



American Society of Access Professionals  
**15<sup>th</sup> Annual National Training Conference**  
**July 19-21, 2022**

**Renaissance Capital View Hotel - Arlington, Virginia**

Sessions, Instructors and Room assignments are subject to change  
Some speakers appear in their personal capacities

**Monday, July 18**

7:30 pm-9:00 pm ASAP Program Registration/Help Desk – 2<sup>nd</sup> Floor, Salon Ballroom Area  
- An opportunity for our hotel guests to avoid the morning rush.

**Tuesday, July 19**

7:30 am-4:30 pm ASAP Program Registration/Help Desk – 2<sup>nd</sup> Floor, Salon Ballroom Area  
- Check in with ASAP Registrars (Only check in one time for all days in attendance)

7:30 am-9:30 am Morning Refreshments – Salon Foyer – Visit with Sponsors

7:55 am-8:00 am **Welcome and Introductions for Bonus Class – ASAP President Ryan Mulvey – Salon 4**

8:00 am-9:00 am **BONUS CLASS - Session 1.01 – Salon 4**

**ASAP Certification Update**

Certification Committee Chair Karen Meyers will highlight steps that have been taken, the current status of the program, and next steps.

8:00 am – 9:15 am **Special Breakout – Department of Veterans Affairs – Salon 1-3**

9:20 am-9:30 am **Welcome & Announcements – ASAP President Ryan Mulvey - Salon 4**

9:30am-9:50 am

**Special Presentation**

**Lifetime Achievement Award – presented to**

**The Honorable Patrick J. Leahy**

**Accepted by Rajiv Venkataramanan, Chief Counsel**

10:00am-10:45 am

**Session 1.02 – Salon 4**

**One Stop Shop **NEW!****

A panel of FOIA professionals who lead combined FOIA/Privacy/Records Management/Information Governance programs will discuss the advantages, disadvantages, specific challenges, and tips for other agencies wishing to reorganize and break down silos.

*-Brent Evitt, Department of Defense*

**10:45 am-11:00 am**

Refreshment/Stretch Break – Salon Foyer – Visit with Sponsors

11:00 am-12:15 pm

**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 1.03 – Salon 4**

**Basic/Refresher Track - FOIA**

**FOIA Processing: Key Procedural Elements**

Instructors will discuss the key procedural elements of the statute including those under the FOIA Improvement Act of 2016. This session will provide a strong foundation for growth and is perfect for newcomers, those seeking a refresher.

*-Stephanie Carr, Dept. of Defense*

*-Camille Aponte-Rossini, Office of Personnel Management*

**Session 1.04 – Salon 1-3**

**Basic/Refresher Track – Privacy**

**The Privacy Act of 1974: Scope, Disclosure and Requirements**

Allegations of governmental abuse led Congress to pass the Privacy Act in 1974. The Act's purpose is to balance the Government's need to maintain information about individuals with protecting the rights of those individuals from unwarranted invasion of privacy. This session will cover the basic policy objectives of the Act and compliance; an overview of disclosure of records with and without consent; and agency requirements including civil remedies and criminal penalties. This session is a great foundation course and can also be used as the perfect refresher.

*-Viki Halabuk, Dept. of Defense, PCLT*

**Session 1.05 – Salon 5-7**

**Other/Specialty/Niche Track**

**What to Expect in FOIA Litigation**

What happens once a FOIA lawsuit is filed? How do you even learn that your agency has been sued and what your duties and obligations are? The instructors will detail what needs to be done, how to do it and when to do it. You will come away with an understanding of administrative remedies, discovery, Vaughn indices, declarations, duty to segregate, waiver of exemptions in litigation, attorney fees, and much, much more.

*-Korrina Stewart, Dept. of Homeland Security*

*-Katie Townsend, Reporters Committee for Freedom of the Press*

12:15 pm-1:45 pm

Lunch – On Your Own (Have extra time? – Visit with Sponsors)

1:45 pm-3:00 pm

**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 1.06 – Salon 1-3**

**Basic/Refresher Track - FOIA**

**FOIA Exemptions: One to Nine**

Classified information. Business or proprietary information. Attorney-Client privilege. Attorney work product. Investigatory records. Pre-decisional information. Agency regulations and procedures. Discretionary exemptions. What do the FOIA's nine exemptions cover and how are they applied? This session provides an overview understanding of each exemption and whether you can use discretion in its application. It is a perfect foundation course that is complemented by other sessions that delve into the specific exemptions.

*-Brent Evitt, Defense Intelligence Agency*

*-Martha Murphy, National Archives and Records Administration*

**Session 1.07 – Salon 5-7**

**Basic/Refresher Track – Privacy**

**Privacy Act: Individual Access to Records**

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

*-Tracy Rogers, Dept. of Defense, PCLT*

**Session 1.08 – Salon 4**

**Other/Specialty/Niche Track-FOIA**

**What's *New* in FOIA Case Law?**

This session will provide an "up to the minute" review of recent rulings in FOIA cases. Cases will be correlated to the specific FOIA requirement and review the decisions with tips on their impact for FOIA processing.

*-Dick Huff, Consultant*

3:00 pm-3:15 pm

Refreshment/Stretch Break – Salon Foyer – Visit with Sponsors

3:15 pm-4:30 pm

**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 1.09 – Salon 5-7**

**Basic/Refresher Track – FOIA**

**Exemption 1: Protecting National Security Information**

Protecting classified national security information has been a newsmaker in recent months. Public interest continues to increase, and that translates into complex FOIA requests. In this session you will gain an understanding of how a disclosure statute—FOIA—also protects classified national security information. An overview of the Mandatory Declassification Review process, which differs from the FOIA de-class process, also will be covered.

*-Kellie Robinson, Dept. of State*

*-Stephanie Carr, Dept. of Defense*

**Session 1.10 – Salon 4**

**Advanced Track – Skills for Success**

**NEW!**

How do you rise through the ranks? This panel of seasoned pros will offer tips on how to navigate the changing workplace while honing executive skills and cultivating broad perspectives in the quest for Senior Executive Service.

*-Charlene Wright Thomas, Consultant*

*-Brent Evitt, Defense Intelligence Agency*

*-Karen F. Meyers, Koniag Government Services*

**Session 1.11 – Salon 1-3**

**Other/Specialty/Niche Track-FOIA**

**Defining a Federal Record**

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 and understanding the definition of a record in the Federal Records Act versus the FOIA

*-Lisa Haralampus, NARA*

4:30 pm

**Daily Program Ends - Return daily evaluations, Certificates issued for July 22 only attendees**

**Wednesday, July 20**

7:30 am-4:30 pm

ASAP Program Registration/Help Desk – 2<sup>nd</sup> Floor, Salon Ballroom Area

- Check in with ASAP Registrars (Only check in one time for all days in attendance)

7:30 am-9:30 am

Morning Refreshments – Salon Foyer – Visit with Sponsors

7:55 am-8:00 am

**Welcome and Introductions for Bonus Class – ASAP President Ryan Mulvey**

8:00 am-8:45 am

**BONUS CLASS – Session 2.01 – Salon 4**

**Innovations in State Laws**

State and local governments process requests for public records under statutes that are often modeled on, but not exact matches to, the federal FOIA. Presenters will discuss how various state and local laws are similar to and different from federal FOIA and share their insights into trends that are emerging in access laws at the state and local level.

*-Adam Marshall, Reporters Committee for Freedom of the Press*

*-Megan Shannon, Offit Kurman*

8:45 am-8:55 am

Stretch Break – Please be back in five minutes

8:55 am-9:00 am

**Welcome, Announcements and Introductions – ASAP President Ryan Mulvey**

9:00 am-9:40 am

**Session 2.02 – Salon 4 KEYNOTE ADDRESS**

**The Role of the Office of Information Policy – Bobak Talebian**

Director Bobby Talebian will review the role of the Office of Information Policy, highlight the new Attorney General [FOIA Guidelines](#) and the proper implementation of the FOIA, best practices and resources for agencies. Time permitting, the Director will also take audience questions.

9:40 am – 10:00 am

**Stretch Break**

10:00 am-11:00 am **Session 2.03 – Salon 4**  
**The Requesters**  
 Always a popular session, requesters share their perspectives, motivations and stories on how FOIA makes a positive difference and offer tips for successful requests followed by audience questions.  
*-Kirsten Mitchell, Moderator, NARA, Office of Government Information Services*  
*-Ryan Mulvey, Americans for Prosperity Foundation*  
*-Jeremy Lewis, (Ret.) Former Professor of Political Science and Author*  
*-Mark Walker, New York Times*

11:00 am-11:15 am Refreshment/Stretch Break – Salon Foyer – Visit with Sponsors

11:15 am-12:30 pm **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 2.04 – Salon 5-7**  
**Intermediate/Advanced Track – FOIA Exemptions 6 and 7(C): The Privacy Interest**

Exemptions 6 & 7(C) are the FOIA’s key privacy exemptions and the most used exemptions. In this session, you will learn about the protections provided for personal information in general government and investigative files. It will help you understand what is considered private information in your agency’s records, and the factors for balancing it with the public interest. You will also learn about categorical withholding and segregation.

*-Matt Pollack, Dept. Of Homeland Security, CBP*

*-Marianne Manheim, Dept. of Health and Human Services, NIH*

**Session 2.05 – Salon 1-3**  
**Intermediate/Advanced Track– Privacy Privacy Scenarios**

Put your privacy knowledge to use in this interactive session where instructors walk you through various scenarios and help you determine what the correct course of action should be. This has proven to be a very popular session over the last several years.

*-Kellie Robinson, Dept. of State*

*-Ramona Branch Oliver, Dept. of Labor*

**Session 2.06 – Salon 4**  
**Other/Specialty/Niche Track – FOIA Advisory Committee Update**

The term has ended, the recommendations are in. Learn what the Committee accomplished and how this affects you on a day-to-day basis.

*-Kirsten Mitchell, Moderator*

*-Bobak Talebian, Dept. of Justice, OIP*

*-Alina Semo, NARA, OGIS*

*James Stocker, Trinity Washington University*

12:30 pm-1:45 pm Lunch – On Your Own and Opportunity to Visit with Sponsors

1:00 pm-1:30 pm ASAP General Membership Meeting – Open to all – **Salon 4**

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

**Session 2.07 – Salon 1-3**  
**Intermediate/Advanced Track – FOIA Exemption 4: It’s Proprietary**

Exemption 4 is one of the most burdensome and complicated of all of the FOIA Exemptions. There are many moving parts to processing these requests with a lot at stake for the businesses involved. Agency considerations and obligations in handling data submitted by business and government contractors will be covered in great detail. Learn how to recognize trade secret and confidential, commercial information. This session will also focus on submitter notice under Executive Order 12600 and contracts.

*-Reginald Smith, Dept. of Health and Human Services, FDA*

*-William Holzerland, Dept. of the Interior*

**Session 2.08 – Salon 4**  
**Intermediate/Advanced Track– FOIA/Privacy Sister Statutes: FOIA and Privacy Act Interface**

While there are many similarities between the two Acts, the differences are distinct. This session compares the two Acts including processing time limits, appeal rights, fees, exemptions, litigation and more. Instructors will also present various scenarios that will help you think through the processing of each Act.

*-Ramona Branch Oliver, Dept. of Labor*

*-Karen F. Meyers, Koniag Government Services*

**Session 2.09 – Salon 5-7**  
**Specialty/Niche Track – Records Management I’m Leaving! Can I take my Records With Me? **NEW!****

You are headed for greener pastures. In your current position, you have developed best practices, various procedures, training materials and many other resources and contacts. It would be great to transport this treasure trove to your new position – but can you? Learn what stays and what can go in this session.

*-Lisa Haralampus, NARA*

3:00 pm-3:15 pm Refreshment Break – Salon Foyer – Visit with Sponsors

3:15 pm-4:30 pm

**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 2.10 – Salon 5-7**

**Intermediate/Advanced Track – FOIA Exemptions 6 and 7(C): The Privacy Interest**

Exemptions 6 and 7(C) are the FOIA’s key privacy exemptions, and the most used exemptions government-wide. In this session, you will learn about the protections provided for personal information in general government and investigative files. It will help you understand what is considered private information in your agency’s records, and the factors for balancing it with the public interest. You will also learn about categorical withholding and segregation.

-Dione Stearns, *Federal Trade Commission*  
-Alina Semo, *NARA, OGIS*

**Session 2.11 – Salon 4**

**Intermediate/Advanced Track – FOIA Exemption 5: It’s a Privilege**

Requirements in the FOIA Improvement Act of 2016 directly affect Exemption 5. In addition to the new requirement, instructors will help you understand the Exemption’s complexities, particularly when you need to articulate the potential harm of release. They also 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.

-Ginger Quintero-McCall, *Demand Progress*  
-Bill Holzerland, *Dept. of the Interior*

**Session 2.12 – Salon 1-3**

**Other/Specialty/Niche Track-Privacy Privacy Roots: SORNs and PIAs**

This session will provide an understanding of where privacy is rooted by describing the fundamentals of the Privacy Act and E-Government compliance through SORNs (Systems of Records Notices) and PIAs (Privacy Impact Assessments). The instructor will detail what a SORN is and how to merge or rescind SORNs. PIA requirements as defined in the E-Government Act of 2002 will be discussed as well as the PIA process, legal and policy distinctions, and SORNs v. PIAs.

-Ramona Oliver, *Dept. of Labor*  
-Schuntel Reddock, *Dept. of Homeland Security*

4:30 pm

**Daily Program Ends - Return daily evaluations, Certificates issued for July 19-20 attendees**

**Thursday, July 21**

7:30 am-4:30 pm

ASAP Program Registration/Help Desk – 2<sup>nd</sup> Floor, Salon Ballroom Area  
- Check in with ASAP Registrars (Only check in one time for all days in attendance)

7:30 am-9:30 am

Morning Refreshments – Salon Foyer – Visit with Sponsors

7:55 am-8:00 am

**Welcome and Introductions for Bonus Class - ASAP President Ryan Mulvey– Salon 4**

8:00 am-9:00 am

**BONUS CLASS - Session 3.01 – Salon 4  
Presidential Records**

The Presidential Records Act (PRA) of 1978 governs the official records of Presidents and Vice Presidents that were created or received after January 20, 1981, changing the legal ownership of the official records of the President from private to public, and established a new statutory structure under which Presidents, and subsequently NARA, must manage the records of their Administrations. So, what did the 2014 amendment change, and why is there always so much controversy when the President leaves office?

-Gary Stern, *National Archives and Records Administration*

9:00 am – 9:10 am

Stretch Break

9:10 am – 9:15 am

**Welcome and Announcements – ASAP President Ryan Mulvey – Salon 4**

9:15 am-10:30 am

**Plenary Session 3.02 – Salon 4**

**Town Hall - Chief FOIA Officers Council: Committee Updates**

The Chief FOIA Officers Technology Committee was established to study the use of technology in FOIA programs across agencies and identify best practices and recommendations. The Committee on Cross-Agency Collaboration and Innovation (COACI) was established to research and propose cross-agency grant programs and funding sources, create federal career paths for FOIA professionals, and promote models to align agency resources with agency transparency. Listen as committee members report their findings and recommendations – and seek your feedback.

-Michael Sarich, *Department of Veterans Affairs*

-Eric Stein, *Department of State*

-Martha Murphy, *National Archives and Records Administration*

-Gorka Garcia-Malene, *Department of Health and Human Services, NIH*

-Mike Bell, *Department of Transportation*

-Abi Mosheim, *U.S. Consumer Product Safety Commission*

10:30 am-10:45 am

Refreshment Break – Salon Foyer -Visit our Sponsors!

10:45 am-12:00 pm

**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 3.03 – Salon 5-7  
Basic/Intermediate Track – FOIA  
Redaction Workshop – Part I**

This session is the culmination of the previous sessions on how exemptions are used during FOIA processing. Instructors will review the necessary knowledge, skills, abilities, best practices, and applicable statutes to applying redaction. Then they will launch into various scenarios requiring audience participation to determine the correct redactions and exemption cites.

-Kellie Robinson, Dept. of State  
-Michael Bell, Dept. of Transportation  
-Karen F. Meyers, Koniag Government Services

**Session 3.04 – Salon 1-3  
Intermediate/Advanced Track–  
FOIA/Privacy  
Sister Statutes: FOIA and Privacy Act  
Interface**

While there are many similarities between the two Acts, the differences are distinct. This session compares the two Acts including processing time limits, appeal rights, fees, exemptions, litigation and more. Instructors will also present various scenarios that will help you think through the processing of each Act

-Ramona Branch Oliver, Dept. of Labor

**Session 3.05 – Salon 4  
Intermediate/Advanced Track–FOIA  
Meeting FOIA's Estimated Date of  
Completion Requirement and Opening  
the Door to Negotiation **NEW!****

The FOIA statute is clear: agencies must provide estimated dates of completion (EDCs) to requesters upon request. **How** to comply is less clear. FOIA professionals discuss EDC requirements and techniques to comply with this requirement. A representative from the FOIA Ombudsman's office will discuss how communication techniques can aid with negotiation.

-Martha Murphy, NARA, OGIS  
-Ginger Quintero-McCall, Demand Progress  
-Greg Bridges, Dept. of Homeland Security, FEMA

12:00 pm-1:30 pm

Lunch – On Your Own – Visit with Sponsors

1:30pm-2:45 pm

**CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

**Session 3.03 - Part II – Salon 5-7  
Basic/Intermediate Track – FOIA  
Redaction Workshop – Part II  
Continuation of session from 10:45 am**

**Session 3.06 – Salon 4  
Intermediate/Advanced Track  
Exemption 5: It's a Privilege**  
Requirements in the FOIA Improvement Act of 2016 directly affect Exemption 5. In addition to the new requirement, instructors will help you understand the Exemption's complexities, particularly when you need to articulate the potential harm of release. They also 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.

-Bill Holzerland, Dept. of the Interior  
-Ginger Quintero-McCall, Demand Progress

**Session 3.07 – Salon 1-3  
Intermediate/Advanced Track– FOIA  
Decoding FOIA Exemption 7 (A), (B),  
(D), (E), and (F)**

Exemption 7 is FOIA's law enforcement tool dealing with records or information compiled for law enforcement purposes – literally a matter of life or death in some cases. Instructors will delve into the “how-to” of processing for these exemptions.

-Alina Semo, NARA, OGIS  
-Andy Clay, Dept. of Justice, FI

2:45 pm-3:00 pm

Refreshment Break – Salon Foyer – Visit with Sponsors

3:00 pm

Certificates of Attendance - attendees may pick up as they depart the training.

3:00 pm-4:30 pm

**Session 3.08 Agency Breakouts**

Perhaps the most popular feature of the NTC, breakout sessions by agency will be organized based on the program attendance. 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.

Agency Non-specific – Bill Holzerland

Department of Defense – Lyn Kirby, Toni Fuentes – Salon 1-3

Department of State and USAID – Kellie Robinson, Jeanne Miller – Studio D

Department of Veterans Affairs – Stacy Ekis, Barbara Swailes, Johan Englen – Salon 5-7

4:30 pm

**Program Ends**