



Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

April 5, 2016

In reply refer to: FOIA #BPA-2016-00728-F

Douglas Albright
Actuation Test Equipment Company
3393 Eddie Rd
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 March 31, 2016, and has been assigned control number BPA-2016-00728-F. Please use this number in any correspondence with the agency about your request.

You requested:

“a copy of the latest HOT Committee meeting's Agenda and Minutes, but only if the meeting was after April 6, 2015. ... do not include any attachments to the agenda or minutes or handouts from the meeting.”

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 \$10 in 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.

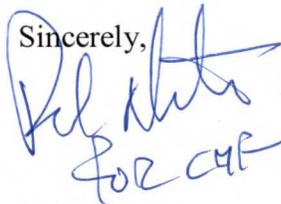
Unusual/exceptional circumstances:

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 Hydro Optimization Team includes representatives of both the U.S. Army Corps of Engineers and the Bureau of Reclamation, and BPA must consult with both agencies prior to releasing the documents. Therefore, we currently estimate the completion of your request by Friday, May 13, 2016.

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

Sincerely,


C. M. Frost
Freedom of Information/Privacy Act Officer