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STATE RECORDS

of South Australia

Operational Records Disposal Schedule

Department for Trade and Investment Office of the Surveyor-General (OSG)

RDS 2023/17 Version 1

Effective Dates: 23 January 2024 to 24 January 2034

This operational records disposal schedule (RDS) authorises disposal of official records (including destruction and transfer of records to State Records custody) as a determination in accordance with section 23(2) of the *State Records Act 1997*.

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RDS No	RDS 2023/17 Version 1
Disposal Schedule Type	Operational Records Disposal Schedule
Agency	Department for Trade and Investment - Office of the Surveyor-General (OSG)
Records Scope	Records documenting the functions of Land Administration, Nomenclature and Surveying.
Records Coverage Dates	1 January 1901 - ongoing
Effective Dates	23 January 2024 to 23 January 2034
Status	Determined by Director State Records and approved by State Records Council 5 December 2023
Associated RDS	This schedule supersedes functions of 1. Geographical Names Administration, 2. Land Administration and 4. Surveying in RDS 2011/11 v2
Associated Document	Use the RDS in conjunction with its RDS Context Statement

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Introduction

Scope

This RDS applies to official records in all formats including (but not limited to) those that were born digital in databases, email systems, office applications, digital cameras and video as well as physical records on paper, film, tape and other analogue media. Any common records of Government Agencies are covered under General Disposal Schedule for State Government Agencies (GDS 30).

This RDS excludes:

- all pre-1901 records. These are permanent in accordance with a motion approved by the State Records Council on 19 February 2008
- records of permanent value already in State Records custody
- destruction of physical records badly damaged by fire, flood, mould, etc, and neglect of physical, digital records which makes them unreadable and inaccessible
- records to be transferred as part of a privatisation or sale to a non-government organisation
- records not adequately covered within the scope of this RDS

If records fall into any of the above exclusions please contact State Records for advice.

Objectives

The purpose of this RDS is to authorise the disposal of records in accordance with the *State Records Act 1997* including:

- records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference (identified as permanent - retain as State archives) in accordance with State Records appraisal criteria and
- authorising the destruction of records not of enduring evidential or information value (identified as temporary) after they have been retained a minimum period

Relationship to other disposal schedules

The General Disposal Schedule for State Government Agencies in South Australia (GDS 30, as amended) should be used by State Government agencies for common records documenting activities such as HR, financial management, policy and procedures.

Hardcopy source records dating from 1 January 2005 that are converted to digital format (digitised) as part of business processes can be disposed of under General Disposal Schedule 21 (GDS 21) where the conditions outlined in GDS 21 are met.

State Records issue general disposal schedules from time to time to implement disposal freezes, restricting disposal of records which might otherwise be authorised for destruction. To see the latest schedules implementing disposal freezes check State Records website <https://www.archives.sa.gov.au/managing-information/general-disposal-schedules-gds>.

Interpretation

This RDS establishes minimum periods before temporary value digital and physical records can be legally destroyed and identifies records of permanent value to be transferred to State Records' custody.

Status/Disposal action definitions

- **Permanent – retain as State archives**
The disposal action 'Retain as State archives' is used to identify those records of enduring evidential or informational value that cannot be destroyed and must be preserved for future reference. The permanent retention of these records as State archives has been identified in accordance with the State Records' appraisal criteria. These records are required to be transferred to State Records in accordance with State Records Transfer Standard (as amended).
- **Temporary – retain a minimum of [list specific period of time] after action completed, then destroy.**
The disposal action 'temporary' is used to identify records not of enduring evidential or informational value. These records are not considered to have continuing value to the agency or the State but must be retained for a minimum period. They can be destroyed after reaching this minimum period, and once any other disposal considerations have been taken into account.

Retain a record of records destroyed under this RDS

Agencies must keep their own record of all records destroyed under this RDS, noting the relevant disposal schedule entry and the authorisation for destruction. Temporary records should only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia.

Compliance with the Determination

Failure to comply with this determination, or any directions in it, falls under Section 17 of the *State Records Act 1997*.

For more information

Refer to State Records sentencing, transfer and destruction guidelines on our website at www.archives.sa.gov.au.

State Records Contact Details

Contact details

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1	LAND ADMINISTRATION	The function of administering and defining land parcels and boundaries, geographical and topographical naming, providing services related to road orders, reporting on Native Title and tenure history, land transactions and cadastral drafting.		
1.1	Native Title Discovery	The activity of investigating and reporting on the tenure of land, its history and its relationship to Native Title.		
1.1.1		Records relating to tenure searching for Native Title discovery. Includes conducting research and advice from regional offices, the Attorney-General's Department and other Agencies, and associated reports, maps, tables and spatial information.	PERMANENT	Retain as State archives
1.1.2		Topographical and anthropological maps showing demographic and First Nations components which document the historical tenure of land, agreed by all parties, and ratified through Court hearings.	PERMANENT	Retain as State archives
1.2	Nomenclature	The activity of researching and applying names to places, routes, properties and land features.		
1.2.1		Records documenting the approved official naming of features, locations and places, including suburbs, schools and hospitals. Includes assignments and modifications, proposals and submissions, assessment, public consultation and objections. Includes the recording of European and Indigenous place names.	PERMANENT	Retain as State archives
1.2.2		Register of officially proclaimed geographic names (Gazetteer) and name changes. Includes descriptive detail for mapping, enquiry purposes, history and approval date of the name. See Item 1.2.3 for research into place names. See Item 1.2.6 for notifications relating to place names.	PERMANENT	Retain as State archives
1.2.3		Records documenting research into the origin of place names included in the Register (Gazetteer). See Item 1.2.2 for the Register (Gazetteer).	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.2.4		Records documenting the official discontinuance of use of place names.	PERMANENT	Retain as State archives
1.2.5		Records documenting proposals for assignment of, or changes to, place names, which were unsuccessful. For example suburb of Seacliff Heights.	PERMANENT	Retain as State archives
1.2.6		Records of notifications to or from external authorities i.e. Local Government Authorities relating to assignment, alteration and discontinuance of approved place names. Includes names of roads, reserves and electoral divisions. See Item 1.2.2 for the register of officially proclaimed place names.	TEMPORARY	Retain a minimum of 5 years after action completed, then destroy
1.3	Recording Land & Administrative Boundaries	The activities associated with managing boundaries, including property addressing, amalgamations and electoral redistribution.		
1.3.1		Summary records and registers of land definitions that are gazetted, eg. dedication of land as a reserve under the <i>Crown Lands Act 1929</i> (or successor) or its resumption as Crown Land.	PERMANENT	Retain as State archives
1.3.2		Database records comprising the official source of rural and urban property addresses for South Australia (currently ARID, formerly PropertyAssist portal).	PERMANENT	Retain as State archives
1.3.3		Plans of road patterns prior to rural addressing showing property addresses within each Local Government area dating from c1840 until 2010. Current road patterns are gazetted by Local Government Authorities and are defined on the South Australian Property and Planning Atlas (SAPPA) formerly Property Location Browser.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.4		Records documenting electoral redistribution, including working papers and draft electorate boundary plans.	PERMANENT	Retain as State archives
1.3.5		Records documenting Public Maps (discontinued 1987) and interim land tenure maps (c1987-1995). Interim land tenure maps were sometimes referred to as “L Plots” or Hundred sheets. Both series show boundary extents of titles and assessments. (Closed series c1985 when the Public Map ceased). See Item 1.3.6 for microform reference copies.	PERMANENT	Retain as State archives
1.3.6		Microform reference copies of interim land tenure maps c1987 to 1995 sometimes referred to as “L Plots” or Hundred sheets. (Closed series c 1995) See Item 1.3.5 for original interim land tenure maps.	TEMPORARY	Destroy when reference ceases
1.3.7		Hundred Maps recording Local Government and Ward Boundaries. Includes the publication of changes to government reserves, Hundreds and Crown Land, and the indexes to the proclaimed definitions.	PERMANENT	Retain as State archives
1.3.8		State Plot books of land tenure throughout the State, which defined the boundaries of allotments now superseded and defined by the Spatial Cadastral Database (also known as Digital Cadastral Database). (Closed series c 1980)	PERMANENT	Retain as State archives
1.3.9		Internal work sheets – “X-searches” - recording surveyors' examinations of cadastral surveys e.g. discrepancies needing clarification or resolution, lodged for definition and filing.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.3.10		Annotated copy of H. S. Carroll's County based Atlas of pastoral leases. Corrected up to 1876 by G.W. Goyder, under the direction of the Surveyor-General. Includes representations from Lands Department maps and plans, with hand coloured illustrations. Also includes copy of index. (Unannotated copy held by the State Library).	PERMANENT	Retain as State archives
1.3.11		Records documenting the Surveyor-Generals advice to the Registrar-General for dispute mediation or claims against the Government Assurance Fund, including those which proceed to the Supreme Court for resolution. Includes meeting minutes, correspondence, court transcripts and agreements.	TEMPORARY	Retain a minimum of 20 years after action completed, then destroy
1.3.12		Working copies of land definitions conducted for State and Local Government Agencies, e.g. National Parks boundaries, reserves, Hundreds and Crown Land.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy
1.4	Road Orders Management	The activity of administering road orders, including permanent openings and closings.		
1.4.1		Records documenting adjudications and recommendations to the Minister on the permanent opening and closing of roads in South Australia. Includes correspondence and objections.	PERMANENT	Retain as State archives
1.4.2		Road Order administration documented in "Road Docket Files" of the administration of road order processes under delegated authority to the Surveyor-General. See Item 1.4.5 for road plan tracings. See Item 1.4.6 for road plan tracings microform reference copies.	PERMANENT	Retain as State archives

No	Function/Activity	Description including Records Examples	Status	Disposal Action
1.4.3		Control register of Road Orders, including references to Gazette Notices.	PERMANENT	Retain as State archives
1.4.4		Bound Road Orders books comprising the copy of every Road Order issued by Local Government Authorities for the purpose of opening or closing roads. Includes correspondence and road plans.	PERMANENT	Retain as State archives
1.4.5		Annotated working copies of road plans or tracings on blue linen for the purposes of managing titles. See Item 1.4.2 for Road Docket files. See Item 1.4.6 for microform reference copies.	PERMANENT	Retain as State archives
1.4.6		Microform reference copies of road plans or tracings for the purposes of managing Road Orders. See 1.4.2 for Road Docket files containing final version. See 1.4.5 for annotated working copies.	TEMPORARY	Destroy when reference ceases
2	SURVEYING	The function of determining the form of land, or the position of a point, object, structure or feature on or in the land by the measurement of distances and angles including those by electronic devices or by photogrammetry. Includes the development of survey regulations and directions, the investigation of lodged cadastral surveys, identification and resolution of boundaries, the establishment, coordination and adjustment of the State geodetic network data, maintenance of survey marks and liaison with industry groups.		
2.1	Audit and Investigation	The activity of auditing and investigating licensed surveyors. This includes the referral of matters to the Institution of Surveyors.		
2.1.1		Records documenting investigations, following standard audit processes by the Surveyor-General, that set a precedent, or generate substantial public or media interest. Includes cases referred to the Ombudsman or are subject to Court appeal. See Item 2.1.2 for audits of licensed surveyors.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.1.2		<p>Records documenting audits of the work of licensed surveyors. Includes desktop and field work examinations, measurements, calculations, amendments, correspondence with surveyors and occurrences of non-compliance.</p> <p>See Item 2.1.1 for subsequent investigations that set a precedent, generate substantial public or media interest.</p> <p>See Item 2.1.3 for subsequent other investigations.</p>	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
2.1.3		<p>Records of other investigations by the Surveyor-General, involving complaints, negotiations with surveyors, liaison with industry bodies, legal advice, representations and amendments. Includes those that result in disciplinary action taken by the Surveyor-General or the professional surveyors organisation against the surveyor.</p> <p>See Item 2.1.1 for investigations that set a precedent, generate substantial public or media interest.</p>	TEMPORARY	Retain a minimum of 17 years after action completed, then destroy
2.1.4		Records documenting complaints about licensed surveyors that are unproved, withdrawn or not proceeded with.	TEMPORARY	Retain a minimum of 2 years after action completed, then destroy
2.2	Boundary Surveying	The activities involved in determining (to regulated survey accuracies) the State borders and property lines of land parcels within those borders.		
2.2.1		Field notes and survey plans documenting the surveying of the borders of South Australia. Includes consultation and cooperative programs with neighbouring States and the Northern Territory.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.2.2		Spatial Cadastral database of graphical representation of land parcels or cadastral units of counties, parishes, hundreds, deposited, registered and title plans, and lots, for the purposes of land ownership.	PERMANENT	Retain as State archives
2.2.3		Crown survey field books and register, showing surveyor name and issue date, includes coordinates, sketches and observations.	PERMANENT	Retain as State archives
2.2.4		Diagram plans – original surveys of Crown lands by Hundred and Plan numbers of original subdivisions deposited in the Lands Titles Office.	PERMANENT	Retain as State archives
2.2.5		Records documenting surveys of confused boundaries. Includes lodgement of plans, declarations, references to interested parties and agencies, objections, investigations, decisions and appeals.	PERMANENT	Retain as State archives
2.2.6		Records documenting advice to surveyors, examiners, government agencies and the public concerning boundary positions, when the outcome changes the boundary line. See Item 2.2.7 for advice when the outcome does not change the boundary line.	PERMANENT	Retain as State archives
2.2.7		Records documenting advice to surveyors, examiners, government agencies and the public concerning boundary positions when the outcome does not change the boundary line. See Item 2.2.6 for advice when the outcome changes the boundary line.	TEMPORARY	Retain a minimum of 15 years after action completed, then destroy
2.2.8		Records of project surveys carried out for other agencies e.g. surveys for the sale of forests, re-surveying of the Cultana Army base, and non-commercial surveys for the State.	TEMPORARY	Retain a minimum of 10 years after action completed, then destroy

No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3	Geodetic Surveying	The activity of surveying land in which corrections are made to allow for the curvature of the earth. Includes maintaining and adjusting the State's geodetic network data, permanent marks, and conducting geodetic survey projects.		
2.3.1		Records documenting the maintenance of marks and trigonometrical stations, benchmarks, cadastral boundary marks and trigonometrical station reconnaissance reports conducted in the field. Includes traverse pages, traverse diagrams, trigonometrical station summaries, land owner details, accessibility directions, coordinates, level pages, job sheets and field photographs.	PERMANENT	Retain as State archives
2.3.2		Registers of trigonometrical stations, benchmarks, permanent survey marks gone, field pages and traverse diagrams.	PERMANENT	Retain as State archives
2.3.3		Database records (currently Survey Database) of all official and declared permanent survey marks and benchmarks in South Australia. Includes coordinate and elevation values, references to connecting plans and attributes eg. Block, spike and pin, and plan reference numbers. See 2.3.4 for records preceding the Survey Database.	PERMANENT	Retain as State archives
2.3.4		Manual records preceding the Survey Database, including card indexes showing sketches of marks and surveys that found the marks. See 2.3.3 for Survey Database.	PERMANENT	Retain as State archives
2.3.5		Records of corrections to public land records including permanent survey marks and plans which evidence database change, lodged with Surveyor-General and Registrar-General.	PERMANENT	Retain as State archives
2.3.6		Aerial photographs showing the location of survey marks.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.7		Records documenting the official survey marks, Includes regular checking, geographical positioning and trigonometrical coordinates, benchmarks and cadastre.	PERMANENT	Retain as State archives
2.3.8		Permanent Survey Marks plans and tracings, Limited Surveys and replacement tracings. Includes permanent mark emplacement plans.	PERMANENT	Retain as State archives
2.3.9		Control records and indexes to Survey docket, plans and maps.	PERMANENT	Retain as State archives
2.3.10		Survey Dockets (SD's) and Drawing Room (DR) docket documenting work performed, including records of site visits, job descriptions and instructions, map, number of survey marks, listing of marks and observations.	PERMANENT	Retain as State archives
2.3.11		Records documenting survey projects of national significance or conducted for other agencies eg. coastal monitoring and seismic station surveys. See Item No 2.3.13 for microform copies of geodetic plots and survey plans.	PERMANENT	Retain as State archives
2.3.12		Facilitative records relating to geodetic survey projects including schedules, working papers, progress reviews, drafts and reference material.	TEMPORARY	Retain for a minimum of 10 years after action completed, then destroy
2.3.13		Microform reference copies of plots of geodetic survey plans. See Item No 2.3.11 for original records.	TEMPORARY	Destroy when reference ceases

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.3.14		Special purpose plans, including Parliamentary plans, Nautical plans, Local Government area plans, South-East Drainage Scheme plans and war service land settlement plans.	PERMANENT	Retain as State archives
2.3.15		Records documenting declarations of specified areas of the State as designated survey areas including instructions and conditions. Includes consultation with professional surveying bodies.	TEMPORARY	Retain for a minimum of 15 years after action completed, then destroy
2.3.16		Facilitative notifications from Local Government Authorities regarding civil works. Includes agency inspections of permanent survey marks and the updating of the permanent survey record.	TEMPORARY	Retain for a minimum of 10 years after action completed, then destroy
2.3.17		Records of licence tracings plans prepared for annual licences which were issued over Crown Land.	PERMANENT	Retain as State Archives
2.4	Regulating	The activity of issuing surveying and valuation guidelines and instructions to ensure accuracy, maintain standards and instruct the form, establishment and maintenance of survey marks.		
2.4.1		Final copy of standards and methodologies for calculating coordinates and recording the network of the permanent survey marks across the State.	PERMANENT	Retain as State archives
2.4.2		Master copy of manuals of survey practice or instructions issued by regulation in relation to cadastral surveys. Includes plan preparation and survey guidelines.	PERMANENT	Retain as State archives

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No	Function/Activity	Description including Records Examples	Status	Disposal Action
2.4.3		Records of exemptions given to surveyors from Survey Instructions.	TEMPORARY	Retain for a minimum of 17 years after action completed, then destroy
2.4.4		Records documenting delegations of authority by the Surveyor-General under legislative responsibility to any persons, including revocations of such delegations.	PERMANENT	Retain as State archives