

**Exh. JLB-4
Docket UE-170717
Witness: Jason L. Ball**

**BEFORE THE WASHINGTON
UTILITIES AND TRANSPORTATION COMMISSION**

**WASHINGTON UTILITIES AND
TRANSPORTATION COMMISSION,**

Complainant,

v.

PACIFIC POWER & LIGHT CO.,

Respondent.

DOCKET UE-170717

**EXHIBIT TO
TESTIMONY OF**

Jason L. Ball

**STAFF OF
WASHINGTON UTILITIES AND
TRANSPORTATION COMMISSION**

Company Response to UTC Staff Data Request No. 1

January 25, 2018

UE-170717 / Pacific Power & Light Company
November 21, 2017
WUTC Data Request 1

WUTC Data Request 1

Regarding the Company's response to UTC Staff Informal Data Request No. 4:

Internal emails are not routinely saved, and are automatically deleted in the normal course of business after 100 days unless deliberately saved by a user.

Please clarify when this policy became effective. Please also provide any written policy discussing email retention.

Response to WUTC Data Request 1

PacifiCorp's record management protocol automatically deletes emails after 90-days unless an employee takes additional action to save the email.

Please refer to Attachment WUTC 1, which provides a copy of the most recent email guide which has been in effect since January 22, 2015.

PREPARER: Carole Dulong

SPONSOR: To Be Determined