

July 11, 2002

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER /s/

SUBJECT: RM Numbered Memo 2002-22: REQUEST FOR ENRON-RELATED INFORMATION

Numbered memorandum 2002-12: "Records Destruction Moratorium for ENRON Related Records" transmitted a request from the Office of General Counsel (OGC) to preserve and maintain records that "relate in any way to Enron's financial condition and/or business interests, including contacts with its officers, employees, agents or other representatives and any individual acting officially or unofficially, directly or indirectly on behalf of Enron from January 1999 to the present time."

On June 25, 2002, a memorandum (Attachment 1) from the General Counsel was hand delivered to the Heads of Departmental Elements transmitting requests for information from the Federal Bureau of Investigation (FBI) and three U.S. Senators (Attachment 2) concerning DOE's contacts and involvement with Enron Corporation and its subsidiaries and affiliates. The deadline for submitting documents responsive to these requests is **Monday, July 15, 2002**.

All responsive documents should be submitted in paper form. Please do not use e-mail to forward responses. Three copies of each responsive document should be submitted to your Program Office point of contact. Questions and early notification of document identification may be addressed to Alicia de Forest in the Office of General Counsel at 202-586-9420. If you do not know the name of your Program Office point of contact, Alicia de Forest can assist you in identifying that individual.

Searches should encompass electronic as well as paper documents (include e-mail) and span the time period from January 1, 1992 to the present. (The one major exception is that searches with respect to Portland General Electric ("PGE") only need to go back to July 2, 1997, the date that Enron acquired PGE.) Scope of the search should include Headquarters, Field Offices, and DOE contractors. Contractors should only be asked to locate and produce responsive documents that were generated during the course of and/or that relate to their work within the scope of their DOE contract. Please specifically note those documents that you believe contain confidential or sensitive information, or information that otherwise should not be publically disclosed. Documents should not be redacted before they are sent to OGC.

Please review Attachment 2 carefully as it provides specific information for the type and scope of search to be conducted. Attachment 3 is a form to guide you with respect to gathering information that may not be captured in documents (e.g., telephone calls, meetings, etc.) For such types of contact, please provide the information referenced in Attachment 3 to the best of your ability. Attachment 4 is a list of companies that can be used in searching for

information related to Enron, its subsidiaries or affiliates. The list includes the entities identified in the FBI letter to the Department, as well as others identified by various DOE offices.

An authorizing official from each site should complete a certification form (Attachment 5) and forward it to their Program Office point of contact at the conclusion of the search. With this certification, please provide the names of the person(s) that conducted the search and a short description of how the search was performed. If documents responsive to these requests are not located, please provide a negative reply so that we may ensure a complete search has been conducted.

Attachments

cc: David Hill, GC  
Alicia de Forest, GC