

## **Open Government Trainings**

The Board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All Board Directors will participate in trainings regarding:

1. The Open Public Meetings Act;
2. The Public Records Act, and;
3. Public Records Retention, within ninety (90) days of taking the oath of office following election or appointment.

After the initial trainings, Board Directors will participate in refresher training on these subjects every four years that they hold office in order to remain current with new developments in open government law.

Board Directors will document their completion of required trainings. The Superintendent or designee will file and maintain the documentation in the district.

### Legal References:

RCW 28A.343.360, Oath of Office  
RCW 40, Public Documents, Records, and Publications  
RCW 40.14, Preservation and Destruction of Public Records  
RCW 42.30, Open Public Meetings Act  
RCW 42.56, Public Records Act  
RCW 42.56.580, Public Records Officers

### Management Resources:

2014 – *June Policy & Legal News Issue*  
Attorney General’s Model Rules for Compliance with the Public Records Act  
Attorney General’s Open Government Trainings Act FAQs

**Adoption Date: 10.14**  
**Classification: Essential**  
**Revised Dates:**