

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

Monday, September 21

- 7:15 – 8:00 am Registration & Continental Breakfast – Visit with Vendors!
- 8:00 – 8:15 am Welcoming Remarks & Announcements
- 8:15 – 10:00 am **1.1 Freedom of Information Procedural Overview (NEW INFORMATION!)** – A thorough introduction to the requirements of the FOIA statute, to include the definition of an agency record, public reading rooms, and basic procedures, and how the administration of the Act has been affected by recent statutory amendments. There is a new focus on FOIA from the highest levels in our government with President Obama issuing a memorandum on FOIA on his first full day as president and Attorney General Eric Holder also issuing a memorandum on March 19, 2009. Learn what the significance of these memoranda has on your daily operations.
- *Will Kammer, Department of Defense*
- *Fred Sadler, CIPP/G, Food & Drug Administration*
- 10:00 – 10:15 am Coffee Break - Foyer - Visit with Vendors!
- 10:15-11:45 am **1.2 FOIA Exemptions Overview** – An overview of the nine exemptions within the FOIA that permit or require withholding of information.
- *Fred Sadler, CIPP/G, Food & Drug Administration*
- *Caroline Smith, Office of Information Policy, Department of Justice*
- 11:45 - 12:45 pm **Lunch –Enjoy Lunch with Colleagues and Visit with Vendors!**
- 12:45 – 2:45 pm **1.3 Privacy Act Overview (NEW INFORMATION!)** - The basic concepts of the Act, administrative considerations and responsibilities under the Act will be reviewed. There is talk of legislation, so a brief look at the possibilities will be included.
- *Sam Jenkins, Department of Defense*
- *Sharon Mar, Office of Management & Budget*
- 2:45 – 3:00 pm Break – 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*
- 4:00 – 4:15 pm **1.5 Questions and Answers on Today’s Sessions**
- *All Faculty*
- 4:15 – 4:30 pm **Daily Evaluations and Program Recesses**

Tuesday, September 22

- 7:30 – 7:55 am Continental Breakfast – Visit with Vendors!
- 7:55 – 8:00 am Announcements
- 8:00 – 9:15 am **2.1 Fees & Fee Waivers and Administrative Concerns:** 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.
- Will Kammer, Department of Defense
- Caroline Smith, Office of Information Policy, Department of Justice
- Anne Weismann, Citizens for Responsibility and Ethics in Washington
- 9:30 – 10:15 am **2.2 Fees and Fee Waivers Workshop (NEW!)** – Hands-on practice in determining a requester's fee category, which fees to charge a requester, and whether a fee waiver or reduction is appropriate.
- Fred Sadler, CIPP/G, Food & Drug Administration
- Will Kammer, Department of Defense
- 10:15 – 10:30 am Coffee Break – Foyer - Visit with Vendors!
- 10:30 – 12:00 noon **BREAK OUT SESSIONS (Choose One)**
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| 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.
- Sam Jenkins, Department of Defense | 2.4 FOIA – Classified and Homeland Defense Information
A more in-depth examination of the issues surrounding FOIA release in three specific areas, as they relate to FOIA Exemptions 1 and 2.
- Will Kammer, Department of Defense |
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- 12:00 – 1:00 pm **Lunch – Enjoy Lunch with Colleagues and Visit with Vendors!**
- 1:00 – 2:30 pm **BREAK OUT SESSIONS (Choose One)**
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| 2.5 Privacy – PA Processing (Working Session)
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
- Sharon Mar, Office of Management & Budget | 2.6 FOIA – Privacy and Privileged Information
An in-depth examination of the issues surrounding privileged information, personal privacy and Exemption 7's threshold requirements.
- Caroline Smith, OIP, Department of Justice |
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- 2:30 – 2:45 pm Break – Foyer - Visit with Vendors!
- 2:45 – 3:45 pm
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| 2.7 Ex. 4: A Very Comprehensive Look (NEW!)
The agency considerations and obligations in handling data submitted by business and government contractors are examined. Learn how to recognize trade secret and confidential, commercial information. This session also will focus on Submitter Notice under E.O. 12,600 and contracts.
- Fred Sadler, CIPP/G, Food & Drug Admin. | 2.8 Negotiations and Litigation Considerations
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. Learn what is involved in FOIA litigation from both sides – how it impacts you and what you can do to avoid litigation or make the process go more smoothly.
- Caroline Smith, OIP, Department of Justice
- Anne Weismann, CREW |
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- 3:45 - 4:00pm **2.9 Questions & Answers, Evaluations and Recess for Non DoD Registrants**
- 4:00 - 5:00pm **Special Department of Defense Session (NEW!)**
- Will Kammer and Sam Jenkins

Wednesday, September 23, 2009

- 7:30 – 7:55 am Continental Breakfast – Visit with Vendors!
- 7:55 – 8:00 am Announcements
- 8:00 – 9:30 am **3.1 Records Management: It's Not Just The Same Old Story! (NEW!)** - What is the definition of a federal record? Is your agency in compliance with NARA records management standards? Are there new ways of approaching records management? What is E-Discovery and will it impact how your agency maintains records? Learn the answers to these questions and more!
- Jason R. Baron, National Archives and Records Administration
- 9:30 – 9:45 am Coffee Break – Last Opportunity to Visit with the Vendors
- These sessions are “working sessions.” Sharpen your pencils, roll up your sleeves and get ready to apply your knowledge to real problems.*
- 9:45 – 10:30 am **3.2 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.
- Fred Sadler, CIPP/G, Food & Drug Administration
- All Available Faculty
- 10:30 - 11:45 am **3.3 FOIA Exemption Workshop (NEW!)** – Hands-on practice in applying the FOIA exemptions to different types of documents.
- Fred Sadler, CIPP/G, Food & Drug Administration
- All Available Faculty
- 11:45 – 12:00 noon **3.4 Questions & Answers – Your last chance to get the answers to your burning questions!**
- 12:00 noon **Daily Evaluations, Program Ends, Certificates of Attendance are Available**

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