

## **State Archives and Records Authority of New South Wales**

### **Functional Retention and Disposal Authority: FA238**

This authority covers records documenting the functions of land and property information management, survey regulation and geographic naming

This functional retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

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**State Archives and Records Authority of New South Wales**  
**Functional Retention and Disposal Authority**

**Authority no** FA238

**SR file no** 04/0644

**Scope**

This functional retention and disposal authority covers records documenting the functions of *land and property information management, survey regulation and geographic naming* from 1792 onwards.

**Public office**

Land and Property Information NSW, Valuer General, Geographic Names Board and Board of Surveying and Spatial Information

**Approval date**

David Roberts 20/06/2007  
Director, State Records Authority of New South Wales

Geoff Hinchcliffe 28/04/2017  
Executive Director, State Archives and Records Authority of New South Wales

Amendment of minimum retention period for cancelled certificates of title (entry 8.9.15) from 7 years to 3 months after action completed.

## **About the Functional Retention and Disposal Authority**

### **Purpose of the authority**

The purpose of this functional retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

### **The retention and disposal of State records**

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998* (NSW). Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (State Archives and Records NSW) with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

### **Implementing the authority**

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two

primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to determine the appropriate retention period and disposal action for the records. For further advice see *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the retention periods identified in the authority. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see the *General retention and disposal authority: original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

## **Disposal action**

### ***Records required as State archives***

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Archives and Records NSW when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

### ***Records approved for destruction***

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office must not permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Archives and Records NSW.

### **Administrative change**

This functional retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives and Records NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

### **Amendment and review of this authority**

State Archives and Records NSW must approve any amendment to this authority. Public offices that use the authority should advise State Archives and Records NSW of any proposed changes or amendments to the authority.

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Archives and Records NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments will be made and authorised.

## Contact Information

State Archives and Records NSW  
PO Box 516 Kingswood NSW 2747  
Telephone: (02) 9673 1788  
E-mail: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)

**Functional Retention and Disposal Authority**  
**Land and Property Information Management, Survey Regulation and Geographic Naming**

**Authority no: FA238**

**Dates of coverage: 1792+**

**List of Functions and Activities covered**

1.0.0	BUSINESS RELATIONS & DEVELOPMENT	1.12.0	Research
1.1.0	Advice	1.13.0	Training & Consultancy Services
1.2.0	Agreements	2.0.0	GEOGRAPHICAL NAMING
1.3.0	Audit	2.1.0	Advice
1.4.0	Authorisation	2.2.0	Audit
1.5.0	Bids & Quotations	2.3.0	Boundary Determination
1.6.0	Joint Ventures	2.4.0	Joint Ventures
1.7.0	Liaison	2.5.0	Liaison
1.8.0	Planning	2.6.0	Name & Boundary Registration
1.9.0	Policy	2.7.0	Naming Proposals
1.10.0	Procedures	2.8.0	Naming Standards
1.11.0	Reporting	2.9.0	Notification
2.10.0	Objections	3.7.0	Remuneration



**Functional Retention and Disposal Authority**  
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**List of Functions and Activities covered**

2.11.0	Policy	4.0.0	INFORMATION PRODUCTS
2.12.0	Procedures	4.1.0	Advice
2.13.0	Reporting	4.2.0	Agreements
2.14.0	Research	4.3.0	Audit
3.0.0	GOVERNING BODIES	4.4.0	Bids & Quotations
3.1.0	Advice	4.5.0	Distribution
3.2.0	Disclosures	4.6.0	Evaluation
3.3.0	Meetings	4.7.0	Liaison
3.4.0	Membership	4.8.0	Licensing
3.5.0	Policy	4.9.0	Marketing
3.6.0	Procedures	4.10.0	Planning
4.11.0	Policy	5.7.0	Data Validation
4.12.0	Procedures	5.8.0	Field Verification

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4.13.0	Production	5.9.0	Joint Ventures
4.14.0	Reporting	5.10.0	Planning
4.15.0	Research	5.11.0	Policy
5.0.0	SPATIAL INFORMATION AND MAPPING	5.12.0	Procedures
5.1.0	Advice	5.13.0	Reporting
5.2.0	Aerial Photography	5.14.0	Submissions
5.3.0	Aircraft Operations	5.15.0	Topographic Database Management
5.4.0	Agreements	5.16.0	Verification
5.5.0	Audit	6.0.0	SURVEY REGULATION
5.6.0	Cadastral Database Management	6.1.0	Advice
6.2.0	Agreements	6.13.0	Planning
6.3.0	Appeals (decisions)	6.14.0	Policy
6.4.0	Audit	6.15.0	Procedures

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**Dates of coverage: 1792+**

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6.5.0	Awards Administration	6.16.0	Reporting
6.6.0	Certification	6.17.0	Survey Standards
6.6.0	Certification	6.18.0	Surveyor Registration
6.7.0	Compliance Auditing	7.0.0	SURVEYING
6.8.0	Discipline	7.1.0	Advice
6.9.0	Evaluation	7.2.0	Agreements
6.10.0	Funds Allocation	7.3.0	Appeals (decisions)
6.11.0	Liaison	7.4.0	Audit
6.12.0	Notification	7.5.0	Authorisation
7.6.0	Bids & Quotations	7.18.0	Procedures
7.7.0	Cadastral Surveying	7.19.0	Public Survey Registration
7.8.0	Claims	7.20.0	Reporting
7.9.0	Compliance	7.21.0	Survey Control

**Functional Retention and Disposal Authority**  
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**Authority no: FA238**

**Dates of coverage: 1792+**

**List of Functions and Activities covered**

7.10.0	Construction	7.22.0	Survey Coordination
7.11.0	Evaluation	7.23.0	Topographic Surveying
7.12.0	Exemptions	7.24.0	Verification
7.13.0	Inspections	8.0.0	TITLING & REGISTRATION SERVICES
7.14.0	Liaison	8.1.0	Advice
7.15.0	Notification	8.2.0	Agreements
7.16.0	Planning	8.3.0	Amendments
7.17.0	Policy	8.4.0	Appeals (decisions)
8.5.0	Audit	8.17.0	Parliamentary Acts Registration
8.6.0	Authorisation	8.18.0	Plan registration
8.7.0	Boundary Determination	8.19.0	Planning
8.8.0	Claims	8.20.0	Policy
8.9.0	Dealings & Title Registration	8.21.0	Privacy

**Functional Retention and Disposal Authority**  
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**Authority no: FA238**

**Dates of coverage: 1792+**

**List of Functions and Activities covered**

8.10.0	Evaluation	8.22.0	Procedures
8.11.0	Government Property Registration	8.23.0	Reporting
8.12.0	Joint ventures	9.0.0	VALUATION SERVICES
8.13.0	Liaison	9.1.0	Advice
8.14.0	Notification	9.2.0	Agreements
8.15.0	Old System Conversion	9.3.0	Amendments
8.16.0	Old System Registration	9.4.0	Appeals (decisions)
9.5.0	Audit	9.11.0	Policy
9.6.0	Land Values Registration	9.12.0	Procedures
9.7.0	Liaison	9.13.0	Property Assessment
9.8.0	Notification	9.14.0	Reporting
9.9.0	Objections	10.0.0	All records relating to land titling, land registration, land administration and the functions of the Registrar-General or the Surveyor General created prior to 1864.

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**Land and Property Information Management, Survey Regulation and Geographic Naming**

**Authority no: FA238**

**Dates of coverage: 1792+**

<b>List of Functions and Activities covered</b>
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9.10.0	Planning	11.0.0	All financial personnel and general administrative records of the Department, 1900-1940.
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**Land and Property Information Management, Survey Regulation and Geographic Naming**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
1.0.0	<b>BUSINESS RELATIONS &amp; DEVELOPMENT</b>	<p>The function of identifying, developing and pursuing new markets for land and property related products, and of managing major business relationships with government agencies, the private sector, and international customers which underpin the organisation's commercial operations. Includes training and consultancy services provided by the agency relating to land, property and surveying matters.</p> <p>For records relating to the supply of information products and the licensing of customers to access Departmental information resources see INFORMATION PRODUCTS.</p> <p>For records concerning personnel assigned to consultancy projects (e.g. travel, employment conditions etc.) see <i>General retention and disposal authority: administrative records</i>.</p> <p>For the production of promotional material, e.g. videos see <i>General retention and disposal authority: administrative records</i> PUBLICATION – Production.</p> <p>For records documenting the activities of Addresses (presentations), Committees, Conferences, Contracting-out and Tendering, Event Management (Functions), Marketing, Performance Management see <i>General retention and disposal authority: administrative records</i>.</p>	
1.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>For matters relating to the provision of advice to the portfolio Minister or other government organisations concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities, see <i>General retention and disposal authority: administrative records</i> GOVERNMENT RELATIONS – Advice.</p> <p>For matters relating to legal advice see <i>General retention and disposal</i></p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<i>authority: administrative records</i> LEGAL MATTERS – Advice.	
1.1.1		Records relating to the provision and receipt of detailed advice concerning market or product development opportunities or the management of business relationships which: <ul style="list-style-type: none"> <li>• results in changes to the Department’s policies for managing these processes, or</li> <li>• has implications for major liabilities or obligations of the Department.</li> </ul>	Required as State archives.
1.1.2		Records relating to the offering of advice concerning market or product development opportunities or business relations which does not: <ul style="list-style-type: none"> <li>• result in changes to the Department’s policies for managing these processes, or;</li> <li>• have implications for major liabilities or obligations of the Department.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
1.2.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements.  For agreements relating to the licensing of access by customers to land, property, survey, or valuation information resources of the organisation see INFORMATION PRODUCTS - Licensing.	
1.2.1		Records documenting the establishment, maintenance, review and negotiation of agreements with Government and non-Government entities supporting the management of business relations or development of new business or markets.	Retain for minimum of 10 years after expiry or termination of agreement, then destroy.



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
1.3.0	<b>Audit</b>	The activities officially associated with checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.	
1.3.1		Records relating to internal or external audits of programs or services supporting business relations and development that recommend or result in substantial changes to policies.	Required as State archives.
1.3.2		Records of internal and external audits of programs or services supporting business relations and development that do not recommend or result in substantial changes to policies.	Retain for minimum of 6 years after last audit, then destroy.
1.4.0	<b>Authorisation</b>	The process of seeking and granting permission to undertake a requested action.  <i>See General retention and disposal authority: administrative records STRATEGIC MANAGEMENT for delegations of authority to Chief executives, statutory officers or other employees.</i>	
1.4.1		Records relating to authorisations by the responsible Minister to participate in commercial ventures with other Government and non-Government entities.	Required as State archives.
1.4.2		Records relating to an authorisation to undertake market or business development initiatives that do not involve commercial ventures with other Government and non-Government entities.	Retain for minimum of 7 years after all authorised activities have been completed, then destroy.
1.4.3		Records relating to proposed market or business development initiatives which do not proceed.	Retain for minimum of 2 years after last action,

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
			then destroy.
1.5.0	<b>Bids &amp; Quotations</b>	The activities associated with the organisation offering products or services to an external party on a commercial basis.  For bids and quotations submitted to minor clients such as day to day production via account managers see Information Products.	
1.5.1		Records relating to successful bids and quotations for the provision of services or products by the implemented by speciality contract. Includes expressions of interest, tender submissions, contracts and other supporting documentation such as scope of work, etc. Also includes agency master copies of contracts where the agency is participating in joint venture and the original contracts are not held by the agency.	Retain for minimum of 12 years after all conditions relating to the contract have been fulfilled, then destroy.
1.5.2		Records relating to successful bids and quotations for the provision of services or products by the organisation implemented by simple contract. Includes expressions of interest, tender submissions, contracts and other supporting documentation such as scope of work, etc. Also includes agency master copies of contracts where the agency is participating in joint ventures and the original contracts are not held by the agency.	Retain for minimum of 7 years after all conditions relating to the contract have been fulfilled, then destroy.
1.5.3		Records relating to unsuccessful tender bids for the provision of services or products by the organisation. Includes tender submissions, notification of tendering results, etc.	Retain for minimum of 2 years after all action relating to the tender has been completed, then destroy.
1.5.4		Routine correspondence associated with the making of bids and quotes. Includes requests for proposals, preliminary evaluations, and records supporting decisions not to respond.	Retain for minimum of 2 years after last action, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
1.6.0	<b>Joint Ventures</b>	The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
1.6.1		Records relating to joint ventures which involve: <ul style="list-style-type: none"> <li>• participation with the Commonwealth Government and/or other States; or</li> <li>• the provision of services to other countries.</li> <li>• Records include joint venture agreements.</li> </ul>	Required as State archives.
1.6.2		Records relating to joint venture projects which do not involve: <ul style="list-style-type: none"> <li>• participation with the Commonwealth Government or other States; or</li> <li>• the provision of services to other countries.</li> <li>• Records include joint venture agreements.</li> </ul>	Retain for minimum of 6 years after action completed, or 6 years after expiry of contract or agreement, whichever is the longer, then destroy.
1.6.3		Records relating to joint venture proposals that do not proceed.	Retain for minimum of 3 years after last action, then destroy.
1.7.0	<b>Liaison</b>	The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups. Includes sharing of informal advice and discussions, membership of	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		professional associations, and collaborating on projects that are not joint ventures.	
1.7.1		Records relating to liaison activities undertaken with Government and non Government entities to facilitate and support the management of business relationships or business opportunities, includes minutes of meetings.	Retain for minimum of 6 years after last action, then destroy.
1.8.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
1.8.1		Records relating to strategic plans for the conduct and development of commercial operations, including annual Land and Property Information business plan approved by the Minister and Treasury.	Required as State archives.
1.8.2		Records relating to business, operations and action plans to support the implementation of strategic plans.	Retain for minimum of 5 years after plan superseded, then destroy.
1.9.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
1.9.1		Records relating to the development of policies for the management of business relationships and conduct of business activities.	Required as State archives.
1.10.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
1.10.1		Records relating to the development and implementation of procedures for managing business relationships and the conduct of business activities.	Retain for minimum of 5 years after superseded, then destroy.
1.11.0	<b>Reporting</b>	<p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.</p> <p>For progress reports, completion reports etc. relating to consultancy services provided by agency personnel see BUSINESS RELATIONS &amp; DEVELOPMENT – Training &amp; Consultancy Services.</p> <p>For records relating to the submission of annual and other reports to external government organisations see <i>General retention and disposal authority: administrative records</i> GOVERNMENT RELATIONS.</p>	
1.11.1		Records relating to formal internal reports impacting on policy or strategic direction concerning business relations and development.	Required as State archives.
1.11.2		Records relating to periodic internal reporting concerning business relations and development operational on activities.	Retain for minimum of 5 years after last action, then destroy.
1.12.0	<b>Research</b>	<p>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc.</p> <p>Includes following up of enquiries relating to organisational programs, projects, working papers, literature searches etc.</p>	
1.12.1		Records relating to research supporting the development of new markets, products or business. Records include reports, working papers, associated data and analysis and project management	Retain for minimum of 10 years after last action, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

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No	Function/Activity	Description	Disposal Action
		correspondence.	
1.12.2		Literature searches, reference materials and research data which can be replicated or reproduced from other sources.	Retain until reference use ceases, then destroy.
1.12.3		Survey questions and returns.	Retain until data summarised, then destroy.
1.13.0	<b>Training &amp; Consultancy Services</b>	<p>The activities associated with providing commercial training and other consultancy services to external agencies or individuals. Includes training plans, liaison with service providers, training arrangements, and the provision of legal and other specialist advisory services to domestic and international clients.</p> <p>For administrative arrangements where training and consultancy services are provided under a joint venture agreement see BUSINESS RELATIONS &amp; DEVELOPMENT – Joint Ventures.</p>	
1.13.1		Reports relating to consultancy projects which are implemented by speciality contract.	Retain for minimum of 12 years after all conditions relating to the contract have been satisfied, then destroy.
1.13.2		Reports relating to consultancy projects which are implemented by simple contract.	Retain for minimum of 7 years after all conditions relating to the contract have been satisfied, then destroy.
1.13.3		Master set of training materials developed by the agency for use in	Retain for minimum of 3

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

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No	Function/Activity	Description	Disposal Action
		training courses that are not part of a specific consultancy service. Includes training programs, lecture notes, handouts, films and videos.	years after materials are superseded, then destroy.
1.13.4		Master set of training materials developed by the agency for use in training courses that are part of a specific consultancy service. Includes training programs, lecture notes, handouts, films and videos.	Retain for minimum of 12 years after all conditions relating to the contract have been fulfilled, then destroy.
1.13.5		Records relating to administrative arrangements associated with the delivery of training courses. Includes registrations, venue booking etc.	Retain for minimum of 2 years after last action, then destroy.
2.0.0	<b>GEOGRAPHICAL NAMING</b>	<p>The function of assigning, altering, and discontinuing geographical names and place names within the jurisdiction of the Geographical Names Board of NSW. Includes the investigation into and determination of the form, spelling, meaning and pronunciation, origin and history of any name and its application.</p> <p>For submissions to other organisations with responsibilities for assigning names to other features such as roads see SPATIAL INFORMATION &amp; MAPPING – Submissions.</p> <p>For other publications associated with geographical names see <i>General retention and disposal authority: administrative records</i> PUBLICATION.</p> <p>For the production of promotional brochures and internal administrative publications such as the Board's Annual Report see <i>General retention and disposal authority: administrative records</i> PUBLICATION.</p> <p>For news clippings associated with geographical names see <i>General retention and disposal authority: administrative records</i>.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

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Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>For records relating to electronic service delivery of geographical information see <i>General retention and disposal authority: administrative records</i> INFORMATION TECHNOLOGY &amp; TELECOMMUNICATIONS.</p> <p>For records of Board decisions and remuneration of Board members see GOVERNING BODIES.</p>	
2.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>For advice sought by the Geographical Names Board regarding proposed locality/ suburb boundaries see GEOGRAPHICAL NAMING – Boundary Determination.</p> <p>For advice sought by the Geographical Names Board regarding objections to proposed geographical names or locality/suburb boundaries see GEOGRAPHICAL NAMING – Objections.</p> <p>For records of advice provided by Board to Minister see GOVERNING BODIES.</p> <p>For matters relating to legal advice see <i>General retention and disposal authority: administrative records</i> LEGAL MATTERS – Advice.</p>	
2.1.1		<p>Records relating to the offering and receipt of detailed advice concerning the assignment, alteration or discontinuance of Geographical or place names which:</p> <ul style="list-style-type: none"> <li>• results in changes to policies for the management of these processes, or;</li> <li>• has implications for major liabilities or obligations of the Board or the organisation.</li> </ul>	Required as State archives.



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
2.1.2		<p>Records relating to the offering of advice concerning the assignment, alteration or discontinuance of geographical or place names which does not:</p> <ul style="list-style-type: none"> <li>• result in changes to policies for the management of these processes, or;</li> <li>• has implications for major liabilities or obligations of the Board or the organisation.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
2.2.0	<b>Audit</b>	The activities associated with checking records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.	
2.2.1		Records relating to internal or external audits of the Geographic Names Board or of programs or services supporting the conduct of geographical naming and boundary determination processes that recommend or result in substantial changes to policies.	Required as State archives.
2.2.2		Records of internal and external audits of the Geographic Names Board or of programs or services supporting the conduct of geographical naming and boundary determination processes that do not recommend or result in substantial changes to policies.	Retain for minimum of 6 years after last audit, then destroy.
2.3.0	<b>Boundary Determination</b>	<p>The process of determining boundaries, urban suburbs, and rural localities.</p> <p>For advertising of suburb and locality boundary proposals, and gazettal of new boundaries by the Geographical Names Board see GEOGRAPHICAL NAMING - Notification.</p> <p>For objections to proposed suburb and locality boundary proposals see GEOGRAPHICAL NAMING - Objections.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
2.3.1		Master copies of approved Local Government Area (LGA) maps issued by the Geographical Names Board.	Required as State archives.
2.3.2		Records relating to the determination of boundaries, urban suburbs, and rural localities which are approved and not approved by the Geographical Names Board. Includes submissions by councils and supporting documentation such as maps, records of negotiations, including proposal amendments (if required) and related correspondence.	Required as State archives.
2.4.0	<b>Joint Ventures</b>	The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
2.4.1		Records relating to joint ventures arrangements involving the Geographic Names Board.	Required as State archives.
2.4.2		Records relating to joint venture proposals that do not proceed.	Retain for minimum of 3 years after last action, then destroy.
2.5.0	<b>Liaison</b>	The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups.  Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		joint ventures.	
2.5.1		Records relating to liaison with national and international organisations performing activities similar to or related to those of the geographical names board, language experts, and other stakeholders such as aboriginal land councils, language centre, etc., concerning the activities or processes of the board.	Required as State archives.
2.6.0	<b>Name &amp; Boundary Registration</b>	The activity of recording approved place names and locality/suburb boundaries in NSW in the Geographical Names Register.	
2.6.1		Register of approved names for places and geographical features or landforms and approved locality/suburb boundaries in NSW (Geographic Names Register). Includes electronic and card formats and registration file and boundary reference index.	Required as State archives.
2.7.0	<b>Naming Proposals</b>	<p>The activity of receiving and assessing proposals for assigning, discontinuing or altering the name of any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement or railway station or any other place within the State.</p> <p>For objections from the community see GEOGRAPHICAL NAMING – Objections.</p> <p>For records relating to field verification of geographical features see SPATIAL INFORMATION &amp; MAPPING – Field Verification.</p>	
2.7.1		Records relating to naming proposals received by the Board. Includes supporting documentation such as marked up maps and/or photographs, local council endorsement (if submitted by individuals or private organisations), copies of Board recommendations, etc.	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
2.7.2		Topographic maps annotated with new or modified geographical names	Required as State archives.
2.8.0	<b>Naming Standards</b>	The activity of developing and maintaining standards for the naming of geographical locations, features, or places. Includes guidelines developed for use by other organisations with responsibilities for assignment of place names, and dictionaries of Aboriginal language place names for use under dual naming policy. Also includes endorsement of geographical naming policies of other agencies with responsibility for assigning names for which the Geographical Names Board is not directly responsible.	
2.8.1		Records relating to rules of orthography, nomenclature, pronunciation and other factors with respect to geographical names developed or adopted by the Board, such as Road Naming Guidelines.	Required as State archives.
2.8.2		Dictionaries of geographical names developed by the Geographical Names Board with records of their form, spelling, meanings, pronunciations, origins and history. Includes vocabularies of Aboriginal words used or suitable for use in geographical names, their meanings and tribal origins.	Required as State archives.
2.8.3		Records relating to endorsement of naming policies in use by other Government agencies, such as those applying to schools and national parks.	Required as State archives.
2.9.0	<b>Notification</b>	The activity of issuing or receiving information concerning an intended or completed action. Includes gazettal of information.	
2.9.1		Records relating to the gazettal of geographical name and boundary changes.	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
2.10.0	<b>Objections</b>	<p>The activity of receiving and acting on objections received from external parties in relation to decisions concerning land valuation, geographical place names, etc.</p> <p>For complaints concerning general policies and services of the agency see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Public Reaction.</p>	
2.10.1		<p>Objections received from the community to proposed changes, or introduction of new place names and locality/suburb boundaries, where:</p> <ul style="list-style-type: none"> <li>• there is a high level of public interest or controversy, or</li> <li>• the objection results in changes to gazettal.</li> </ul>	Required as State archives.
2.10.2		<p>Objections received from the community to proposed changes, or introduction of new place names and locality/suburb which do not result in changes to gazettal or attract a high level of public interest or controversy.</p>	Retain for minimum of 20 years after last action, then destroy.
2.11.0	<b>Policy</b>	<p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.</p> <p>For records relating to developing and maintaining standards for the naming of geographical locations, features, or places, guidelines developed for use by other organisations with responsibilities for assignment of place names, dictionaries of Aboriginal language place names for use under dual naming policy and the endorsement of geographical naming policies of other agencies see GEOGRAPHICAL NAMING – Naming standards.</p>	

## Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
2.11.1		Records relating to the development of policy concerning the assignment, alteration or discontinuance of geographical names or determination of boundaries.	Required as State archives.
2.12.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
2.12.1		Records relating to the development and implementation of procedures for the conduct of activities or processes associated with the assignment, alteration or discontinuance of geographical names or determination of boundaries.	Retain for minimum of 5 years after superseded, then destroy.
2.13.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.  <i>For annual reports see <i>General retention and disposal authority: administrative records</i> GOVERNMENT RELATIONS.</i>	
2.13.1		Periodic internal reports relating to activities or operations of the Board.	Retain for minimum of 5 years after last action, then destroy.
2.14.0	<b>Research</b>	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up of enquiries relating to organisational programs, projects, working papers, literature searches etc.  <i>For research supporting the identification of the history, origin or meaning of geographical names or boundary determinations see</i>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		Naming proposals or Boundary determinations.	
2.14.1		Records relating to research supporting the development of naming standards, dictionaries or guidelines for the determination or geographical names or boundaries. Records include reports, working papers, associated data and analysis and project management correspondence.	Retain for minimum of 10 years after last action, then destroy.
2.14.2		Research data which can be replicated or reproduced from other sources.	Retain until reference use ceases, then destroy.
3.0.0	<b>GOVERNING BODIES</b>	<p>The function of establishing and managing the administration of governing bodies, such as boards, trusts, councils, commissions etc that oversee or provide a framework for the direction and control of an organisation.</p> <p><i>See General retention and disposal authority: administrative records COMMITTEES for records relating to standing committees established by governing bodies (i.e. committees where there is delegation from the governing body to undertake particular functions but where the committee has its own authority to make decisions and take action.)</i></p> <p><i>See General retention and disposal authority: administrative records CORRUPTION - for records relating to protected disclosures or allegations made with respect to the conduct of the Board or other members of the organisation.</i></p>	
3.1.0	<b>Advice</b>	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
3.1.1		Records relating to the receipt and provision of advice regarding the administration and operation of governing bodies. Includes Ministerial directives received by the governing body and advice provided to the portfolio Minister by the governing body.	Required as State archives.
3.2.0	<b>Disclosures</b>	The process of disclosing direct or indirect pecuniary interests by members of the Boards.	
3.2.1		Register of disclosures of Board members' pecuniary interests.	Required as State archives
3.2.2		Declarations and disclosures of pecuniary interest.	Retain for minimum of 10 years after Boards member's term expires, then destroy.
3.3.0	<b>Meetings</b>	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.	
3.3.1		Master sets of agenda, minutes, briefing papers, etc. of Board meetings. Includes reports submitted to or approved by the Board.	Required as State archives.
3.3.2		Routine organisational matters relating to Board meetings e.g. arrangements re time, location, catering.	Retain until administrative or reference use ceases, then destroy.
3.4.0	<b>Membership</b>	The activities associated with the appointment or nomination to the various Boards within the agency. Includes the nomination of Counsellors to advise it on matters within its powers and function.	



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
3.4.1		Records relating to the nomination, appointment, reappointment, resignation or termination of members received by the organisation. Includes gazettal notices, nominations, instruments of appointment, approvals, and related correspondence.	Required as State archives.
3.5.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
3.5.1		Final, approved policies and codes of conduct for members of governing bodies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	Required as State archives
3.5.2		Drafts, research and working papers in relation to policy proposals.	Retain minimum 7 years after last action, then destroy.
3.6.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
3.6.1		Records relating to the development of manuals and handbooks relating to the management of the Boards and responsibilities of members.	Retain minimum of 7 years after procedures superseded, then destroy.
3.7.0	<b>Remuneration</b>	The processes associated with the remuneration of travelling and other expenses incurred by Board members as determined by the relevant legislation. Includes the payment of sitting fees.	
3.7.1		Records relating to travelling and subsistence allowances and other fees paid to external Board members.	Retain for minimum of 10 years after Board

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
			member's term expires, then destroy.
4.0.0	<b>INFORMATION PRODUCTS</b>	<p>The function of reproducing and distributing physical information products and electronic data, such as aerial photographs and maps, property information, valuation data, and survey control information. Includes the production of value-added deliverables customised to meet clients' requirements, and the licensing of access by customers to Departmental information resources. Also includes commercial printing, bookbinding, and other graphic services not directly related to the information resources managed by the organisation.</p> <p>For the production of promotional literature and internal publications see <i>General retention and disposal authority: administrative records</i>.</p> <p>For records relating to the initial capture, processing, and production of information see SPATIAL INFORMATION &amp; MAPPING, SURVEYING, VALUATION SERVICES, etc.</p> <p>For records relating to the management of major business relationships with government agencies, the private sector, and international customers, the provision of training and consultancy services, and joint ventures see BUSINESS RELATIONS &amp; DEVELOPMENT.</p> <p>For complaints concerning general policies and services of the agency, see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Public Reaction.</p> <p>For records documenting the activities of Addresses (presentations), Committees, Compliance, Conferences, Contracting-Out, Enquiries, Performance Management, Standards, Suggestions, and Tendering, see <i>General retention and disposal authority: administrative records</i>.</p>	
4.1.0	<b>Advice</b>	The activities associated with offering opinions by or to the	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>organisation as to an action or judgement. Includes the process of advising.</p> <p>See also <i>General retention and disposal authority: administrative records</i> LEGAL MATTERS and GOVERNMENT RELATIONS.</p>	
4.1.1		<p>Records relating to the offering and receipt of detailed advice in relation to the development or provision of Information Products which:</p> <ul style="list-style-type: none"> <li>• results in significant changes to the Department's policies or functions ;</li> <li>• has implications for major liabilities or obligations of the Department.</li> </ul>	Required as State archives.
4.1.2		Records relating to the offering of advice concerning the reproduction or distribution of information products.	Retain for minimum of 10 years after last action, then destroy.
4.2.0	<b>Agreements</b>	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p>For agreements relating to the licensing of access by customers to land, property, survey, or valuation information resources of the organisation, see INFORMATION PRODUCTS - Licensing.</p>	
4.2.1		Records documenting the establishment, maintenance, review and negotiation of agreements supporting the development, production or distribution Information Products. Includes agreements with other NSW Government organisations for the integration and commercialisation of information such as mapping data.	Retain for minimum of 10 years after expiry or termination of agreement, then destroy.
4.3.0	<b>Audit</b>	The activities associated with checking records to ensure they have been kept and maintained in accordance with agreed or legislated	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		standards and correctly record the events, processes and business of the organisation.	
4.3.1		Records relating to major internal or external audits of programs or services supporting the development, production or distribution of information products that result in significant or substantial change to policies, procedures etc.	Required as State archives.
4.3.2		Records relating to audits of programs or services supporting the development, production or distribution of information products that do not result in significant or substantial change to policies, procedures etc..	Retain for minimum of 6 years after last audit, then destroy.
4.4.0	<b>Bids &amp; Quotations</b>	The activities associated with the organisation offering products or services to an external party on a commercial basis.  For bids and quotations submitted to major clients via account managers, see BUSINESS RELATIONS & DEVELOPMENT.	
4.4.1		Successful and unsuccessful bids and quotations. Includes expressions of interest, quotations and tender submissions, contracts and other supporting documentation such as scope of work, specifications, etc.	Retain for minimum of 7 years after all conditions relating to the contract have been fulfilled, then destroy.
4.4.2		Routine correspondence including bids and quotations not submitted. Includes requests for quotations, preliminary evaluations, and records supporting decisions not to respond.	Retain for minimum of 2 years after last action, then destroy.
4.5.0	<b>Distribution</b>	The activities associated with disseminating information products through sales, deliveries, or other customer services. Information products include electronic data, such as aerial photographs and maps, property information, valuation data, and survey control	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>information</p> <p>For agency copies of products supplied to customers see INFORMATION PRODUCTS – Production.</p> <p>For distribution records incorporating a financial element (such as details of payments) which are also maintained as financial records see also <i>General retention and disposal authority: administrative records</i>.</p> <p>For the distribution of publications see <i>General retention and disposal authority: administrative records</i> PUBLICATION</p>	
4.5.1		Records relating to the fulfilment of customer orders placed for information products produced by the organisation, such as orders, specifications, delivery documentation, and records tracking the fulfilment process.	Retain for minimum of 2 years after date of last action, then destroy.
4.6.0	<b>Evaluation</b>	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.	
4.6.1		Records relating to the evaluation of existing or proposed information products and customer services.	Retain for minimum of 5 years after last action, then destroy.
4.7.0	<b>Liaison</b>	<p>The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups.</p> <p>Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
4.7.1		Records relating to liaison activities undertaken with other Government bodies, authorities, emergency services, customer liaison groups, and other stakeholders regarding the information products provided by the organisation.	Retain for minimum of 6 years after last action, then destroy.
4.8.0	<b>Licensing</b>	The activity of developing and applying terms and conditions to protect and maintain the organisation's commercial interests, intellectual property and other interests, including privacy obligations, in the delivery of land, property, and survey information and data to commercial markets via information brokers, value-added resellers, and other commercial delivery agreements.  For other agreements supporting the Information Products function see INFORMATION PRODUCTS – Agreements.	
4.8.1		Records relating to the licensing of access to Departmental information systems and resources. Includes applications for access, licence agreements, and supporting records. Includes successful and unsuccessful applications for licences.	Retain for minimum of 7 years after termination or expiry of the licence, whichever is the longer, then destroy.
4.9.0	<b>Marketing</b>	The activity of analysing and promoting the organisation's products. Includes advertising, publicity, and pricing.  <i>See also General retention and disposal authority: administrative records.</i>	
4.9.1		Records relating to the assessment and determination of pricing structures for the agency's information products. Includes pricing proposals, data pricing structures and identification of cost components, recommendations, approvals etc.	Required as State archives.
4.10.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		Includes determination of services, needs and solutions to those needs.  For records relating to strategic, corporate, or business planning for the agency as a whole see <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT.	
4.10.1		Records relating to strategic plans supporting the development, production or distribution of information products.	Retain for minimum of 10 years after plan superseded, then destroy.
4.10.2		Records relating to operational, business, or customer service delivery plans supporting the development, production or distribution of information products.	Retain for minimum of 5 years after plan superseded, then destroy.
4.11.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
4.11.1		Records relating to the development of policy supporting the production, distribution or licensing of Information Products.	Retain for minimum of 10 years after superseded, then destroy.
4.12.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
4.12.1		Records relating to the development and implementation of procedures supporting the production, distribution or licensing of information products.	Retain for minimum of 10 years after superseded, then

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
			destroy.
4.13.0	<b>Production</b>	<p>The process involved in producing material into an end result or output, e.g. product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc. Also includes the extraction and processing of data maintained in the agency's databases to fulfil customer orders.</p> <p>For production records incorporating a financial element such as details of payments see also <i>General retention and disposal authority: administrative records</i>.</p> <p>For records relating to the design and layout of information products see <i>General retention and disposal authority: administrative records</i> PUBLICATION - Production</p> <p>For records relating to the fulfilment of customer orders for information products see INFORMATION PRODUCTS – Distribution.</p> <p>For procedures relating to production of standard products such as maps and plans, valuation lists, land title searches, etc see INFORMATION PRODUCTS – Procedures.</p>	
4.13.1		One production copy of each primary publication of the agency. Publications include topographic and touring maps, street directories and map reading guides and State Reference maps.	Required as State archives.
4.13.2		Intermediate production media (e.g. reproducible film) relating to standard mapping products such as aerial photographs, topography maps, etc.	Retain until no longer required for reproduction, then destroy.
4.13.3		Records detailing the information and data sets used in the production of information products, including agency copies of custom products supplied to customers. Records include intermediate products marked	Retain for minimum of 7 years after date of last



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		up for customer orders and electronic data sets, copies of valuation records and other records of the Department.	action, then destroy.
4.14.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.	
4.14.1		Periodic internal reports relating to operational matters and information product activities.	Retain for minimum of 5 years after last action, then destroy.
4.15.0	<b>Research</b>	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general.  Includes following up of enquiries relating to organisational programs, projects, working papers, literature searches etc.	
4.15.1		Research reports and research data which cannot be replicated or reproduced from other sources	Required as State archives
4.15.2		Routine research data which can be replicated or reproduced from other sources.	Retain until reference ceases, then destroy.
4.15.3		Survey questions and returns.	Retain until data summarised, then destroy.
5.0.0	<b>SPATIAL INFORMATION AND MAPPING</b>	The function of capturing and maintaining up-to-date cadastral, topographic and other mapping details of New South Wales in graphic and digital form. Includes management of spatial information, aerial	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>photography, mapping and field verification.</p> <p>For records relating to the production, sale and supply of spatial information and mapping products for use within the organisation, by the public or other instrumentalities see also INFORMATION PRODUCTS.</p> <p>For records relating to the evaluation, selection, support, etc. of electronic systems (including databases) used for mapping activities see <i>General retention and disposal authority: administrative records</i> INFORMATION TECHNOLOGY &amp; TELECOMMUNICATIONS.</p> <p>For records relating to supplies used in the production of maps (e.g. stationery) see <i>General retention and disposal authority: administrative records</i> EQUIPMENT or STORES.</p> <p>For complaints concerning general policies and services of the agency see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Public Reaction.</p> <p>For records documenting the activities of Acquisition, Compliance, Contracting-Out, Enquiries, Performance Management, and Tendering, see <i>General retention and disposal authority: administrative records</i>.</p>	
5.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>For matters relating to legal advice see <i>General retention and disposal authority: administrative records</i> LEGAL MATTERS – Advice.</p> <p>For matters re advice, see <i>General retention and disposal authority: administrative records</i> GOVERNMENT RELATIONS – Advice.</p>	
5.1.1		Records relating to the offering and receipt of detailed advice concerning the capture and maintenance of spatial information or	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		mapping activities or processes which: <ul style="list-style-type: none"> <li>• results in changes to policies for the management of these processes; or</li> <li>• has implications for major liabilities or obligations of the organisation.</li> </ul>	
5.1.2		Records relating to the offering and receipt of advice concerning the capture and maintenance of spatial information or mapping activities or processes which does not: <ul style="list-style-type: none"> <li>• result in changes to policies for the management of these processes, or;</li> <li>• have implications for major liabilities or obligations of the Board or the organisation.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
5.2.0	<b>Aerial Photography</b>	The activity of photographing the earth's surface by cameras mounted on aircraft and providing fundamental data sets for land and resource mapping. Includes the planning of flight path details.  For quotations, customer orders, records relating to the production of saleable products from aerial photography, and agency copies of materials supplied to customers see INFORMATION PRODUCTS.  For the processing of aerial photography data for incorporation into the Department's topographic database see SPATIAL INFORMATION & MAPPING – Topographic Database Management.	
5.2.1		Aerial photography register	Required as State archives
5.2.2		Digitised images of all aerial survey photographs. This includes digital images of aerial survey photographs produced for other government agencies, such as the RTA, where the original photographic images	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		have been referred to Lands for copying and maintenance as part of the Lands' collection of images.	
5.2.3		Original film of all aerial survey photographs	Required as State archives.
5.2.4		Photographic prints of aerial survey film images.	Retain as State archives where print is used as the source document for the digital image, otherwise retain until ceases to be of reference use, then destroy.
5.2.5		Key diagrams for standard coverage and custom aerial photography	Required as State archives.
5.2.6		Standard coverage aerial photography flight plans	Retain until superseded, then destroy.
5.2.7		Custom aerial photography flight plans	Retain for minimum of 7 years after last action, then destroy.
5.2.8		Aerial photography flight plans which do not proceed	Retain until ceases to be of administrative use, then destroy.
5.3.0	<b>Aircraft Operations</b>	The activities associated with the operation of the Department's aircraft. Includes aircraft flight and technical records, and administrative records concerning planning and allocation of aircraft	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		utilisation. For records relating to aerial photography projects see SPATIAL INFORMATION & MAPPING – Aerial Photography.	
5.3.1		Records required by Civil Aviation Safety Authority in relation to safety of aircraft including aircraft flight and technical records, flight manuals, Certificates of Airworthiness, technical specifications and maintenance carried out on aircraft.	Transfer on sale to new owner or to CASA on permanent withdrawal of aircraft from service.
5.3.2		Aircraft usage records, such as booking records, planning and scheduling records	Retain for minimum of 2 years after last action, then destroy.
5.4.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements.  For agreements relating to the licensing of access by customers to spatial information resources of the organisation see INFORMATION PRODUCTS - Licensing.	
5.4.1		Records documenting the establishment, maintenance, review and negotiation of agreements supporting the capture and maintenance of spatial information or the conduct of mapping activities. Includes agreements with the private sector.	Retain for minimum of 10 years after expiry or termination of agreement, then destroy.
5.5.0	<b>Audit</b>	The activities officially associated with checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
5.5.1		Records relating to internal or external audits of programs or services supporting the capture or maintenance of spatial information or the conduct of mapping activities or processes that recommend or result in substantial changes to policies.	Required as State archives.
5.5.2		Records of internal and external audits of programs or services supporting the capture and maintenance of spatial information and conduct of mapping activities or processes that do not recommend or result in substantial changes to policies.	Retain for minimum of 6 years after last action, then destroy.
5.6.0	<b>Cadastral Database Management</b>	<p>The activities associated with managing the data held in the Department's cadastral mapping system. Includes data maintenance activities such as the addition of new boundary data relating to property ownership and other administrative layers of the cadastral database.</p> <p>For the validation of spatial data, including resolution of inconsistencies in data held in other Departmental systems see SPATIAL INFORMATION &amp; MAPPING – Data Validation.</p> <p>For the production of maps and plans from the systems for internal use or sale to customers see INFORMATION PRODUCTS – Production.</p>	
5.6.1		Cadastral and related data maintained in the Department's cadastral mapping system.	Required as State archives.
5.6.2		Records supporting the routine amendment and maintenance of the cadastral mapping systems. Includes quality and working records documenting update to cadastral information through the provision of new data sets.	Retain for minimum of 5 years from update of the system, then destroy.
5.7.0	<b>Data Validation</b>	The process of confirming the validity of spatial data managed by the Department. Includes documentation of boundary descriptions.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
5.7.1		Register of data validation reports	Retain until reference ceases, then destroy.
5.7.2		Boundary definitions in the form of metes and bounds descriptions for areas such as Local Government Areas, Local Aboriginal Land Council Areas, etc.	Required as State archives.
5.7.3		Records relating to the identification and resolution of inconsistencies between corresponding sets of spatial data held in the cadastral mapping system and land title management system. Includes Forward Checks, Reverse Checks, Validation Reports and Conversion Action Sheets.	Retain for minimum of 5 years from update of the system, then destroy.
5.8.0	<b>Field Verification</b>	The activity of verifying and updating geographical details by means of physical inspection.  For records relating to topographic surveys conducted in support of mapping see SURVEYING - Topographic Surveying.	
5.8.1		Records documenting field verification of topographic features where data is not contained in other systems.	Required as State archives.
5.8.2		Records documenting field verification of topographic features where data is contained in other systems.	Retain for minimum of 2 years from verification of topographic mapping system data, then destroy.
5.9.0	<b>Joint Ventures</b>	The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		collaboration between inter-departmental units, departments or organisations.	
5.9.1		Records relating to joint ventures of major significance or importance supporting the capture and maintenance of spatial information and conduct of mapping activities or processes.	Required as State archives.
5.9.2		Records relating to joint ventures that are not of major significance or importance supporting the capture and maintenance of spatial information and conduct of mapping activities or processes.	Retain for minimum of 6 years after expiry of contract or agreement, whichever is the longer, then destroy.
5.9.3		Records relating to joint venture proposals that do not proceed.	Retain for minimum of 3 years after last action, then destroy.
5.10.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
5.10.1		Records relating to strategic plans supporting the capture and maintenance of up-to-date cadastral, topographic and other mapping details.	Required as State archives.
5.10.2		Records relating to operational and business plans supporting the capture and maintenance of up-to-date cadastral, topographic and other mapping details.	Retain for minimum of 5 years after plan superseded, then destroy.
5.11.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating	



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		procedures are determined.	
5.11.1		Records relating to the formulation of policy regarding the capture and maintenance of spatial information and conduct of mapping activities or processes.	Required as State archives.
5.12.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
5.12.1		Records relating to the development and implementation of procedures regarding the capture and maintenance of spatial information and conduct of mapping activities or process.	Retain for minimum of 10 years after superseded, then destroy.
5.13.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.	
5.13.1		Records relating to reports which impact on policy, procedures or strategic direction relating to the capture and maintenance of up-to-date cadastral, topographic and other mapping details.	Required as State archives.
5.13.2		Records relating to reports on operational matters supporting the capture and maintenance of up-to-date cadastral, topographic and other mapping details.	Retain for minimum of 5 years after last action, then destroy.
5.14.0	<b>Submissions</b>	The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.  For submissions regarding formal committees of inquiry initiated by	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		government see <i>General retention and disposal authority: administrative records</i> INQUIRIES.	
5.14.1		Submissions to external organisations regarding proposed assignment or amendment of names of features such as roads.	Required as State archives
5.15.0	<b>Topographic Database Management</b>	<p>The activities associated with managing the data held in the Department's topographic mapping system. Includes data maintenance activities such as the processing of digital aerial photography information, contouring, and updates to other layers of the topographic database.</p> <p>For field verification of spatial information see SPATIAL INFORMATION &amp; MAPPING – Field Verification.</p> <p>For the production of maps and plans from the systems for internal use or sale to customers see INFORMATION PRODUCTS – Production.</p>	
5.15.1		Topographical and related data maintained in the Department's topographic mapping system.	Required as State archives
5.15.2		<p>Records supporting the routine amendment and maintenance of the Department's topographic mapping system.</p> <p>Includes quality and working records documenting aerial triangulation, ortho rectification, data capture of topographic features through field verification and other means, contouring, etc.</p>	Retain for minimum of 7 years from amendment or update of topographic mapping system, then destroy.
5.16.0	<b>Verification</b>	The activity of testing to confirm that the accuracy of a measuring instrument or a measuring standard is within allowable limits as defined in a specification or as required by legislation. Includes verification of agency equipment and measurement standards by external authorities.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
5.16.1		Records relating to the verification and calibration of other equipment, such as the Department's aerial photography camera. Includes calibration certificates.	Retain for minimum of 7 years after last action, then destroy.
6.0.0	<b>SURVEY REGULATION</b>	<p>The function of providing the regulatory infrastructure for survey practice in NSW, administered by the Board of Surveying and Spatial Information.</p> <p>Includes the development and implementation of survey standards, legislative review of acts and regulations which are related to, or impact on surveying, registration of land and mining surveyors, investigations into surveys carried out by registered surveyors, and disciplinary action.</p> <p>For records relating to the management of survey infrastructure and control information, and co-ordination of survey activities in NSW see SURVEYING.</p> <p>For the production of promotional brochures and internal administrative publications such as the Board's Annual Report see <i>General retention and disposal authority: administrative records</i> PUBLICATION.</p> <p>For records relating to the review of legislation see <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT.</p> <p>For records documenting the activities of Addresses (presentations), Committees, Conferences, and Enquiries see <i>General retention and disposal authority: administrative records</i>.</p>	
6.1.0	<b>Advice</b>	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
6.1.1		Records relating to the offering and receipt of detailed advice regarding the regulation of surveying practice which: <ul style="list-style-type: none"> <li>• results in changes to policies for the management of these processes, or:</li> <li>• has implications for major liabilities or obligations of the organisation.</li> </ul>	Required as State archives.
6.1.2		Records relating to the offering and receipt of advice concerning the regulation of surveying practice which does not: <ul style="list-style-type: none"> <li>• result in changes to policies for the management of these processes, or</li> <li>• have implications for major liabilities or obligations of the Board or the organisation.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
6.2.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements.  For Professional Training Agreements (PTA) forming the basis of certification of Candidate Surveyors see SURVEY REGULATION – Certification.	
6.2.1		Records relating to agreements with the Commonwealth and other States regarding standards for or the regulation of conduct of surveying practice	Required as State archives.
6.3.0	<b>Appeals (decisions)</b>	The activities involved in the process of appeals against decisions by application to a higher authority.	
6.3.1		Records relating to appeals by registered surveyors to the Administrative Decisions Tribunal against the decisions of the Board of Surveying & Spatial Information in relation to disciplinary and related	Retain for : 100 years after date of

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		matters.	surveyor's registration; or until probate and administration of surveyor's estate is completed, if known;  (whichever is the shorter), then destroy.
6.4.0	<b>Audit</b>	The activities officially associated with checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.  For records relating to audits of quality management programs see <i>General retention and disposal authority: administrative records</i> QUALITY MANAGEMENT.	
6.4.1		Records relating to major internal or external audits relating to Survey Regulation that result in significant or substantial change to policies, procedures etc.	Required as State archives.
6.4.2		Records relating to other audits relating to Survey Regulation.	Retain for minimum of 6 years after last audit, then destroy.
6.5.0	<b>Awards Administration</b>	The activities associated with the assessment and administration of awards and prizes for academic achievement or business excellence. Includes Expressions of Interest, applications, judging panel reports, etc. Also includes the procurement of trophies, plaques etc., for award winners.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		For records relating to administrative arrangements for the presentation of awards see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Celebrations etc.	
6.5.1		Registers of recipients of scholarships, bursaries, prizes or fellowships awarded by the Board of Surveying and Spatial Information.	Required as State archives.
6.5.2		Records relating to successful applications and nominations to receive surveying scholarships, bursaries, prizes or fellowships, including records relating to the decision making process such as compilations of examination results, letters of advice and recommendations from participating Universities regarding the award of prizes.	Required as State archives.
6.5.3		Records relating to unsuccessful applications and nominations to receive surveying scholarships, bursaries, prizes or fellowships, including records relating to the decision making process such as compilations of examination results, letters of advice and recommendations from participating Universities regarding the award of prizes.	Retain for minimum of 3 years after last action, then destroy.
6.6.0	<b>Certification</b>	<p>The activities involved in certifying the competency of Candidate Surveyors as a prerequisite to registration by the Board of Surveying and Spatial Information.</p> <p>Includes enrolment of graduates as Candidate Surveyors, monitoring and approval of accrued practical experience obtained by candidates, assessment either by means of formal examinations conducted by the Board, or via Professional Training Agreements to which the Board is a party, and the issuing of Certificates of Competency.</p> <p>Also includes the establishment of the training curriculum framework for Professional Training Agreements.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		For records relating to the registration of surveyors see SURVEY REGULATION – Surveyor Registration.	
6.6.1		Master copies of assessment materials prepared by the Board of Surveying and Spatial Information for Candidate Surveyor examinations. Includes examination papers set by the Board, and curricula forming the basis of Professional Training Agreements (PTA).	Required as State archives.
6.6.2		Records supporting the development of curricula used as the basis for Professional Training Agreements (PTA) for Candidate Surveyor examination.	Retain for minimum of 3 years after curricula superseded, then destroy.
6.6.3		Records supporting the development of examination papers by the Board of Surveying and Spatial Information for Candidate Surveyor examination.	Retain for minimum of 3 years after date of examination, then destroy.
6.6.4		<p>Records relating to enrolment, examination, assessment and training of Candidate Surveyors, whether or not they have achieved registration.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• successful applications for enrolment as a candidate</li> <li>• reports of practical experience progressively gained by candidates and submitted to the Board</li> <li>• assessment of candidates' work experience</li> <li>• communications between candidates and the Board regarding enrolment, practical experience and related matters, etc.</li> <li>• Board's copies of Professional Training Agreements (PTA)</li> </ul>	Retain for 60 years after enrolment as a candidate surveyor.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		relating to the supervised training of Candidate Surveyors. <ul style="list-style-type: none"> <li>• Applications by Candidate Surveyors to sit for Board examinations and supporting documentation.</li> <li>• Written and oral examination results for candidates who have not entered into Professional Training Agreements.</li> <li>• Reports and related records submitted under the terms and conditions of Professional Training Agreements.</li> <li>• Board assessments and advice to candidates.</li> <li>• Board copies of Certificates of Competency.</li> </ul>	
6.6.5		Applications for enrolment as a Candidate Surveyor which are rejected. Includes the Board's determination and advice to applicant.	Retain for minimum of 7 years after date of last action, then destroy.
6.6.6		Registers of enrolments (applications) by candidate surveyors to sit for examinations conducted by the Board of Surveying and Spatial Information.	Retain until administrative use ceases, then destroy.
6.7.0	<b>Compliance Auditing</b>	The activities undertaken by the agency to assess the performance of individuals or organisations against agreed requirements or conditions.	
6.7.1		Records relating to compliance audits of registered surveyors undertaken by the Board of Surveying and Spatial Information. Records include notices to surveyors, records documenting proof of compliance with continuing professional development (CPD), and supporting documentation.	Retain for minimum of 5 years after audit, then destroy.
6.8.0	<b>Discipline</b>	The activities and actions associated with the investigation and management of complaints against registered surveyors, including those complaints which result in disciplinary proceedings.	



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		For appeals by registered surveyors against disciplinary action taken by the Board of Surveying and Spatial Information see SURVEY REGULATION – Appeals (decisions).	
6.8.1		<p>Records relating to complaints regarding surveyors' alleged professional misconduct or incompetence, where it is determined that there is cause for action to be taken. Includes:</p> <ul style="list-style-type: none"> <li>• complaints;</li> <li>• investigations;</li> <li>• notices of proposed action (e.g. cautions, the setting of conditions, orders for remedial action, compensation, or penalties, suspension or cancellation of registration, etc.);</li> <li>• submissions received from surveyors; and</li> <li>• voluntary conciliation and mediation of disputes to resolve complaints regarding surveyors' alleged professional misconduct or incompetence;</li> <li>• decisions taken by the Board.</li> </ul>	<p>Retain for :</p> <p>100 years after date of surveyor's registration; or</p> <p>until probate and administration of surveyor's estate completed, if known;</p> <p>(whichever is the shorter), then destroy.</p>
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. Includes responses to complainants by the Board.	Retain for minimum of 7 year after last action, then destroy.
6.9.0	<b>Evaluation</b>	<p>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p>For records relating to reviews of legislation affecting the operations of the organisation see <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT – Legislation.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		For records relating to reviews of operational programs see also <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT – Evaluation.	
6.9.1		Records relating to evaluations of major programs or services supporting the regulation of surveying practice, such as the examination process for candidate surveyors, methods for monitoring Continuing Professional Development of Registered Surveyors, etc. which result in changes to Board policy, set precedents etc.  Includes terms of reference, proposals, reports, findings and recommendations.	Required as State archives.
6.9.2		Records relating to evaluations of internal operational processes.	Retain for minimum of 5 years after last action, then destroy.
6.10.0	<b>Funds Allocation</b>	The activities associated with providing financial support and assistance. Includes applications, assessment and approvals for funding.  <i>For records relating to the payment of funds see General retention and disposal authority: administrative records.</i>	
6.10.1		Records relating to the granting of funds to academic or other institutions in the form of scholarships or other financial assistance to students of the surveying profession.	Retain for minimum of 7 years after last action, then destroy.
6.11.0	<b>Liaison</b>	The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations and community groups.  Includes sharing of informal advice and discussions, membership of	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		professional associations, and collaborating on projects that are not joint ventures. For records relating to formal advisings see SURVEY REGULATION - Advice. For liaison through committees see <i>General retention and disposal authority: administrative records</i> COMMITTEES. For liaison through other meetings see SURVEY REGULATION - Meetings.	
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.
6.12.0	<b>Notification</b>	The activity of issuing or receiving information concerning an intended or completed action. Includes gazettal of information.	
6.12.1		Records relating to the gazettal of lists of registered surveyors	Retain until reference use ceases, then destroy.
6.12.2		Records relating to the publication of notices specifying the dates on which prescribed examinations will be held, and the closing dates for applicants to sit for the examinations.	Retain for minimum of 2 years after last action, then destroy.
6.13.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
6.13.1		Records relating to the development of strategic plans supporting the operations of the Board and the conduct of regulatory activities or processes.	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
6.13.2		Records relating to operational or business plans supporting the operations of the Board and the conduct of regulatory activities or processes in accordance with strategic plans.	Retain for minimum of 5 years after plan superseded, then destroy.
6.13.3		Working papers, projects, feasibility studies etc., relating to the development of all Survey Regulation plans. Includes drafts, comments etc.	Retain for minimum of 5 years after last action, then destroy.
6.14.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
6.14.1		Records relating to the formulation of policy relating to the regulation of surveying practice.	Required as State archives.
6.15.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
6.15.1		Records relating to the development and implementation of procedures for the regulation of surveying practice.	Retain for minimum of 10 years after superseded, then destroy.
6.16.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.	
6.16.1		Records relating to reports which impact on policy, procedures or strategic direction relating to the regulation of surveying practice.	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
6.16.2		Records relating to reports on operational matters supporting the regulation of surveying practice.	Retain for minimum of 5 years after last action, then destroy.
6.17.0	<b>Survey Standards</b>	<p>The activity of developing and implementing standards and regulations concerning land surveys. Includes the review and monitoring of survey standards.</p> <p>For research supporting the development of standards, see SURVEY REGULATION – Research.</p> <p>For regulations see <i>General retention and disposal authority: administrative records.</i></p>	
6.17.1		<p>Final approved copies of standards and reports of reviews of standards for the conduct of surveying practices such as :</p> <ul style="list-style-type: none"> <li>• Surveyor General’s Directions for Survey Practice.</li> </ul>	Required as State archives.
6.17.02		Records supporting the development and review and implementation of survey standards and regulations. Includes proposals, working papers, review drafts, progress reports and post-implementation reviews.	Retain for minimum of 2 years after last action, then destroy.
6.18.0	<b>Surveyor Registration</b>	<p>The activities associated with the registration of land and mining surveyors. Includes the processing of surveyors' applications, assessment of overseas and interstate qualified surveyors, issue of Certificates of Registration, monitoring of Continuous Professional Development (CPD), and maintenance of the Register of Surveyors.</p> <p>For records relating to auditing of Continuous Professional Development of Registered Surveyors see SURVEY REGULATION – Compliance Auditing.</p> <p>For records relating to the suspension or cancellation of registration by</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>the Board of Surveying and Spatial Information for disciplinary reasons see SURVEY REGULATION – Discipline.</p> <p>For records relating to appeals against the suspension or cancellation of registration see SURVEY REGULATION – Appeals (decisions).</p>	
6.18.1		<p>Register of Surveyors. Registration details include particulars of surveyor, qualifications, continuing professional development details, status of registration (including history of changes there to), etc.</p>	<p>Required as State archives.</p>
6.18.2		<p>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. Records include:</p> <ul style="list-style-type: none"> <li>• Applications and supporting documentation as required by the Board of Surveying and Spatial Information, such as copies of certificates, diplomas, degrees, licences, etc.</li> <li>• Assessment of interstate and overseas qualifications, including copies of Letters of Accreditation from other surveying regulatory authorities;</li> <li>• Board copies of registration certificates issued to applicants.</li> <li>• Board copies of Letters of Accreditation issued by the Board to other reciprocating Boards.</li> <li>• Excludes records relating to Continuing Professional Development.</li> </ul>	<p>Required as State archives.</p>
6.18.3		<p>Records relating to the registration of surveyors (other than those in 6.18.2) which are accepted by the Board of Surveying and Spatial Information. Records include:</p> <ul style="list-style-type: none"> <li>• Applications and supporting documentation as required by</li> </ul>	<p>Retain for : 100 years after date of surveyor's registration; or</p>

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>the Board of Surveying and Spatial Information, such as copies of certificates, diplomas, degrees, licences, etc.</p> <ul style="list-style-type: none"> <li>• Assessment of interstate and overseas qualifications, including copies of Letters of Accreditation from other surveying regulatory authorities;</li> <li>• Board copies of registration certificates issued to applicants;</li> <li>• Board copies of Letters of Accreditation issued by the Board to other reciprocating Boards.</li> </ul> <p>Excludes records relating to Continuing Professional Development.</p>	<p>until probate and administration of surveyor's estate completed, if known; (whichever is the shorter), then destroy.</p>
6.18.4		<p>Records relating to the registration of surveyors which are not accepted by the Board of Surveying and Spatial Information. Records include:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation as required by the Board of Surveying and Spatial Information, such as copies of certificates, diplomas, degrees, licences, etc.</li> <li>• assessment of interstate and overseas qualifications, including copies of Letters of Accreditation from other surveying regulatory authorities.</li> <li>• Board advice to applicants.</li> </ul>	<p>Retain for minimum of 7 years after date of application, then destroy.</p>
6.18.5		<p>Records relating to the renewal of annual registration and continuing professional development of surveyors. Includes renewal notices received by the Board of Surveying and Spatial Information from surveyors.</p>	<p>Retain minimum of 2 years after renewal of registration, then destroy.</p>
6.18.6		<p>Records certifying the existence and accuracy of surveyors' registration details held by the Board of Surveying and Spatial Information. Includes :</p>	<p>Retain for minimum of 6 years after date of issue, then destroy.</p>

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> <li>• Board copies of Letters of Accreditation issued to reciprocating Boards;</li> <li>• Board copies of Evidentiary Certificates signed by the Registrar of the Board, certifying the particulars contained in the Register of Surveyors on a specified date or during a specified period.</li> </ul>	
6.18.7		Certificate Issue books	Retain until Register amended, then destroy.
6.18.8		Records relating to routine removal, suspension, and reinstatement of names from the Register of Surveyors for reasons other than discipline, e.g. non-payment of registration fees, requests by surveyors, etc.	Retain until Register amended, then destroy.
7.0.0	<b>SURVEYING</b>	<p>The function of providing cadastral surveys, cadastral surveying standards, technical advice on surveying and mapping issues, State control survey network, co-ordinating public surveys, and supporting the mapping and land title activities of the Department.</p> <p>Includes the management of survey infrastructure, the issue, registration, and co-ordination of permanent survey marks, the collection, recording, and maintenance of survey information, field support for mapping and land title activities, and verification of measurement baselines and external surveyors' equipment.</p> <p>For records relating to surveying standards and the registration of surveyors see SURVEY REGULATION.</p> <p>For records relating to the distribution of survey information to clients of the Department, including licensing of access to Departmental information see INFORMATION PRODUCTS.</p> <p>For records relating to field verification of landforms and other</p>	



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>features required for mapping where topographic surveys are not required see SPATIAL INFORMATION &amp; MAPPING – Field Verification.</p> <p>For topographic surveys conducted in support of mapping activities see SURVEYING – Topographic Surveying.</p> <p>For records relating to surveys conducted to resolve boundary disputes see SURVEYING – Cadastral Surveying.</p> <p>For records relating to authorisation of boundaries of parcels of land adjoining bodies of water, see TITLING &amp; REGISTRATION SERVICES – Authorisation.</p> <p>For records documenting the activities of Addresses (presentations), Committees, Conferences, Contracting-Out, Enquiries and Tendering, see <i>General retention and disposal authority: administrative records</i>.</p>	
7.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>For records relating to enquiries of a general or routine nature see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Enquiries &amp; Liaison.</p> <p>For records relating to the supply of information to external surveyors, such as details of survey infrastructure and control, and licensing of customers to access Departmental information resources see INFORMATION PRODUCTS.</p> <p>For records relating to the receipt of information from surveyors concerning disturbed or missing survey marks, possible subsidence effects on survey marks caused by mining activity, intended and completed surveys etc., see SURVEYING – Notification.</p> <p>For matters relating to legal advice see <i>General retention and disposal</i></p>	

## Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<i>authority: administrative records</i> LEGAL MATTERS – Advice.	
7.1.1		Records relating to the offering or receipt of detailed advice regarding the conduct or co-ordination of surveys, control of survey data and information or the management of survey infrastructure which: <ul style="list-style-type: none"> <li>• results in changes to policies for the management of these processes, or</li> <li>• has implications for major liabilities or obligations of the Department.</li> </ul>	Required as State archives.
7.1.2		Records relating to the offering of advice which does not: <ul style="list-style-type: none"> <li>• results in changes to policies for the management of these processes, or</li> <li>• have implications for major liabilities or obligations of the Department.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
7.2.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements.  For agreements relating to the licensing of land, property, or survey information by the organisation see INFORMATION PRODUCTS - Licensing.  For records relating to agreements with the National Measurement Institute supporting the delegation of measurement verification authority to the Surveyor-General (such as agreements on the form of verification certificates to be issued by the Surveyor-General) see SURVEYING – Compliance or SURVEYING – Audit as appropriate.	
7.2.1		Records relating to agreements with the Commonwealth other States or government organisations and which have implications for major liabilities or obligations or regulatory responsibilities of the	Required as State archives.

## Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		Department. This includes agreements between the Surveyor-General and the Department regarding support for regulatory activities and agreements with interstate Government agencies regarding State border survey control matters.	
7.2.2		Records relating to agreements supporting the conduct or co-ordination of surveys, the control of survey data and information or the management of survey infrastructure: <ul style="list-style-type: none"> <li>• which do not have implications for major liabilities, obligations or regulatory responsibilities of the Department.</li> </ul>	Retain for minimum of 10 years after termination or expiry of agreement, then destroy.
7.3.0	<b>Appeals (decisions)</b>	The activities involved in the process of appeals against decisions by application to a higher authority.	
7.3.1		Records relating to appeals to the Surveyor-General regarding disputes over survey matters. Includes disputes between mine surveyors, mining lease applicants, etc., and the Department of Mineral Resources or such other NSW agency holding responsibility for regulation of mining activities.	Required as State archives.
7.4.0	<b>Audit</b>	The activities officially associated with checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.  For records relating to the initial appointment of the Surveyor General as a Verifying Authority for measuring equipment by the National Measurement Institute see SURVEYING - Compliance.	
7.4.1		Records relating to major internal or external audits of surveying programs, processes, practices or services that result in substantial	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		changes to policies.	
7.4.2		Records of other internal and external audits of surveying programs, processes, practices or services that do not result in substantial changes to policies.	Retain for minimum of 6 years after last action, then destroy.
7.4.3		Records relating to the re-assessment of the Surveyor-General as a Verifying Authority for length measurement by the National Measurement Institute. Final reports, certificates and associated supporting records.	Required as State archives.
7.5.0	<b>Authorisation</b>	The process of seeking and granting permission to undertake a requested action.	
7.5.1		Records relating to authorisation by the Surveyor-General of the removal or alteration of permanent survey marks. Includes notifications of intentions to remove or alter permanent survey marks, and directions given by the Surveyor-General for the preservation of the positions of permanent marks, their replacement, re-establishment or the alteration of their numbers.  For records documenting the position of the mark see 7.22.1.	Retain for minimum of 6 years after last action, then destroy.
7.6.0	<b>Bids &amp; Quotations</b>	The activities associated with the organisation offering products or services to an external party on a commercial basis.  For records relating to the supply of survey information see INFORMATION PRODUCTS.	
7.6.1		Records relating to successful bids and quotations for the provision of surveying services by the organisation implemented by speciality contract. Includes expressions of interest, tender submissions, contracts and other supporting documentation such as scope of work, etc. Also includes agency master copies of contracts where the	Retain for minimum of 12 years after all conditions relating to the contract have been

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		agency is participating in joint venture and the original contracts are not held by the agency.	fulfilled, then destroy.
7.6.2		Records relating to successful bids and quotations for the provision of surveying services by the organisation implemented by simple contract. Includes expressions of interest, tender submissions, contracts and other supporting documentation such as scope of work etc. Also includes agency master copies of contracts where the agency is participating in joint ventures and the original contracts are not held by the agency.	Retain for minimum of 7 years after all conditions relating to the contract have been fulfilled, then destroy.
7.6.3		Records relating to unsuccessful tender bids for the provision of surveying services by the organisation. Includes tender submissions, notification of tendering results, etc.	Retain for minimum of 6 years after all action relating to the tender has been completed, then destroy.
7.7.0	<b>Cadastral Surveying</b>	<p>The activity of undertaking land measurement relating to property boundary definition and associated rights such as leases, easements, access, rights of way and common property. Includes surveying of State borders and examination surveys conducted to resolve boundary disputes.</p> <p>For records relating to the planning of survey field activities see SURVEYING – Planning.</p>	
7.7.1		<p>Records relating to the preparation, amendment and drafting of final survey reports.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• final survey reports</li> <li>• instructions to field surveyors</li> </ul>	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> <li>• field books</li> <li>• survey adjustment data files and reports</li> <li>• station summaries, and</li> <li>• records facilitating the conduct of surveys, such as surveyors' working notes and sketches, copies of Locality Sketch Plans, etc.</li> </ul>	
7.7.2		Registers and indexes supporting the Cadastral Surveying activity. Includes registers of Examination Surveys indexed against Deposited Plan numbers.	Required as State archives.
7.7.3		Duplicate unannotated copies (including subsets) of survey observations, adjustments, maps and plans, reports, etc., maintained by regional offices.	Retain until reference use ceases, then destroy.
7.8.0	<b>Claims</b>	The process of bringing claims against other parties for the disturbance or destruction of survey control marks.	
7.8.1		Claims made to the Mine Subsidence Board against other parties relating to the disturbance or destruction of survey control marks associated with underground mining.	Retain for minimum of 10 years after last action, then destroy.
7.9.0	<b>Compliance</b>	<p>The activities associated with complying with mandatory or operational accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.</p> <p>For records relating to the re-assessment of the Surveyor-General as a Verifying Authority for measuring equipment by the National Measurement Institute see SURVEYING – Audit.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>For records relating to inspections of surveying infrastructure see SURVEYING – Inspections.</p> <p>For records relating to the accuracy and of equipment and instruments see SURVEYING – Verification.</p> <p>See also <i>General retention and disposal authority: administrative records</i> COMPLIANCE.</p>	
7.9.1		Records relating to the appointment of the Surveyor-General as a Verifying Authority for length measurement by the National Measurement Institute.	Required as State archives.
7.10.0	<b>Construction</b>	<p>The process of making or building something.</p> <p>For records relating to the surveyed locations of survey infrastructure sites see SURVEYING – Survey Control.</p>	
7.10.1		<p>Records relating to the construction of survey infrastructure, such as trigonometry stations, calibration baselines, which are:</p> <ul style="list-style-type: none"> <li>-listed on the agency’s Heritage and Conservation Register;</li> <li>-have been the subject of major public controversy;</li> <li>-which are considered to be of significance to the State by the Heritage Council of NSW or the National Trust of Australia; or</li> <li>-which have received architectural or design awards.</li> </ul>	Required as State archives.
7.10.2		Records relating to the construction of other survey infrastructure.	Retain for 7 years after disposal/ transfer of the structure, of 7 years after action completed, whichever is longer.
7.11.0	<b>Evaluation</b>	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		meeting the needs of the given situation. Includes ongoing monitoring. For records relating to the planning of survey programs, see SURVEYING – Planning.	
7.11.1		Records relating to the evaluation of the State survey control network in relation to matters such as density and accuracy of control. Includes consideration of changes in the level of development and survey activity in different areas of the State.	Required as State archives.
7.12.0	<b>Exemptions</b>	The activity of approving exemptions from regulations or procedures administered by the Department. Includes Surveyor General's approvals for exemptions from the Surveying Regulations.	
7.12.1		Records relating to exemptions from compliance with the Surveying Regulation requested by surveyors. Includes exemption request, Surveyor General's approval of exemption, and related correspondence.	Retain for 30 years after date of last action, then destroy.
7.13.0	<b>Inspections</b>	The process of official examinations of survey infrastructure facilities, equipment and items, such as trigonometry stations and baselines etc., to ensure compliance and maintenance with agreed standards and objectives.  For records relating to the maintenance of survey infrastructure see SURVEYING – Maintenance.  For check measurements in relation to survey infrastructure see SURVEYING – Survey Control.	
7.13.1		Records relating to routine inspections of survey infrastructure, including trigonometry stations, baselines, etc.	Retain for 30 years after date of last action, then destroy.



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
7.14.0	<b>Liaison</b>	<p>The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups.</p> <p>Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.</p>	
7.14.1		Records relating to liaison activities undertaken with surveying authorities, professional organisations such as the Institute of Surveyors Australia, and with the survey community generally.	Retain for minimum of 6 years after last action, then destroy.
7.15.0	<b>Notification</b>	<p>The activity of issuing or receiving information concerning an intended or completed action. Includes gazettal of information.</p> <p>For records relating to authorisation by the Surveyor-General of the removal or alteration of permanent survey marks see SURVEYING – Authorisation.</p> <p>For records relating to the surveyed locations of installed or re-established permanent survey marks, and records of destroyed or disturbed marks as advised by surveyors or other public officials see SURVEYING – Survey Control.</p> <p>For records relating to claims against the Mine Subsidence Board for the replacement of survey marks disturbed by mining activities see SURVEYING – Claims.</p> <p>For records relating to legal action taken in relation to the disturbance or destruction of survey marks see <i>General retention and disposal authority: administrative records</i> LEGAL SERVICES - Litigation.</p>	
7.15.1		Records relating to the notification of responsibility for maintenance of permanent survey marks. Includes notifications by the Surveyor-	Required as State

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		General to other public authorities, and directions by the Minister to the Surveyor-General.	archives.
7.15.2		Records relating to notifications of activities with the potential to affect existing permanent survey marks. Includes notifications by Mining Surveyors and/or Mine Managers of planned underground mining activities.	Retain for 7 years after date of last action, then destroy.
7.15.3		Records relating to notifications of deferred placements of survey marks, and corresponding notifications of completion of surveys received by the Department.	Required as State archives.
7.15.4		Records relating to surveyors' entry onto land or premises for the purposes of conducting surveys. Includes agency copies of Notices of Entry delivered to occupiers of land.	Retain for minimum of 6 years after last date of last action, then destroy.
7.15.5		Records relating to the gazettal of Proclaimed Survey areas, Survey Regulations, and other survey matters.	Required as State archives.
7.15.6		Records relating to notifications received from other public authorities regarding surveying activities. Includes notifications submitted under previous legislation, such as Notices of Intention to Survey etc.	Retain for minimum of 1 year after details of completed surveys recorded in the Register of Public Surveys, then destroy.
7.16.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
7.16.1		Records relating to strategic plans supporting the co-ordination and conduct of surveying activities, control of survey data and information	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		or the management of survey infrastructure.	
7.16.2		Records relating to operational and business plans, including plans relating to field operations.	Retain for minimum of 2 years after plan superseded, then destroy.
7.17.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
7.17.1		Records relating to policy supporting the conduct of surveying activities, control of survey data and information or the management of survey infrastructure.	Required as State archives.
7.18.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.  For records relating to the Surveyor General's Directions see SURVEY REGULATION – Survey Standards	
7.18.1		Records relating to the development of procedures supporting the conduct of surveying activities, conduct of surveying activities, control of survey data and information on the management of survey infrastructure.	Required as State archives.
7.19.0	<b>Public Survey Registration</b>	The activity of establishing and maintaining a Register of Public Surveys, consisting of details of surveys carried out by the Surveyor-General, and surveys for which details have been forwarded to the Surveyor-General by public authorities.  For records relating to the management of survey control information	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		see also SURVEYING – Survey Control.	
7.19.1		Register of Public Surveys, including physical, electronic, and visual index map registers. Incorporates former Central Plan Register, Survey Control Information Management System (SCIMS) and Register of Significant Surveys.	Required as State archives.
7.19.2		Plans of public surveys conducted by the Surveyor-General or any public authority, including Crown Plans. Records include: Visual index maps at various scales; Plans submitted by other agencies (formerly Recorded Plans); Plans annotated with information not available in Departmental computer systems; Plans showing superseded detail (eg topography).	Required as State archives
7.20.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.	
7.20.1		Records relating to formal internal reports impacting on policy or strategic direction relating to the conduct of surveying activities, control of survey data and information on the management of survey infrastructure.	Required as State archives.
7.20.2		Records relating to periodic internal reports on operational surveying activities and processes.	Retain for minimum of 5 years after last action, then destroy.
7.21.0	<b>Survey Control</b>	The activity of establishing and managing survey control mechanisms by means of field measurement and placement of survey marks by the	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>agency's personnel.</p> <p>Also includes the issue of Permanent Survey Marks to the Department's regionally based surveyors, other public authorities, and private surveyors.</p> <p>For records relating to the integration of externally sourced survey control information into the State survey control network see SURVEYING – Survey Coordination.</p> <p>For records relating to the construction of major survey infrastructure such as trigonometry stations see SURVEYING – Construction.</p>	
7.21.1		<p>Records relating to Departmental survey observations and adjustments relating to the establishment and monitoring of the State survey control network created during geodetic surveys, trigonometrical surveys, mapping control surveys, including field books and supporting plans and sketches. Records include observation records such as: surveyors' field books, abstracts of field observations; parish survey books; supporting plans and sketches; processing and adjustment records such as: electronic input files (pre-adjustment); electronic output files (post-adjustment); horizontal and vertical adjustment reports; GPS data; supporting plans and diagrams.</p>	Required as State archives.
7.21.2		Registers of issued field books	Required as State archives.
7.21.3		Indexes to survey observations and adjustments	Required as State archives.
7.21.4		Duplicate copies of Departmental survey observations, adjustments, and supporting records relating to the establishment of the State survey control network retained by surveyors for reference purposes.	Retain until reference use ceases, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
7.21.5		<p>Register of survey control information marks such as Trigonometrical Station Marks, State Survey Marks, Permanent Marks, Geodetic Bench Marks, Miscellaneous Survey Marks, and Mapping Control Points. Records include:</p> <ul style="list-style-type: none"> <li>• Register of Installed Permanent Survey Marks</li> <li>• Trigonometry Station Cards</li> <li>• Mapping Control Point Cards</li> <li>• Destroyed/Disturbed Mark Cards</li> <li>• Equivalent data maintained in SCIMS or successor system.</li> </ul>	Required as State archives
7.21.6		Register of issue of permanent mark fittings by Head and Regional Offices to Departmental surveyors, other agencies, and private surveyors.	Required as State archives
7.21.7		Locality Sketch Plans for new survey marks lodged with the Department in support of Deposited Plans.	Required as State archives
7.21.8		Records relating to the identification and recommendation of Proclaimed Survey Areas under the provisions of the Survey Co-ordination Act 1949 (repealed 2002). Records include reviews of the density and accuracy of survey control within a designated area, recommendations to the (former) Board of Surveyors and supporting records.	Required as State archives
7.21.9		Records relating to the readjustment and recomputation of established coordinate values on survey marks in the State Control Network to the Geocentric Datum of Australia (GDA).	Required as State archives
7.21.10		Records relating to issue of permission to construct infrastructure on or near Trigonometrical Reserves eg such as to telecommunications	Retain for 7 years after structure demolished,

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		companies and for wind farms.	then destroy.
7.21.11		Global Positioning System (GPS) field log sheets.	Retain for 6 years after data entered into system, then destroy.
7.22.0	<b>Survey Coordination</b>	The activity of adjusting any public survey so as to ensure that it is consistent with the State control survey and with other public surveys with respect to the same or any adjacent locality.	
7.22.1		Records created during the processing of survey information from external sources such as Control Plans and Deposited Plans submitted to the Department in support of land dealings, for integration into the State survey control network including computations and adjustments.	Required as State archives.
7.22.2		Copies of documentation referenced during processing of permanent survey mark observations for incorporation into the State survey control network.	Retain until reference use ceases, then destroy.
7.23.0	<b>Topographic Surveying</b>	The activity of undertaking land measurement to support mapping activities.  For records relating to the verification of surface features not requiring survey see SPATIAL INFORMATION & MAPPING – Field Verification.  For records relating to the planning of survey field activities, see SURVEYING – Planning.	
7.23.1		Records relating to Departmental survey observations and adjustments relating to topographic surveying, including field books and supporting plans and sketches.	Required as State archives.
7.23.2		Duplicate copies of Departmental survey observations, adjustments, and other supporting records relating to topographic surveying created	Retain until reference use ceases, then

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		for mapping or other purposes.	destroy.
7.24.0	<b>Verification</b>	The activity of testing by the National Measurement Laboratory (NLM) to confirm that the accuracy of a measuring instrument or a measuring standard is within allowable limits as defined in a specification or as required by legislation. Includes verification of agency equipment and measurement standards by external authorities, and verification by the agency of external surveyors' equipment. Also includes validation of Global Positioning Systems (GPS).	
7.24.1		Records relating to the verification of baselines and test networks maintained by the Surveyor-General, including baselines for steel bands and EDM, and GPS test networks, such as EDM Testline Measurement Reports, Test Summary reports, etc.	Required as State archives.
7.24.2		Records relating to the verification and/or calibration of external surveyor's equipment, such as verification of measuring bands. Includes agency copies of Statements of Test, Test Summaries, Sag & Correction Tables, and Certificates of Verification.	Retain for minimum of 30 years after disposal of equipment, then destroy.
7.24.3		Records relating to the external verification by the National Measurement Laboratory (NLM) of items of equipment used as, or for the establishment of State Primary Standards of measurement, such as the State Primary Standard steel band, and EDM equipment used to establish State Primary Standard EDM baselines. Records include reports and Certificates of Verification issued by external verification authority.	Retain for minimum of 30 years after disposal of equipment, then destroy.
7.24.4		Records relating to the verification by the National Measurement Laboratory (NLM) of the Department's survey equipment other than equipment used to establish State Primary Standards of	Retain for minimum of 30 years after disposal of equipment, then destroy.



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		measurement. Records include: <ul style="list-style-type: none"> <li>• Observations and calculations (bands);</li> <li>• Calibration certificates and supporting records (staves, etc.)</li> <li>• EDM baseline observations, field notes, and calculations, in either manual or electronic format (EDM equipment)</li> <li>• Raw observation (electronic) files and field notes (GPS).</li> </ul>	
8.0.0	<b>TITLING &amp; REGISTRATION SERVICES</b>	The function of establishing and managing official registers of land ownership in New South Wales. Includes : <ul style="list-style-type: none"> <li>• the examination and registration of plans, deeds, dealings, and instruments related to land transactions</li> <li>• maintenance of registers of land titles</li> <li>• conversion of Old System land to Torrens Title</li> <li>• Conversion of manual Torrens folios of the Register to the Integrated Titling System (ITS)</li> <li>• provision of advice relating to the land titling legislation</li> <li>• liaison and consulting with professional groups</li> <li>• processing of claims against the Torrens Assurance Fund</li> <li>• management of other records not directly relating to land, such as Stock Mortgage Registers, Powers of Attorney, Changes of Name, Appointments of Receivers, etc.</li> </ul> Also includes the maintenance of the Government Property Register and the Central Register of Restrictions. For records relating to the provision of land title and other property searches see INFORMATION PRODUCTS – Distribution. For records relating to objections to decisions of the Registrar-General	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>see TITLING &amp; REGISTRATION SERVICES – Appeals (decisions) or TITLING &amp; REGISTRATION SERVICES – Dealings Registration, as appropriate.</p> <p>For records relating to customer service surveys, see COMMUNITY RELATIONS.</p> <p>For records relating to the development of land titles databases such as the Integrated Titling System see <i>General retention and disposal authority: administrative records</i> INFORMATION TECHNOLOGY &amp; TELECOMMUNICATIONS.</p> <p>For records relating to amendments to legislation see <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT – Legislation.</p> <p>For records relating to the provision of external consultancy services see BUSINESS RELATIONS &amp; DEVELOPMENT.</p> <p>For complaints concerning general policies and services of the agency see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Public Reaction.</p> <p>For records documenting the activities of Addresses (presentations), Committees, Conferences, Contracting-Out, Enquiries, Performance Management, and Tendering, see <i>General retention and disposal authority: administrative records</i>.</p>	
8.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>For dealings minute sheets annotated with retention instructions by internal legal advisors see TITLING &amp; REGISTRATION SERVICES – Dealings Registration.</p> <p>For other matters relating to legal advice see <i>General retention and</i></p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<i>disposal authority: administrative records</i> LEGAL MATTERS – Advice.	
8.1.1		Records relating to the offering and receipt of detailed advice regarding titling or the registration of land ownership or interests in land which: <ul style="list-style-type: none"> <li>• results in changes to the Department’s policies for the management of these processes or;</li> <li>• has implications for the functional responsibilities or major liabilities or obligations of the Department.</li> </ul>	Required as State archives.
8.1.2		Records relating to the offering of advice regarding land titling or the registration of land ownership or interests in land which does not impact on or have implications for: <ul style="list-style-type: none"> <li>• the Department’s policies for the management of these processes or;</li> <li>• the functional responsibilities or major liabilities or obligations of the Department.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
8.2.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements.  For agreements relating to the licensing of land, property, or survey information by the organisation see INFORMATION PRODUCTS - Licensing.  For records relating to the supply of information products, and licensing of customers to access Departmental information resources such as the Central Register of Restrictions see INFORMATION PRODUCTS.	
8.2.1		Records documenting the establishment, maintenance, review and negotiation of agreements supporting the management of titling &	Retain for minimum of 10 years after expiry or

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		registration services.	termination of agreement, then destroy.
8.3.0	<b>Amendments</b>	<p>The activity of updating Departmental records in relation to land title matters.</p> <p>Includes corrections of errors to Plans, folios of the Register, and other land title documents held in the Department following investigation and authentication of requests for correction to the public record.</p> <p>For records relating to legal advice concerning amendments see <i>General retention and disposal authority: administrative records</i> LEGAL SERVICES – Advice.</p>	
8.3.1		<p>Records supporting amendments to the Register (of Land Titles). Records include requests for amendment received from landholders or their legal representatives, Departmental acknowledgements of requests, investigations, determinations of Departmental actions to be carried out and advice to applicants of Departmental decisions.</p>	Required as State archives.
8.4.0	<b>Appeals (decisions)</b>	<p>The activities involved in the process of appeals against decisions by application to a higher authority.</p> <p>For records relating to compensation claims against the Registrar-General prior to the appeal process see TITLING &amp; REGISTRATION SERVICES – Claims.</p>	
8.4.1		<p>Records documenting disputes between the Registrar-General and landholders which are referred to a higher authority such as the Land and Environment Court or the Supreme Court, relating to :</p> <ul style="list-style-type: none"> <li>• boundary determinations;</li> <li>• decisions made by the Registrar-General in relation to any</li> </ul>	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>other land titling matters;</p> <ul style="list-style-type: none"> <li>• claims for compensation against the Registrar-General</li> <li>• which are precedent-setting in nature or result in significant changes to the agency's policies and/or procedures.</li> <li>• Records include appeal applications, notices of hearings, subpoena notices, submissions, decisions, court orders, etc.</li> </ul>	
8.4.2		<p>Records documenting disputes between the Registrar-General and landholders which are referred to a higher authority such as the Land and Environment Court or the Supreme Court, relating to :</p> <ul style="list-style-type: none"> <li>• boundary determinations;</li> <li>• decisions made by the Registrar-General in relation to any other land titling matters;</li> <li>• claims for compensation against the Registrar-General</li> </ul> <p>which are neither precedent-setting in nature nor result in significant changes to the agency's policies and/or procedures.</p> <p>Records include appeal applications, notices of hearings, subpoena notices, submissions, decisions, court orders, etc.</p>	Retain for minimum of 30 years after last action, then destroy.
8.5.0	<b>Audit</b>	<p>The activities officially associated with checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.</p>	
8.5.1		<p>Records relating to internal or external audits of titling and registry services that result in substantial changes to policies.</p>	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
8.5.2		Records of internal and external audits of titling and registry services that do not result in substantial changes to policies.	Retain for minimum of 6 years after last audit, then destroy.
8.6.0	<b>Authorisation</b>	The process of seeking and granting permission to undertake a requested action.  For records relating to financial delegations of authority issued by the Registrar-General to settle claims against the Torrens Assurance Fund see <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT – Authorisation.	
8.6.1		Records relating to delegation of the powers and functions of the Registrar-General to nominated persons. Includes the revocation of such delegations.	Retain for minimum of 30 years after expiry or revocation of authorisation, then destroy.
8.7.0	<b>Boundary Determination</b>	The process of determining boundaries, includes determinations relating to urban suburbs, rural localities and individual allotments. For examination surveys conducted to assist in the resolution of boundary disputes see SURVEYING - Cadastral Surveying.  For records relating to appeals to a higher authority such as the Land and Environment Court regarding individual allotment boundaries use TITLING & REGISTRATION SERVICES - Appeals (decisions).  For records relating to notification and approval of surveyed boundaries of land adjoining water see TITLING & REGISTRATION SERVICES - Plan Registration.	
8.7.1		Records relating to the determination of boundary disputes by the Registrar-General. Records include:	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> <li>• applications for Boundary Determinations;</li> <li>• supporting evidence such as identification surveys;</li> <li>• Notices of Application issued to adjoining owners;</li> <li>• Submissions received from adjoining owners;</li> <li>• Final reports of examinations surveys or other investigations;</li> <li>• Determinations by the Registrar-General;</li> <li>• Notices of Determination issued to applicants and adjoining owners;</li> <li>• Related correspondence.</li> </ul>	
8.8.0	<b>Claims</b>	<p>The process of administering and managing payments demanded in accordance with an insurance policy, legislative requirements, or administrative procedures as compensation for denial of rights of a person, or loss, damage or destruction of property.</p> <p>For records relating to compensation claims that are referred to higher authorities such as the Supreme Court see TITLING &amp; REGISTRATION SERVICES – Appeals (decisions).</p>	
8.8.1		Applications to the Department to provide reasons for decisions by the Registrar-General in relation to land title and registration matters, where no claim for compensation is subsequently lodged. Includes responses by Registrar-General.	Retain for minimum of 7 years after last action, then destroy.
8.8.2		Records relating to claims for compensation from the Torrens Assurance Fund which are settled by direction or approval of the Minister, are precedent-setting in nature, or result in significant changes to the agency's policy and/or procedures for managing claims. Records include:	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> <li>• Applications to the Department to supply reasons for decisions (preceding formal claims) by the Registrar-General;</li> <li>• Registrar-General's responses to applications setting out reasons for decisions;</li> <li>• Applicants' claims for compensation;</li> <li>• Registrar-General's assessments of claims, including neutral assessments, recommendations and determinations of amounts payable;</li> <li>• Mediation proceedings between claimants and the Registrar-General;</li> <li>• Ministerial directions and approvals, and offers of settlement.</li> </ul>	
8.8.3		Records relating to other claims for compensation from the Torrens Assurance Fund.	Retain for minimum of 10 years after last action, then destroy.
8.9.0	<b>Dealings &amp; title registration</b>	<p>The activity of receiving and examining documents (known as dealings), that record details of transactions relating to specified land parcels, determining if they have been prepared in accordance with legislative requirements, and registration of the documents on the appropriate folios of the Register.</p> <p>Includes the receipt and processing of Notices of Sale or Transfer of Land, the issue of new editions of Certificates of Title, converting from manual titling to ITS, and maintenance of indexes to the registers.</p> <p>For transactions involving conversion of Old System land to Torrens Title see TITLING &amp; REGISTRATION SERVICES - Old System Conversion.</p> <p>For lodgement and registration of Deposited Plans, Strata Plans Community Plans, etc, see TITLING &amp; REGISTRATION SERVICES - Plan</p>	



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		Registration. For the updating of Departmental records in relation to land title matters see TITLING & REGISTRATION SERVICES - Amendments.	
8.9.1		Old Form Bound Torrens Title Register (1863 - 1961), including cancelled folios removed from the Old Form Bound Register and maintained separately – paper format.	Required as State archives.
8.9.2		New form loose leaf Torrens Title Register (1961+) – microfilm format. Authorisation for destruction is subject to the following conditions: <ul style="list-style-type: none"> <li>• All requirements for retaining originals have been assessed and fulfilled</li> <li>• Copies are made which are authentic, complete and accessible.</li> <li>• Copies are kept and maintained for the authorised retention period, and</li> <li>• Originals are kept for quality control purposes for an appropriate length of time after copying.</li> </ul>	Retain in agency until converted to electronic format and all conditions for disposal of the original have been met and electronic copy has been checked, then destroy.
8.9.3		Registers of Land Titles held in electronic format including: <ul style="list-style-type: none"> <li>• Automated Land Titles Systems (ALTS) (1984-1992).</li> <li>• Current Integrated Titling System (ITS) which holds approximately (3.6 million parcels) of current title records.</li> </ul>	Required as State archives.
8.9.4		Other replications of the electronic data or digital image and/or microfilm copies of the Torrens Title Register produced for reference purposes.	Retain until reference use ceases, then destroy

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
8.9.5		Indexes to entries in the Torrens Title Register. Includes: <ul style="list-style-type: none"> <li>• Purchasers Index 1863 – 1970 (paper form)</li> <li>• Purchasers Index 1971 – 2001 (digital format)</li> </ul>	Required as State archives.
8.9.6		Dealings and other instruments lodged with and processed by the Department such as transfers of title, registration of mortgages, leases, easements, caveats, covenants, etc. – electronic format.	Required as State archives.
8.9.7		Dealings and other instruments lodged with and processed by the Department such as transfers of title, registration of mortgages, leases, easements, caveats, covenants, etc. – microfilm format.  Authorisation for destruction is subject to the following conditions: <ul style="list-style-type: none"> <li>• All requirements for retaining originals have been assessed and fulfilled</li> <li>• Copies are made which are authentic, complete and accessible.</li> <li>• Copies are kept and maintained for the authorised retention period; and</li> <li>• Originals are kept for quality control purposes for an appropriate length of time after copying.</li> </ul>	Retain in agency until converted to electronic format and all conditions for disposal of the original have been met and electronic copy has been checked, then destroy.
8.9.8		Records supporting dealings and other instruments lodged with and processed by the Department, or created by the Department which are precedent setting or result in changes to the Department's policy and procedures	Required as State archives.
8.9.9		Records supporting dealings and other instruments lodged with and processed by the Department, or created by the Department where	Retain for minimum of 7 years after last action,

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		there is considered to be potential for claims against the Department.	then destroy.
8.9.10		Records supporting dealings and other instruments lodged with and processed by the Department, or created by the Department, where the records are of a routine transactional nature. Records include routine correspondence and covering letters.	Retain for minimum of 2 years after last action, then destroy.
8.9.11		Dealings, other instruments and supporting records lodged with the Department which are rejected or withdrawn by the lodging party.	Retain until transaction withdrawn or cancelled, then return to lodging party.
8.9.12		Records documenting the rejection or withdrawal of dealings and other instruments records lodged with the Department.	Retain until reference use ceases, then destroy.
8.9.13		Deliverable documents such as original birth/death/marriage certificates; probate documents; Minister's consent to transactions involving crown land.	Retain until transaction completed, then return to lodging party.
8.9.14		Cancelled customer copies of manual Certificates of Title	Return to lodging party after new Certificate of Title issued.
8.9.15*		Cancelled Automatic Certificates of Title.	Retain for minimum of 3 months after action completed, then destroy.
8.9.16		Notice of Sale or Transfer of Land forms	Retain for minimum of 7

\* Retention period amended April 2017 from minimum of 7 years to minimum of 3 months after action completed.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
			years after last action, then destroy.
8.10.0	<b>Evaluation</b>	<p>The process of determining the suitability of potential or existing programs, items of equipment, systems or services, water access licences in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p>For records relating to reviews of legislation affecting the operations of the organisation see <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT – Legislation.</p> <p>For records relating to reviews of operational programs see also <i>General retention and disposal authority: administrative records</i> STRATEGIC MANAGEMENT – Evaluation.</p>	
8.10.1		Records relating to evaluations of major programs or services supporting the provision of land titling and registration services, such as reviews to lodgement processes (including electronic lodgement), which result in changes to the management of registration policies of processes. Includes terms of reference, proposals, reports, findings and recommendations.	Required as State archives.
8.10.2		Records relating to evaluations of internal operational processes.	Retain for minimum of 5 years after last action, then destroy.
8.11.0	<b>Government Property Registration</b>	<p>The activity of registering property assets in NSW which are owned or controlled by the State Government. Also includes the registration of interests in property of Government and Semi-Government bodies.</p> <p>For records relating to the Property Inquiry service provided by the Department, see INFORMATION PRODUCTS.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
8.11.1		Records relating to the registration of property assets and interests of Government and semi-Government agencies. Includes information maintained in the Government Property Register and in the Central Register of Restrictions.	Required as State archives
8.11.2		Information supplied by other agencies about their property holdings of a routine nature of which is subsequently entered into the Register.	Retain for minimum of 1 year after entry into the Register, then destroy.
8.12.0	<b>Joint Ventures</b>	The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
8.12.1		Records relating to joint ventures where: <ul style="list-style-type: none"> <li>• The project has the potential to significantly impact on land titling or registration systems, and</li> <li>• the Department is the lead NSW Government member of the joint venture.</li> </ul>	Required as State archives.
8.12.2		Records relating to other joint venture projects, including joint venture agreements.	Retain for minimum of 6 years after action completed, or 6 years after expiry of contract or agreement, whichever is the longer, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
8.12.3		Records relating to joint venture proposals that do not proceed.	Retain for minimum of 3 years after last action, then destroy.
8.13.0	<b>Liaison</b>	<p>The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups.</p> <p>Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.</p>	
8.13.1		Records relating to liaison activities undertaken with interstate counterparts, professional bodies such as the Institution of Surveyors and the Law Society, business stakeholder groups such as other Government bodies contributing to the Government Property Registers, and the public generally, to support the provision of Titling & Registration Services.	Retain for minimum of 6 years after last action, then destroy.
8.14.0	<b>Notification</b>	<p>The activity of issuing or receiving information concerning an intended or completed action. Includes gazettal of information.</p> <p>For notifications issued to applicants and affected parties as a result of dealings in Torrens Title land, conversion of Old System land to Torrens Title, or registration of plans, see respectively :</p> <p>TITLING &amp; REGISTRATION SERVICES – Dealings and Title Registration            TITLING &amp; REGISTRATION SERVICES – Old System Conversion            TITLING &amp; REGISTRATION SERVICES – Plan Registration</p>	
8.14.1		Records relating to the gazettal of matters such as the intention to	Required as State

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		create folios as a result of Primary or Possessory Applications.	archives.
8.15.0	<b>Old System Conversion</b>	<p>The activity of converting Old System land parcels to Torrens Title by investigating evidence of ownership supplied by landowners and other sources, and validating it against existing official records.</p> <p>For records relating to lodgement and registration of survey plans in support of applications for conversion see TITLING &amp; REGISTRATION SERVICES - Plan Registration.</p> <p>For other transactions involving land under Old System title see TITLING &amp; REGISTRATION SERVICES – Old System Registration.</p>	
8.15.1		<p>Records relating to the successful conversion of Old System land parcels to Torrens Title by means of:</p> <ul style="list-style-type: none"> <li>• Primary Applications carried out via provisions of Section 4 of the Real Property Act 1900.</li> <li>• Conversion Actions (also known as Conversion Applications, 'CA's', or '4A's') carried out via provisions of Sections 4A/4B of the Real Property Act 1900.</li> <li>• Official Searches.</li> </ul>	Required as State archives.
8.15.2		<p>Records relating to the withdrawal of applications for conversion of Old System land parcels to Torrens Title by means of Primary Application or Conversion Action prior to creation of new folios from June 2003 onwards. Records include:</p> <ul style="list-style-type: none"> <li>• Written requests for withdrawal of applications</li> <li>• Written requests for return of documents lodged in support of applications</li> <li>• Investigations conducted by the Registrar-General prior to</li> </ul>	Retain for minimum of 6 years after last action, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p align="center">withdrawal of the applications. For records of withdrawn applications predating June 2003 see DA184</p>	
8.15.3		Records lodged in support of applications for the conversion of Old System land parcels to Torrens Title by means of Primary Application or Conversion Action, which are withdrawn by applicants or rejected by the Registrar-General.	Return to applicant.
8.15.4		<p>Records relating to Official Title Searches. Records include:</p> <ul style="list-style-type: none"> <li>• Searches carried out for internal Departmental purposes;</li> <li>• Official Searches carried out in response to applications by landholders, including agency copies of Official Search Certificates issued to applicants;</li> <li>• Search Sketches.</li> </ul>	Required as State archives.
8.15.5		Records relating to General Title Searches. Records include a cover sheet, client's request and copy of the agency's letter of reply.	Retain for minimum of 7 year after last action, then destroy.
8.15.6		Indexes and registers relating to Primary Applications and Conversion Actions (Applications).	Required as State archives.
8.15.7		Records relating to the identification of parcels of land held under Old System title for internal purposes. Includes the location of unidentified parcels in Local Government Areas, internal searches, and supporting records.	Retain until no longer required for administrative use, then destroy.
8.15.8		Records relating to inquiries from landholders regarding conversion of Old System land. Includes invitations to convert titles issued by the Department, responses by landholders, etc.	Retain for minimum of 7 years after last action, or longer if required, then



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
			destroy.
8.16.0	<b>Old System Registration</b>	The activity of registering deeds and other instruments by indexing them in the General Registry of Deeds. Includes transactions not relating specifically to land.	
8.16.1		<p>Registers and indexes to Old System Grant and Purchases (1792-1862) includes:</p> <ul style="list-style-type: none"> <li>• Grants and Leases of Land</li> <li>• Town Grants and Leases</li> <li>• Land Purchases</li> <li>• Town Purchases</li> <li>• Special Grants</li> <li>• National Education Grants</li> <li>• Grants – Church of England &amp; Ireland</li> <li>• Grants – Church of Scotland</li> <li>• Grants – Roman Catholic Church</li> <li>• Grants – Wesleyan Methodists</li> <li>• Church &amp; School Leases</li> <li>• Surrenders</li> <li>• Leases for Quartz Veins</li> <li>• Old Register (Crown Grants) volumes 1 – 9 1802 – 1825</li> </ul> <p>Indexes include:</p> <ul style="list-style-type: none"> <li>• Crown Grants Index 1792-1862</li> </ul>	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> <li>• Town Grant &amp; Purchase Index, Town Purchases Index, Grant Indexes 1830-1857</li> <li>• Grant Indexes 1830-1857</li> <li>• Index to Old Register 1802-1825</li> </ul>	
8.16.2		<p>Registers and indexes of Old System Deeds (1825 – 1992)</p> <p>Registers include:</p> <ul style="list-style-type: none"> <li>• General Register of Deeds as maintained pursuant to the Registration of Deeds Act 1897;</li> <li>• Miscellaneous Register (Powers of Attorney, Changes of Name, Appointments of Receivers, etc);</li> <li>• Register of Resumptions;</li> <li>• Register of Causes, Writs and Orders;</li> <li>• Register of Bills of Sale;</li> <li>• Register of Liens on Wool;</li> <li>• Register of Liens on Crops;</li> <li>• Register of Stock Mortgages;</li> <li>• Registration copies of instruments registered in the General Register of Deeds.</li> </ul> <p>Indexes include:</p> <ul style="list-style-type: none"> <li>• Vendors Index 1825-1992 (includes index to Miscellaneous Register 1950-1976)</li> <li>• Purchasers Index 1896-1992</li> <li>• Conditional Purchasers Index to 1967</li> <li>• Index to Miscellaneous Register ('Miscellaneous Index') 1920-</li> </ul>	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>1950</p> <ul style="list-style-type: none"> <li>• Index of Liens on Crops &amp; Wool, and Stock Mortgages</li> <li>• Index of Bills of Sale</li> <li>• Indexes Evidencing Change of Name 1875-1967</li> <li>• Instruments enrolled with the Prothonotary of the Supreme Court 1875-1925</li> <li>• Instruments enrolled in the (then) Bills of Sale Section 1925-1967</li> <li>• Instruments registered in the Miscellaneous Register 1942-1967.</li> </ul>	
8.16.3		Deposited Deeds receipt books and indexes.	Required as State archives.
8.16.4		<p>Deposited Deeds which have been wholly cancelled by reason that the land being the subject of the deed: is under the provisions of the <i>Real Property Act 1900</i>; is not subject to any qualifications under that Act; and the contents of these deeds are wholly on public record.</p> <p>For originals of per 1863 deposited deeds see 10.0.0</p> <p>Authorisation for destruction of the originals is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• All requirements for retaining originals have been assessed and fulfilled</li> <li>• Copies are made which are authentic, complete and accessible.</li> <li>• Copies are kept and maintained for the authorised retention period, and</li> </ul>	Retain in agency until converted to electronic format and all conditions for disposal of the original have been met and electronic copy has been checked, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> <li>• Originals are kept for quality control purposes for an appropriate length of time after copying.</li> </ul>	
8.16.5		Deposited Deeds relating to unconverted old system parcels of land or where the contents of these deeds are not wholly on public record.	Required as State archives.
8.17.0	<b>Parliamentary Acts Registration</b>	The activity of enrolment and recording of Parliamentary Acts in the office of the Registrar-General.	
8.17.1		Enrolled and recorded Acts of the New South Wales Parliament.	Required as State archives.
8.17.2		Registers and indexes to Statutes enrolled including bound volume registers.	Required as State archives.
8.18.0	<b>Plan Registration</b>	<p>The activity of receiving plans of subdivision, strata plans and other plans lodged for official registration, of examining plans to determine the accuracy of title boundaries and compliance with legislative requirements, and of registering plans in the electronic register.</p> <p>Includes maps and plans comprising the Mapping Index, such as County, Parish, and Town Maps, Reference Sheets (various other cadastral maps), Central Mapping Authority (CMA) Maps, Deposited Plans, Strata Plans, etc. to chart new plan registration and other changes to the cadastre.</p> <p>Includes section 88b instruments, development contracts and management statements.</p> <p>Also includes re-cataloguing of plans (older plans or plans originating in other agencies) as Deposited Plans.</p> <p>For records relating to dealings submitted with plans see TITLING &amp; REGISTRATION SERVICES – Dealings Registration.</p>	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>For records relating to conversion of Old System land to Torrens Title see TITLING &amp; REGISTRATION SERVICES – Old System Conversion.</p> <p>For records relating to the movement control of physical records see <i>General retention and disposal authority: administrative records</i> INFORMATION MANAGEMENT – Control.</p>	
8.18.1		Plans registered with the Department to define title boundaries for individual parcels of land, e.g. Deposited Plans, Community Plans, Strata Plans (paper format) and associated instruments (e.g. s88b instruments creating easements, covenants, etc.), management statements and development contracts required to be lodged with the plans.	Required as State archives.
8.18.2		Additional copies (digital and/or microfilmed) of plans, maps and related registers/indexes.	Retain until reference use ceases, then destroy.
8.18.3		Registers and indexes to plans registered with the Department to define title boundaries for individual parcels of land	Required as State archives.
8.18.4		Maps and plans used to chart titling notations in relation to the changing subdivision pattern and interests affecting land over time	Required as State archives
8.18.5		Records supporting the registration of plans which are precedent setting or result in changes to the Department’s policy and procedures, for example where changes to legislation or lodgement procedures are considered necessary to support lodgement.	Required as State archives.
8.18.6		Records supporting the registration of plans where there is considered to be potential for claims against the Department.	Retain for minimum of 7 years after last action, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
8.18.7		Records supporting the registration of plans where the records are of a routine transactional nature. Records include routine correspondence and covering letters.	Retain for minimum of 6 months after last action, then destroy.
8.18.8		Records supporting the registration of plans which are rejected or withdrawn by the lodging party.	Retain until transaction withdrawn or cancelled, then return to lodging party.
8.18.9		Records documenting the rejection or withdrawal of plans lodged with the Department.	Retain until reference use ceases, then destroy.
8.19.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
8.19.1		Records relating to strategic plans supporting the provision of Titling and Registration Services and the management of land titling and registration systems.	Required as State archives.
8.19.2		Records relating to business, operations and action plans.	Retain for minimum of 5 years after plan superseded, then destroy.
8.20.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
8.20.1		Records relating to the development of policy supporting the	Required as State

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		management of land titling and registration systems processes.	archives.
8.21.0	<b>Privacy</b>	The activities associated with the appropriate management of data and information of a private, personal or confidential nature to prevent unauthorised disclosure or access to such information.	
8.21.1		Records relating to requests by members of the public for suppression of personal information from the Department's public registers. Includes requests, Departmental assessments and responses, and related records.	Retain for minimum of 6 years after suppression discontinued, then destroy.
8.22.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
8.22.1		Records relating to the development of guidelines, handbooks, and instructions supporting the registration of land ownership, dealings, interests in land and other instruments, such as the Dealing Registration Manual, Folio Management Manual, Old System Registration Manual, Crown Land Manual, etc. Also includes Registrar General's Directions.	Required as State archives.
8.23.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.	
8.23.1		Records relating to formal internal reports impacting on policy or strategic direction regarding the management of land titling and registration services.	Required as State archives.
8.23.2		Periodic internal reports relating to operational matters regarding the provision of land titling and registration services.	Retain for minimum of 5 years after last action,

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
			then destroy.
9.0.0	<b>VALUATION SERVICES</b>	<p>The function of undertaking asset valuations for purposes of land tax assessment, rating, and other special purposes.</p> <p>Includes the analysis and interpretation of documentary and physical evidence to determine the land value of individual properties, management and administration of valuation service contracts, and responses to objections and appeals against valuations.</p> <p>Also includes special valuation projects which may relate to improved property, and valuation of other items such as firearms.</p> <p>For records relating to the evaluation, selection, support, etc. of electronic systems (including databases) used to support Valuation Services activities see <i>General retention and disposal authority: administrative records</i> INFORMATION TECHNOLOGY &amp; TELECOMMUNICATIONS.</p> <p>For requests for suppression of information identifying individuals in public registers maintained by the Department see TITLING AND REGISTRATION SERVICES – Privacy.</p> <p>For records documenting the activities of Committees, Conferences, Contracting-Out, Enquiries, Performance Management, and Tendering see <i>General retention and disposal authority: administrative records</i>.</p>	
9.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>For matters relating to legal advice see <i>General retention and disposal authority: administrative records</i> LEGAL MATTERS – Advice.</p> <p>For records relating to the distribution of valuation records to customers such as Local Government and the Office of State Revenue</p>	



## Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		see INFORMATION PRODUCTS – Distribution.	
9.1.1		Records relating to the receipt or provision of detailed advice regarding land or asset valuation which: <ul style="list-style-type: none"> <li>• results in changes to the Department’s policies for the management of these processes, or;</li> <li>• has implications for the functional responsibilities or major liabilities or obligations of the Department.</li> </ul>	Required as State archives.
9.1.2		Records relating to the offering of advice regarding land or asset valuation which does not impact on or have implications for: <ul style="list-style-type: none"> <li>• the Department’s policies for the management of these processes or;</li> <li>• the functional responsibilities or major liabilities or obligations of the Department.</li> </ul>	Retain for minimum of 10 years after last action, then destroy.
9.2.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.  For agreements relating to the licensing of access by customers to valuation resources of the organisation see INFORMATION PRODUCTS - Licensing.	
9.2.1		Records relating to agreements for the management or provision of valuation services which: <ul style="list-style-type: none"> <li>• have implications for major liabilities or obligations of the Department, or;</li> <li>• are with the Commonwealth and other States.</li> </ul>	Required as State archives.
9.2.2		Records relating to agreements for the management or provision of	Retain for minimum of

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		valuation services.	10 years after termination or expiry of agreement, then destroy.
9.3.0	<b>Amendments</b>	<p>The activity of updating Departmental records in relation to valuation matters.</p> <p>Includes amendments to Plans, folios of the Register, and other land value documents held in the Department following investigation and authentication of requests for correction to the public record.</p> <p>Also includes amendments to the Register of Land Values where no valuation is required.</p> <p>For records of amendments to the Register of Land Values made in response to Annual, General, Supplementary, and other valuations see VALUATION SERVICES – Property Assessment.</p> <p>For records of amendments to the Register of Land Values made in response to successful objections see VALUATION SERVICES – Objections.</p> <p>For records of amendments to the Register of Land Values made in response to successful appeals to a higher authority such as the Land and Environment Court see VALUATION SERVICES – Appeals (decisions).</p>	
9.3.1		Records supporting routine updates of the Register of Land Values, including copies of Notices of Sale or Transfer of Land Provided by Councils; other change of ownership advice, change of address and advice from landowners concerning minor matters such as correction of personal, address or property description details and reports of mismatches between Register of Land Values and Register of Land Titles databases.	Retain for minimum of 6 months after amendments to the Register of Land Values have been made, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
9.4.0	<b>Appeals (decisions)</b>	The activities involved in the process of appeals against decisions by application to a higher authority.	
9.4.1		Records documenting disputes between the Department and property owners relating to determinations of objections to land valuations, valuation allowances and concessions; and applications for compensation for resumption of land that are referred to a higher authority such as the Land and Environment Court and which are precedent-setting in nature or results in significant changes to policies and procedures. Records include summaries of judgments.	Required as State archives.
9.4.2		Records documenting disputes which are not precedent-setting in nature or which do not result in significant changes to policies and procedures. Records include summaries of judgments.	Retain for minimum of 15 years after last action, then destroy.
9.4.3		Registers of matters to be determined by a higher authority such as the Land and Environment Court.	Required as State archives.
9.5.0	<b>Audit</b>	The activities officially associated with checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.	
9.5.1		Records relating to internal or external audits of Valuation Services that result in substantial changes to policies.	Required as State archives.
9.5.2		Records of internal and external audits of Valuation Services that result in substantial changes to policies.	Retain for minimum of 6 years after last audit, then destroy.
9.6.0	<b>Land Values</b>	The activity of maintaining the Register of Land Values. Also includes	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
	<b>Registration</b>	the registration of objections, appeals, and other amendments performed on the Register of Land Values.  For the production and distribution of annual, general, and supplementary valuation records for customers such as Councils and Office of State Revenue see INFORMATION PRODUCTS.	
9.6.1		Register of Land Values, including registration of objections and appeals. Includes registration information maintained in paper (1916-1980), cards (1916-1965), microfilm (1925-1980) and microfiche (1970-1983) format and electronic format from 1965 onwards.	Required as State archives.
9.7.0	<b>Liaison</b>	The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups.  Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.	
9.7.1		Records relating to liaison activities undertaken with rating and taxing authorities, professional organisations such as the Australian Property Institute, or with other stakeholders regarding the Valuation Services functions or activities of the organisation	Retain for minimum of 6 years after last action, then destroy.
9.8.0	<b>Notification</b>	The activity of issuing or receiving information concerning an intended or completed action. Includes gazettal of information.	
9.8.1		Records relating to gazettal of the Valuer General's determinations in relation to changes in NSW property values.	Required as State archives.
9.8.2		Records relating to the issue of General Valuation Notices to landowners. Includes agency copies of physical notices (superseded	Retain for minimum of 7 years after last action,

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		process), lists of property owners and land values, and related records.	then destroy.
9.8.3		Records relating to notifications by rating or taxing authorities of descriptions of boundary changes to their respective areas, and related information.	Retain for minimum of 6 months after amendments to the Register of Land Values have been made, then destroy.
9.9.0	<b>Objections</b>	<p>The activity of receiving and acting on objections received from external parties in relation to decisions concerning land valuations.</p> <p>For complaints concerning general policies and services of the Department see <i>General retention and disposal authority: administrative records</i> COMMUNITY RELATIONS – Public Reaction.</p> <p>For objections to compensation offered to landowners for compulsory acquisition of property under the <i>Land Acquisition (Just Terms) Compensation Act 1991</i> see VALUATION SERVICES – Appeals (decisions).</p> <p>For appeals against determinations of objections to land values made by the Valuer General for Land Tax and General Rating purposes see VALUATION SERVICES – Appeals (decisions).</p>	
9.9.1		Records relating to successful and unsuccessful objections to land valuations, valuation allowances, apportionment factors, land rating factors and concessions, and supporting evidence in relation to rating matters and Land Tax matters which proceed to a determination by the Valuer General, includes Notice of Determination.	Retain minimum of 10 years after last action, then destroy.
9.10.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		needs.	
9.10.1		Records relating to strategic plans supporting the management or provision of land and other asset valuation services.	Required as State archives.
9.10.2		Records relating to business, operations and action plans supporting the conduct of valuation services.	Retain for minimum of 5 years after plan superseded, then destroy.
9.11.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
9.11.1		Records relating to the development of policy regarding land and asset valuation.	Required as State archives.
9.12.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
9.12.1		Records relating to the development of Valuer General's Instructions and Chief Valuer's Instructions.	Required as State archives.
9.13.0	<b>Property Assessment</b>	The activity of analysing and interpreting documentary and physical evidence to determine the values of improved or unimproved land, other property items such as firearms, and loss of business experienced by licensed firearms dealers as a result of the implementation of the Firearms Act 1996. Includes supplementary valuations of these items.  For Supplementary Valuations associated with objections see VALUATION SERVICES – Objections.	

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		For Supplementary Valuations associated with appeals see VALUATION SERVICES – Appeals.	
9.13.1		Records relating to the documentation, analysis, and computation of land value movements within Valuation Districts throughout the State to form the basis for Annual, General and Supplementary Valuations. Records include Market Valuation Reports, Component Reports, etc., prepared by Contract Valuers, analysed sale reports, survey reports, preliminary market analysis reports, etc.	Required as State archives.
9.13.2		Supporting records used to document, analyse and compute the land value movements within Valuation Districts throughout the State to form the basis for Annual, General and Supplementary Valuations. Includes owners' returns, copies of leases, sales summaries.	Retain until reference use ceases, then destroy.
9.13.3		Records relating to the determination of compensation payable to a landowner associated with compulsory land acquisition by an authority of the State, which may be referred to as 'Just Term Valuations'. Includes requests for valuation, Departmental copies of Acquisition Notices, withdrawals or amendments of Acquisition Notices, Departmental copies of owners' claims for compensation, Departmental copies of notices by owners requiring authority of the State to acquire land (under hardship provisions), valuer's reports, and notices of amounts of compensation to be offered.	Retain for minimum of 15 years after date of property acquisition, then destroy.
9.13.4		Records relating to the valuation of firearms surrendered by owners to the NSW Police Service for compensation purposes, or the valuation of loss of business by licensed firearms dealers.	Retain for minimum of 7 years after last action, then destroy.
9.13.5		Records relating to the preparation of valuations relating to acquisition, sale, or lease of property for or by government bodies, statutory authorities, or other organisations, where the valued property is considered to be of significant value to the State or has	Required as State archives.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		<p>been the subject of major public controversy. Includes requests for valuation, valuer's report and supporting documentation.</p> <p>Excludes property acquired through compulsory acquisition (see 9.13.3).</p>	
9.13.6		<p>Records relating to the preparation of valuations relating to acquisition, sale, or lease of property for or by government bodies, statutory authorities, or other organisations, where the valued property is neither of significant value to the State nor the subject of major public controversy. Records include requests for valuation, valuer's report and supporting documentation.</p> <p>Excludes property acquired through compulsory acquisition (see 9.13.3).</p>	Retain for minimum of 15 years after last action, then destroy.
9.13.7		Records relating to the preparation of valuations where special rating requirements apply, such as allowances for profitable expenditure, heritage valuations, Crown lease restricted property valuations, Rent-Protected valuations, apportionment factors and land rating factors.	Retain for minimum of 7 years after last action, then destroy.
9.13.8		Records relating to the preparation of Mine Valuations. Includes property descriptions, plans of lease areas, valuer's reports, related correspondence, and other supporting documentation.	Retain for minimum of 7 years after last action, then destroy.
9.13.9		Records relating to assessment of applications for postponement of rates in respect of Unutilised Value. Includes Departmental copies of landowners' applications submitted to councils by ratepayers and referred to the Valuer General, valuer's reports, and supporting documentation.	Retain for minimum of 7 years after last action, then destroy.
9.13.10		Records relating to assessment of applications for Unutilised Value Allowances for the purposes of determining Land Tax. Includes Departmental copies of landowners' applications submitted to the	Retain for minimum of 7 years after last action,



**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
		Office of State Revenue and referred to the Valuer General, valuer's reports, and supporting documentation.	then destroy.
9.13.11		Records relating to the preparation of estimates of aggregated rateable land values within areas constituted as fire districts for the Commissioner of NSW Fire Brigades.	Retain for minimum of 7 years after last action, then destroy.
9.13.12		Copies of maps and plans ("Property Maps") annotated with boundaries of landholdings and other information used to support the valuation process.	Retain until superseded or until reference use ceases, whichever is the longer, then destroy.
9.13.13		Valuation field books.	Required as State archives.
9.14.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.	
9.14.1		Records relating to formal internal reports impacting on policy or strategic direction regarding land or asset valuations.	Required as State archives.
9.14.2		Periodic internal reports relating to routine operational or administrative matters regarding land or asset valuations. Includes statistical reports such as Land Tax Totals, etc.	Retain for minimum of 5 years after last action, then destroy.

**Land and Property Information Management, Survey Regulation and Geographic Naming (Department of Lands, Geographic Names Board and the Board of Surveying and Spatial Information)**

Authority no: FA238

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action
10.0.0		<p>All records relating to land titling, land registration, land administration and the functions of the Registrar-General or the Surveyor General created prior to 1864.</p> <p>Note: The Torrens Title System was introduced into New South Wales with the commencement of the <i>Real Property Act</i> on 1 January 1863.</p>	Required as State archives.
11.0.0		All financial personnel and general administrative records of the Department, 1900-1940. (Note: For pre 1864 financial, personnel and administrative records see 10.0.0).	For the purposes of this retention and disposal authority, dispose of in accordance with the General Retention and Disposal Authorities for administrative, financial and accounting and personnel records.

