

What WAPRO ✨ Can Do For You

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About WAPRO

Empowering Washington's Transparency Professionals

- **A Growing Network:** Supporting the Public Records Officers (PROs) of Washington's 2,200 local governments and numerous state agencies.
- **A Legislative Mandate:** Serving the professionals required by the Public Records Act to ensure every government entity is compliant and transparent.
- **Collective Excellence:** Harnessing the "wisdom of many" to standardize PRA education and make compliance "light work" for agencies of all sizes.
- **A Culture of Transparency:** Promoting excellence through a dedicated forum where practitioners share ideas, spot trends, and establish best practices.

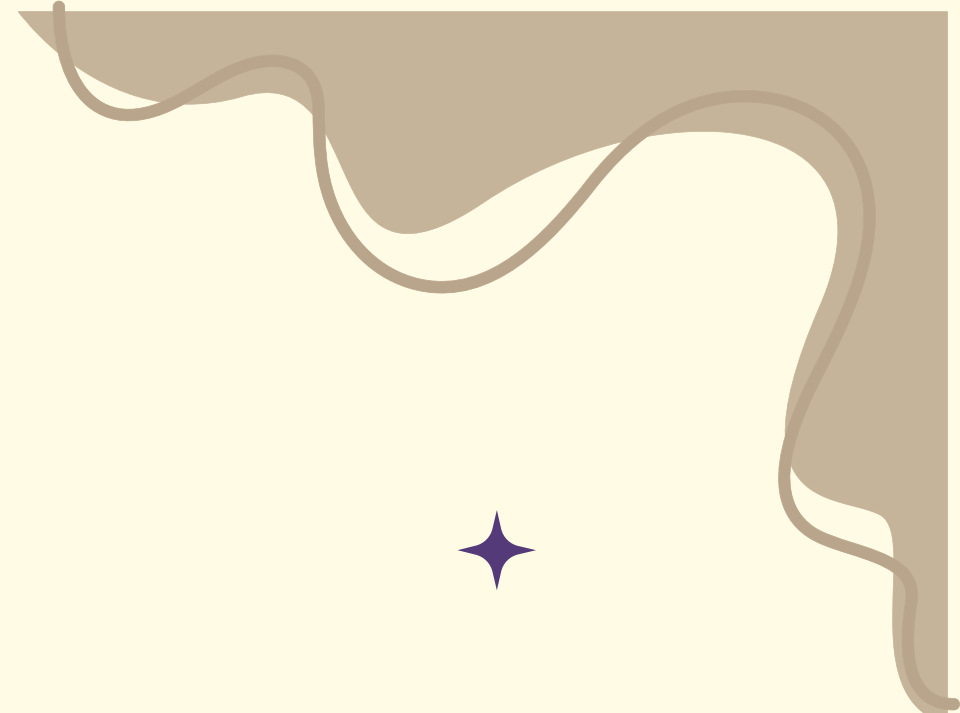


Membership

High -Value Growth for a Small Investment

- ✓ **Professional Certification:** Access to the state's first-ever certification program for Public Records Officers - a gold standard for career advancement in Washington.
- ✓ **Knowledge Archives & Wiki:** Immediate access to a massive library of past presentation materials and our collective "Wiki" site (future project) to harness the wisdom of peers statewide.
- ✓ **Full Tool Kit Access:** A comprehensive "Agency Starter Pack" including sample forms, an Exemption Compendium, and standardized PowerPoints for internal staff training.
- ✓ **Statewide Networking:** Strategic opportunities throughout the year to connect with counterparts in other government entities to discuss current issues and best practices.





Events



Gold-Standard Training & Governance

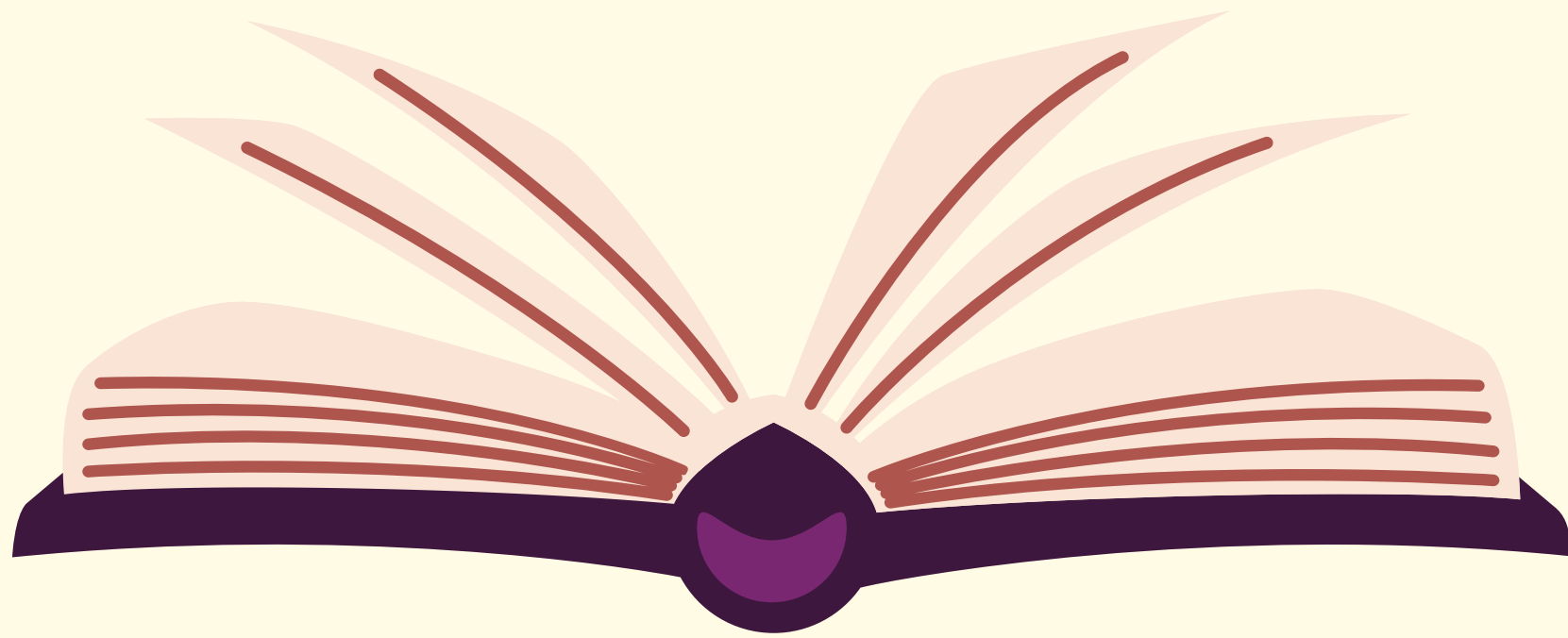
- **Bi-Annual Conferences:** Flagship Spring and Fall events featuring deep-dives into the Public Records Act, case law updates, and expert-led panels.
 - **Annual Business Meeting:** The core of organizational governance where members exercise voting rights for Board elections and the annual budget.
 - **Modern Webinar Series:** Specialized online training on emerging issues like AI compliance, body-cam redaction, and First Amendment audits.
 - **CPRO Certification Awards:** Formal recognition of members who have achieved the "Certified Public Records Officer" designation during a dedicated portion of the annual meeting.
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RESOURCES

Support Beyond the Conference Room

- **Transparency News:** Access to the WAPRO quarterly newsletter, including a deep archive of past issues for members.
- **WAPRO Featured FAQ:** A dedicated knowledge base addressing frequent PRA challenges and "best practice" discussion points.
- **Agency Job Board:** A specialized hub for public agencies to post and find career opportunities in records management.
- **Expert Partnerships:** Direct links and coordinated resources from the Attorney General's Office, MRSC, and Washington State Archives.



PRA Tool Kit

Essential "Members Only" Resource

The Toolkit is a password-protected hub designed to provide practitioners with immediate, actionable resources.

- ✓ **Exemption Compendium:** A vital legal reference tool that maps specific RCW codes to common redaction scenarios to ensure legal accuracy.
- ✓ **Sample Document Bank:** A "starter pack" for agencies, including peer-vetted response templates, fee schedules, and exemption logs.
- ✓ **Internal Training Kits:** Ready-to-use PowerPoint decks and guides that members can use to educate their own internal staff and leadership.
- ✓ **Case Law Updates:** A centralized library of recent court rulings and their practical "on-the-ground" implications for records officers.

Letters

5-Day Response

- Records available, no exemptions
- Records available, exemptions applied
- Record available via web link
- Acknowledge receipt, provide time estimate
- Acknowledge receipt, interpret request
- Request clarification, close if no clarification received
- Request clarification, respond to clear portions only
- Deny multiple bot requests
- Deny request for all or substantially all agency records
- Request for information
- Request for future records or a standing request

Extension of Time for Response

- Extension of Time for Response

Third-Party Notification

- To outside third party
- To employee
- Notification to requestor

Estimate of Charges

- Estimate requested prior to making copies
- Estimate of customized service charge

Installment

- First installment
- No review or payment received, abandoned
- Final installment

SAMPLE



Washington Association of
Public Records Officers

EXEMPTION LOG

RECORDS PROVIDED WITH REDACTIONS

Document Type	Page # (Bates numbering)	Code*
Email	5	1A
Payroll record	12	7E
Employment offer letter	13	11A
Internal misconduct investigation	25	24

*Refer to Exemption Key

RECORDS WITHHELD IN THEIR ENTIRETY

Document Type / Description	Document Date	# of Pages	Author	Recipient	Code*
Application for employment	January 2017	2	Jim Williams	Agency HR Director Patty Gray	22

Search Locations SAMPLE	Search Conducted	Records Located
Calendars (Paper or Electronic)	☐ Yes ☒ No	☐ Yes ☐ No
Databases Description:	☐ Yes ☒ No	☐ Yes ☐ No
Emails	☒ Yes ☐ No	☒ Yes ☐ No
Paper Files	☒ Yes ☐ No	☒ Yes ☐ No
Shared Drives Description: I:Drive/PermitFiles/1823	☒ Yes ☐ No	☒ Yes ☐ No
Social Media Accounts	☐ Yes ☒ No	☐ Yes ☐ No
Text Messages	☐ Yes ☒ No	☐ Yes ☐ No
Thumb Drive or CDs	☐ Yes ☒ No	☐ Yes ☐ No

Place Logo Here

Right click and select "Change Picture"
Find your logo file and select "Insert"
Adjust image dimensions as needed

{Enter recipient name} {Enter date}
{Enter street address}
{Enter city, state zip code}

Dear {Enter recipient name},

The {Enter agency name} received your public records request on {Enter date} for the following:

{Summarize request or state full text of request}

Your request has been assigned Public Records Request Number {Enter request number}.

We have completed our search for records responsive to your request. [Optional: We have identified {Enter number of pages} of responsive records.] [Optional: Our records search consisted of {Describe how the search was conducted, including records locations, sources searched and search terms used}.]

Pursuant to RCW 42.56.120(4), we will release the records once we receive payment from you. Payment is due in the amount of \${Enter amount due}.

Optional - choose one of the following payment descriptions (delete unneeded text):

Option 1 - If requestor has requested paper copies of the records be mailed:

This charge consists of copying costs in the amount of \${Enter copying costs}, plus mailing and postage costs in the amount of \${Enter mailing and postage costs}.

Option 2 - If requestor has requested electronic copies of the records be emailed:

This charge consists of electronic copying costs in the amount of \${Enter copying costs}. (Add if applicable: Also included in this charge is the cost to transmit the records in electronic format in the amount \${Enter transmission cost}).

Option 3 - If requestor has requested electronic copies of the records be provided on a CD or flash drive:

This charge consists of electronic copying costs in the amount of \${Enter copying costs}, plus the cost for the data storage device, mailing, and postage in the amount of \${Enter data storage device, mailing and postage costs}.

Option 4 - If scanning is required: This charge also includes a \${Enter scanning costs} cost to scan records that existed in paper copy only.

Option 5 - If agency provides records via a portal:

You can access the records on the {Enter agency name} public records portal. Once you log into your account, you will be prompted to make any required payment and then you will have the opportunity to review and/or download the records.

Address: {Enter your business address} | Phone: {Enter telephone number} | Email: {Enter email address}



Committees

THE ENGINE OF WAPRO'S MISSION

WAPRO operates through four primary committees that manage the organization's core tenets.

- **Education (Training Development):** Creates the curriculum for Spring and Fall conferences, webinars, and specialized "PRA Boot Camp" sessions.
- **Communications Committee:** Manages all member outreach, including the quarterly Transparency News newsletter and the official website.
- **Certification Committee:** Administers the Certified Public Records Officer (CPRO) program, including application reviews and course accreditation.
- **Policies and Practices:** Leverages member expertise to monitor state legislation and share best practices for responding to evolving laws.

Let's go sightseeing

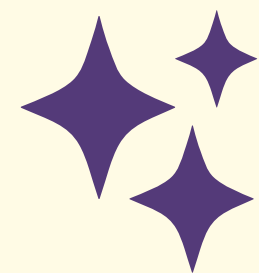


Call To Action

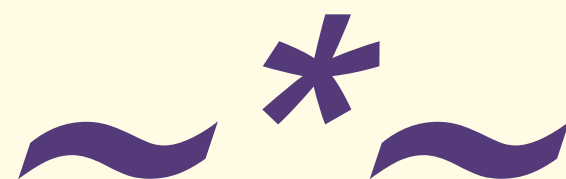
"An ounce of prevention is worth a pound of cure."

- **Get Involved:** Join a committee to help shape the future of PRA advocacy in Washington.
- **Get Certified:** Start your journey toward becoming a Certified Public Records Officer (CPRO) to validate your expertise.
- **Stay Connected:** Register for the 2026 Virtual Spring Conference (May 20-21) or join us in person this September in Wenatchee.
- **Join the Conversation:** Pay your \$25 annual dues today to unlock the Toolkit, the Listserv, and your voting rights.





Q&A



THANK YOU!

