



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**

7:00 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-9:00 am **Welcome and Introductions for Bonus Class – ASAP President Ryan Mulvey – Salon 4**  
**BONUS CLASS - Session 1.01 – Salon 4**

*Session in Development*

**7:55 am – 9:00 am Special Breakout – Department of Veterans Affairs – Salon 1-3**

9:20 am-9:30 am **2020 NTC Welcome & Announcements – ASAP President Ryan Mulvey - Salon 4**

9:30 am-10:45 am **Session 1.02 – Salon 4**

*Session in Development*

**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.

**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 (remember Watergate?). 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.

**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.

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 5-7**

**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.

**Session 1.07 – Salon 1-3**

**Basic/Refresher Track – Privacy**

**Privacy Act Conditions of Disclosure**

Now that you have a Privacy Act request, what can you release? This session will help you understand Systems of Records Notice and exemption rules as well as the 12 reasons a record may be released without an individual's authorization.

**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 (Tentative)**

**Session 1.10 – Salon 4**  
**Basic/Refresher Track – FOIA/Privacy**  
**Sister Statutes: FOIA and the Privacy Act**  
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.

**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.

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**

*Session in Development*

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	<b>Session 2.02 – Salon 4</b> <b>KEYNOTE ADDRESS</b> <b>To Be Confirmed</b>
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9:40 am – 10:00 am **Stretch Break**

10:00 am-11:00 am **Session 2.03 – Salon 4**  
**The Requesters**  
A panel of requesters will discuss their tips for a successful request and take questions from the audience.

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 4**  
**Intermediate/Advanced Track – FOIA**

*Session in Development*

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

*Session in Development*

**Session 2.06 – Salon 5-7**  
**Other/Specialty/Niche Track –**

*Session in Development*

12:30 pm-12:45 pm ASAP General Membership Meeting – Open to all – **Salon 4**  
12:30 pm-1:45 pm Lunch – On Your Own and Opportunity to Visit with Sponsors

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

**Session 2.07 – Salon 4**  
**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.

**Session 2.08 – 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.

**Session 2.09 – Salon 5-7**  
**Specialty/Niche Track -**

*Session in Development*

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.

**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.

**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.

4:30 pm **Daily Program Ends - Return daily evaluations, Certificates issued for July 19-20 attendees**

**Thursday, July 22**

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**

*Session in Development*

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**  
**Chief FOIA Officers Council Technology Committee**  
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 has been very productive since our last in-person NTC. Listen as committee members report their findings and recommendations – and seek your feedback.

10:30 am-10:45 am Refreshment Break – Salon Foyer -Visit our Sponsors!

10:45 am-12:00 pm **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

<p><b>Session 3.03 – Salon 5-7</b> <b>Intermediate/Advanced Track – FOIA Redaction Workshop – Part I</b> 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.</p>	<p><b>Session 3.04 – Salon 1-3</b> <b>Intermediate/Advanced Track–Records Management</b></p> <p style="text-align: center;"><i>Session in Development</i></p>	<p><b>Session 3.05 – Salon 4</b> <b>Other/Specialty/Niche Track</b></p> <p style="text-align: center;"><i>Session in Development</i></p>
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12:00 pm-1:30 pm Lunch – On Your Own – Visit with Sponsors

1:30pm-2:45 pm **CONCURRENT SESSIONS – PLEASE CHOOSE ONE**

<p><b>Session 3.03 - Part II – Salon 5-7</b> <b>Intermediate/Advanced Track – FOIA Redaction Workshop – Part II</b> <a href="#">Continuation of session from 10:45 am</a></p>	<p><b>Session 3.06 – Salon 1-3</b> <b>Intermediate/Advanced Track</b></p> <p style="text-align: center;"><i>Session in Development</i></p>	<p><b>Session 3.07 – Salon 4</b> <b>Intermediate/Advanced Track– FOIA Decoding FOIA Exemption 7 (A), (B), (D), (E), and (F)</b> 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.</p>
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2:45 pm-3:00 pm Refreshment Break – Salon Foyer – Visit with Sponsors

- 3:00 pm                   Once attendees return to the meeting rooms, staff will distribute Certificates of Attendance that 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  
Department of Defense  
Department of State and USAID  
Department of Veterans Affairs  
And more!
- 4:30 pm                   **Daily Program Ends - Return Daily Evaluations**