



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?

- **Office of the Attorney General** provides online open government training at:
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>.

Who offers records retention training?

- **Washington State Archives** provides in-person and online records retention training at:
<https://www.sos.wa.gov/archives/recordsmanagement/training-session---basics-of-managing-records.aspx>.

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

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