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## **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?**

- **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:**