

Jeremy McMahan

From: Kathi Anderson
Sent: Thursday, November 13, 2014 8:01 PM
To: Amy Walen; Penny Sweet; Jay Arnold; Dave Asher; Shelley Kloba; Doreen Marchione; Toby Nixon; Betsy Pringle; Bill Goggins; Brian Gawthrop; Elsie Weber; Eric Shields; John Kappler; Lora Hein; Rick Whitney
Cc: Kurt Triplett; Marilynne Beard
Subject: New Open Government Training Act effective July 1st - Your responsibilities as an elected official or City board or commission member

Importance: High

Follow Up Flag: Follow up
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(This message is being sent to members of our two elected bodies, all City board and commission members, department directors and staff liaisons to the boards)

New open government training requirements for governing bodies, elected officials and public records officers became effective on July 1, 2014 with the legislature's passage of [ESB 5964](#) earlier this year.

- **Open meetings:** Every member of a governing body (including members of boards and commissions) of a public agency must complete open meetings training within 90 days after taking the oath of office or otherwise assuming official duties. Training must be completed every four years and may be completed remotely.
- **Public records and records retention:** All elected officials, people appointed to vacancies in elected offices, and public records officers/managers must complete training in public records and record retention within 90 days after taking the oath of office or otherwise assuming official duties. The training must be consistent with the Attorney General's model rules for compliance with the public records act and records retention. The training also must be completed every four years.

In addition, the Kirkland City Council has determined that all City Board and Commission members shall complete this training to ensure that members are aware of their responsibilities under the law.

How to meet the training requirement

The following training video will meet the requirements of the Act. We suggest that Boards and Commissions add the training to their next regularly scheduled or special meeting agenda and watch the video together. It is an hour and a half in length. For those not in attendance, the video can be watched on your home computer. The City Clerk's office will be tracking and documenting that all members have completed the training (see below for information re completing and submitting the certificate) within the next two months, in order to establish a baseline for all current members.

[AWC Open Government Webinar, Catch the Open Government Trainings Act](#)

Speakers: Nancy Krier, Assistant Attorney General for Open Government, Washington State Attorney General's Office; Scott Sackett, Electronic Records Management Consultant, Washington State Archives

After watching the video, please complete, print and sign the certificate found at this link, and forward it to the City Clerk's office:

<http://www.awcnet.org/portals/0/documents/training/opengovtrainactcertificate.pdf>

Please contact me at KAnderson@kirklandwa.gov, or the City Clerk's Office at 425-587-3190, if you have any questions about the training.

Additional information on these subjects can be found at the resources below:

The Attorney General has developed [this Open Government Training Q & A](#) to help answer questions about this new requirement. The Attorney General and AWC encourage those subject to the requirement to take training during 2014 to establish this as the base year and then retrain every four years or upon re-election/appointment.

Washington State Attorney General's [online training curriculum](#)

Municipal Research & Services Center (MRSC):

- [Practice Tips & Checklists](#)
- [Public Records](#)
- [Open Meetings](#)
- Webinar: [Public Records: Tackling the Tough Questions \(Including Use of Smart Phones and Other Thorny Issues\)](#)

Washington State Attorney General [Open Government page](#)

Washington Secretary of State [Records Management for Local Government](#)

[Washington Association of Public Records Officers](#)

[Washington Coalition for Open Government Public Records Act](#)

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