



Committee Name: Policies and Practices

Supports this part of mission: Outreach

Purpose: The Policies and Practices Committee leverages the collective knowledge and experience of members to share best practices used to comply with existing laws and policies on records retention and production. This committee will also assist the Communications Committee with tracking and sharing information with membership about PRA-related legislation and case law.

Primary Responsibilities:

Policies:

- This committee will track legislation that is relevant to the Public Records Act during legislative sessions and work with the Communications Committee on sharing legislative information relevant to membership through newsletter articles.
- This committee will review and analyze case law, tracking issues that are likely to be most relevant to membership, and propose issues to be highlighted in training or newsletter articles.

Practices:

- This committee will facilitate the gathering of best practice (e.g., policies, procedures, forms) from WAPRO members and develop a WAPRO Toolkit reflecting these best practices. This committee will collaborate with the Training Development Committee and Communications Committee to inform membership about the WAPRO Toolkit.
- This committee will also provide PRA FAQs for the WAPRO website, featuring responses to FAQs asked by membership.

General:

- Initiate communications to engage membership on policies and practices issues.
- Propose or inform training content, and provide Newsletter content about the committee's activities.
- Perform other activities related to policies and/or practices.

Works most closely with: The Policies and Practices Committee works most closely with the Training Development Committee and the Communications Committee.