Open Government Training:
Training Requirements for Public Records Officers

Purpose: Provide guidance to state and local government agencies on required open government training for public records officers under RCW 42.56.152.

Who needs training?
- State and local agency public records officers appointed under RCW 42.56.580;
- State agency records officers appointed under RCW 40.14.040.

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);
- Training must address the production, retention, and disclosure of electronic documents. This includes updating and improving technology information services.

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?