



Oregon State
University

Public Records Office
University Relations & Marketing
Oregon State University
B204 Kerr Administration Building
Corvallis, Oregon 97331

P 541-737-0839
oregonstate.edu

December 16, 2021

VIA EMAIL

Anonymous submitted via records@sunshinerequest.com

RE: Your Public Records Request

To Whom it May Concern,

On December 9, 2021 our office received your public records request for:

Please provide all digital communications (including any attachments therein) sent to and sent from the following OSU employees during the specific time period of 09/01/2020 through 09/20/2021:

- Paul Odenthal
- Heidi Sann
- Tracey Elmshaeuser
- Rhonda Thomassen
- Ben Wessel
- ** Please exclude any communications sent to or sent from Kelly Kozisek.

"Digital communications" include at least Microsoft Outlook, and if possible Microsoft Teams. I am specifically requesting only communications that include any and all of the following terms and subject matter:

- Chief Procurement Officer
- CPO
- P04288UF
- Steve Nelson
- Stephen Nelson
- Paul Calkins

OSU is the custodian of the requested records, should such records exist.

Due to staff availability, we will respond to your request or provide a cost estimate no later than January 3, 2022.

Sincerely,

Charlotte Ross
Interim Public Records Officer