



Department of Energy

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

FREEDOM OF INFORMATION ACT/PRIVACY PROGRAM

October 19, 2023

In reply refer to: FOIA BPA-2023-01788-F

SENT VIA EMAIL ONLY TO: (b) (6)

Colin Aamot

(b) (6)

Dear Mr. Aamot,

This communication is the Bonneville Power Administration's (BPA) final response to your request for agency records made under the Freedom of Information Act, 5 U.S.C. § 552 (FOIA). Your request was received on September 18, 2023, and formally acknowledged on October 16, 2023.

Request

You seek, "...documents sufficient to account for the agency's usage and retention policies or directives for official communications via Slack, Signal, Microsoft Teams, Lync, or any other internal messaging platforms from 2018 to present."

Response

The agency's Records and Information Management Specialist determined there are two records responsive to your request. These records are available on the agency's website.

- BPA Policy 236-14, *Overview of Communication Tools* -- <https://www.bpa.gov/-/media/Aep/about/internal-policy-library/policy-236-14-overview-of-communication-tools.pdf>
- BPA Policy 236-260, *Email Management* -- <https://www.bpa.gov/-/media/Aep/about/internal-policy-library/policy-236-260-email-management.pdf>

Fees

There are no fees associated with processing your FOIA request.

Certification

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the records search and release described above. Your FOIA request BPA-2023-01788-F is now closed, with the responsive agency records provided.

Appeal

Note that the records release certified above is final. Pursuant to 10 C.F.R. § 1004.8, you may appeal the adequacy of the records search, and the completeness of this final records release, within 90 calendar days from the date of this communication. Appeals should be addressed to:

Director, Office of Hearings and Appeals
HG-1, L'Enfant Plaza
U.S. Department of Energy
1000 Independence Avenue, S.W.
Washington, D.C. 20585-1615

The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal by e-mail to OHA.filings@hq.doe.gov, including the phrase "Freedom of Information Appeal" in the subject line. (The Office of Hearings and Appeals prefers to receive appeals by email.) The appeal must contain all the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either (1) in the district where you reside, (2) where you have your principal place of business, (3) where DOE's records are situated, or (4) in the District of Columbia.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001
E-mail: ogis@nara.gov
Phone: 202-741-5770
Toll-free: 1-877-684-6448
Fax: 202-741-5769

Questions about this communication may be directed to James King, FOIA Public Liaison, at jjking@bpa.gov or 503-230-7621.

Sincerely,

RACHEL
HULL

Digitally signed
by RACHEL HULL
Date: 2023.10.19
08:02:46 -07'00'

Rachel L. Hull
Freedom of Information/Privacy Act Officer