the agenda for Board meetings. The Board will decide the course of action to take. If the complaint is considered to be serious, the Board will appoint an investigator to investigate the complaint. The investigator submits his report to the Board which is tabled and retained with the Board meeting minutes. These reports can be 70+ pages long and it includes all the evidence gathered by the investigator regarding the complaint.</p> <p>These Board minutes are kept permanently under the General Retention and Disposal Schedule (GRDS) and therefore evidence of complaints and their resolutions will be kept through these records.</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records NSW Board of Surveying and Spatial Information Functional Retention and Disposal Authority FA238 Reference 6.8.1</i> Records relating to complaints regarding surveyor's alleged professional misconduct or incompetence, where it is determined that there is cause for action to be taken – Retain for 100 years after date of surveyor's registration or until probate and administration of surveyor's estate completed, if known, whichever is the shorter, then destroy</p> <p><i>Northern Territory Licensed Surveyors Management Records Disposal Schedule 2015/16 Reference 1.5.1</i> Records documenting major investigations into complaints that have been made or persons are suspected of contravening the Act – Permanent</p> <p><i>Valuers Registration Board of Queensland Retention and Disposal Schedule QDAN98/0042 Reference 4.1</i> Records relating to complaints and suggestions which have a major impact on the policy and procedures of the agency – Retain permanently</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Office of Health Practitioner Registration Boards Retention and Disposal Schedule QDAN538 v. 1</i> Reference 37.1 Complaints/investigations about board registrants – Permanent</p> <p>Other information:</p> <p>Doing a sample of the complaint files held at QSA (Series 791 = 51 files), the following complaints were found:</p> <ul style="list-style-type: none"> • fee dispute which was resolved in the Nambour Magistrates Court for \$2798.70 in 1984 • seven complaints against one surveyor regarding – error in reinstatement on an identification survey; delay in attending to requisitions; refusal to attend a requisition; dispute over proposed designs; and incorrect survey report on flood levels • a charge of professional misconduct but the surveyor died before the charges were laid • a reduction in suspension of a surveyor from 3 years to 18 months for negligently certifying the accuracy of a survey • a complaint on the height of a house extension; a complaint of the height of a risen house; fence line dispute • between 1910 – 1972, eight surveyors were suspended; eight removed from the register, with two reinstated • 1910 – 1960 = 11 complaints • 1967 – 1984 = 17 complaints • 1976 – 1987 = 17 complaints • 1983 – 1984 = 6 complaints. <p>Previous schedules (where applicable):</p> <p>QDAN615 v.1 Reference 1.1.1 Records relating to formal complaints made against registered surveyors for breaches of the <i>Surveyors Act 2003</i> and other repealed legislation administered by the Surveyors Board of Queensland which result in remedial or disciplinary action against a surveyor – Retain permanently</p>
1.1.2	<p>Complaints – of concern</p> <p>Records relating to ‘of concern’ complaints made against registered cadastral surveyors for breaches of the <i>Surveyors</i></p>	<p>Background/business process:</p> <p>This is a new record class for this activity.</p> <p>‘Of concern’ signifies a matter where the registered person is alleged to have committed a substantial breach of professional conduct. Under Section 89 of the Act, following an investigation, a Professional Conduct Review Panel (PCRP) of the Board is set up to determine whether disciplinary action will be</p>

Ref. No	Description of record and retention period	Justification for retention period
	<p><i>Act 2003.</i></p> <p>Disposal action – Retain for 10 years after business action completed.</p>	<p>taken under Section 91. These records relate to where the Board has formally appointed an investigator and the investigators report does not find sufficient evidence to support charges of professional misconduct.</p> <p>The records for an ‘of concern’ and ‘serious’ complaint are basically the same to the point of evidence and a prepared prosecution. However the ‘of concern’ complaint would not have the formal charges or hearing notices.</p> <p>Regulatory requirements: <i>Surveyors Act 2003 – s.89, 91</i></p> <p>Business requirements: A retention period of 10 years after the conclusion of the matter is deemed sufficient as there was insufficient or no evidence to support misconduct or a prosecution and the matter has likely not been made public.</p> <p>Comparison with other schedules’ retention period: There were no other schedules to compare against for this record class.</p>
1.1.3	<p>Complaints – of note Records relating to ‘of note’ complaints made against registered cadastral surveyors for breaches of the <i>Surveyors Act 2003</i>.</p> <p>Disposal action – Retain for 5 years after business action completed.</p>	<p>Background/business process: This is a reworded scope note for this record class.</p> <p>‘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. Section 86 of the Act applies in these cases. As an example, a surveyor is required by law to issue an encroachment notice if an encroachment is identified during the performance of a survey. If the surveyor does not issue the notice and acknowledges he has made an error this is not really a survey error but an administration error due to poor QA systems in the office. This will be discussed at an s.86 meeting and the surveyor agrees to fix the problem or error at their own cost.</p> <p>Regulatory requirements: <i>Surveyors Act 2003 – s.86</i></p> <p>Business requirements: This retention period has not changed from the previous version and is consistent with the Northern Territory.</p> <p>Comparison with other schedules’ retention period: <i>State Records NSW Board of Surveying and Spatial Information Functional Retention and Disposal</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Authority FA238</i> Reference 6.8.2 Records relating to complaints regarding surveyors alleged professional misconduct or incompetence, where it is determined that there is no cause for action to be taken – Retain for minimum of 7 years after last action, then destroy</p> <p><i>Northern Territory Licensed Surveyors Management Records Disposal Schedule 2015/16</i> Reference 1.5.2 Records documenting minor investigations into licensed surveyors where a warning notice has been issued only – Destroy 5 years after action completed</p> <p>Previous schedules (where applicable): QDAN615 v.1 Reference 1.1.2 Records relating to minor complaints and enquiries about registered surveyors – Retain for 5 years after last action</p>
1.1.4	<p>Complaints – other 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>Disposal action – Retain for 2 years after business action completed.</p>	<p>Background/business process: This is a new record class for this activity. 'Minor' matters are assessed through in-house review and consultation. This category also includes complaints the Board reasonably believes to be frivolous, vexatious or trivial under Section 85 (2) of the Act.</p> <p>Regulatory requirements: <i>Surveyors Act 2003</i> – s85</p> <p>Business requirements: The proposed retention period reflects the nature of the complaint as they are usually trivial and warrant no further action by the Board.</p> <p>Comparison with other schedules' retention period: <i>Valuers Registration Board of Queensland Retention and Disposal Schedule QDAN98/0042</i> Reference 4.1 Records relating to complaints and suggestions of minor importance – Retain for 2 years after last date of action</p>

Function No	Title	Scope Note
2	SURVEYORS EDUCATION	<i>Establishing competency frameworks for the registration and endorsement of surveyors under s.39 of the Surveyors Act 2003.</i>
Activities		
2.1 Accreditation		
2.2 Competency		

Ref. No	Description of record and retention period	Justification for retention period
2.1.1	<p>Accreditation of degree courses</p> <p>Records relating to the accreditation of degree course for surveying undergraduates offered in Queensland.</p> <p>Disposal action –</p> <p>Retain for 5 years after business action completed.</p>	<p>Background/business process:</p> <p>The scope note of this record class has been re-worded.</p> <p>Under s.41 of the <i>Surveyors Act 2003</i>, the board may enter into a written agreement with an entity for accreditation of the entity for assessing the competency of surveyors. In Queensland, the University of Southern Queensland is the only university that provides surveying under graduate courses.</p> <p>Regulatory requirements:</p> <p><i>Surveyors Act 2003 – s.41</i></p> <p>Business requirements:</p> <p>The retention period has been reduced by one year to be in line with the competency frameworks.</p> <p>Comparison with other schedules' retention period:</p> <p><i>SA Surveyors Board of South Australia Operational Records Disposal Schedule 2012/02 Reference 2.3.2</i> Records documenting contractual arrangements with educational institutions for Surveyor Board funding or support for surveying course resources, including the provision of lecturers – Destroy 8 years after action completed</p> <p><i>Non-State Schools Accreditation Board Retention and Disposal Schedule QDAN599 v.1 Reference 1.1</i> Records relating to an application for accreditation and funding eligibility for a new non-state school, including attachments – Retain for 5 years after last action</p> <p><i>Queensland Law Society Retention and Disposal Schedule QDAN674 v.1 Reference 1.3.2</i> Records relating to the development and presentation of legal courses and curriculum management – Retain for 10 years after course is no longer offered</p> <p>Previous schedules (where applicable):</p>

Ref. No	Description of record and retention period	Justification for retention period
		QDAN615 v.1 Reference 2.1.1 Records relating to the accreditation of degree courses for surveying undergraduates offered by Queensland University of Technology and University of Southern Queensland. Includes details of course name, length, full or part-time study, outline of the course, synopsis of each unit or subject, practical experience, correspondence between the University and the Surveyors Board of Queensland – Retain for 6 years after the last accreditation of the course

Ref. No	Description of record and retention period	Justification for retention period
2.2.1	<p>Competency frameworks 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>Disposal action – Retain for 5 years after business action completed.</p>	<p>Background/business process: The scope note of this record class has been re-worded. Under s.39 of the <i>Surveyors Act 2003</i>, SBQ must establish the competency frameworks appropriate for the qualifications, skills, knowledge and experience needed for registration as a surveyor, surveying graduate, surveying associate or a registration endorsement. Since QDAN615 v.1 was initially developed and approved the basis of assessing surveyor competency has changed and professional training agreements are no longer applicable. Competency is assessed against the relevant competency framework as per the legislative requirements. To ensure the competency frameworks remain up to date with both technological advances and modern surveying practices the frameworks are amended by the Board as required.</p> <p>Regulatory requirements: <i>Surveyors Act 2003 – s.39</i></p> <p>Business requirements: The disposal action for this record class has changed as the competency frameworks are reviewed from time to time as required and are superseded once the new frameworks are approved by the Board. Once superseded the frameworks are of little value and are no longer relevant.</p> <p>Comparison with other schedules' retention period: There were no other schedules to compare against for this record class.</p> <p>Previous schedules (where applicable): QDAN615 v.1 Reference 2.3.1 Records relating to the establishment, development and monitoring of competency frameworks and standards to assess applicants for registration or endorsement as a registered surveyor – Retain for 5 years after last action</p>

NOTE: The record class for Monitoring have not been included in a legacy section as SBQ do not have any of these records.

Function No	Title	Scope Note
3	SURVEYORS PROFESSIONAL RELATIONS	<i>Liaising with other Surveyor Boards in Australia, professional associations and other government agencies.</i>
Activities		
3.1 Liaison		

Ref. No	Description of record and retention period	Justification for retention period
3.1.1	<p>Mutual recognition Records relating to contact with other surveyors boards via the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ).</p> <p>Disposal action – Retain for 5 years after business action completed.</p>	<p>Background/business process: The scope note of this record class has been re-worded. Since 1892 there has been a reciprocal registration agreement between the various registration authorities in Australia and New Zealand for cadastral (land) surveyors. Under this agreement, surveyors who are registered in an Australian state or territory, or in New Zealand, are able to gain registration in any of these jurisdictions. SBQ has a memorandum of understanding with the Board of Surveying and Spatial Information (BOSSI) of New South Wales and Western Australian Mines Survey Board setting out reciprocal registration rights for mine surveyors between the States. This agreement supports the growing demand for recognition of mine surveyors and allows for free movement between mines in the three states.</p> <p>Regulatory requirements: <i>Mutual Recognition (Queensland) Act 1992</i></p> <p>Business requirements: Under version 1 of the schedule, these records were seen as providing evidence of documenting why decisions were made regarding the strategic direction of the surveying profession and the SBQ, and therefore considered to be of permanent value. Each identified schedule from other jurisdictions show that registers of surveyors are kept permanently and these records don't need be kept permanently by Queensland. The retention period of this record class has been changed from permanent to 5 years as CRSBANZ has no formal authority to impose standards or guidelines on the Surveyors Board of Queensland. CRSBANZ may make decisions which may be considered and implemented by the relevant States or Territory authorities. The Board sets the strategic direction of the surveying profession and this is captured in the Board's meetings which are kept permanently.</p>

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		<p>Comparison with other schedules' retention period:</p> <p><i>State Records NSW Board of Surveying and Spatial Information Functional Retention and Disposal Authority FA238</i> Reference 6.11.1 Records relating to liaison activities undertaken with surveying authorities, professional organisations such as the Institute of Surveyors Australia, and with the surveying community generally – Retain for minimum of 6 years after last action, then destroy</p> <p><i>SA Surveyors Board of South Australia Operational Records Disposal Schedule 2012/02</i> Reference 1.3.1 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 – Permanent</p> <p><i>Prostitution Licensing Authority Retention and Disposal Schedule QDAN655 v.1</i> Reference 1.5.1 External agencies – Retain permanently</p> <p>Previous schedules (where applicable):</p> <p>QDAN615 v.1:</p> <ul style="list-style-type: none"> • Reference 3.1.1 Records relating to contact between the Surveyors Board of Queensland and Surveyors Boards in other states and territories, state, national and international professional organisations and government departments – Retain for 5 years after last action • Reference 3.2.1 Records relating to contact with other surveyors boards via the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ) which have an impact on the surveying profession in Australia and the strategic direction of the Surveyors Board of Queensland – Retain permanently.

Function No	Title	Scope Note
4	REGISTRATION OF SURVEYORS	<i>Registering surveyors, graduates, associates and emeritus surveyors under s.36 of the Surveyors Act 2003.</i>
Activities		
4.1 Registration of surveyors		

Ref. No	Description of record and retention period	Justification for retention period
4.1.1	<p>Register of surveyors Register of cadastral surveying associates, surveying graduates, surveyors and emeritus surveyors.</p> <p>Disposal action – Retain permanently.</p>	<p>Background/business process: The scope note of this record class has been re-worded. Under s.68 of the <i>Surveyors Act 2003</i>, SBQ must keep a register for surveyors, surveying graduates, surveying associates and emeritus surveyors. The register of current registrants are available on the SBQ website. The register includes details of:</p> <ul style="list-style-type: none"> • registrants name and address • type of registration held • dates of registration • registration endorsements held • details of any disciplinary action. <p>The Surveyors Board and the Act only deal with cadastral surveyors and only cadastral surveyors have to be registered with the Board. There is no requirement for engineering surveyors to be registered with the Board.</p> <p>Regulatory requirements: <i>Surveyors Act 2003</i> – s.68 Surveyors Regulation 2014 – s.5</p> <p>Business requirements: The retention period has not changed from QDAN615 v.1. The retention period is consistent with New South Wales, Northern Territory, South Australia and Victoria.</p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Permanent retention criteria (where applicable): Meets the following characteristic of the QSA appraisal statement:</p> <ul style="list-style-type: none"> • 2 – primary functions & programs of Government • 3 – enduring rights & entitlements • 4 – significant impact on individuals • 5 – substantial contribution to community memory. <p>Community expectation: The register provides a good source of information of the development of the surveying profession in Queensland. It also has the potential to be used in future research of the surveying industry. It is invaluable for researching family history and eminent surveyors.</p> <p>Comparison with other schedules' retention period: <i>State Records NSW Board of Surveying and Spatial Information Functional Retention and Disposal Authority FA238 Reference 6.18.1 Register of Surveyors – Required as State archives</i> <i>Northern Territory Licensed Surveyors Management Records Disposal Schedule 2015/16 Reference 1.6.1 Register of Licensed Surveyors – Permanent</i> <i>SA Surveyors Board of South Australia Operational Records Disposal Schedule 2012/02 Reference 3.4.1 Registers of licensed surveyors – Permanent</i> <i>PROV Retention & Disposal Authority for records of the Surveyor-General PROS07/08 Reference 1.1.0 Registration of licensed surveyors-summary management – Permanent</i> <i>Australian Music Examinations Board Retention and Disposal Schedule QDAN397 v.1 Reference 1.1</i> <i>AMEB Valuers' Registration Board of Queensland Retention and Disposal Schedule QDAN98/0042</i></p> <ul style="list-style-type: none"> • Reference 2.3 Register of certificates – Retain permanently • Reference 2.5 Register of provisional valuers – Retain permanently • Reference 2.7, 3.1 Applicant record card – Retain permanently • Reference 5.2 Deceased/retired card, 5.4 Struck off card – Retain permanently <p>Database – Retain permanently in an accessible, readable and unalterable format <i>Office of Health Practitioner Registration Boards Retention and Disposal Schedule QDAN538 v.1 Reference 36.1 Registration details – Permanent</i> <i>Non-State Schools Accreditation Board Retention and Disposal Schedule QDAN599 v.1 Reference 3.1</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p>Register of non-state schools – Permanent</p> <p><i>Prostitution Licensing Authority Retention and Disposal Schedule QDAN655 v.1 Reference 1.7.1</i></p> <p>Register of brothel licences and manager’s certificates – Retain permanently</p> <p><i>Queensland Law Society Retention and Disposal Schedule QDAN674 v.1 Reference 1.1.1</i> Register of members – Retain permanently</p> <p>Previous schedules (where applicable):</p> <p>QDAN615 v.1 Reference 4.1.8 Register of Surveyors – Retain permanently</p>
4.1.2	<p><i>Registering surveying associates, surveying graduates, surveyors and emeritus surveyors</i></p> <p>Records relating to registering cadastral surveying associates, surveying graduates, surveyors and emeritus surveyors.</p> <p>Includes surveyors with endorsements, corporations and reciprocal registrations.</p> <p>Also includes assessments of overseas qualifications.</p> <p>Disposal action –</p> <p>Retain for 2 years after business action completed.</p>	<p>Background/business process:</p> <p>This record class is a merger of 4.1.2 registration of surveyors, 4.1.3 registration of surveying graduates, 4.1.4 surveying associates and 4.1.5 registration of emeritus surveyors.</p> <p>The Surveyors Board of Queensland grants the ‘emeritus’ status to registered surveyors retiring from practice, who have made a significant contribution to the surveying profession.</p> <p>To be registered as an emeritus surveyor the applicant needs to satisfy the Board with the following criteria:</p> <ul style="list-style-type: none"> • the surveyor is currently registered with the Board and has been for a minimum of 25 years • the surveyor has retired from surveying practice and provided the Board with a written and signed statement saying they have retired • the surveyor has honourably discharged their professional duty and submitted a curriculum vitae. <p>Regulatory requirements:</p> <p><i>Surveyors Act 2003 – s.36</i></p> <p>Business requirements:</p> <p>With the merger of a number of record classes, the retention period has been reduced to 2 years from either permanent or 7 years after expiry of registration. These records are of an administrative nature as registration needs to be renewed every year and the details are added to the register which is kept permanently.</p> <p>If a surveyor applies for emeritus status then a decision is made at that time by the Board based on the information available to the Board. Much of the assessment is the knowledge board members have of the surveyor and their contribution to the profession and this information is not captured anywhere.</p> <p>Comparison with other schedules’ retention period:</p> <p><i>State Records NSW Board of Surveying and Spatial Information Functional Retention and Disposal</i></p>

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		<p><i>Authority FA238</i> Reference 6.18.2 Records relating to the registration of surveyors which are accepted by the Board of Surveying and Spatial Information who have made significant or unique achievements or contributions to the practice of surveying in New South Wales – Required as State archives</p> <p><i>Northern Territory Licensed Surveyors Management Records Disposal Schedule 2015/16</i> Reference 1.3.5 Records documenting approved applications for licensed surveyors by the Board – Destroy 10 years after registration has expired, cancelled or removed</p> <p><i>SA Surveyors Board of South Australia Operational Records Disposal Schedule 2012/02</i> Reference 3.4.3 Records in 'docket' format of the former office of the Board of Examiners for Surveyors – Permanent</p> <p><i>PROV Retention & Disposal Authority for records of the Surveyor-General PROS07/08</i> Reference 1.2.0 Applications for registration – Destroy 7 years after application processed</p> <p><i>Department of Mines & Energy Board of Examiners Retention and Disposal Schedule QDAN97/0078</i> Applicants' details for certificates of competency for mine managers, mine surveyors, mine electricians, open-cut examiners, winding licences and mine deputy examinations – Retain for 70 years from date of birth or 7 years from date of separation or resignation, whichever is later, then destroy</p> <p><i>Valuers Registration Board of Queensland Retention and Disposal Schedule QDAN98/0042</i></p> <ul style="list-style-type: none"> • Reference 2.1 Record books of applications – Retain permanently • Reference 2.8 Applicant file – Retain for 7 years after last action, then destroy • Reference 3.2 Specialist retail valuers applicant file – Retain for 5 years after last action, then destroy <p><i>Australian Music Examinations Board Retention and Disposal Schedule QDAN397 v.1</i> Reference 1.4 Enrolment forms – Retain permanently</p> <p><i>Queensland Law Society Retention and Disposal Schedule QDAN674 v.1</i> Reference 1.1.2 Membership Registration records – Retain for 1 year after the data is entered into the register of members</p> <p>Previous schedules (where applicable):</p> <p>QDAN615 v.1:</p> <ul style="list-style-type: none"> • Reference 4.1.1 Records relating to the registration of surveyors whose registration expired prior to the end of 1996 – Retain permanently • Reference 4.1.2 Records relating to the registration of surveyors whose registration expired from January 1997 onwards – Retain for 7 years after expiry of registration • Reference 4.1.3 Records relating to the registration of surveying graduates – Retain for 7 years

Ref. No	Description of record and retention period	Justification for retention period
		<p>after expiry of registration</p> <ul style="list-style-type: none"> • Reference 4.1.4 Records relating to the registration of surveying associates – Retain for 7 years after expiry of registration • Reference 4.1.5 Records relating to the registration of emeritus surveyors – Retain permanently
4.1.3	<p><i>Demonstration of competency – surveying graduates, surveyors and surveyors with endorsements</i></p> <p>Records relating to the demonstration of competency.</p> <p>Disposal action – Retain for 6 months after business action completed.</p>	<p>Background/business process:</p> <p>To progress from Surveying Graduate to Surveyor or for a Surveyor to gain an endorsement the applicant must submit to the Board specific records that demonstrate their competency against the relevant competency framework applicable at that time. The submitted documents will then be assessed by the Board. The majority of assessments are via progressive assessment where skills and experience are gained documents are prepared and submitted to demonstrate competency against specific elements of the framework. The assessment process passes and accepts the documents submitted or, if there are shortfalls, advises of the shortcomings and the applicant will amend and re-submit the documents.</p> <p>An alternate assessment process is via oral presentation and while documents are submitted in advance of the oral presentation much of the assessment is performed orally and no formal records are retained of the discussion during the presentation.</p> <p>The documents submitted can be very significant in size. They are firstly referenced to the current competency framework. Secondly they are based on current technology and the practice of surveying which continues to change significantly.</p> <p>Regulatory requirements: <i>Surveyors Act 2003 – s.44</i></p> <p>Business requirements:</p> <p>Once an assessment is completed there is little if any reason or value in seeking to return or review the documents. The applicants never request the documents to be returned and the Board has not referred back to the documents. The Board minutes record the outcome of the assessment and the granting of surveyor registration or the endorsement.</p> <p>The retention period has been reduced to 6 months after completion of the assessment, rather than 7 years after expiry of registration. These records are of an administrative nature as the details are added to the register which is kept permanently. Also these records would potentially have to be retained for 40 plus years and will not be supported by the frameworks on which the assessment was initially based.</p> <p>Once initial competency has been demonstrated all registrants are required to maintain their</p>

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		<p>competence and keep up to date with technological advances and surveying techniques. Accordingly, many of the competency assessment documents retained for registered surveyors with ten or more years' experience would have diminished or limited value, even as a reference document, as the survey equipment and computer software used to generate the documents would no longer be available and the next generation of surveyors will likely have learnt a whole new methodology or way to perform the survey.</p> <p>Comparison with other schedules' retention period: There were no other schedules to compare against for this record class.</p> <p>Previous schedules (where applicable): QDAN615 v.1:</p> <ul style="list-style-type: none"> • Reference 4.1.2 Records relating to the registration of surveyors whose registration expired from January 1997 onwards – Retain for 7 years after expiry of registration • Reference 4.1.3 Records relating to the registration of surveying graduates – Retain for 7 years after expiry of registration • Reference 4.1.4 Records relating to the registration of surveying associates – Retain for 7 years after expiry of registration.
4.1.4	<p>Rejected applications 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>Disposal action – Retain for 6 months after business action completed.</p>	<p>Background/business process: The scope note of this record class has been re-worded. There are only 2 grounds in which applications can be rejected, s.36(2)(a) & (b) of the Act, which basically means that someone doesn't have the relevant competency and are not considered a 'suitable person' as defined by the Act.</p> <p>Regulatory requirements: <i>Surveyors Act 2003 – s.50</i></p> <p>Business requirements: The retention period for this record class has been reduced from 2 years to 6 months as the right of appeal is to QCAT and is 28 days after notification of the Board's decision. If an application is rejected, this information is recorded in the Board meeting minutes and these are retained permanently.</p> <p>Comparison with other schedules' retention period: <i>State Records NSW Board of Surveying and Spatial Information Functional Retention and Disposal</i></p>

Ref. No	Description of record and retention period	Justification for retention period
		<p><i>Authority FA238</i> Reference 6.18.4 Records relating to the registration of surveyors which are accepted by the Board of Surveying and Spatial Information – Retain for minimum of 7 years after date of application, then destroy</p> <p><i>Northern Territory Licensed Surveyors Management Records Disposal Schedule 2015/16</i> Reference 1.3.6 Records documenting refused applications for licensed surveyors by the Board – Destroy 5 years after action completed</p> <p><i>Prostitution Licensing Authority Retention and Disposal Schedule QDAN655 v.1</i></p> <ul style="list-style-type: none"> • Reference 1.6.3 Refused applications – Retain for 3 years after finalisation of any appeals process • Reference 1.6.4 Withdrawn applications – Retain for 2 years after withdrawal of application <p>Previous schedules (where applicable):</p> <p>QDAN615 v.1 Reference 4.1.6 Applications for registration as a surveyor, surveying graduate, surveying associate or emeritus surveyor that are rejected because the applicants do not meet the competency standards for registration established by the Surveyors Board of Queensland – Retain for 2 years after last action</p> <p>The two-year retention period in QDAN615 v.1 was purely based on a comparison with local government rejected applications as SBQ saw no business use in retaining the records once the application was rejected.</p>