



# Mandatory Public Officials Training

# Risk Alert

July 2014

[www.ciaw.us](http://www.ciaw.us)

Have Questions?  
If you have any questions regarding this risk alert, please contact your local agent, or your Canfield Risk Control Specialist directly at 800.407.2027.

Recent legislation affecting all elected officials and members of governing bodies of public entities went into effect July 1, 2014. The legislation requires basic open government training for local and statewide officials and records officers. The training covers two subjects: records requests and records retention, as well as open public meetings. While individuals in specific positions are required to receive the training, it is also strongly encouraged for employees whose responsibilities involve records requests and public disclosure.



For newly elected officials, the training must be completed within 90 days of election. For those in office on July 1, 2014, (the effective date of the legislation) it is recommended that the training be completed by the end of the year. After the initial training, ongoing training is required at least every four years.

Additional information and a summary of the legislation and its requirements is available at: [http://www.atg.wa.gov/uploadedFiles/Home/About\\_the\\_Office/Open\\_Government/Open\\_Government\\_Training/QandA-Re-ESB-5964.pdf](http://www.atg.wa.gov/uploadedFiles/Home/About_the_Office/Open_Government/Open_Government_Training/QandA-Re-ESB-5964.pdf)

To ensure compliance, be sure that those who are required to receive the training, do, and that the training is documented. Training is available on the Attorney General's Office Web site: <http://www.atg.wa.gov/OpenGovernmentTraining.aspx> Lesson 1: Open Government Overviews and General Principals, Lesson 2: Open Public Records—RCW 45.56, Lesson 3: Open Public Meetings RCW 42.30, RCW42.32, and Lesson 4: Records Management and Retention—RCW 40.14. Sample training certificates and rosters are also available on their Web site.

If you have any questions, please contact your risk control specialist at 800-407-2027.

Administered by:  **CANFIELD**

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