From:	Piazza, John (NHTSA)
To:	"mepowers@jonesday.com"
Cc:	"cngeorgalis@JonesDay.com"; "HaddadR@MillerCanfield.com"; "rfaxon@JonesDay.com"; Demeter, Kathleen (NHTSA); Ansley, Alexander (NHTSA); Guerci, Lloyd (NHTSA); Person, George (NHTSA)
Subject:	Confirmation of agreement regarding production of Japanese-language documents
Date:	Friday, March 26, 2010 4:59:13 PM

Dear Ms. Powers,

This email confirms the Agency's agreement with the proposal you outlined in our phone conversation regarding CTS's production of Japanese-language documents. As we discussed, by April 30, 2010 CTS will have completed the following:

(1) Produced to NHTSA any and all Japanese documents (in Japanese) that are responsive to the Agency's February 1, 2010 Information Request (IR);
(2) Produced to NHTSA an English-language log of the Japanese-language documents that CTS is producing. The log will contain the following information, if applicable, for each document: (a) from (name of individual, as well as position in the company, including organizational unit); (b) to (name of individual, as well as position in the company, including organizational unit); (c) cc or bcc (name of individual, as well as position in the company, including organizational unit); (d) date sent, or, if the document wasn't sent, the date on which the document was written; (e) bates number(s); (f) whether there are attachments to the document; if there is an attachment, identify the attachment by (i) title and (ii) bates number or by reference to the corresponding log entry for that attachment; (g) a brief but descriptive summary of the document that will enable the Agency to determine the essence of the document. The essence will be sufficiently descriptive so that we will know whether to request a copy of the document translated into English.

Sincerely,
John Piazza