



2017 ASAP FOIA/PRIVACY ACT TRAINING WORKSHOP September 6-8, 2017 - Sofitel Chicago Water Tower - Chicago, Illinois

Revised 8/25/17

ICRM Certification Maintenance Credit – 17 Hours; Illinois MCLE – Pending; ASAP is on the IAPP List of Preferred Providers

SPECIAL FEATURE! A table of experts will be available throughout the Workshop for one-on-one questions and answers for the registrants.

Tuesday, September 5 – Ballroom Foyer

7:30 pm–9:00 pm Registration – Avoid the morning rush: check-in with ASAP registrars and pick up your meeting materials

Wednesday, September 6 – Grand Ballroom (*Instructors appear in their individual capacities*)

7:30-8:00 am Registration & Morning Coffee – Visit with the ASAP Sponsors!

8:00-8:15 am Welcoming Remarks & Announcements – Scott Hodes, ASAP Immediate Past President

8:15-9:45 am Session 1.1 Freedom of Information Act Procedural Overview

This session is 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 statutory amendments.

- Scott Hodes, Scott A. Hodes, Attorney at Law

- Kellie Robinson

9:45-10:00 am Coffee Break - Foyer - Visit with ASAP Sponsors!

10:00-11:30 am Session 1.2 FOIA Exemptions Overview

This session will provide an overview of the FOIA's nine exemptions, which is intended to provide you with the basic elements of each exemption.

- Ramona Oliver, Department of Labor

- Dick Huff, Consultant (Ret., Office of Information Policy, Department of Justice)

11:30-12:30 pm Lunch –Enjoy Lunch with Colleagues and Visit with Sponsors!

12:30-1:45 pm Session 1.3 Privacy Act Overview

This session will review the basic concepts of the Act, administrative considerations, and responsibilities under the Privacy Act.

- Mike Reheuser, Department of the Army

1:45-2:00 pm Coffee Break - Foyer - Visit with ASAP Sponsors!

2:00-3:00 pm Session 1.4 Privacy Act: Processing and Conditions of Disclosure

Now that you have a request, what can you release? This session will help you understand the twelve exceptions to the presumption of no disclosure without consent.

- Ramona Oliver, Department of Labor

- Kellie Robinson

3:00-3:15 pm Stretch Break - Visit with ASAP Sponsors!

3:15-4:30 pm Session 1.5 Fee Categories and Other Administrative Matters

You will learn the criteria for determining fee categories, i.e., where do bloggers fit, and the factors to consider in deciding fee waiver requests. You will also learn administrative tips on how you can keep the process moving and what to do as you wait for other agencies' offices to respond.

- Scott Hodes, Scott A. Hodes, Attorney at Law

- Dick Huff, Consultant (Ret., Office of Information Policy, Department of Justice)

4:30 pm Daily Evaluations and Program Recesses

Thursday, September 7 *(Instructors appear in their individual capacities)*

7:30-7:55 am Morning Coffee – Foyer - Visit with Sponsors!

7:55-8:00 am Announcements in Respective Meeting Rooms

8:00-9:15 am BREAK OUT SESSIONS (Choose One)

Session 2.1 –Grand Ballroom

Exemption 5: Privileged Information

This session will discuss the elements and privileges incorporated in Exemption 5, to include the threshold requirements, and the elements of the deliberative process, the attorney-client, and the attorney work product privileges.

- *Scott Hodes, Scott A. Hodes, Attorney at Law*

Session 2.2 –Cannes Room

Systems of Records Notices (SORNs) and Privacy Impact Assessments (PIAs)

Now that you have a broad overview of the Privacy Act, it's time to delve into the two key elements of the Act. This session provides practical explanations how a SORN is constructed, how it should be read and interpreted, and how all of the pieces fit together. It also delves into what is a PIA and how it fits 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? This session is sure to provide you comprehensive knowledge and implementation know-how for the two key Privacy Act requirements.

- *Kellie Robinson*

- *Dick Huff, Consultant*

9:15-9:30 am Coffee Break - Foyer - Visit with ASAP Sponsors!

9:30-10:45 am BREAK OUT SESSIONS (Choose One)

Session 2.3 –Grand Ballroom

FOIA – The Personal Privacy Exemptions: 6 & 7 (C)

This session includes an in-depth examination of the issues surrounding the balancing of personal privacy interests and the public interest as well as Exemption 7's threshold requirements.

- *Dick Huff, Consultant*

Session 2.4 –Cannes Room

Breaches and Remediation

OMB Memo M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information establishes policy for Federal agencies to prepare for and respond to a PII breach. Assessing and mitigating the risk of harm and guidance on how to provide notification and services to affected individuals will be discussed.

- *Mike Reheuser, Dept. of the Army*

10:45-11:00 am Coffee Break - Foyer - Visit with ASAP Sponsors!

11:00-12:15 pm BREAK OUT SESSIONS (Choose One)

Session 2.5 –Cannes Room

FOIA – Defense, Foreign Relations & Classified Information: Exemption 1

You will cover everything you ever wanted to know about handling FOIA requests for documents containing classified national security information and the application of Ex. 1. Speakers will also discuss the interplay of FOIA's emphasis on disclosure with protecting classified national security information.

- *Mike Reheuser, Dept. of the Army*

- *Scott Hodes, Scott A. Hodes Attorney at Law*

Session 2.6 –Grand Ballroom

Records Management Overview

This session will provide a broad overview of records management: what you need to be doing. 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!

- *Ramona Oliver, Dept. of Labor*

12:15-1:30 pm Group Lunch – Foyer - Enjoy Lunch with Colleagues and Visit with Sponsors!

1:30-2:45 pm BREAK OUT SESSIONS (Choose One)

Session 2.7 –Grand Ballroom

Exemption 4: A Very Comprehensive Look

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 processing contracts.

- *Scott Hodes, Scott A. Hodes, Attorney at Law*
- *Ramona Oliver, Dept. of Labor*

Session 2.8 –Cannes Room

PRIVACY – Where the Rubber Hits the Road

This session explains how you can help your privacy program work including considerations in balancing competing needs, dealing with scarce resources, and educating others about the importance of Privacy.

- *Kellie Robinson*

2:45-3:00 pm Coffee Break - Foyer - Visit with ASAP Sponsors!

3:00-4:30 pm Session 2.9 –Grand Ballroom

Interface: Privacy & FOIA

Learn about the complex relationship between the statutes and the issues affected by both Acts.

- *Ramona Oliver, Dept. of Labor*
- *Mike Reheuser, Dept. of the Army*

4:30 pm Daily Evaluations and Program Recesses

Friday, September 8 – Grand Ballroom (*Instructors appear in their individual capacities*)

7:30-7:55 am Morning Coffee – Foyer - Visit with Sponsors!

7:55-8:00 am Announcements – Scott Hodes, ASAP Immediate Past President

8:00-8:45 am Session 3.1 Appeals, Litigation and Working with Your General Counsel

Preparing for an administrative appeal and things to keep in mind when the request becomes the subject of litigation and working with your agency General Counsel in these matters.

- *Scott Hodes, Scott A. Hodes, Attorney at Law*
- *Ramona Oliver, Department of Labor*

8:45-11:30 am Session 3.2 FOIA Exemptions Redaction Workshop

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.

- *Mike Reheuser, Department of the Army*
- *Dick Huff, Consultant*
- *Kellie Robinson*

9:45-10:00 am Coffee Break - Foyer - Visit with ASAP Sponsors! – LAST CHANCE

10:00-11:30 am Session 3.2 FOIA Exemptions Redaction Workshop - CONTINUED

11:30 am Closing Remarks - Daily Evaluations, Program Ends, Certificates of Attendance are Available

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