



Comprehensive Public Records Officer Training and Certification

About This Course

Washington's Public Records Act imposes strict liability on counties and other local governments—fail to produce a requested record, however hard you search, and your agency will have to pay mandatory daily penalties and attorney fees. These costs routinely amount to tens of thousands of dollars.

The Public Records Officer is the public face of your agency's open government program and will affect your relationship with every requester. This course is intended for every person who responds to public records requests.

Course topics include:

- Public Records Act 101
- Third Party Records
- Personnel Records, Step by Step
- Exemptions, Exemptions, Exemptions
- Law Enforcement Records
- A Layman's Guide to the Attorney-Client Privilege
- Records Retention, Creation and Indexing

About the Instructor

Ramsey Ramerman, the primary facilitator for this course, is an attorney who specializes in helping local governments meet their obligations under the Public Records Act and other open government laws. Ramsey also serves as the unofficial local government representative on the "Sunshine Committee" that is currently reviewing all of the exemptions under the Public Records Act.

A representative from the Secretary of State's office will provide guidance on file retention.

Class Schedule

9 a.m. to 4 p.m. each day, lunch provided

Registration

Please register online at www.wcrp.info and click on the Training link.

Fee

Free to WCRP Member Counties

Questions? Call 360-292-4492 or email jill@wcrp.wa.gov

Class Dates and Locations

October 29/30, 2009 - Eastern Region, Spokane County Sheriffs Training Center, Spokane Valley

December 3/4, 2009 - South Central Region, Benton County PUD, Kennewick

January 21/22, 2010 - North Western Region, Skagit Station, Mt. Vernon

February 18/19, 2010 - South Western Region, Cowlitz County Museum, Kelso

March 4/5, 2010 - North Central Region, Chelan Confluence Technology Center, Wenatchee

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