



## **Open Government Training: Training Requirements for Members of Governing Bodies**

**Purpose: Provide guidance to state and local government agencies on open public meeting training required by RCW 42.30.205.**

### **Who needs training?**

- Every member of the governing body of a public agency.

### **What does the training need to cover?**

- **Open Public Meetings Act (OPMA)** (chapter 42.30 RCW).

### **How often is training needed?**

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

### **Who offers Open Public Meetings Act (OPMA) training?**

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

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

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**