Your Duty Under the Public Records Act (PRA)

- **Agency Liability**: The agency has the burden of proving that all requested documents were produced, and that its redactions and withholdings are proper; payment of court costs and attorney fees, up to $100 per page, per day for each day the record release was delayed or denied.
- **Employment Obligation**: All OC employees are expected to fully comply* with the PRA.
- **Personal Legal Obligation**: Under the Ethics in Public Service Act, "[n]o state officer or state employee may intentionally conceal a record if the officer or employee knew the record was required to be released under [the PRA].” RCW 42.52.050.

Staff *Compliance Tips

1. Keep college business matters on college issued computers and devices & personal matters on personal computers and devices.
2. Use work e-mail for business purposes only.
3. Keep your communications respectful and professional.
4. Always remember that as an agency employee, public disclosure is a part of all of our jobs.
5. Employees who submit PRA requests, “must use personal time and resources to do so”. (no use of College email, letterhead, etc.).
6. Everything that you write, record, post, scribble...in the conduct of college business, is a public record and may be requested and potentially disclosed.