



Student Guild Elected Members' Records:

Which records to capture?

University Student Guilds and their Elected Members are defined as government organizations under Schedule 1 of the *State Records Act 2000 (the Act)*. The Act requires that every government organization implement, and comply with a Recordkeeping Plan that has been approved by the State Records Commission.

Student Guilds and their Elected Members **must** create and keep records of communications or transactions, which convey information relating to **student guild business or functions**. These records should be forwarded to the Guild Administration for **capture into the official recordkeeping system**.

Which records should be captured?

Please also see the [Sector Disposal Authority for University Student Guilds](#).

YES – forward to your Guild Administration	NO – do not need to be forwarded to your Guild Administration
<p>Communications from students, such as:</p> <ul style="list-style-type: none"> • complaints & compliments; • requests for advice; • correspondence about events; and • Petitions received <p>relating to Guild business activity & functions.</p>	<p>Duplicate copies – of Guild meetings, agenda, minutes & papers.</p>
<p>Telephone, meetings & other verbal conversations – between an elected member and another party, regarding Guild projects or business activities.</p>	<p>Draft documents or working papers – which are only copies of Guild documents.</p>
<p>Liaison – with stakeholders; unions; student bodies and records of committee representation.</p>	<p>Publications – such as newsletters, circulars & journals from elsewhere.</p>
<p>Presentations and speeches – delivered as part of an elected member's official duties.</p>	<p>Invitations – to community events where an elected member is not representing the Guild or students.</p>
<p>Records relating to activities organised by Guild clubs or societies.</p>	<p>Telephone, meetings & other verbal conversations which:</p> <ul style="list-style-type: none"> • convey routine information only; or • do not relate to Guild business.
	<p>Electioneering – documentation relating to personal campaigning for election to Guild positions.</p>
	<p>Personal records – not related to an elected member's official duties.</p>

Destruction of records: return all records to the Guild Administration for authorized and legal destruction.

Further information: For further information, contact your Guild administration **or** the State Records Office on (08) 9427 3661 or via email at sro@sro.wa.gov.au.