

INTRODUCTION: BACKGROUND INFORMATION

8. PUBLIC DISCLOSURE COMMISSION FILING

The Public Disclosure Law requires anyone holding or seeking a state elected office, or holding a high-level appointed position, to file a statement of financial affairs.

RCW 42.17.2401 specifically requires the members of the WSIB to file with the Public Disclosure Commission (PDC). The financial affairs statement will cover the preceding 12 months. The information reported includes sources of income, real estate holdings, investments, creditors, business relationships and the identity of the major customers of those businesses.

Board members and the Executive Director are among the state officers who file reports with the Public Disclosure Commission. Several Board members are also required to file due to their position as elected officials, legislators, or agency heads.

According to the Conflict of Interest Policy, Policy 2.00.100, as adopted by the Board, all State Investment Board exempt employees with investment management duties are required to file a statement of financial affairs with the Public Disclosure Commission. Exempt employees who do not have investment management duties are required by the policy to file the statement internally with the WSIB only and not the PDC.

Filers should be aware that they are required to report to the Public Disclosure Commission between January 1 and April 15. After an initial PDC Form F-1, Personal Financial Affairs Statement is filed, an amended financial affairs statement, PDC Form F-1A may be filed for three years. The PDC Form F-1A will state that the information originally filed is essentially the same. The same forms and deadlines apply to exempt employees filing the statements with the WSIB.

New Board members and staff are required to file **within two weeks** of appointment. Forms will be provided to Board members upon appointment, and annually thereafter.

The Public Disclosure Commission has prepared a manual for completing the Personal Financial Affairs Statement. Copies of the manual and forms necessary to comply with the Public Disclosure Law may be obtained from the Public Disclosure Commission or the Board staff.

The Public Disclosure Commission may be contacted at:

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