



American Society of
Access Professionals



18th Annual National Training Conference July 15-16, 2026 Renaissance Arlington Capital View Hotel Arlington, Virginia

Educational Sessions

Sessions are in development and could change depending upon speaker availability. Speakers may appear in their personal capacities.

FOIA Procedural Overview

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.

FOIA Exemptions Overview

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.

2026 NTC Session Descriptions

Exemption 4: It's Proprietary

Exemption 4 is one of the most burdensome and complicated of all 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 secrets and confidential, commercial information. This session will also focus on submitter notice under Executive Order 12600 and contracts.

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.

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.

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.

The Privacy Act of 1974: Overview

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.

Privacy Act: Individual Right to Access

Now that you have a Privacy Act request, what can you release? Subsection (b) is discussed in depth, focusing on when an agency can disclose records from a Privacy Act system of records without the prior written consent of the individual to whom the record pertains. All 12 exceptions will be covered.

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.

Recent Court Decisions

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.

Customer Service Tips

Presenters will share how providing good customer service also benefits the agency and agency staffers. They will engage the audience through scenarios and group discussion.

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.

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.

Backlogs – Will they Ever Go Away?

Managing workflow, managing the process, monitoring progress and many more things that you can do from your desk all add to backlog reduction. The instructors will provide these and other daily application tips that you can control to aid your team members in reducing backlog.

Collaborative Efforts: FOIA Advisory Committee Recommendation, OGIS and OIP Activities. Chief FOIA Officer Council, Subcommittees

An update on the FOIA Advisory Committee recommendations, and updates from the Office of Government Information Services and the Office of Information Policy.

Professional Development - Forging A Career

A panel of well-known and well-respected experts will discuss how they rose through the ranks, and how to recognize or make opportunities for promotion.