

2014

BONNEVILLE  
POWER ADMINISTRATION



**[BPA RECORDS: YOUR RIGHTS  
UNDER THE FREEDOM OF  
INFORMATION ACT AND THE  
PRIVACY ACT]**

## Introduction

This guidebook provides a brief explanation of the Freedom of Information Act (FOIA) and the Privacy Act of 1974 and how you can use these laws to access the agency records of the Bonneville Power Administration (BPA). The guidebook explains how to submit a FOIA or Privacy Act request to BPA and provides information about the fees that you may incur when BPA searches for, reviews, and reproduces agency records that are responsive to your request. It also explains how you can use the Privacy Act to request corrections of your Privacy Act records.

## About BPA

The Bonneville Power Administration is a federal agency based in the Pacific Northwest. BPA is part of the U.S. Department of Energy, and it markets wholesale electrical power from 31 federal hydro projects in the Columbia River Basin, one nonfederal nuclear plant and several other small nonfederal power plants. The dams are operated by the U.S. Army Corps of Engineers and the Bureau of Reclamation. About one-third of the electric power used in the Northwest comes from BPA.

BPA also operates and maintains about three-fourths of the high-voltage transmission in its service territory. BPA's service territory includes all of Idaho, Oregon, Washington and western Montana, and small parts of eastern Montana, California, Nevada, Utah and Wyoming.

As part of its responsibilities, BPA promotes energy efficiency, renewable resources and new technologies. The agency also funds regional efforts to protect and rebuild fish and wildlife populations affected by hydroelectric power development in the Columbia River Basin.

BPA is committed to providing public service and invites input from all stakeholders. BPA's vision statement dedicates the agency to providing electrical system reliability, low rates consistent with sound business principles, environmental stewardship and accountability.

For more information about BPA, please visit our website at <http://www.bpa.gov>.

## About the FOIA Team

BPA's FOIA team is responsible for processing all FOIA and Privacy Act requests and for establishing policies and procedures to ensure compliance with the FOIA. The FOIA team is part of BPA's Privacy Office.

The FOIA team collaborates with and assists FOIA and Privacy Act requesters in finding the agency records they seek. These records are provided to requesters, to the extent permissible

under law, in a timely and professional fashion.

BPA's Public Liaison is responsible for:

- Working collaboratively with requesters to help tailor the scope of their request and guide them through the FOIA process
- Reducing delays associated with FOIA requests
- Increasing transparency and providing status updates as necessary
- Assisting requesters in disputes

BPA's FOIA Public Liaison can be reached at [FOIA@BPA.gov](mailto:FOIA@BPA.gov) or by calling (503) 230-5273.

## Chapter One: The Freedom of Information Act

### I. General Information About the FOIA

The FOIA is a federal statute that grants the public a judicially-enforceable right to access the records of federal agencies, upon request, subject to several statutory exemption and exclusions. The FOIA exists to give the public insight into the operations of the federal government and to hold the government accountable for its actions.

Any member of the public may file a FOIA request with BPA. Your request must contain a reasonable description of the records sought. A description of a record is reasonable if it helps a BPA employee find the record without undue effort.

The term “record” refers to a broad range of information that BPA generates or receives, including paper and electronic documents, emails, letters, charts and presentations, photographs and videos. The FOIA does not require BPA to create new records, answer questions, or explain the records provided.

### II. Exemptions

The FOIA authorizes – and in some cases requires – BPA to redact certain information contained in its records before releasing the record in response to a FOIA request. The FOIA lists nine grounds (or exemptions) for withholding information. These exemptions are summarized below:

- **Exemption 1: Classified information.** BPA does not routinely handle classified information and rarely uses this exemption.
- **Exemption 2: Information that pertains to internal personnel policies and practices of BPA.** While BPA does not use this exemption often, it is occasionally used to protect records related to Human Resources functions.
- **Exemption 3: Information that federal statutes (besides the FOIA) permit or require BPA to withhold.** Certain federal statutes make specified types of records exempt from disclosure under the FOIA. For example, under Exemption 3, BPA occasionally withholds information about archeological resources, pursuant to 16 U.S.C. § 470hh(a).
- **Exemption 4: Trade secrets and confidential commercial or financial information provided to BPA.** When a FOIA request includes commercial or financial information provided to BPA, BPA must ask the submitter of the information whether the information should be withheld. BPA then independently evaluates whether any requested redactions meet the requirements for withholding.
- **Exemption 5: Internal or inter-agency records can be protected from disclosure if they are:**

- **Attorney-client communications** – Confidential legal advice and communications between BPA or government attorneys and BPA employees
- **Attorney work product**– Documents prepared by an attorney in contemplation of litigation
- **Deliberative process**– Information or discussions that inform and precede BPA decisions, including draft documents, policy recommendations, analyses and briefing materials.

While many records qualify for protection under Exemption 5, BPA often voluntarily discloses this information when doing so would not result in foreseeable harm.

- **Exemption 6: Personal information that, if disclosed, would clearly invade an individual's privacy.** BPA uses this exemption to protect the personal information of employees and other individuals. Information redacted under Exemption 6 may include home addresses, Social Security numbers, certain personnel records including discipline matters and health information. BPA cannot voluntarily release such information; information that falls under this exemption must be protected.
- **Exemption 7: Information that is compiled for law enforcement purposes when its disclosure would:**
  - **Interfere with a pending or prospective law enforcement proceeding,**
  - **Deprive someone of a fair trial,**
  - **Violate the privacy interests of a witness or other participant in a law enforcement matter,**
  - **Disclose the identity of an informant, expose a sensitive law enforcement technique or procedure, or**
  - **Endanger the physical safety of an individual.**

BPA maintains little law enforcement information and rarely uses Exemption 7.

- **Exemption 8: Information that relates to the examination of a financial institution.** This exemption is never used by BPA.
- **Exemption 9: Certain geological and geophysical information.** This exemption is rarely used by BPA.

### III. Filing a FOIA Request

Before making a FOIA request, check to see if the information is already available. Many agency records are available in person at the BPA library, in the electronic BPA FOIA Reading Room, in the electronic Department of Energy FOIA Reading Room, or by searching BPA's website. Accessing BPA records through these resources is faster, and always free.

If the records are not available, you can make a FOIA request at any time. Your FOIA request must be made in writing; we cannot accept requests over the phone.

Submit your FOIA by:

**Filling out an electronic form** at <http://www.bpa.gov/news/FOIA/Pages/RequestForm.aspx>

**Faxing** it to (503) 230-4619

**Mailing** it to:

Christina J. Munro, FOIA/Privacy Officer  
Bonneville Power Administration  
PO Box 3621  
Portland, OR 97208

Your request must include:

- **Your contact information (e.g. full name, address, phone number, email address).** We need to contact you to acknowledge receipt of your request, clarify the scope of the request, invoice fees associated with your request, provide status updates and provide your response.
- **As many details as possible about the information you are seeking from BPA.** This enables us to conduct a reasonable search, and identify and retrieve records responsive to your request.
- **Information on fees (see page 7 for more information on these topics)**
  - **Type of requester (e.g. commercial, media, other).** Certain types of requesters may be charged fees for records. The type of requester does *not* affect your right to access records; all requesters have the same access rights under the FOIA.
  - **The amount of fees you are willing to pay, if required**
  - **Whether you are seeking a fee waiver and/or expedited processing, and appropriate justifications.**
- **Your preferred format for records.** Options include paper, electronic format (usually Adobe PDF), CD and in some instances DVD.

#### IV. Response Time

We normally process FOIA requests in the order in which they are received. To ensure that simple requests – those requiring little search or review - are not delayed by the processing of complex or voluminous requests, we place simple requests in a separate queue. Within each of these queues, BPA processes requests in the order in which it receives them.

Generally, the FOIA requires BPA to respond to your request within 20 business days. The 20-day “clock” starts when BPA receives a request that includes all of the required elements listed above, including an adequate description of records sought. If your request does not meet those requirements, BPA’s FOIA Public Liaison will contact you and work with you to remedy any procedural issues. If you fail to address the concerns within 30 calendar days of notification, BPA will deem your request withdrawn. You may resubmit your request at any time.

### Expedited Processing

You may request expedited processing of your FOIA request. If we are able to provide expedited processing, we will process your request ahead of other requests in that queue and will respond to your request as soon as possible. Requests that are complex or voluminous may still require 20 or more days to process, even if expedited processing has been approved.

If you would like expedited processing, you must request it in writing when you file your FOIA request. BPA will grant expedited processing if you can demonstrate a “compelling need” for the information requested. To do so, you must show that either:

- (1) Not obtaining the requested records in an expedited manner could reasonably be expected to pose an imminent threat to the life or physical safety to an individual; OR
- (2) You are primarily engaged in disseminating information; urgency exists to inform the public about an actual or alleged federal government activity; and delaying response to the request will compromise a significant, recognized interest to the American public.

Your request for expedited processing must also include the following certification, which is required by federal law: “I declare under penalty of perjury that the foregoing is true and correct. Executed on [date].”

Requests for expedited processing will be granted or denied within 10 calendar days. If we deny your request, we will provide an explanation of our decision and provide information about how to appeal the decision.

### Delayed Responses

Under certain circumstances, BPA is allowed to respond to your request outside of the standard 20-day deadline. BPA may toll (pause) the “clock” one time while we await your clarification of a request. We may also delay response while the FOIA Public Liaison works with you to resolve any dispute regarding fees.

BPA may extend the 20 business day deadline by an additional 10 business days or longer when a request involves “unusual circumstances.” This is defined by statute as requests that require:

- The need to search for and collect records from more than one office;
- The need to review a voluminous amount of records for responsiveness or redaction, or
- The need to consult with the Department of Energy or another government agency

If your request requires one or more of these steps, BPA’s FOIA Public Liaison will contact you to determine if you would like to narrow the scope or otherwise simplify your request. If you cannot or will not simplify your request, BPA will notify you in writing that we will not be able to meet the 20-day deadline, and explain why we need an extension and when we expect to complete your request.

## V. Fees

You can submit a FOIA request at any time for free. However, the FOIA authorizes BPA to charge fees to recover the costs of searching for, reviewing, and reproducing records. Fees may be waived if:

- Fees total less than \$15,
- Your response is not completed by the deadline,
- At the discretion of the FOIA Officer, OR
- Upon request if you meet certain criteria.

Fees vary by requester type. When submitting a FOIA request, please specify your requester type. Most requesters fall into the “Other” category. If you are submitting a FOIA request on behalf of another person or organization (e.g., an attorney submitting a request on behalf of a client), please specify the identity of that person and their requester type instead of your own.

Type of Requester	Fees
<p><b>Commercial Use requesters</b> are requesting information to further their own commercial interests, or the commercial interest of those they represent.</p>	<p><u>Search time</u>: Hourly rate of searching employee plus 16%. Average rate is \$42 per hour.</p> <p><u>Review time</u>: Hourly rate of reviewing employee plus 16%. Average rate is \$42 per hour.</p> <p><u>Duplication</u>: \$.10 per page</p>

<p><b>Educational Institution requesters</b> include schools that operate a program of scholarly research. This category does not include students who are requesting records for personal research or course completion; they are “Other” requesters. See below.</p> <p><b>Non-Commercial Scientific requesters</b> are requesting records on behalf of an institution that is operated solely for the purpose of conducting scientific research that is not intended to promote any particular product or industry.</p> <p><b>News Media Representatives</b> are requesters actively gathering news for an entity that disseminates news to the public. News media representatives may work for or own television or radio stations, newspapers, periodicals, or alternative media sources such as blogs or list-serves. The publication record of the requester may be considered when determining if someone is a news media representative.</p>	<p><u>Search time</u>: No charge</p> <p><u>Review time</u>: No charge</p> <p><u>Duplication</u>: 100 free pages, \$.10 per page thereafter</p>
<p><b>Other</b></p>	<p><u>Search time</u>: No charge for first two hours; additional hours charged at the hourly rate of the searching employee plus 16%. Average rate is \$42 per hour.</p> <p><u>Review time</u>: No charge</p> <p><u>Duplication</u>: 100 free pages, \$.10 per page thereafter</p>

In your FOIA request, you are encouraged to make a specific statement identifying the amount of fees you are willing to pay. If the fees total \$15 or less, BPA waives the fees and provides records for free. If we estimate that the cost to process your request exceeds the amount you agreed to pay, the FOIA Public Liaison will contact you, in advance of incurring the cost, to give you the opportunity to alter your request in order to reduce the fees. If altering the request is

not an option, we will ask you to commit in writing to pay the estimated amount of fees before we process your request.

### Fee Waivers

BPA grants fee waivers when the disclosure of the requested information is in the public interest. Under the FOIA, disclosure is in the public interest whenever: (a) It is likely to contribute significantly to the public's understanding of the operations and activities of the government, AND (b) the disclosure of the requested information is not primarily in the requester's commercial interest.

You must request the fee waiver in writing when you file your FOIA request. Your request must demonstrate *why* you satisfy the above criteria with respect to the requested information. It is not sufficient to simply declare that you meet the criteria.

BPA will notify you in writing of our decision on your fee waiver request. If we deny your request, we will provide an explanation of our decision, and provide information about how to appeal the decision.

### Payment of Fees

Ordinarily, you will not be required to pay any fees until after the records have been processed and sent to you. You may be required to pay fees in advance, however, if we determine that processing your request will cost more than \$250 or if you have a history of non-payment or late payment of FOIA fees.

### Failure to Pay Fees

In the event that FOIA fees are not paid within 30 calendar days from the date of the invoice, you will be charged interest in accordance with the Debt Collection Improvement Act of 1996. Any subsequent FOIA request made by a requester who is in arrears will not be processed until the outstanding fees have been paid in full.

## VI. Administrative Appeals

If you disagree with BPA's application of the FOIA exemptions, or if BPA otherwise fails to meet its statutory obligations, you may file an administrative appeal with the Department of Energy, Office of Hearing and Appeals. You must file your appeal within 30 calendar days of receiving the BPA's final response. If DOE denies the appeal, you may sue BPA in federal court.

You may file an administrative appeal of “adverse determinations.” Under the FOIA, adverse determinations include:

- Denial of a request for expedited processing
- Assignment to a particular requester fee category
- Denial of a request for reduction or waiver of fees
- Denial of access to records in whole or in part through withholding or redaction
- Determination that there are no records responsive to your request
- Reasonableness of the search for responsive records

### Filing an Appeal

All appeals must be made in writing and addressed to the FOIA Appeals Officer. You may submit your appeal by electronic mail at [OHA.filings@hq.doe.gov](mailto:OHA.filings@hq.doe.gov), or by regular mail to:

Director, Office of Hearings and Appeals, HG-1  
Department of Energy  
1000 Independence Avenue SW  
Washington DC 20585.

Your appeal must include the following:

- Your name, address, telephone number, and e-mail address
- A copy of the initial request
- A copy of the letter denying your request in whole or part
- An explanation of the reasons why you disagree with our action. If you are appealing because you believe there are additional records, you must specify why you believe that records exist and, if possible, where you believe they might be located.

Please include the notation "Freedom of Information Act Appeal" on the front of your envelope and at the beginning of your appeal to ensure that your appeal is received without delay.

Your appeal will be decided within 20 working days of the receipt of your request by the Office of Hearings and Appeals. A decision will be sent to you in writing.

### Denial of Appeals

If your appeal is denied and you believe that your FOIA request was not handled in accordance with the law, you may seek assistance from the Office of Government Information Services (OGIS) of the National Archives and Records Administration. OGIS provides mediation services to resolve disputes between FOIA requesters and agencies. You can find information about

OGIS at <https://www.ogis.archives.gov>. You can also sue BPA in federal court; a judge will review the records (if any) and BPA's actions to determine if your FOIA request was properly handled.

## Chapter Two: Access to Records Under The Privacy Act

### General Information About the Privacy Act of 1974

The Privacy Act is one of the key laws governing the protection of information about individuals. Under the Privacy Act, which only applies to federal agencies, BPA must limit the collection, maintenance, use and dissemination of personal information.

Unlike the FOIA, which provides the same access to agency records for everyone, the Privacy Act provides you with additional access to records about yourself when those records are contained in a Privacy Act System of Records (SOR). In certain circumstances, guardians and authorized representatives may also request records about you under the Privacy Act.

#### I. Privacy Act Records

Privacy Act records are agency records about individuals that are regularly retrieved by a personal identifier, such as a name or a unique identification number. Most of BPA's Privacy Act records concern employees, and include, for instance, personnel records, official government travel records and training records.

Federal agencies are required to organize such records into Privacy Act Systems of Records, and to inform individuals about the maintenance of the records through Privacy Act System of Records Notices published in the Federal Register. For the purposes of the Privacy Act, a "system" is defined as a group or category of records. Records in the same System may be stored in a variety of different places or formats. You can find a complete list of Systems of Records used by BPA in the Appendix.

#### II. Privacy Act Requests and FOIA

When you request records under the Privacy Act, we process your request under both the Privacy Act and the FOIA. Some records that are about individuals are not part of Privacy Act Systems of Records and are therefore not available under the Privacy Act. For instance, although they may be about individuals, e-mails are usually not part of a Privacy Act System of Records. These records may instead be available under the FOIA. Processing your request using both statutes assures that you receive maximum disclosure of responsive records.

### III. Exemptions

The Privacy Act authorizes a federal agency to redact a very limited amount of information from Privacy Act records before it releases the records to you. BPA may redact the following kinds of information:

- Information compiled in reasonable anticipation of a civil action or proceeding
- Information related to non-criminal law enforcement matters
- Investigatory information used to determine eligibility or suitability for federal civilian employment

Other exemptions to the Privacy Act, including an exemption for classified information, rarely apply to BPA records.

### IV. Filing Privacy Act Requests

At BPA, the FOIA team processes both FOIA and Privacy Act requests.

Submit your request by:

**Filling out an electronic form** at <http://www.bpa.gov/news/FOIA/Pages/RequestForm.aspx>

**Faxing** it to (503) 230-4619

**Mailing** it to:

Christina J. Munro, FOIA/Privacy Officer  
Mail Stop D-B1  
Bonneville Power Administration  
P.O. Box 3621  
Portland, OR 97208

Your request must include:

- **A statement that the request is made pursuant to the Privacy Act.**
- **A detailed description of the nature of the record sought.** This may include:
  - The date of the records, or the time period in which the record was created
  - The System of Records that includes the records you are seeking
  - Other information that may help us locate the records, including dates of employment, maiden name, account numbers, or job vacancy numbers.
- **Information verifying your identity**

- Your request should include DOE F 531, the Department of Energy's Privacy Act Request Form. If you cannot print a copy of the form, please contact this office and we will mail a copy to you. You will be asked to provide copies of two documents containing your name or signature, including one that includes current address and date of birth (such as a driver's license, passport, etc.).
- Whenever possible, the BPA FOIA Office prefers to verify identity in person by meeting with requesters at or near BPA Headquarters. We will contact you to arrange a short meeting or to arrange a secure method of transmitting identifying documents. To protect your personal information, we do not accept copies of identifying documents by e-mail.

## V. Response Time

Like FOIA requests, we process Privacy Act requests on a first-in, first-out basis, with complex requests processed in a separate queue to avoid undue delay in responding to simple requests. BPA is required to respond to your request as soon as possible, but not later than 20 days after we receive it. If we are required to retrieve records from archives, review a voluminous amount of records or consult with other agencies, our office will contact you to inform you of the reasons for delay and the expected date of response.

## VI. Fees

Most Privacy Act requests do not result in any fee to the requester. Fees may be charged for copying Privacy Act records, but not for searching or reviewing records. Paper copies cost \$.10 per page, and the first 100 pages are provided for free. If fees total \$15 or less, BPA waives the fee and all pages are provided for free.

## VII. Administrative Appeals

Under the Department of Energy's Privacy Act regulations permit administrative appeals, you may appeal the response to your request within 30 calendar days using the process described in Chapter One. If your appeal is denied by the Department of Energy, you may sue BPA in federal court.

## VIII. Third-Party Access to Your Privacy Act Records

One of the primary purposes of the Privacy Act is to limit the disclosure of records about individuals. BPA can only disclose Privacy Act records in the following limited circumstances:

- To BPA or Department of Energy employees who need the record for official business purposes
- When required under the Freedom of Information Act
- For routine uses that are (a) specifically identified in the relevant System of Records Notice and (b) compatible with the original purpose for collecting the information
- For compelling reasons of health or safety
- For civil or criminal law enforcement, or under the order of a court of competent jurisdiction
- To the Bureau of the Census, National Archives, Congress or the Comptroller General
- In anonymized form, for statistical research or reporting
- To consumer reporting agencies as required by the Debt Collection Act

If you believe that your Privacy Act records have been disclosed unlawfully, please contact this office immediately at (503) 230-7303. You may sue BPA in federal court for unlawful disclosure.

## Chapter Three: Correcting Privacy Act Records

In addition to providing access to records, the Privacy Act guarantees individuals the right to correct Privacy Act records that are inaccurate, irrelevant, untimely or incomplete.

This right of correction applies only to individuals and only to information about themselves. The Privacy Act does not give individuals the right to appeal other legal decisions or discretionary actions taken by BPA.

### I. Requesting Correction

Submit your request for correction by:

**Faxing** it to (503) 230-4619

**Mailing** it to:

Christina J. Munro, FOIA/Privacy Officer  
Privacy Act Amendment Request  
Mail Stop D-B1  
Bonneville Power Administration  
P.O. Box 3621  
Portland, OR 97208

Your request must include:

- A statement that the request is made under the Privacy Act.
- The name of the System of Records most likely to contain the records you seek to correct – see a complete list in the Appendix.
- A detailed description of the information you wish to correct.
- A written statement explaining why you believe that the information in question is not accurate, relevant, timely, or complete. Please provide any evidence you have to support your claim. BPA will only correct records if we find that it is *more than likely* that the records are wrong. The burden of proof is on the requester.
- **Information verifying your identity**
  - Your request should include DOE F 531, the Department of Energy's Privacy Act Request Form. If you cannot print a copy of the form, please contact this office and we will mail a copy to you. You will be asked to provide copies of two documents containing your name or signature, including one that includes current address and date of birth (such as a driver's license, passport, etc.).

- Whenever possible, the BPA FOIA Office prefers to verify identity in person by meeting with requesters at or near BPA Headquarters. We will contact you to arrange a short meeting or to arrange a secure method of transmitting identifying documents. To protect your personal information, we do not accept copies of identifying documents by e-mail.

There are no fees for requests for correction.

## II. Criteria for Correction

BPA uses the following criteria when reviewing a request for correction:

- The strength of the evidence you submit
- The factual accuracy of the information
- The nature of the record to be corrected
- The feasibility of the specific means of correction requested

## III. Correction Process

After a valid request to correct a Privacy Act record is received, your request will be acknowledged by email or letter within 10 days. A decision will be issued within 20 days.

The manager of the relevant System of Records, in conjunction with BPA's Office of General Counsel, will provide a recommendation on correction to the Privacy Officer. Based on the recommendation and independent review, the Privacy Officer will either grant or deny the request for correction.

If your request is **granted**:

- The Privacy Office will instruct the system manager to make the requested correction.
- You will be advised of the decision in writing, and a copy or description of the correction will be provided to you.
- BPA will notify prior recipients of the record that it has been corrected

If your request is **denied**:

- You will be advised of the decision in writing
- The decision will include reasons for the denial and the system manager's name and title
- Your appeal and disagreement rights will be explained

## IV. Administrative Appeals and Statements of Disagreement

If your request is denied, you may appeal the denial within 30 calendar days using the process described in the Chapter One about FOIA. If your appeal is rejected by the Department of Energy, you may file a statement of disagreement or sue BPA in federal court.

To file a statement of disagreement, send a concise, signed statement describing why you disagree with the final determination. BPA will maintain your statements together with the information that you sought to correct. Whenever we disclose that information in the future, we will include a copy of your statement of disagreement along with the information. When practicable and appropriate, we will also provide a copy of the statement of disagreement to any prior recipients of the record.

## Chapter Four: Resources

More information about your right to federal records can be found in the following laws, regulations, guidance documents, and websites:

- The Freedom of Information Act, 5 U.S.C. § 552
- The Privacy Act of 1974, 5 U.S.C. § 552a
- Department of Energy FOIA regulations, 10 CFR Part 1004
- Department of Energy Privacy Act regulations, 10 CFR Part 1008
- The Department of Justice FOIA Guide, available at <http://www.justice.gov/oip/foia-guide.html>
- The Department of Justice Privacy Act Overview, available at <http://www.justice.gov/opcl/1974privacyact-overview.htm>
- BPA's Privacy Program page
- BPA's FOIA page at <http://www.bpa.gov/news/FOIA/Pages/default.aspx>
- The Department of Energy FOIA page at <http://energy.gov/management/office-management/operational-management/freedom-information-act>
- The Department of Energy FOIA portal at <http://foiportal.energy.gov/>
- FOIA.gov
- The Office of Government Information Services website at <https://ogis.archives.gov/>

### Comments or Questions Regarding BPA's FOIA/PA Program

BPA welcomes your comments or questions concerning our FOIA/Privacy Act request program.

Comments, questions, and suggestions can be communicated by:

**Calling us** at (503) 230-7303

**Faxing** a letter to (503) 230-4619

**Mailing** a letter to:

Christina J. Munro, FOIA Officer

Mail Stop D-B1

Bonneville Power Administration

P.O. Box 3621

Portland, OR 97208

## Appendix I: Model Requests for Access or Correction

### Model FOIA Request

[Date]

Bonneville Power Administration  
Attention: FOIA Officer  
PO Box 3621  
Portland, OR 97208-3621

Re: Freedom of Information Act Request

Dear FOIA Officer:

This is a request under the Freedom of Information Act (FOIA).

I request that a copy of the following documents be provided to me:

[Identify the documents or information as specifically as possible.]

In order to help you determine my status for the applicability of any fees, I am requesting these documents for a [*choose one*: commercial, educational, scientific, news media or other] purpose.

[If you are seeking news media, educational or scientific institution status, or seek a public interest fee waiver, describe the purpose of the request. *For example*, "I am affiliated with an educational institution and the request is made for a scholarly or scientific purpose and not for a commercial use."]

If there are any fees for searching for or copying the documents, please let me know before you process my request. [Or, I am willing to pay fees for this request up to a maximum of \$[\_\_\_]. If you estimate that the fees will exceed this limit, please contact me.]

If you have any questions about processing this request, you may contact me during at [telephone number] or [email address].

Sincerely, [Signature]  
[Print name]

[Address]  
[City, State, Zip Code]  
[Telephone number]  
[Optional: E-mail address]

### Model Privacy Act Access Request

[Date]

Bonneville Power Administration  
Attention: FOIA Officer  
PO Box 3621  
Portland, OR 97208-3621

Re: Privacy Act Request

Dear FOIA Officer:

This is a request under the Privacy Act.

I request that a copy of the following documents be provided to me:

[Identify the documents or information as specifically as possible.]

[Identify the System of Records where you believe the information is located.]

If you have any questions about processing this request, you may contact me during at [telephone number] or [email address].

Sincerely, [Signature]  
[Print name]

[Address]  
[City, State, Zip Code]  
[Telephone number]  
[Optional: E-mail address]

Attachment: [Verification of Identity]

**Model Privacy Act Correction Request**

[Date]

Bonneville Power Administration  
Attention: Privacy Officer  
Privacy Act Amendment Request  
PO Box 3621  
Portland, OR 97208-3621

Re: Privacy Act Amendment/Correction Request

Dear BPA Privacy Officer:

This is an information amendment/correction request under the Privacy Act.

I request that the following information be amended/corrected:

[Identify the information as specifically as possible.]

[Identify the System of Records where you believe the information is located.]

If you have any questions about processing this amendment /correction request, you may contact me during [when] at [telephone number] or [email address].

Sincerely,

[Signature]

[Print name]

[Address]

[City, State, Zip Code]

[Telephone number]F

[Optional: E-mail address]

## Appendix II: Privacy Act Systems of Records

Type of Record	Systems of Records
Employee - General	DOE-1: Grievance Records DOE-2: Personnel Supervisor Maintained Personnel Records DOE-5: Personnel Records of Former Contract Employees DOE-7: Whistleblower Investigation, Hearings, and Appeals Records DOE-13: Payroll and Leave Records DOE-28: General Training Records DOL/GOVT-1: OWCP FECA Files DOL/GOVT-2: Job Corps Student Records EEOC/GOVT-1: EEOC Records and Appeals Records GSA/GOVT-2: Employment Under Commercial Activities Contracts MSPB/GOVT-1: Appeal and Case Record OPM/GOVT-1: General Personnel Records OPM/GOVT-2: Employee Performance File Systems Record OPM/GOVT-3: Records of Adverse Actions
Employee – Hiring and Promotion	OPM/GOVT-5: Recruiting, Examining and Placement Records OPM/GOVT-7: Applicant Race, Sex, National Origin, and Disability Status Records OPM/GOVT-9: File on Position Classification Appeals, Job Grading Appeals...
Employee - Medical	DOE-10: Employees Occupational Illness Compensation Program Files DOE-33: Personnel Medical Records DOE-34: Employee Assistance Program Records DOE-35: Personnel Radiation Exposure Records DOE-38: Occupational and Industrial Accident Records DOE-77: Physical Fitness Test Records DOE-88: Epidemiologic and Other Health Studies OPM/GOVT-10: Employee Medical File Systems Records
Finance and Supply Chain	DOE-16: Federal Employee Subsidy Program Records DOE-18: Financial Accounting System DOE-23: Property Accountability System DOE-26: Official Travel Records DOE-82: Grant and Contract Records for Research Projects and Science Education GSA/GOVT-3: Travel Charge Card Program GSA/GOVT-4: Contracted Travel Services Program GSA/GOVT-6: SmartPay Purchase Charge Card Program

Legal	DOE-8: Intergovernmental Personnel Act Agreements DOE-41: Legal Files OGE/GOVT-1: Executive Branch Public Financial Disclosure Reports OGE/GOVT-2: Confidential Statements of Employment and Financial Interests OSC/GOVT-1: Complaint Litigation and Political Activity Files
Security	DOE-43: Personnel Security Files DOE-51: Employee and Visitor Access Control Records DOE-52: Access Control Records of International Visits, Assignments, and Employment DOE-63: Personal Identity Verification Files GSA/GOVT-7: Personal Identity Management Systems
Miscellaneous	DOE-11: Emergency Operations Notification Call List DOE-17: DOE Alert System DOE-24: Land Records System DOE-55: FOIA and Privacy Act Requests DOE-56: Congressional Constituent Inquiries DOE-57: Congressional Profiles DOE-60: General Correspondence Files DOE-82: Grant and Contract Records for Research Projects and Science Education DOE-75: Call Detail Records DOT/ALL-8: Employee Transportation EPA/GOVT-2: Federal Docket Management System GSA/GOVT-8: Excluded Parties List System