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American Society of Access Professionals

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18ᵗʰ Annual National Training Conference
May 6-8, 2025
Planet Hollywood – Las Vegas, Nevada

OVERVIEW FOR CORE SESSIONS
Program is in development

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, including those required under the FOIA Improvement Act of 2016, 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.

FOIA: The Nine Exemptions Overview
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.

The Privacy Act of 1974 Overview
The Privacy 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.

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.

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. Also learn administrative tips on how to keep the process moving and what to do as you wait for other agencies to respond.

Privacy Act: Processing and Conditions of Disclosure (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 <u>without</u> the prior written consent of the individual to whom the record pertains. All 12 exceptions will be covered.

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

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.

Defense, Foreign Relations & Classified Information: Exemption 1
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, will also be covered.

Exemptions 2 and 3
Some agencies still struggle with exempting information pertaining to internal personnel rules and practices since the Supreme Court threw out "high" 2. Use of Exemption 3 allows certain nondisclosure provisions that are contained in other federal statutes, but only if certain specific qualifications are met.

Business Information: Exemption 4
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 secret and confidential, commercial information.

Exemption 5: Privileged Information
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.

Privacy and the FOIA: Exemptions 6 and 7(C)
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

Exemptions 7(A), (B), (D), (E), (F)
Exemption 7 is FOIA's law enforcement tool dealing with records or information compiled for law enforcement purposes – a matter of life or death in some cases. Instructors will delve into the "how-to" of processing for these exemptions.

FOIA and the 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.

Agency Breakouts
Perhaps the most popular feature of the NTC, breakout sessions by agency allow agency leaders to provide specific instruction to their employees on their own procedures which may differ from other agencies. There is a "non-specific" session so that all can attend a session.

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.

Requesters Panel
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.

Backlog Reduction
The presenter will detail the five factors for accomplishing backlog reduction.

Session(s) on Technology (i.e., machine learning, AI, e-discovery)

Ask the Experts

This is the perfect wrap-up session for any last-minute, burning questions. Experts will field participant inquiries, providing further clarification on any lingering issues.

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