Open Government Training: 
Training Requirements for Elected Officials

Purpose: Provide guidance to state and local government agencies on open government training for elected officials required by RCW 42.56.150.

Who needs training?

- Statewide and local elected officials;
- Each person appointed to fill a vacancy in a local or statewide office.

What does the training need to cover?

- Public Records Act (chapter 42.56 RCW) consistent with the Office of the Attorney General’s Model Rules for compliance (chapter 44-14 WAC);
- Records retention (chapter 40.14 RCW).

How often is training needed?

- Within 90-days of appointment and then refresher training every 4 years.

Who offers Public Records Act and Model Rules training?


Who offers records retention training?


Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov