

2008 ASAP FOIA/PRIVACY ACT TRAINING WORKSHOP

September 18-19, 2008

Westin O'Hare – Chicago, Illinois

Thursday, September 18 – Grand B (Ballroom)

- 7:15 – 8:00 am Registration & Continental Breakfast – Visit with Vendors!
- 8:00 – 8:15 am Welcoming Remarks & Announcements - *ASAP President Rebecca Daugherty*
- 8:15 – 10:00 am **1.1 Freedom of Information Statute Overview and Impact of Recent Amendments** - A thorough introduction to the requirements of the FOIA statute, to include records, public reading rooms, and basic procedures, and how the administration of the Act has been affected by recent statutory amendments.
- *Melanie Pustay, Office of Information and Privacy, Department of Justice*
- 10:00 – 10:15 am Coffee Break - Foyer - Visit with Vendors!
- 10:15-11:45 am **1.2 Privacy Act Overview** - The basic concepts of the Act, administrative considerations and responsibilities under the Act will be reviewed.
- *Ramona Oliver, National Archives & Records Administration*
- 11:45 - 12:45 pm **Lunch – Grand C (Ballroom) -Enjoy Lunch with Colleagues and Visit with Vendors!**
- 12:45 – 2:45 pm **1.3 FOIA Exemptions Overview** – An Overview of the nine exemptions within the FOIA that permit or require withholding of information.
- *Will Kammer, Department of Defense*
- *Melanie Pustay, Office of Information and Privacy, Department of Justice*
- 2:45 – 3:00 pm Break – Foyer - Visit with Vendors!
- 3:00 – 4:00 pm **1.4 Interface: FOIA & Privacy Act** – The complex relationship between the Acts and the issues affected by both Acts will be discussed.
- *Ramona Oliver, National Archives and Records Administration*
- *Will Kammer, Department of Defense*
- 4:00 – 4:30 pm **1.5 Questions and Answers on Today's Sessions**
- *All Faculty*
- 4:30 pm **Program Recesses**

Friday, September 19

- 7:30 – 7:55 am Continental Breakfast – Grand B Foyer - Visit with Vendors!
- 7:55 – 8:00 am Announcements – ASAP President Rebecca Daugherty – Grand B (Ballroom)
- 8:00 – 8:45 am **2.1 Negotiations and Litigation Concerns** – Learn how to resolve processing roadblocks with internal and external stakeholders, achieve win/win solutions with requesters, and how to “manage-up” for best results. Also, many agencies are getting sued: find out why, how it impacts you, and what you can do.
- *Rebecca Daugherty, Journalist*
- *Karen Finnegan, Executive Office for United States Attorneys (EOUSA), Dept. of Justice*
- *Anne D. Work, Office of Information and Privacy, Dept. of Justice*
- 8:45 – 10:15 am **2.2 FOI Redaction Overview & Exercises** – Best practices in redaction process - the physical process, and the “do's & don'ts” of the redaction process, including making sure the redactions cannot be reversed.
- *Karen Finnegan, EOUSA, Dept. of Justice*
- *All Faculty Members*

Friday, September 19 (Continued)

10:15 – 10:30 am Coffee Break – Foyer - Visit with Vendors!

10:30 – 11:45 am **BREAK OUT SESSIONS (Choose One)**

2.3 Privacy – Conditions of Disclosure Under the Privacy Act

A closer look at the 12 reasons a record may be released without an individual's authorization.

- *Ramona Oliver, NARA*

2.4 FOIA – Classified, Homeland Defense and Financial Information –

A more in-depth examination of the issues surrounding FOIA release in three specific areas, as they relate to FOIA Exemptions 1, 2, and 4.

- *Will Kammer, Dept. of Defense*

11:45 – 12:45 pm **Lunch – Grand C (Ballroom) -Enjoy Lunch with Colleagues and Visit with Vendors!**

12:45 – 2:15 pm **BREAK OUT SESSIONS (Choose One)**

2.5 Privacy – Privacy Act Processing –

Now that you have a request, what can you release?

Understanding the rulemaking contained in the PA systems of records notice and PA exemption rules.

- *Ramona Oliver, NARA*

2.6 FOIA – Privacy, Law Enforcement and Privileged Information –

An in-depth examination of the issues surrounding privileged information, personal privacy and law enforcement records, as they relate to FOIA Exemptions 5, 6, and 7.

- *Karen Finnegan, EOUSA, Dept. of Justice*

2:15 – 2:30 pm Break – Foyer - Visit with Vendors!

2:30 – 4:00 pm

2.7 Fees & Fee Waivers; Administrative Concerns; Question and Answer – The criteria for determining fees and fee waivers; administrative tips on how you can keep the process moving and what to do as you wait for other agencies' offices to respond; and your last chance to get answers to those lingering questions.

- *Rebecca Daugherty, Journalist*

- *Will Kammer, Dept. of Defense*

- *Anne D. Work, Office of Information and Privacy, Dept. of Justice*

4:00 -4:30 pm

2.8 Question &Answers

4:30 pm

Closing Remarks, Program Evaluations, Certificates of Attendance

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