ASAP

American Society of Access Professionals, Inc.
Celebrating 35 Years!

8th Annual National Training Conference
July 27-29, 2015
Renaissance Capital View Hotel - Arlington, Virginia
(Revised 072315)

Sunday, July 26

7:00 pm-9:00 pm   Program Registration – An opportunity for our hotel guests to check in with ASAP registrars and avoid the morning rush.

Monday, July 27

7:30 am-4:00 pm   Program Registration - Check in with ASAP Registrars– Salon Ballroom Registration Area

7:30 am-9:15 am   Morning Refreshments – Salon Ballroom Foyer

8:00 am-9:00 am   **Session 1.01 Bonus Class - Legislation Update**
How will the new Congress impact your job? Congressional staffers offer this update with unique insight into pending or recent legislation.
- *Lauren Barlow, Legislative Counsel, Senate Committee on the Judiciary*
- *Chanda Betourney, Senior Counsel, Senate Committee on the Judiciary*
- *Krista Boyd, Counsel/Deputy Director of Legislation, House Committee on Oversight and Government Reform*
- *Katy Rother, Counsel, House Committee on Oversight and Government Reform*

9:15 am-9:30 am   Welcome, Announcements and Introductions – Amy Bennett, ASAP President

9:30 am-10:45 am   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 1.02 **Basic/Refresher Track - FOIA**	**Session 1.03** **Basic/Refresher Track – Privacy**	**Session 1.04** **Intermediate/Advanced Track –**
FOIA Procedural Overview This is the perfect starting point for newcomers and those seeking to refresh their grasp of the Act's requirements. Included is discussion of the key procedural elements of the statute and a summary of its exemptions. This session ensures that you have a basic working knowledge of the FOIA and will provide a strong foundation for growth. *-Carmen Mallon, OIP, Dept. of Justice* *-Stephanie Carr, Dept. of Defense*	**The Privacy Act of 1974 Overview** A great basic or refresher overview featuring the scope of the Act; policy objectives; what has changed since its inception; its impact on how we conduct business; systems of records notices; exemptions and administrative considerations. *-Alex Tang, Federal Trade Commission* *-Jonathan Cantor, Dept. of Homeland Security*	**NEW!** **Litigation: Procedures and Requirements** Once a FOIA lawsuit is filed there are a number of steps that need to be taken. Here's an overview of what needs to be done, how to do it, and when to do it. *-Brent Evitt, Defense Intelligence Agency*

10:45am-11:00 am   Refreshment/Stretch Break – Visit with ASAP Sponsors

11:00 am-12:15 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 1.05
Basic/Refresher Track - FOIA

FOIA: The Nine Exemptions Overview
This session discusses in general the nine exemptions, their applications, and sets the stage for additional sessions on individual exemptions. This session ensures that you have a basic working knowledge of the FOIA and will provide a strong foundation for growth.
-Bobby Talebian, OIP, Dept. of Justice
-Anne Weismann, Campaign for Accountability

Session 1.06
Basic/Refresher Track – Privacy

SORNs and PIAs
The E-Gov Act has made Privacy Impact Assessments a part of everyone's life. Just what is a PIA and how does it fit into the government's responsibilities and activities? How exactly does it complement a SORN? What does a PIA deliver that a SORN fails to capture? What are the roles of a Program Manager in helping to build these documents? Who takes a role in helping update these documents, and when? This session is sure to provide you comprehensive knowledge and implementation know-how for the two key privacy law requirements.
-Debra Danisek, Dept. of Homeland Security

Session 1.07
Intermediate/Advanced Track – FOIA/PRIVACY

What's New in Case Law? (NEW INFORMATION)
Learn more about recent developments in FOIA and Privacy case law and how it could affect your policies.
-Scott Hodes, Attorney-at-Law
-Harry Hammitt, Access Reports

12:15 pm-1:45 pm   Lunch – On Your Own

1:45 pm-3:00 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 1.08
Basic/Refresher Track – FOIA

Fee Categories and Other Administrative Matters
Fee categories confuse even the most seasoned FOIA requesters and processors. Learn the criteria for determining fee categories, i.e., where do bloggers fit, and factors in deciding fee waiver requests. You will also learn administrative tips on how to keep the process moving and what to do as you wait for other agencies' offices to respond.
-Ginger McCall, Dept. of Labor
-Marilyn Cunningham, OIP, Dept. of Justice

Session 1.09
Basic/Refresher Track – Privacy

Privacy Act: Processing and Conditions of Disclosure
Now that you have a request, what can you release? This session will help you understand systems of records notice and exemption rules; and the 12 reasons a record may be released without an individual's authorization.
-Jonathan Cantor, Dept. of Homeland Security
-Alex Tang, Federal Trade Commission

Session 1.10
Other/Specialty/Niche Track-FOIA

Records Management
Exactly, what is a federal record and what is "Records Management?" Explore the life cycle of a record and gain an understanding of how to treat drafts, emails, and other matters including disposition schedules. This session also delves into the Managing Government Records Directive, Presidential memorandum and Capstone.
-Ramona Oliver, Dept. of Labor
-Rob Martin, Dept. of Agriculture

3:00 pm-3:15 pm   Refreshment/Stretch Break – Visit with ASAP Sponsors

3:15 pm-4:30 pm	**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 1.11 Basic/Refresher Track – FOIA	Session 1.12 Basic/Refresher Track – FOIA/Privacy	Session 1.13 Intermediate/Advanced Track
Exemptions 2, 3 & 7(A),(B),(D),(E),(F) This session will explore internal personnel and practices exemptions, statutory exemptions, and law enforcement exemptions in depth. *-Sean O'Neill, OIP, Dept. of Justice*	**FOIA and the Privacy Act Interface** This session explores **t**he complex relationship between the Privacy and the Freedom of Information Acts: when to apply the statutes, where they dovetail, and where they diverge. This also includes a discussion of the issues affected by both Acts. *-Ramona Oliver, Dept. of Labor*	The originally scheduled session on technology has been cancelled. A new session may be scheduled, if time permits.

4:30 pm	Daily Program Ends - Return daily evaluations, Certificates issued for July 27 only attendees

Tuesday, July 28

7:30 am-4:00 pm	Program Registration for Tuesday/Wednesday Registrants – Salon Ballroom Registration Area
7:30 am-9:15 am	Morning Refreshments – Salon Ballroom Foyer
7:55 am-8:00 am	Welcome and Introductions – Amy Bennett, ASAP President

8:00 am-9:00 am	**Session 2.00 Bonus Class – Historical, Precedent Setting Litigation (Landmark Decisions)** There are more than 500 court decisions on issues concerning agency FOIA implementation, but only a few have truly defined how we administer the statute. This session looks at some of those critical decisions, and provides another foundation for truly understanding the FOIA. *- Miriam Nisbet, former Director, Office of Government Information Services, NARA* *- Anne Weismann, Campaign for Accountability*

9:00 am-9:15 am	Morning Refreshments Available – Salon Ballroom Foyer

9:15 am-10:00 am	**Session 2.01 Hot Topics in Open Government and Government Information** Over the last several years, the Administration has launched a wide variety of open government initiatives. Agency open government plans, enterprise data inventories, commitments to modernize the administration of FOIA and records management in the US National Action Plans, and many other initiatives have had a great that effect on agency FOIA operations and the treatment of government information. Learn what has changed in the last few years and gain a perspective on "things to come." *- Miriam Nisbet, Former Director, Office of Government Information Services, NARA* *- Corinna Zarek, Executive Office of the President*

10:05am-10:50 am	**Session 2.02 Improving the Process through Dialogue** Various requesters share their perspectives with agency folks on how to make the process be a win-win. Moderator: Amy Bennett *- Katie Townsend, Litigation Director, Reporters Committee for Freedom of the Press* *- To Be Confirmed*

10:50 am-11:05 am	Stretch/Refreshment Break

11:05 am-12:20 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 2.03
Intermediate/Advanced Track – FOIA

Exemption 5: Privileged Information
This session will discuss the elements and privileges incorporated in Exemption 5, including threshold requirements, and the elements of the deliberative process, the attorney-client, and the attorney work product privileges.
- Brent Evitt, Defense Intelligence Agency

Session 2.04
Intermediate/Advanced Track– Privacy

Writing/Using Privacy Act Statements
You've just learned of a collection of personally identifiable information that doesn't contain a Privacy Act Statement (PAS). Do you know when a PAS is required and how to write one if you need to? Building on the information on SORNs provided in Privacy Act Overview, in this session you'll learn how to use a System of Records Notice to write a strong PAS along with other useful tips for writing effective PASs.
-Sarah English, Dept. of Defense
-Lindsay Lennon, Dept. of Homeland Security

Session 2.05
Other/Specialty/Niche Track

Backlogs
Some agencies have been very successful in reducing their backlogs. Representatives will discuss what methods and resources worked for them.
-Sarah Kotler, Food and Drug Administration
-To be Confirmed

12:20 pm-1:45 pm   Lunch – On Your Own

1:45 pm-3:00 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 2.06
Intermediate/Advanced Track – FOIA

Business Information: Exemption 4
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 focuses on Submitter Notice under E.O. 12,600 and contracts.
-Sarah Kotler, Food and Drug Administration

Session 2.07
Intermediate/Advanced Track– Privacy

Breaches & Remediation
Flip on the news. Another massive breach suffered at a major retailer. What was taken? Personally identifiable information such as credit card numbers and addresses. Major health insurers and government security clearance providers hacked as well. Security threats and vulnerabilities abound. Is your agency next? Learn habits that will promote a secure environment for Personally Identifiable Information (PII), and gain a basic knowledge of protocols and best practices for breach responses and mitigating loss of PII.
-Kate Claffie. CBP, Dept. of Homeland Security

Session 2.08
Other/Specialty/Niche Track

NEW! FOIA Public Liaisons
FOIA Public Liaisons are critical to improving customer service and putting dispute resolution skills into practice in the FOIA world. However, there is no handbook that can help a FOIA Public Liaison figure out their duties or the best strategies for achieving their goals. Our panel of experts will discuss how the position can help improve an office's FOIA process and best practices for FOIA Public Liaisons.
-Marty Michalosky, Consumer Financial Protection Bureau
-Carmen Mallon, OIP, Dept. of Justice

3:00 pm-3:15 pm   Stretch/Refreshment Break

3:15 pm-4:30 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 2.09
Intermediate/Advanced Track – FOIA

Privacy and the FOIA: Exemptions 6 and 7(C)
An examination of the protections provided by FOIA Exemptions 6 and 7(C) for personal information in general government and investigative files. This session will help you understand what is considered private information in your agency's records, and how it is balanced against the public interest.
-Jim Hogan, Dept. of Defense

Session 2.10
Intermediate/Advanced Track– Privacy

NEW! Privacy Oversight
Now that all the Privacy Impact Assessments and Systems of Records Notices are complete, is the privacy work done? Have things changed without anyone telling you? What happens when a Program Manager was not entirely forthcoming about major privacy risks? Are there hidden risks, and what can you do to review and help programs be more transparent? Learn more about the importance of a strong and effective oversight program as a component of a top tier privacy program, and see how much more there is to privacy than just PIAs, SORNs, and breaches.
-Kellie Riley, Dept. of Homeland Security

Session 2.11
Other/Specialty/Niche Track

NEW! The OGIS Review Program
The Office of Government Information Services (OGIS) is mandated by statute with reviewing agency compliance with the FOIA. OGIS carries out this mission in a variety of way, including commenting on proposed FOIA regulations, making suggestions on template letters and language for FOIA websites, and reviewing oversight reports. Recently OGIS launched a new portion of its review program: agency assessments. During an agency assessment, OGIS uses a variety of methods to better understand an agency's FOIA program and then make suggestions based on their knowledge of best practices. Panelists will discuss OGIS' review program and how the office can assist agencies and requesters.
-Kirsten Mitchell, OGIS
-Amy Bennett, OGIS

4:30 pm   Daily Program Ends - Return daily evaluations, Certificates issued for July 27-28 only attendees

5:00 – 7:00 pm   **NEW!** Social Networking Hour – Site – To Be Announced

Wednesday, July 29

7:30 am-4:00 pm   Program Registration for Wednesday Only Registrants – Salon Ballroom Registration Area

7:30 am-9:15 am   Morning Refreshments – Salon Ballroom Foyer

7:55 am-8:00 am   Welcome and Announcements – Amy Bennett

8:00am-9:00am   **Session 3.01 Bonus Class – Referrals**
When processing FOIA requests, responsive records may have originated with another agency, or component, or be of interest to another agency. So when do you refer or consult with the originating agency? How do you track that record or response efficiently and ensure consistency of responses?
-Lindsay Roberts, Office of Information Policy, Dept. of Justice
-Fred Sadler, Consultant (Retired, Food & Drug Administration)
-Nate Jones, National Security Archive

9:00 am-9:15 am   Special Announcements – Amy Bennett

9:15 am-9:30 am   Morning Refreshments Available – Salon Ballroom Foyer

9:30 am-10:45 am   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 3.02
Intermediate/Advanced Track – FOIA

Defense, Foreign Relations & Classified Information: Exemption 1
FOIA requests for documents containing classified national security information will be covered in detail. You will gain an understanding of FOIA's emphasis on disclosure with protecting classified national security information. An MDR overview will also be covered.
- Nate Jones, National Security Archive
- Jim Hogan, Dept. of Defense

Session 3.03
Intermediate/Advanced Track –Privacy

Privacy Act Scenarios
Instructors will walk you through various scenarios and help you determine what the correct course of action should be.
-Ramona Oliver, Dept. of Labor
-Jonathan Cantor, Dept. of Homeland Security
-To Be Confirmed

Session 3.04
Other/Specialty/Niche Track

NEW INFORMATION! Social Media on FOIA/Privacy and Records (Cloud, Big Data, Mashing)
What are your obligations for preserving Tweets, Facebook postings, web pages and forms that have captured public comments, etc.? How do you do this and perform search and response? How should you treat internal use of collaboration tools? Learn this and more!
-Hannah Bergman, National Archives and Records Administration
-Lisa Haralampus, National Archives and Records Administration

10:45am-11:00 am   Stretch/Refreshment Break

11:00 am-12:15 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 3.05
Intermediate/Advanced Track – FOIA

Redaction Workshop – Part I of II
This is a special session that continues at 1:15 pm.
Best practices in redaction process: the physical process, and the "do's & don'ts" of the redaction process, including making sure that the redactions cannot be reversed.
-Fred Sadler, Consultant (former FDA)
-Will Kammer, Consultant (former DoD)

Session 3.06
Intermediate/Advanced Track– Privacy

Privacy Issues – Ask the Experts
This is a session with various assembled privacy and Privacy Act experts. It affords you the perfect opportunity to ask specific questions with agencies' foremost legal and policy experts. Everyone in the room will have needs concerning privacy so your questions and the answers will benefit all.
-Jonathan Cantor, Dept. of Homeland Security
-To Be Confirmed
-To Be Confirmed

Session 3.07
Other/Specialty/Niche Track

NEW! Demystifying Data
The recent decision to release agency enterprise data inventories and the growing interest in opening up data for the public are likely to contribute to a greater number of FOIA requests for data in the coming years. How can FOIA professionals best meet the demand and release the information in a way that makes it usable for the public, without unduly using FOIA resources?
-Sean Vitka, Sunlight Foundation
-Jaime Berryhill, Ofc. of E-Government, OMB

12:15 am-1:45 pm   Lunch – On Your Own

1:45pm-3:00 pm   **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

Session 3.05*
Intermediate/Advanced Track – FOIA

Redaction Workshop – Part II of II
With Fred Sadler and Will Kammer

Continued from the 10:45 am time frame.

Session 3.08
Intermediate/Advanced Track

NEW! Privacy Advocacy – Internal and External
It is common to feel some frustration in the field of privacy. New technologies and ways to approach agency programs often come loaded with privacy risk. In our very dangerous world, the need to share information between agencies is constantly growing. How can you manage all of that? Privacy Impact Assessments and Systems of Records Notices are one piece of the puzzle, but what else can you do? If you want to know the answer to how to advocate internally and externally about privacy, even in the most sensitive of programs, then this is the session for you.
-Kellie Riley, Dept. of Homeland Security
-To Be Confirmed

3:00 pm-3:15pm   Stretch/Refreshment Break

3:15 pm-4:30pm   **Session 3.09 Agency Breakouts/Ask the Expert**
Perhaps the most popular feature of the NTC, breakout sessions by agency will be organized <u>based on the program attendance</u>. All attendees are expected to attend their specific agency session. There will also be a session for "non-specific" so that all can attend a session.
- Ask the Expert (Non-specific Agency) – Christina Troiani, OIP, Dept. of Justice
- Bureau of Reclamation – Debbie Suehr
- Department of Defense – Jim Hogan
- Department of Energy – Alexander "Chris" Morris
- Department of Homeland Security - TBD
- Dept. of Veterans Affairs – Jeff Parrillo, To be Confirmed

4:30 pm   Daily Program Ends - Return Daily Evaluations, Certificates of Completion Issued