Open Government Training
Meetings & Records

Association of Washington Cities

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Rules of the Road

- This training provides information to agency officials. You are receiving this information to assist you in understanding and applying meetings and records laws.
- This training satisfies ESB 5964 (Chap. 66, 2014 Laws), the “Open Government Trainings Act.”
- If a quorum of a board/council/committee is present, exercise caution and do not discuss the agency’s business.
  - If a member has a question regarding an issue in his/her jurisdiction, direct the question to the agency’s lawyer, or discuss at a public meeting, or call the AGO (re PRA, OPMA) or State Archives (re records retention/management).
Open Government Laws Like the OPMA and PRA are Often Called “Transparency Laws” or “Sunshine Laws”

This is because they “shine light” on government. U.S. Supreme Court Justice Louis Brandeis once famously said, "Sunlight is the best disinfectant.”

Transparency builds public confidence in government.
Open Public Meetings Act
RCW 42.30
Washington’s Open Public Meetings Act (OPMA)

- Passed in 1971
- Requires meetings to be open to the public, gavel to gavel
- RCW 42.30
Purpose

- “The people do not yield their sovereignty to the agencies which serve them.”
- “The people, in delegating authority, do not give public servants the right to decide what is good for the people to know and what is not good for them to know.”
- “The people insist on remaining informed so they may retain control over the instruments they have created.”

~ RCW 42.30.010
Purpose (Cont.)

• Public commissions, boards, councils, etc. listed in OPMA are agencies of this state that exist to aid in the conduct of the people’s business.
• Their actions are to be taken openly and deliberations conducted openly.
  ~ RCW 42.30.010

• Act is to be “liberally construed.”
  ~ RCW 42.30.910

• The purpose of the OPMA is to allow the public to view the “decisionmaking process.”
  ~ Washington State Supreme Court
OPMA Applies To:

Multi-member public state and local agencies, such as boards and commissions, as follows:

• Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature.
• Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of Washington.
• Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies.
• Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

~ RCW 42.30.020

These are the “public agencies” subject to the OPMA.
OPMA Does Not Apply To:

• These entities:
  - Courts
  - Legislature
  - Agencies not defined as “public agency” in OPMA, such as agencies governed by a single individual
  - Private organizations

• These activities:
  - Licensing/permitting for businesses, occupations or professions or their disciplinary proceedings (or proceedings to receive a license for a sports activity, or to operate a mechanical device or motor vehicle)
  - Quasi-judicial matters
  - Matters governed by the Washington Administrative Procedure Act, RCW 34.05
  - Collective bargaining

~ RCW 42.30.020(1), RCW 42.30.140
Governing Body

• All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in RCW 42.30.

~ RCW 42.30.030
What is a Governing Body?

• The **multimember board or other policy or rule-making body**

**OR**

• Any **committee** of such public agency *when*:
  • the committee acts on behalf of the governing body,
  • conducts hearings, or
  • takes testimony or public comment

*~ RCW 42.30.020~*
What is a Meeting?

- **“Meeting”** means meetings at which the public agency takes “action” ~ RCW 42.30.020

- Physical presence not required – can occur by phone or email

  An exchange of e-mail could constitute a meeting if, for example, a quorum of the members participate in the e-mail exchange & discuss agency business. Simply receiving information without comment is not a meeting. *Do not hit “reply all.”*

- Does not need to be titled “meeting” – OPMA also applies to “retreats,” “workshops,” “study sessions,” etc.

- No meeting occurs if the governing body lacks a quorum.
Action

• “Action” means the transaction of the official business of the public agency and includes but is not limited to:
  • Public testimony
  • All deliberations
  • Discussions
  • Considerations
  • Reviews
  • Evaluations
  • Final actions

The requirements of the OPMA are triggered whether or not “final” action is taken.

~ RCW 42.30.020
Final Action

• “Final action” is a collective positive or negative decision, or an actual vote, by a majority of the governing body, or by the “committee thereof”
• Must be taken in public, even if deliberations were in closed session
• Secret ballots are not allowed

~ RCW 42.30.060, RCW 42.30.020
Travel and Gathering

• A majority of the members of a governing body may travel together or gather for purposes other than a regular meeting or a special meeting, so long as no action is taken.
• Discussion or consideration of official business would be action, triggering the requirements of the OPMA.

~ RCW 42.30.070
“Regular” Meetings

• “Regular meetings” are recurring meetings held in accordance with a periodic schedule by ordinance, resolution, bylaws or other rule.

• A state public agency must:
  • Yearly, file with Code Reviser a schedule of regular meetings, including time and place
  • Publish changes to regular meeting schedule in state register at least 20 days prior to rescheduled date

• On June 12, 2014, new agenda notice requirements apply to regular meetings under OPMA (see next slide). (These requirements are in addition to those that may be applicable in other laws outside the OPMA for particular agencies.)

~ RCW 42.30.070, RCW 42.30.075; Chap. 61, 2014 Laws
“Regular” Meetings (Cont.)

• On June 12, 2014, new agenda notice requirements apply to regular meetings.

• Chapter 61, 2014 Laws (SHB 2105) amends the OPMA to require governing bodies to make the agenda of each regular meeting of the governing body available online no later than 24 hours in advance of the published start time of the meeting.

• The new law does not:
  • Apply to agencies that do not have websites.
  • Apply to agencies that employ fewer than 10 full-time employees.
  • Restrict agencies from later modifying an agenda.
  • Invalidate otherwise legal actions taken at a regular meeting where agenda was not posted 24 hours in advance.
  • Satisfy public notice requirements established under other laws.
  • Provide a basis to award attorneys fees or seek court order under OPMA if agenda is not posted in accordance with the new law.
“Special” Meetings

- A “special meeting” is a meeting that is not a regular meeting (not a regularly scheduled meeting).
- Called by presiding officer or majority of the members
- **Notice - timing:** 24 hours before the special meeting, written notice must be:
  - Given to each member of the governing body (unless waived)
  - Given to each local newspaper of general circulation, radio, and TV station which has a notice request on file
  - Posted on the agency’s website --- with certain exceptions in RCW 42.30.080(2)(b), if the agency (i) does not have a website, (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site
  - Prominently displayed at the main entrance of the agency’s principal location and the meeting site (if not that same location)

~ RCW 42.30.080
“Special” Meetings (Cont.)

- **Notice - contents**: The special meeting notice must specify:
  - Time
  - Place
  - Business to be transacted (agenda)
    - Final disposition shall not be taken on any other matter at such meeting

~ *RCW 42.30.080*
Emergency Special Meetings

• Notice is not required when special meeting called to deal with an emergency
  • Emergency involves injury or damage to persons or property or the likelihood of such injury or damage
  • Where time requirements of notice make notice impractical and increase likelihood of such injury or damage

~ RCW 42.30.080(4)
Public Attendance

- A public agency can’t place conditions on public to attend meeting subject to OPMA:
  - For proceedings governed by OPMA, cannot require people to register their names or other information, complete a questionnaire, or otherwise fulfill any condition precedent to attendance

  \[\sim \text{RCW 42.30.040}\]

- Reasonable rules of conduct can be set

- Cameras and tape recorders are permitted unless disruptive
  \[\sim \text{AGO 1998 No. 15}\]

- No “public comment” period required by OPMA
Interruptions and Disruptions

• The OPMA provides a procedure for dealing with situations where a meeting is being interrupted so the orderly conduct of the meeting is unfeasible, and order cannot be restored by removal of the disruptive persons.

• Meeting room can be cleared and meeting can continue, or meeting can be moved to another location, but final disposition can occur only on matters appearing on the agenda. More details set out in the OPMA.

~ RCW 42.30.050
Executive Session

• Part of a regular or special meeting that is closed to the public
• Limited to specific purposes set out in the OPMA
• Purpose of the executive session and the time it will end must be announced by the presiding officer before it begins; time may be extended by further announcement

~ RCW 42.30.110
Executive Sessions
Specified purposes set out in OPMA. Includes, for example:

- National security
- Real estate
  - Site selection or acquisition of real estate
    - Lease or purchase
    - Public knowledge would likely increase price
  - Sale or lease
    - Public knowledge would likely decrease price
    - Final action selling or leasing public property must be taken at open meeting
- Publicly bid contracts
  - Review negotiations on performance
  - Public knowledge would like increase costs
- Evaluate qualifications of applicant for public employment
- Meet with legal counsel regarding enforcement actions, litigation or potential litigation
- Other purposes listed in RCW 42.30.110

~ RCW 42.30.110
Executive Session to Discuss Agency Enforcement Actions, Litigation or Potential Litigation

• This executive session is not permitted just because legal counsel is present
• This executive session must address:
  • Agency enforcement action
  • Agency litigation or
  • Potential litigation

~ RCW 42.30.110
Executive Session to Discuss Agency Enforcement Actions, Litigation, or Potential Litigation: Three Requirements

• Legal counsel representing the agency is present
• Purpose is to discuss agency enforcement action, litigation or “potential litigation” to which the agency, governing body, or a member acting in official capacity is, or is likely to become, a party. (“Potential litigation” is defined in OPMA).
• Public knowledge regarding discussion likely to result in an adverse legal or financial consequence to the agency

~ RCW 42.30.110
Penalties for Violating the OPMA

- A court can impose a $100 civil penalty against each member (personal liability)
- Court will award costs and attorney fees to a successful party seeking the remedy
- Action taken at meeting can be declared null and void

$ RCW 42.30.120; RCW 42.30.130; RCW 42.30.060
Minutes – RCW 42.32.030

- Minutes of public meetings must be promptly recorded and open to public inspection
- Minutes of an executive session are not required
- No format specified in law

~ RCW 42.32.030
Remember:

- Other laws (outside the OPMA) may govern a particular agency’s meetings, or a particular meeting’s procedures.
- Consult with your legal counsel if you have questions.
Public Records Act
RCW 42.56
Washington’s Open Public Records Act (PRA)

- Passed in 1972 – Initiative 276
- 72 percent of the popular vote
- RCW 42.56 (formerly RCW 42.17)
Purpose

• “The people do not yield their sovereignty to the agencies which serve them.”
• “The people, in delegating authority, do not give public servants the right to decide what is good for the people to know and what is not good for them to know.”
• “The people insist on remaining informed so they may retain control over the instruments they have created.”

~ RCW 42.56.030
Purpose (Cont.)

- The “free and open examination of public records is in the public interest, even though such examination may cause inconvenience or embarrassment to public officials or others.”
- Act is to be “liberally construed.”

~ RCW 42.56.030; RCW 42.56.550

- “It has been said time and again in our history by political and other observers that an informed and active electorate is an essential ingredient, if not the *sine qua non* in regard to a socially effective and desirable continuation of our democratic form of representative government.”

~ Washington State Supreme Court

*indispensable action
Touchstone:

• Public records of government agencies are presumed open.

• Records or information in records can be withheld only by law (e.g. exemption in law). Exemptions must be “narrowly construed.”

~ RCW 42.56.030
PRA Applies to Records of:

- State government agencies*
- Local government agencies*
- Limited extent to Legislature

*And to agencies that are the functional equivalent of public agencies.

~ RCW 42.56.010

PRA Does Not Apply to:

- Court records (court files)
- Private organizations or persons*

*Unless, for example, the records are used or retained by a government agency.
Public Record

“Public record” means:

• any writing
• containing information
• relating to
• the conduct of government or
• the performance of any governmental or proprietary function
• prepared, owned, used, or retained
• by any state or local agency
• regardless of physical form or characteristics.”

~ RCW 42.56.030
Writing

• “Writing” includes “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.”

~ RCW 42.56.030

• So, “public record” is broadly defined.
Note: Public Records Can Include…

…records of agency business when they are created or retained by agency employees or officials on home computers or in non-agency email accounts. See upcoming slide about issues concerning other devices.
General PRA Procedures

Under PRA, agencies must:

• Appoint a public records officer.
• Publish procedures describing certain agency organization, operations, rules of procedure, and other items listed in PRA.
• Adopt rules/procedures to:
  • Provide full public access to public records,
  • Protect public records from damage/disorganization
  • Prevent excessive interference with other agency functions.
  • Provide fullest assistance to requesters
  • Provide most timely possible action on requests.
• If charging actual costs of copies of records, publish fee schedule.
• Maintain a list of laws the agency believes exempts or prohibits disclosure.
• Provide certain indexes of records.
• Make non-exempt records available for inspection and copying during customary business hours for a minimum of 30 hours per week, excluding holidays.
   Post customary business hours on the agency’s website and make hours known by other public means.

~ RCW 42.56.040, RCW 42.56.070 - .090, RCW 42.56.580, RCW 42.56.580.
Requests for Public Records

- Persons can request identifiable public records from public agencies.
  - Requester can use agency public records request form.
  - If agency request form not used, requester must provide “fair notice” that he/she is seeking public records.
  - A request for “information” is not a request for “records” under the PRA.
- Requesters can ask to inspect records, or request copies of records.
- Agencies can adopt procedures explaining where requests must be submitted and other procedures.

~ RCW 42.56.520; RCW 42.56.080, RCW 42.56.040, RCW 42.56.100.
Agency Responses to Requests

• The agency has **five business days** to respond to a public records request.

• Agency response can:

  1. **Acknowledge receipt of the request and provide a reasonable estimate for a further response**; or
  2. **Fulfill the request**; or
  3. **Provide an internet address and link** to the records on the agency’s website (which fulfills part or all of the request); or
  4. **Seek clarification**; or,
  5. **Deny** the request with an accompanying written statement of the specific **reasons**.

~ RCW 42.56.520
Seeking Clarification

• An agency can seek clarification of a request if it is not reasonably clear, or does not request “identifiable records.”

• Remember: agency is to give “fullest assistance.”

• Agency should explain why it needs clarification, in order to provide fullest assistance to requester and to search for potentially responsive records.

• If requester does not respond to request for clarification, the agency may close the request.

~ RCW 42.56.520
Estimate of Time for Further Response

- An agency can provide an **estimate of time for further response**.
- Estimate is to be **reasonable**.
- It is a good practice to briefly **explain why** more time is needed to process a request. If challenged in court, it is an agency’s burden to show why an estimate of time is reasonable.
- **Factors** may include, for example, time needed to:
  - Get clarification if necessary.
  - Search for records. More time may be needed if request is large or complex.
  - Assemble and review records.
  - Provide notice to affected third persons/agencies if necessary.
  - Prepare an exemption log if necessary.
  - Perform other essential agency functions, considering agency resources including staff availability.
- An agency can extend the time if needed. Again, it is a good practice to explain why.
- If an agency can’t produce all the records at once (particularly for large requests), an agency can provide records in installments.

~ RCW 42.56.520, RCW 42.56.520, RCW 42.56.080, RCW 42.56.550
Searches

• An agency should **read the request carefully** to understand what records are requested.
  • Clarify the request if needed.
  • An agency can also ask the requester to suggest search terms.
• An agency must conduct an **adequate search** for responsive records.
  • Consider all formats (paper, electronic, etc.)
  • Consider records of current staff/officials, and former staff/officials, if potentially responsive.
  • Consider possible locations (e.g., file cabinets, agency website, audio files, etc.)
• The search should be **reasonably calculated to uncover responsive records**.
• The search should follow **obvious leads** to possible locations where records are likely to be found.
• It is a good idea to **document** search efforts (locations, search terms used, etc.) The agency bears the **burden of proof** to show the adequacy of the search.

~ RCW 42.56.520
Installments

- Agencies can provide records in installments, particularly for larger requests.
- Agencies can request a deposit up front for copies (not to exceed 10 percent).
- Agencies can provide an installment by providing links to records on its website.
  - Note: Agencies are encouraged to post commonly-requested records on their websites. This:
    - Makes records more accessible.
    - Enables quicker agency responses.
    - Enables requesters to choose to view or copy only those records they want.

~ RCW 42.56.080, RCW 42.56.120
Exemptions

• Records are presumed open.

• If a record, or part of a record, is withheld from the public, the agency must cite to an “exemption” in law and give a brief explanation.

• Exemptions are narrowly construed.

• The general rule is the agency withholds only the exempt information, and releases the rest.

• Exemptions must be authorized in law --- in PRA or other laws.

~ RCW 42.56.050, RCW 42.56.210 - .510, RCW 42.56.550
Exemptions (Cont.)

- When withholding part (redacting) or all of a record, agency must **describe record** by date, type, authors/recipients, and total number of pages.
- Agency must **list exemption and give brief explanation**.
- This information can be provided to the requester in an “**exemption log**” or in other formats, so long as the required information is provided.
- Common exemptions are certain information in student or employment records, attorney-client privileged information, pending investigative records in certain investigations, and protected health care information.
- Agencies are not generally authorized in the PRA to provide lists of individuals for commercial purposes.
- The **agency bears the burden of proof** to justify the exemption.

~ RCW 42.56.050, RCW 42.56.210 -.510, RCW 42.56.550
Privacy

• There is no general “privacy” exemption in the PRA.

• If privacy is an express element of another exemption, privacy is invaded only if disclosure about the person would be:
  1. “Highly offensive to the reasonable person” and
  2. “Not of legitimate concern to the public.”

This means that if information does not satisfy both these factors, it cannot be withheld as “private” information under other statutes.

~ RCW 42.56.050
Fees

- Agencies cannot charge fees to allow requesters to inspect records.
- Agencies cannot charge fees for searching, reviewing or redacting records.
- Agencies cannot charge a requester for staff salaries, benefits or general overhead or administrative costs, unless they are directly related to the actual cost of copying records (the charges must be reasonable, and documented).
- Agencies can charge fees for the copies themselves (15 cents per page, or actual costs). Agencies can pass along to the requester the cost of sending records to an outside vendor or service so the records can be copied.
- Agencies can charge for costs of mailing records (postage, shipping container, etc.)
- Agencies are to make their fee schedules available to the public.
- There may be other laws, outside the PRA, that permit an agency to charge fees for records.

~ RCW 42.56.060, RCW 42.56.120, RCW 42.56.130
Enforcement & Penalties

- PRA enforced by courts for claims listed in PRA.
- A court can impose civil penalties. No proof of "damages" required.
- A court is to consider the factors in requiring an agency to pay a penalty.
- Plus, a court will award the prevailing requester’s attorneys fees and costs.
- Special penalty provisions and court procedures apply to lawsuits involving inmate requests.

~ RCW 42.56.550, RCW 42.56.565; Yousoufian v. Sims
Penalty Factors

A court must consider these nonexclusive factors in deciding whether an agency should pay a penalty:

- **Mitigating factors (factors that can reduce a penalty):**
  - A lack of clarity in the PRA request.
  - The agency's prompt response or legitimate follow-up inquiry for clarification.
  - The agency's good faith, honest, timely, & strict compliance with all PRA procedural requirements & exceptions.
  - Proper training & supervision of the agency's personnel.
  - The reasonableness of any explanation for noncompliance by the agency.
  - The helpfulness of the agency to the requester.
  - The existence of agency systems to track and retrieve public records.

~ Yousoufian v. Sims
Aggravating factors (factors that can increase a penalty):

- A delayed response by the agency, especially in circumstances making time of the essence.
- Lack of strict compliance by the agency with all the PRA procedural requirements and exceptions.
- Lack of proper training & supervision of the agency's personnel.
- Unreasonableness of any explanation for noncompliance by the agency.
- Negligent, reckless, wanton, bad faith, or intentional noncompliance with the PRA by the agency.
- Agency dishonesty.
- The public importance of the issue to which the request is related, where the importance was foreseeable to the agency.
- Any actual personal economic loss to the requestor resulting from the agency's misconduct, where the loss was foreseeable to the agency.
- A penalty amount necessary to deter future misconduct by the agency considering the size of the agency and the facts of the case.
- The inadequacy of an agency’s search for records.

~ Yousoufian v. Sims; Neighborhood Alliance v. Spokane County
Penalties Outside of PRA

Penalties in Other Laws:

There can be criminal liability for willful destruction or alteration of a public record.

~ RCW 40.16.010

For state employees, penalties can be assessed under the State Ethics Law if an employee intentionally conceals a record that must be disclosed under the PRA, unless decision to withhold was in good faith.

~ RCW 42.52.050
Evolving Developments & Laws: Litigation Re Home Computers & Personal Devices

- If an agency employee *conducts agency business* (creates public records – information relating to the conduct of government) *on a personal computer, with a personal e-mail account, or with a personal device*, then the records can be subject to search in response to a public records request.

- Searches of agency + home/personal computers/devices can be costly, depending upon the scope of the request. *Forbes v. City of Gold Bar*, 17 Wn. App. 857 (2013)(city contracted with computer consultant, hired an additional employee, and transferred an employee from another department).

- Court might order the entire hard drive searched if it finds agency conducted insufficient search. *O’Neill v. City of Shoreline*, 145 Wn. App. 913 (2008). This is an issue pending in *Paulson v. City of Bainbridge Island* (Kitsap County).

- Court might be asked to have the employee turn over all records from that device that might be responsive to a public records request (billing records, texts). This is an issue pending regarding cell phones in *Nissen v. Pierce County* (Court of Appeals).

- Pending unresolved issue: Consent.
Evolving Statutes: 2014 Legislation


Substitute Senate Bill 6007 – Exemption for customer information held by public utilities (customer addresses, telephone numbers, electronic contact information, and specific billing usage and billing information in increments less than a billing cycle). Governor signed. Chap. 33, 2014 Laws.

Senate Bill 6141 – Exemption for certain records filed by waste collection companies with the utilities and transportation commission or the attorney general. Governor signed. Chap. 170, 2014 Laws.


Engrossed Substitute Senate Bill 6265 – Effective July 1, 2014, except for Section 8 which became effective April 4, 2014. Procedures for public agencies that hold health care information when they are not health care facilities or providers authorized to receive that information. Agencies must adopt rules and policies regarding destruction of records and notification of persons whose health care information has been improperly disclosed, and rules and policies must be posted on each agency’s website. Governor signed and partially vetoed (Sec. 16 vetoed). Chap. 220, 2014 Laws.


Second Substitute House Bill 1651 – Juvenile court records. Requires court to hold regular hearings to seal certain juvenile court records, which will occur administratively unless court receives an objection or court notes compelling reason not to seal, at which point a hearing will be held. With certain exceptions, requires courts to seal certain juvenile court records administratively after an individual turns 18 and completes probation, confinement, or parole. Governor signed. Chap. 175, 2014 Laws.

Engrossed Substitute House Bill 2023 - Exemption for financial information supplied to the Department of Financial Institutions for purpose obtaining exemption from state securities registration for small securities offerings (crowd funding). Governor signed. Chap. 144, 2014 Laws.


Substitute House Bill 2724 – Exemption for archaeological information (archaeological resources and traditional cultural places information obtained by certain agencies, or shared between certain agencies with tribes). Governor signed. Chap. 165, 2014 Laws.
Risk Management Tips

- Establish a culture of compliance with the PRA, beginning with agency leadership and support.
- Train appropriate staff and officials about the PRA’s requirements.
- Review agency’s PRA procedures.
- Review available resources; institute best practices.
- Review penalty factors.
- Keep updated on current developments in PRA; correctly apply law.
- Consult with agency’s legal counsel.
Training

• Members of governing bodies are to receive OPMA training. Elected local and statewide officials, and records officers, are to receive records training on the PRA, and records management/retention under RCW 40.14. Chapter 66, 2014 Laws (ESB 5964) (“Open Government Trainings Act”) (eff. July 1, 2014).

• They can take training sooner than July 1. Refresher training occurs no later than every 4 years.

• Training can be taken online, in person, or by other means.

• Training resources, videos, and more information about the Act (a “Q & A”) are available on the Attorney General’s Office Open Government Training Web Page: http://www.atg.wa.gov/OpenGovernmentTraining.aspx
Open Government Assistance

• The Washington State Attorney General’s Office has provided an explanatory pamphlet and other materials about the PRA. It also has materials about the OPMA.
• The Attorney General’s Office has also published PRA Model Rules.
• The Attorney General has also appointed an Assistant Attorney General for Open Government. The AGO can provide technical assistance and training.
• The Attorney General’s Office materials about the PRA and OPMA, and other open government topics and resources, are on its website at www.atg.wa.gov.
• The Attorney General’s Office Open Government Training Web Page with training resources, videos and other materials is at: http://www.atg.wa.gov/OpenGovernmentTraining.aspx
• The Attorney General’s Office may also review a state agency denial of a record when the agency concludes the record is exempt.
• The Attorney General’s Office may issue formal opinions about the PRA for qualified requesters.

~ RCW 42.56.570, RCW 42.56.530, RCW 42.30.210, Chap. 66, 2014 Laws
Thank You!