



The American Society of Access Professionals, Inc.



**2009 ASAP  
FOIA/PRIVACY ACT TRAINING  
WORKSHOP  
September 21-23, 2009  
Sofitel Chicago Water Tower- Chicago, Illinois**

**Featuring Special Sessions on  
Records Management by Jason R. Baron  
and  
Department of Defense Procedures  
with Will Kammer and Sam Jenkins**

**THE PROGRAM:** The ASAP Workshop is a two and a half day intensive program specifically designed for those who are new to working with the FOI or Privacy Acts; those who have limited experience; those who deal with the Acts as an adjunct responsibility; or those who would benefit from an in-depth refresher course. This program is a crash course in both the concepts underlying the Freedom of Information and Privacy Acts and the nuts and bolts for making them work in government agencies. Attendees will listen to instruction and participate in practical application work sessions. Seasoned access professionals will lead training, inviting participants to ask questions. This workshop is set apart from other ASAP programs by the one-on-one time participants can have with the instructors. Most instructors will be available throughout the two and half days to answer specific questions from the individual participants.

**WHO SHOULD ATTEND:** This program is geared toward those who have limited experience in processing requests for federal government information, including newcomers, search coordinators, and paralegals. FOIA/Privacy Act professionals who feel the need of a refresher course, especially in light of changes, will also benefit greatly from the sessions.

**WHERE:** Sofitel Chicago Water Tower, 20 East Chestnut Street, Chicago, Illinois, 60611USA. Tel. (+1)312-324-4000; Fax (+1)312-324-4026. Please visit [www.sofitelchicagowatertower.com](http://www.sofitelchicagowatertower.com) for information about the hotel, surrounding area, and driving directions.

**HOTEL RATES, POLICIES AND RESERVATIONS:** The Sofitel is holding a block of sleeping rooms until **Thursday, August 27, 2009**, at the special rate of \$185 single/double occupancy per night. The rates are subject to applicable state and local taxes, which are currently 15.40%, and are subject to change without notice. Please note that federal employees are not exempted from state and local taxes. The group rate can also be applied three days prior and three days after the scheduled meeting dates, based upon availability.

After **August 27, 2009**, or if ASAP fulfills its sleeping room block **before August 27, 2009**, room reservations will be on a space/rate availability basis. Protect your sleeping room – reserve your room with the hotel early. Floor # 15 of the Sofitel has 16 smoking rooms. Please be certain to comply with the Sofitel’s smoking policy.

**Individual Hotel Reservations** – To make hotel reservations, please call the Sofitel at 312-324-4000 and reference the AMERICAN SOCIETY OF ACCESS PROFESSIONALS, INC. to ensure you receive the discounted group rate of \$185 per night, single or double occupancy.

If you are not able to reserve a room at our special rate at the Sofitel Hotel after August 27, please call the ASAP office, as we MAY be able to accommodate you.

Check-In / Check-Out - Check-in time is 3:00 pm on the day of arrival. Attendees may be checked in earlier depending upon occupancy levels and room availability. Check-out time is 12:00 pm on the day of departure. Departure extensions are based on availability, at hotel’s sole discretion and may be subject to additional charges.

Early Departure Fee –At check-in, each guest will have the opportunity to reconfirm his/her departure date. Any guest departing before the confirmed departure date will be assessed a one night charge.

Individual Cancellation – If you cancel your hotel reservation 24 hours **PRIOR** to the arrival date, this will result in charging the first night’s room and tax to your credit card.

Hotel Parking - Parking is available at the hotel at your expense. ASAP does not reimburse for parking. Current rates are \$33 for up to eight hours, \$47 for eight hours or more (overnight) with free in/out privileges.

**THINGS TO DO IN CHICAGO:** Visit <http://www.choosechicago.com/Pages/default.aspx> and see all the exciting happenings in Chicago. Check out the events calendar on the lower right hand side of the Chicago web site.

**HOW TO REGISTER FOR THE PROGRAM:** Telephone registrations are **not** accepted. Please complete the registration form and fax or electronically submit it to ASAP with your payment or SF-182 training authorization. **Registration forms without proper payment authorization will NOT BE ACCEPTED.** Credit card billing will take place prior to the program. Receipts will be emailed to the cardholders with successful transactions. ASAP reserves the right to close registration when space is filled. Persons registering in a timely fashion with completed authorizations or payment should check ASAP’s Web site at [www.accesspro.org](http://www.accesspro.org) for confirmation of registration acceptance, thereby eliminating the need to call the ASAP office. We require a 72-hour turnaround time on the posting of registrations. ASAP’s e-fax number is 202-216-9646 and the analog number is 202-216-0246.



**PROGRAM FEES & PAYMENT:** Registration is for the 2.5 day program. Registration fees include program materials, continental breakfasts, coffee breaks, and luncheons. (There is no lunch or afternoon coffee break on September 23).

- \$600 for ASAP members (\$650 after August 31)
- \$680 for nonmembers (\$730 after August 31)

Checks or money orders should be made payable to the American Society of Access Professionals. Government purchase orders, training payment authorizations, checks, cash, money orders, credit cards (Visa, MasterCard, American Express, IMPAC) and ACH payments are accepted. ASAP can provide written receipts.

ASAP’s federal ID # is 54-1152-815.	ASAP’s Dun & Bradstreet # is 184057818.
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ALL OTHER PAYMENTS SHOULD BE SENT TO American Society of Access Professionals, 1444 I Street, NW, Suite 700, Washington, D.C. 20005-6542.

***PROGRAM REGISTRATION CANCELLATION FEE AND CREDIT CARD CHANGES:***

- 1) All cancellations must be made in writing to the ASAP office. Sorry, no exceptions.
- 2) Cancellations received postmarked before August 29 will receive a refund minus a \$75.00 (US funds) administrative fee.
- 3) Cancellations received postmarked after August 28 and before September 9 will receive a refund minus a \$100.00 (US funds) administrative fee.
- 4) Cancellations received postmarked after September 8 are non-refundable.

5) In the event the registration fee is to be invoiced, the invoiced amount will reflect the correct applicable cancellation fee.

6) Substitutions are acceptable and should be submitted to the ASAP office in writing, if time allows. Differences in member and nonmember registration fees will be charged.

7) Organizations, agencies or persons submitting one credit card number for billing and then changing credit cards after billing is complete, will incur a \$40.00 reshelving fee to help defray the cost incurred by the extra transactions.

***DISCLAIMER NOTICE:*** Programs are subject to change. While ASAP endeavors to ensure that all its program materials are in accordance with the law and established U.S. Government policies, none of the procedures or policies presented in any ASAP training session or set forth in any ASAP publication should be considered official U.S. Government or U.S. Government Agency policy. Official policy is set forth in the appropriate directives and regulations governing each agency's activities. ASAP, its Board of Directors, Officers, employees or volunteers are not liable for any and all claims or actions that may be brought against them arising out of or relating to speaker presentations.

***DRESS CODE:*** Business or business-casual attire is appropriate. We strongly recommend bringing a sweater or light jacket. Meeting room temperatures vary and can be difficult to control.

***ADDITIONAL INFORMATION:*** Please read this information in its entirety. If you have additional questions, please call ASAP at 202-712-9054 between the hours of 9:00 am - 4:00 pm, Monday through Friday, Eastern Time.

***DEADLINES:***

**Hotel Reservations** by August 27 or until ASAP room block is filled. prior to September 2. Cancel hotel reservations directly with hotel at 312-324-4000. Please be certain to retain your hotel cancellation number.

**Program Registration** and all paperwork to ASAP by September 4 to avoid late registration fees. For program cancellation, please refer to the policy which is strictly enforced.

## Discussion Leaders

**Jason R. Baron** has served since the year 2000 as Director of Litigation for the National Archives and Records Administration, and is an internationally recognized speaker and author on the preservation of electronic records. Between 1988 and 1999, Mr. Baron served as trial attorney and senior counsel at the Department of Justice, defending the government's interests in complex federal court litigation, including in cases involving the preservation of White House email. He currently represents NARA on the Sedona Conference Working Group on Electronic Records Retention and Production, where he is a member of the Steering Committee and Editor-in-Chief of the *Sedona Best Practices Commentary on the Use of Search and Information Retrieval Methods in E-Discovery*, available at [www.thesedonaconference.org](http://www.thesedonaconference.org). He also is a founding co-coordinator of the National Institute of Standards and Technology TREC legal track (see <http://trec-legal.umiacs.umd.edu>), a multi-year international information retrieval project devoted to evaluating search issues in a legal context, as well as co-organizer of the First and Second International DESI Workshops (Discovery of Electronically Stored Information), held in Palo Alto in 2007, and in London in 2008, bringing together scientists, academics and lawyers to discuss e-discovery issues. Mr. Baron has been a Visiting Scholar at the University of British Columbia, where he taught cyberspace law, and is currently an Adjunct Professor at the University of Maryland's Graduate College of Information Studies. He also presently serves on the Georgetown University Law Center Advanced E-Discovery Institute Advisory Board. His co-authored article, *Information Inflation: Can the Legal System Adapt?*, available online at the RICHMOND JOURNAL OF LAW AND TECHNOLOGY, has been widely cited. Among his honors, Mr. Baron was recently named a recipient of the 2008 Fed 100 Award, sponsored by *Federal Computer Week*, for his e-discovery related advocacy. Mr. Baron received his B.A., *magna cum laude*, from Wesleyan University, and his J.D. from the Boston University School of Law.

**Samuel Jenkins** is Chief, Defense Privacy Office. The Defense Privacy Office performs multiple functions including developing policy, providing program oversight, and serving as the DoD focal point for Defense Privacy matters.

**Will Kammer** has been working with the Freedom of Information Act (FOIA) and Declassification fields since 1991. Mr. Kammer has served with the Department of Defense Directorate for Freedom of Information and Security Review (DFOISR) since October 1998, and was named Chief, FOIA Division in February 2000. While at DFOISR, he has developed and implemented FOIA policy, and managed the OSD/JCS FOIA program. Prior to joining DFOISR, Mr. Kammer served as a FOIA action officer in the Joint Staff from 1991-1995, and was responsible for developing and implementing the Joint Staff Automatic Declassification plan in 1996. He was the principal declassifying official for the Joint Staff Automatic Declassification program from 1996-1998. Mr. Kammer has been with the Department of Defense since 1984, serving as an Ammunition Surveillance Specialist with the Department of the Army, and as an Investigator with the Defense Investigative Service prior to joining the Joint Staff in 1991. Mr. Kammer served for two years as Director for the American Society of Access Professionals from 2003-04.

**Sharon Mar** is a Policy Analyst at the Office of Management and Budget.

**Ramona Oliver** is the National Archives and Records Administration's FOIA/PA Officer, within the Office of General Counsel. She began her career at NARA in 1993 as an archivist with the Special Access and FOIA Staff, where she was responsible for providing access to the records of the John F. Kennedy Assassination Records Collection and the records of various Independent Counsels. In 1998, Ms. Oliver transitioned to the Office of General Counsel where she assisted in the implementation of the FOIA agency-wide. She has participated in ASAP since 1996 and currently serves as a director on the ASAP Board of Directors.

**Frederick J. Sadler** (Fred) is currently serving as the acting Director of the Division of Freedom of Information, for the Food and Drug Administration (FDA), in the Office of the Commissioner, where he is responsible for administration of the Agency's FOIA program. Mr. Sadler served as ASAP president from January 2005 – December 2006.

**Caroline Smith** is currently an attorney with the Office of Information Policy (OIP) at the Department of Justice (DOJ). In this position, she handles FOIA litigation and adjudicates administrative appeals from responses by all component of the DOJ regarding access to records. She also provides guidance to agencies on questions pertaining to the application of the FOIA and she is involved in reviewing the DOJ's FOIA regulations for the purposes of revision. Ms. Smith currently serves as a director on the ASAP Board of Directors.

**Anne Weismann** serves as Citizens for Responsibility and Ethics in Washington's Chief Counsel. Prior to joining CREW, Ms. Weismann served as Deputy Chief of the Enforcement Bureau at the Federal Communications Commission, where she had responsibility for all of the Bureau's telecommunications matters. Before that, she worked in the Civil Division of the Department of Justice, where she served as an Assistant Branch Director with supervisory responsibility over banking litigation, housing litigation and, from 1995 until 2002, all government information litigation. This included litigation under the Freedom of Information Act, the Privacy Act, the Federal Advisory Committee Act and statutes governing federal and presidential records. Prior to that she worked in the Solicitor's Office at the Department of Labor. Ms. Weismann currently serves as a director on the ASAP Board of Directors.