

## **Internet Resources on Public Records**

The Attorney General has published an “Open Records and Public Meetings Deskbook.” It is well organized, written by a group of private and public interest advocates, and contains the legal analysis which supports the procedures exemptions. It is available at: [www.atg.wa.gov/records](http://www.atg.wa.gov/records)

The Municipal Research Services Center (MRSC) has a web page devoted to public disclosure. There is a brief overview of recent court decisions, sample policies, ordinances and forms, articles and links to other resources. It is available at <http://www.mrsc.org/Subjects/Legal/prd/prd.aspx>

MRSC also has a webpage on records retention. See [www.mrsc.org/recordsmanual/relist.htm](http://www.mrsc.org/recordsmanual/relist.htm)

The Office of the Secretary of State, Division of Archives and Records Management has published guidelines for developing policy and establishing procedures for retaining e-mail and responding to public records requests.

See <http://www.secstate.wa.gov/archives/pdf/E-mail%20Guidelines.pdf>

The American Law Institute and American Bar Association (ALI-ABA) has published many articles on document retention, discovery and public records. You may purchase these articles at [www.ali-aba.org](http://www.ali-aba.org) and click “Articles and Forms Online.” Particularly helpful is an article by Hon. Jacob P. Hart and Anna Marie Plum entitled “Litigating the Production of Electronic Media”

Tamara Watts at Preston Gates Ellis wrote an article entitled “Public Records in an Electronic World” it is available at <http://www.prestongates.com/publications/article.asp?pubID=159>

The proposed ordinance and other forms will be available at the website of the San Juan County Prosecutor [www.co.san-juan.wa.us/prosecutor](http://www.co.san-juan.wa.us/prosecutor)

The King County Policies for handling Requests for Disclosure of Public Records is available at [www.metrokc.gov/recelec/archives/policies/inf172ae.htm](http://www.metrokc.gov/recelec/archives/policies/inf172ae.htm)