



Washington  
State Department of  
Agriculture

Greetings!

During the 2014 legislative session a bill ([ESB 5964](#)) was introduced by the Attorney General and received bipartisan support. The bill, designed to further the goal of open government and accountability by requiring training in the open public meetings act, public records and records retention ultimately passed and was signed into law effective July 1, 2014.

Open Public Meetings Act (RCW 42.30)

The new law requires that all board members receive training in the Open Public Meetings Act within 90 days of assuming office and again every four years. WSDA and the Office of the Attorney General have put together a presentation to satisfy this training requirement. We are working to put the presentation on our agency website; I will send you the link as soon as it is ready, hopefully by the end of this week.

The training presentation will take about 20 minutes and includes audio. Board members can either review the training individually or you can choose to review it together as part of a board meeting. In any event, board members should complete the training certificate which will be included with the presentation and submit it to you or someone in your office to keep on file as a record of training completion.

Public Records – Retention and Disclosure

The new law also requires that each agency (commission) designate a records officer for purposes of public disclosure and records retention. This should be you or someone that serves as staff to the commission (i.e., not a board member). In order to officially designate who the records officer is for your commission, we will need to file the information with the Office of the Code Reviser for publication in the state register. I will do that on your behalf when you let me know who the designated records officer will be.

The records officer will also have to undergo training. I will work directly with your designated records officer to ensure they receive the necessary training.

If you have questions at this point, please let me know. Thanks.

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