



WASHINGTON CITIES INSURANCE AUTHORITY  
**PUBLIC RECORDS OFFICER TRAINING 101**

Co-sponsored by: Washington Association of Public Records Officers (WAPRO)

*Presenters:*

Ramsey Ramerman – Attorney, WAPRO President

Scott Sackett - Electronic Records Management Consultant, WA State Archives

**WAPRO** and **WCIA** are partnering to provide Eastern Washington Public Records Officers an opportunity to attend:

- Public Records Act - 101**
- Public Records Act Basics**
- Exemptions 101**
- Electronic Records Management 101**
- Public Records Act Case Update**

**Audience:**  
 Public Records Officers  
 Individuals responsible for tracking and responding to  
 Public Records Requests and Disclosure

**Course Fees**  
 Participant Fee - \$125\*  
 WCIA Members Free

**Dates and Locations**

**May 19**  
**Spokane Valley Center Place**  
**Spokane**

**June 10**  
**Big Bend Community College**  
**Moses Lake**

**June 11**  
**Yakima Valley Museum**  
**Yakima**

**Time:**  
**9:00 am to 4:00 pm**  
 Lunch provided

\*PARTICIPANT FEE INCLUDES WAPRO MEMBERSHIP THROUGH NOVEMBER 2010

**Registration:**

- Go to [www.wciapool.org](http://www.wciapool.org) and click “**Training Schedule.**”
- Click on **May or June** to locate your training; then click on directly on **training title**
- Next click “**sign up.**”
- First time registering on-line? Click “First Time Online Registration” and complete participant form and create user name and password.
- Registered before? Enter your personal user name and password
- **Note:** Current WAPRO Member? Please indicate “WAPRO Member” in Comments section
- If you have any questions, please contact Maria Orozco, WCIA Member Services Assistant at [mariao@wciapool.org](mailto:mariao@wciapool.org) or 206-575-6046, ext. 241

THIS TRAINING WILL MEET **COMPACT 2010 SECOND MANDATORY TRAINING REQUIREMENTS**

***Cancellations due 2 days prior. No-shows billed \$75.00***



## **Public Records Officer Training 101**

**Trainer: Ramsey Ramerman, Attorney, WAPRO President**

### **PRA 101: Public Records Act Basics**

Everything a Public Records Officer must know to include managing the intake of requests, handling difficult and ambiguous requests, developing the right time estimate, searching for records, including e-records and metadata, an overview of exemptions and understanding how penalties are calculated.

### **PRA 101: Public Records Act Update**

A review of the Public Records Act cases and legislative changes from the last 12 months that every Public Records Office must know.

### **PRA 101: Exemptions 101**

A summary of the most common exemptions with a detailed look at the five ways the public is benefited by confidentiality.

### **PRA 101: Electronic Records Management**

A review of the complications caused by e-records with a detailed review of metadata and what you need to know about it when responding to the Public Records Act requests.