



## **COMMITTEE NAME: Policies and Practices**

### **MEMBERS:**

**WAPRO Director:** Luara Baseler

**Co-Chairs:** Bernie Bacon & Kelly Jensen

**Committee:** Erin Battersby, Michelle Mueller, Terri Cole, Korinne Henry, Alexandra Harris, Maria Holman, Michelle Terry, Alli Gordonm Susan Anderson

**SUPPORTS THIS PART OF MISSION:** Outreach

**PURPOSE:** This 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.

### **HIGHLIGHTS OF COMMITTEE DURING 2020-2021:**

- ❖ Committee conducted a review of the FAQs to make sure that they were up to date. After they completed the FAQ review, the committee turned its attention to the Sample Exemption Key, and it is in the process of updating it to reflect recent changes in the law.

### **LOOKING AHEAD:**

In 2021-2022, the committee's main task is to update the WAPRO PRA Toolkit.

- ❖ The committee will complete its review and update of the Sample Exemption Key.
- ❖ In updating the Toolkit, the committee should determine whether it wants to post example agency PRA policies as part of the Toolkit. It was part of the original Toolkit but was not included in the 2018 Toolkit revamp.
- ❖ Both the Toolkit and the FAQ updates should occur on an annual basis.