



**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 29, 2021

**VIA EMAIL**

Anonymous submitted via [records@sunshinerequest.com](mailto:records@sunshinerequest.com)

**RE: Your Public Records Request**

To Whom it May Concern,

I write to seek clarification regarding your December 9, 2021 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

We are preparing a cost estimate for your public records request. Please confirm that your intention is to gather records in the date range of 09/01/2020 – 09/20/2021, a period of 12 months and 20 days.

We will suspend processing your request until we receive your response. If you would like a cost estimate, please let me know within 60 days of this letter.

Sincerely,

Charlotte Ross  
Interim Public Records Officer