

# CHECKLIST

For Local Government Success



**The Public Records Act (PRA) establishes basic procedural requirements that each agency must adopt. Use this checklist as a start for PRA compliance.\* For more information and resources visit [www.mrsc.org/opmapra](http://www.mrsc.org/opmapra).**

## Assign and Publicly Identify a Public Records Officer (PRO)

Post the PRO's contact information at the agency's place of business, on the agency's website (if any), and in any relevant publications. [RCW 42.56.580](#).

## Adopt a Local Public Records Act Policy

The local PRA policy should outline reasonable regulations for the agency's handling of public records requests, such as the agency's response process when it receives a records request. The policy must be prominently displayed. [RCW 42.56.040](#).

## Publish a List of Exemptions and Prohibitions Found Outside the PRA

Publish a list of exemptions and prohibitions to disclosure other than those listed in the PRA. [RCW 42.56.070](#). Examples of these other types of exemptions and prohibitions can be found in [Appendix C](#) of MRSC's *Public Records Act* publication.

## Maintain an Index of Public Records

Maintain a current index of many types of agency records unless to do so would be unduly burdensome for the agency. If it's unduly burdensome, the agency must adopt a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations. [RCW 42.56.070](#).

## Adopt a PRA Fee Schedule

Establish fees for PRA costs, including costs for hard copies, electronic copies, and mailing costs. [RCW 42.56.070](#) and [RCW 42.56.120](#).

## Provide for a Review Procedure for any Denial of Records

An agency must provide for review of a denial to inspect records. The review can be conducted by the PRO's supervisor, the agency's attorney, or any individual designated by the agency. Review is deemed complete two business days after the initial denial. [RCW 42.56.520](#).

## PRA Training Requirements

- Every local elected official and every local government PRO must receive records training (PRA training concerning [chapter 42.56 RCW](#) and records retention training concerning [chapter 40.14 RCW](#)).
- This training must be completed no later than 90 days after these elected officials and PROs take their oath of office or assume their duties. They must also receive "refresher" training at intervals of no more than four years.