



Centralia College Public Records Request

Submit to:

Centralia College
Human Resource Office
600 Centralia College Blvd., Centralia, WA 98531
or hro@centralia.edu or (3660) 623-8943

Date: _____

To help us respond efficiently, please include:

Name: _____

Mailing Address: _____

City, _____

State, Zip: _____

Email address: _____

Phone number: _____

Description of the records you are requesting. Please be as specific as possible:

I certify that the information obtained through this request for public records will not be used for commercial purposes.

Signature: _____ Date: _____

I would like documents delivered by:

- ☐ Email
- ☐ Hard copy: _ to be picked up in the HR Office
- ☐ Review in person at Centralia College
- ☐ Other: _____

To be completed by the Human Resource Office

Received Date: _____ PRR ID #: _____ Accepted to process: _____

Denied Date: _____ Public Records Officer and or designee: _____

Denial Reason: _____

It is the policy of Centralia College to assure equal employment opportunity and non-discrimination based on race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of any sensory, mental or physical disability, genetic information, and status as a disabled or Vietnam-era veteran.

Records Request Procedure

Requests for public records to Centralia College may be made in writing, by email or verbally to the College's Public Records Officer. As a state agency, the college is subject to the provisions of the Washington state public disclosure laws ([RCW 42.56](#)) governing access to public records and will respond accordingly. There may be exemptions to disclosure that may prohibit the college from releasing certain documents. The College will provide a brief explanation for any exemption to disclosure. All written and electronically-processed records prepared by Centralia College shall be available for public inspection with limited exceptions, i.e., student information/records, personnel records, etc.

How to Submit a Public Records Request

Requests for public records can be submitted in any of the following ways:

Online: [online form, sends to pr@centralia.edu]

Email: pr@centralia.edu or

by phone: (360) 623-8943

Mail or In Person: Public Records Officer / Human Resources
600 Centralia College Blvd
Centralia, WA 98531

To help us respond efficiently, please include:

- A clear description of the records you are seeking
- Your contact information (name, phone number, email or mailing address)
- Preferred method of delivery (email, mail, in-person pickup)

What to Expect

Once your request is received:

The Public Records Officer will acknowledge your request within 5 business days and will either:

- Provide the records,
- Request clarification,
- Provide an estimated timeline, or
- Deny the request with an explanation if the records are exempt from disclosure.

We may provide records in installments or notify you when records are available for review.

Fees

There may be costs associated with fulfilling requests, especially if printed copies or extensive preparation is required. We follow state-approved [fee schedules](#). Fee estimates will be provided in advance, and payment may be required before records are released.

Questions?

For more information or assistance, please contact our Public Records Officer at:

Email: hro@centralia.edu or Phone: 360-623-8943

Office Hours: Monday – Thursday, 8:00 AM to 5:00 PM, and Friday, 8:00 AM to 12:00 PM

Summer Hours: Monday – Thursday, 8:00 AM to 5:00 PM

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