

**Possible Elements of Open Government Oversight Agency –  
PDC Work Session “Work Sheet”**

Name \_\_\_\_\_

ELEMENT	Include?			Ranking (#1, #2, #3)
	Yes	No	Maybe – Needs Further Study	
<b>Single agency to oversee open government?</b>				
<b>Independent of other agencies?</b> (and not staffed by another agency)				
<b>Single agency head?</b> (E.g. Secretary, Director, etc.)				
<b>Multimember board?</b> <ul style="list-style-type: none"> <li>• Part-time? -----</li> <li>• Full-time?</li> </ul>	-----	-----	-----	-----
<b>Oversee open records?</b> <ul style="list-style-type: none"> <li>• <u>Some</u> sections of RCW 42.56 (e.g. exemptions)? -----</li> <li>• <u>All</u> sections of RCW 42.56 (e.g. timeliness of responses, exemptions, copying costs, etc.)?</li> </ul>	-----	-----	-----	-----
<b>Oversee open meetings?</b> <ul style="list-style-type: none"> <li>• <u>Some</u> sections of RCW 42.30 (e.g. executive sessions)? -----</li> <li>• <u>All</u> sections of RCW 42.30 (e.g. notices to the public, executive sessions, whether a “meeting” occurred/quorum , etc.)?</li> </ul>	-----	-----	-----	-----
<b>Jurisdiction over state agencies?</b> (E.g. all state agencies, boards and commissions)				
<b>Jurisdiction over local agencies?</b> (E.g. cities, counties, school boards, special purpose districts, etc.)				
<b>Conduct investigations?</b>				
<b>Conduct hearings?</b> <ul style="list-style-type: none"> <li>• Only show cause hearings (complainant files complaint and respondent agency is asked to “show cause” and appear, but no oversight agency investigation is conducted)?  -----</li> <li>• Hearings where agency staff testify (following an investigation of a complaint by the oversight agency)?</li> </ul>	-----	-----	-----	-----

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Name \_\_\_\_\_

ELEMENT	Include?			Ranking (#1, #2, #3)
	Yes	No	Maybe – Needs Further Study	
<b>Exclusive jurisdiction over disputes?</b> (Exhaustion required – complainants must file with oversight agency and receive decision, before going to court)				
<b>Dual jurisdiction over disputes, with superior courts?</b> (Exhaustion not required – complainants can file with oversight agency or with court).				
<b>Use Administrative Law Judges (ALJs)?</b>				
<b>Have mediation program?</b>				
<b>Have ombudsman program?</b>				
<b>Adopt rules?</b>				
• Rules for the agency? -----	-----	-----	-----	-----
• Rules for all agencies (e.g. model rules)?				
<b>Issue formal written advisory opinions?</b>				
• Binding? -----	-----	-----	-----	-----
• Non-binding?				
<b>Issue informal opinions (oral or written)?</b>				
<b>Provide materials?</b> (brochures, summary of laws, data, etc.)				
<b>Provide training?</b>				
<b>Operate website?</b>				
<b>Operate toll-free number?</b>				
<b>Track PRA/OPMA legislation?</b>				
<b>Submit annual report to the Legislature?</b>				
<b>Funding source:</b>				
• General fund? -----	-----	-----	-----	-----
• Dedicated fund? -----	-----	-----	-----	-----
• Other?				
<b>Effective date of agency?</b> <i>(Insert dates in columns)</i>				
<b>Other elements? (Describe)</b>				