

## **Open Government Trainings**

The Board of Directors of the Green Mountain School District recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All school directors of the district 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, school directors will participate in refresher trainings on these subjects at least every four years that they hold office in order to remain current with new developments in open government law.

School 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 Chapter 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:**

- Policy News June 2014
- Attorney General's Model Rules for compliance with the Public Records Act
- Attorney General's Open Government Trainings Act FAQs

**Classification: Essential****Adopted by the Board of Directors: 03/21/2017****Revised by the Board of Directors: TBD**