



## Department of Energy

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

CORPORATE

November 20, 2003

In reply refer to: KDP-4

Columbia Research Corp.  
Dan Seligman  
209 W. Evergreen Blvd., Suite 605  
Vancouver, Washington 98660  
(360) 569-0985

RE: FOIA #04-008

Dear Mr. Seligman:

This letter responds to your Freedom of Information Act (FOIA) request dated November 14, 2003 and designated as FOIA #04-008.

Specifically, you asked for a copy of BPA's rules, regulations, directives and policies concerning the preservations of e-mail and attachments. Enclosed in its entirety is the BPA Manual chapter outlining BPA official e-mail policy.

In your original request letter, you agreed to pay fees of up to \$50.00. Because the policy is readily accessible via the BPA website, there will be no charge to fulfill your request.

Sincerely,

A handwritten signature in cursive script that reads "Annie Eissler".

Annie Eissler  
Freedom of Information Officer