



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

FREEDOM OF INFORMATION ACT GROUP

January 13, 2015

In reply refer to: FOIA #BPA-2015-00456-F

Douglas Albright
Actuation Test Equipment Company
3393 Eddie Road
Winnebago, IL 61088

Mr. Albright:

We have received your request for records under the Freedom of Information Act (5 U.S.C. § 552). Thank you for your interest in the Bonneville Power Administration (BPA). Your request was received in this office on Monday, January 5, 2015, and has been assigned control number BPA-2015-00475-F. Please use this number in any correspondence with the agency about your request.

You requested:

“...most recent BPA HOT Meeting agenda and minutes...”

We have reviewed your letter and determined that it addresses all of the criteria of a proper request under the FOIA and the Department of Energy’s FOIA regulations at Title 10, Code of Federal Regulations, Part 1004. You have agreed to pay all applicable fees.

Complex requests:

FOIA requires that we act on requests “promptly” and that we make a determination on your request and respond within 20 working days (5 U.S.C. § 552(a)(6)). The Bonneville Power Administration has instituted multi-track processing, as permitted by FOIA (5 U.S.C. § 552(a)(6)(D)(i)). Simple requests and complex requests are placed in two different queues, and each queue is processed on its own first-in, first-out basis. Requests are placed in the complex queue if they will require significant agency time or resources to process.

Unusual/exceptional circumstances:

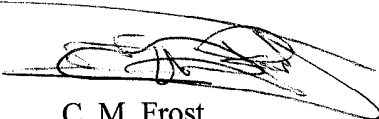
Under FOIA, an agency may extend the normal 20-day deadline by an additional ten business days if “unusual circumstances” exist (5 U.S.C. § 552(a)(6)(B)(i)). Unusual circumstances include the need to search records located in field facilities, requests for a voluminous amount of records, and requests that require consultation with other agencies or agency components including Department of Energy headquarters. If an agency cannot fulfill the request within the 30 working days provided by the extended deadline, agencies must (a) notify the requester and (b) work with the requester to modify or

limit the scope of the request or arrange an alternative time frame for processing (5 U.S.C. § 552(a)(6)(B)(ii)).

The records responsive to your request will require consultation with the U.S. Army Corps of Engineers and the U.S. Department of the Interior Bureau of Reclamation, as members of the Hydro-Optimization Team. Therefore, we currently estimate the completion of your request by February 28, 2015.

I appreciate the opportunity to assist you. If you have any questions about this letter, please contact Kim Winn, FOIA Public Liaison, at 503-230-5273.

Sincerely,

A handwritten signature in black ink, appearing to read "C. M. Frost", is written over a horizontal line.

C. M. Frost
Freedom of Information Act Officer