



Student Guild Elected Members' Records: Which records to capture?

In accordance with the *State Records Act 2000* (the Act), University Student Guilds and their Elected Members must create and capture records which convey information regarding **student guild business or functions**. These records should be forwarded to Guild Administration for capture into the official recordkeeping system.

Which records should be captured?

YES – forward to your Guild Administration	NO – do not need to be forwarded to your Guild Administration
<p>Communications to and from students, such as:</p> <ul style="list-style-type: none"> • complaints and compliments • requests for advice • correspondence about events • petitions received relating to Guild business or functions. 	<p>Duplicate copies – of Guild meetings, agenda, minutes and papers.</p>
<p>Telephone, meetings and other verbal conversations – between an elected member and another party, leading to a decision or action.</p>	<p>Draft documents or working papers – which are only copies of Guild documents.</p>
<p>Social Media – where the posts:</p> <ul style="list-style-type: none"> • create public interest • communicate decisions or commit the Guild to an action • seek feedback • address contentious issues 	<p>Publications – e.g. external newsletters and journals</p>
<p>Liaison – with stakeholders, unions, student bodies, etc.</p>	<p>Invitations – to community events where an elected member is not representing the Guild or students.</p>
<p>Presentations and speeches – delivered by elected member's official duties.</p>	<p>Telephone, meetings and other verbal conversations which:</p> <ul style="list-style-type: none"> • convey routine information only; or • do not relate to Guild business or functions.
<p>Activities organised by Guild clubs or societies.</p>	<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: Once you no longer need them, return all records to Guild Administration for legal retention and disposal.

More information: contact your Guild Administration or
State Records Office of Western Australia
 Email: sro@sro.wa.gov.au