

HOW TO TAKE ONLINE OPEN GOVERNMENT TRAINING THROUGH THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE WEB PAGE



STEPS

1. Click [here](#) to access the “Washington State Attorney General’s Office Open Government Training Web Page.”
2. Scroll down to the “Open Government Training Curriculum.”
3. Select the training lesson(s) you need to take. In sum, effective July 1, 2014, within 90 days of appointment/taking office and at intervals of no more than 4 years thereafter:

- Members of multimember **governing bodies** need to take open public meetings training. (Lesson 3). The members who are **elected** local or statewide officials must also take records training. (Lessons 2 and 4).
- Other **elected local and elected statewide officials** must take records training. (Lessons 2 and 4).
- **Records officers** must take records training. (Lessons 2 and 4).
- Although not required, **other public officials and public employees** can take the trainings as well. For example, incumbents in their office/position as of July 1, 2014 are strongly recommended to take the training in 2014 relevant to their position, as described above.

See [RCW 42.30.205](#), [RCW 42.56.150](#), and [RCW 42.56.152](#); and [O & A](#).

4. View the online training lesson(s).
5. When you are done, it is recommended you document the training you received.

More details are below.



- If you need **open meetings training** (see RCW 42.30.205):

Watch the **Open Public Meetings Act** (RCW 42.30) **video*** (16 minutes) **or** review the **PowerPoint**. They are in **Lesson 3**. Lesson 3 is for state and local agencies.



- If you need **records training** (see RCW 42.56.150 and RCW 42.56.152):

Watch the **Public Records Act** (RCW 42.56) **video*** (22 minutes) **or** review the **PowerPoint**. They are in **Lesson 2**. Lesson 2 is for state and local agencies.

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Review the **Records Retention and Management** (RCW 40.14) online tutorial for your position linked in **Lesson 4**. Those tutorials are provided by the [State Archives](#). You can also go directly to those tutorials here:

Local Agencies

- If you are a **local official**, click [here](#) to review the online tutorial.
- If you are a **local employee**, click [here](#) to review the online tutorial.

State Agencies

- If you are a **state official**, click [here](#) to review the online tutorial.
- If you are a **state employee**, click [here](#) to review the online tutorial.



- Last step: If you want to **document the training** (recommended):

- You can use the sample certificate under “**Last Step**” at the bottom of the AGO Open Government Training Web Page.
- **Or**, your agency may have other methods to document training.

If you want more information on the topics covered in these lessons, see the “Other Resources” and other materials linked on the Open Government Training Web Page.

* Note: The videos are accessible through YouTube. State employees are also able to view the videos through the Washington State Department of Enterprise Services online [Learning Management System](#).