



2024 ASAP FOIA/PRIVACY ACT TRAINING WORKSHOP

September 4-6, 2024

Sheraton Pittsburgh Hotel at Station Square – Pittsburgh, Pennsylvania

(Instructors may appear in their individual capacities, and instructor assignments may be revised.)

Tuesday, September 3

7:30 pm– **Grand Station 3 Foyer**
9:30 pm ASAP Registration/Help Desk – Avoid the morning rush: check-in with ASAP registrars, pick up badges

Wednesday, September 4

7:30-4:30 pm ASAP Registration/Help Desk - **Grand Station 3 Foyer**
7:30-8:00 am Morning Refreshments – **Grand Station 1**

8:00–8:10 am Welcoming Remarks, Announcements, and Introductions - Grand Station 2
– Ryan Mulvey, ASAP President

8:15-9:30 am Session 1.01 - Plenary Session – Grand Station 2
Providing Excellent Customer Service

Providing good customer service begins on day one with the key element being effective communication. Instructors will provide tips for steps along the way in processing requests as well as demonstrating through role play. As some agencies move away from and others hold onto them steadfastly, the relevance of fees and their effectiveness as a tool to help narrow scope will be examined. Attendee participation expected!

-Ginger Quintero-McCall, FOIA Expert

-Tammy Wray, Dept. of Veterans Affairs

9:30-9:45 am Refreshment Break - **Grand Station 3 Foyer**

9:45-11:00 am BREAK OUT SESSIONS (Choose One)

Session 1.02 – Grand Station 3-4

Strategies for Backlog Reduction Plans

Backlog reduction starts on day one with the efficient processing of the request. But there are many more considerations that factor into backlog reduction. Managing personnel resources and the use of artificial intelligence or other machine technology also play key roles. And there's compliance with Section 508 of the Rehabilitation Act, too. Instructors will discuss strategic considerations while attendees participate in the dialogue by offering brief success stories and pitfalls.

-Toni Fuentes, Dept. of Defense

-Agency Representative

11:00-11:15 am Stretch Break

11:15 –12:30 pm BREAK OUT SESSIONS (Choose One)

Session 1.04 – Grand Station 3-4

Exemption 7 (A), (B), (D), (E), (F)

Exemption 7 is the FOIA's mechanism for protecting records or information compiled for law enforcement purposes. In some cases, the material protected by this exemption literally involves a matter of life or death! Instructors will delve into the "how-to" of processing for these exemptions and provide hands-on redaction exercises.

-Matt Pollack, Agency for Global Media

Session 1.03 – Grand Station 2

Privacy Act Overview

The Privacy Act balances 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.

-William Holzerland, Dept. of Health and Human Services

Session 1.05 – Grand Station 2

Privacy Act: Conditions of Disclosure

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

-Ramona Branch Oliver, Dept. of Labor

12:30-1:30 pm Group Lunch -- Enjoy Lunch with Colleagues - **Grand Station 1**

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

Session 1.06– Grand Station 2

Historical, Precedent-Setting Litigation and the Impact of FOIA Amendments

There are more than 4500 court decisions on issues concerning agency FOIA implementation, but only a few have truly defined how we administer the statute. This session looks at some of those critical decisions and provides another foundation for truly understanding the FOIA.

-Ryan Mulvey, Americans for Prosperity Foundation

-William Holzerland, Dept. of Health and Human Services

Session 1.07 – Grand Station 3-4

Drafting Key FOIA Documents

Drafting requester correspondence, determination letters, or internal processing notes and lawsuit declarations is extremely important not only for clarity, but for legal reasons as well. Keeping a complete and thorough administrative record is a vital task for any FOIA processor! Using examples and interactive exercises, instructors will walk attendees through key strategies for drafting FOIA documents and offer suggestions on creating excellent external work-products.

-Agency Representative

2:45-3:00 pm Refreshment Break – **Grand Station 3 Foyer**

3:00-4:15 pm Session 1.08 Plenary Session - Grand Station 2

The Personal Privacy Exemptions: 6 & 7(C)

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

-Matt Pollack, Agency for Global Media

-Kellie Robinson, Dept. of State

4:15 pm Program Recesses – Please Complete Daily Program Evaluation

Thursday, September 5

7:30-4:15 pm ASAP Registration/Help Desk - **Grand Station 3 Foyer**

7:30-7:55 am Morning Refreshments – **Grand Station 1**

7:55-8:00 am Announcements – Grand Station 2 - Ryan Mulvey, ASAP President

8:00-9:15 am Session 2.01 – Plenary Session – Grand Station 2

Updates from the Court: Developments 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 specific FOIA requirements with an emphasis on practical lessons on how these decisions impact FOIA processing.

-Ryan Mulvey, Americans for Prosperity Foundation

-William Holzerland, Dept. of Health and Human Services

9:15-9:30 am Refreshment Break – **Grand Station 3 Foyer**

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

Session 2.02 – Grand Station 2

Appeals and Litigation: How to Avoid and Tackle Lawsuits and Other Challenges –

How you handle processing requests can result in success or leave your agency vulnerable to appeals and costly lawsuits. What you do and when you do it matters. Instructors will provide scenarios to help attendees determine preventative actions and respond properly to challenges.

-Toni Fuentes, Dept. of Defense

-Kellie Robinson, Dept. of State

Session 2.03 – Grand Station 3-4

Creating Privacy Act Statements and SORNs –

Using the “Privacy Act Overview” and “Privacy Act: Conditions of Disclosure” sessions as a foundation, instructors will provide scenarios as attendees work through the four elements of a Privacy Act Statement and will create a System of Records Notice for publishing in the Federal Register.

-Ramona Branch Oliver, Dept. of Labor

10:45-11:00 am Stretch Break

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

Session 2.04 – Grand Station 2

Exemption 5

Several requirements in the FOIA Improvement Act of 2016 directly affect Exemption 5, as well as a relatively recent decision from the Supreme Court of the United States. Instructors will help attendees to understand the complexities of this exemption and, in particular, the relevance of the foreseeable harm standard. They also will discuss the privileges incorporated by Exemption 5, including threshold requirements and technical requirements for the deliberative-process, attorney-client, and attorney work product privileges.

-Agency Representative

-Ryan Mulvey, Americans for Prosperity Foundation

Session 2.05 – Grand Station 3-4

Career Management

ASAP was formed in 1980 with the aim, in part, of professionalizing the access community and creating a distinct job series. It was a long time in coming, but the Government Information Series 0306 finally became a reality! But what does it take to climb that professional ladder? Instructors will elicit your thoughts when it comes to the skill sets needed for managing budgets, resources and people and what takes you to the next level.

-Toni Fuentes, Dept. of Defense

-Tammy Wray, Dept. of Veterans Affairs

12:15-1:15 pm Lunch -- Enjoy Group Lunch with Colleagues - **Grand Station 1**

1:15-2:30 pm BREAK OUT SESSIONS (Choose One)

Session 2.06 – Grand Station 3-4

Exemption 4

One of the most burdensome and complicated of all the FOIA exemptions is that 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, as well as the interaction of Exemption 4 with the foreseeable harm standard.

-Ginger Quintero-McCall, FOIA Expert

-Matt Pollack, Agency for Global Media

Session 2.07 – Grand Station 2

FOIA-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.

-Kellie Robinson, Dept. of State

2:30-2:45 pm Refreshment Break – **Grand Station 3 Foyer**

**2:45-4:00 pm Session 2.08 Plenary Session – Grand Station 2
Records, Agency Records, and Agency Control**

What records are subject to the FOIA? Guidance on how to analyze whether records were created or obtained by the agency and are under the agency's control at the time of the request. Compare and contrast how the Federal Records Act, the Privacy act, and the Presidential Records Act define "records" to better understand the scope of "agency records" under the FOIA. Instructor will lead exercise of identifying records that may be subject to the FOIA.

-Ramona Branch Oliver, Dept. of Labor

4:00 pm Daily Evaluations and Program Recesses

Friday, September 6

7:30-12:15 pm ASAP Registration/Help Desk - **Grand Station 3 Foyer**

7:30-7:55 am Morning Refreshments – **Grand Station 1**

7:55-8:00 am Announcements and Closing Remarks- Grand Station 2 – Ryan Mulvey, ASAP President

8:00-9:15 am Session 3.01 Plenary Session – Grand Station 2

Foreseeable Harm

The foreseeable harm standard is a key element in administering FOIA with a presumption of openness. On a case-by-case basis, agencies must articulate how disclosure of otherwise exempt information could cause harm to an interest protected by a statutory exemption – easier said than done! Instructors will explore legislative history, recent caselaw, and the ways in which the standard is being used with different exemptions and privileges; attendees will identify any foreseeable harm and link it to the specified material.

-Ryan Mulvey, Americans for Prosperity Foundation

-William Holzerland, Dept. of Health and Human Services

9:15-9:30 am Stretch Break

9:30-12:00 pm BREAK OUT SESSIONS (Choose One)

Session 3.02 – Grand Station 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.

-Ginger Quintero-McCall, FOIA Expert

-Toni Fuentes, Dept. of Defense

Session 3.03 – Grand Station 3-4

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.

-Ramona Branch Oliver, Dept of Labor

-Kellie Robinson, Dept. of State

10:30-10:45 am Refreshment Break – **Grand Station 3 Foyer**

Certificates Available for Pick Up as you Depart the Program

10:45-12:00 pm Sessions 3.02 and 3.03 Continue in Respective Meeting Rooms

12:00 pm Program Ends, Certificates of Attendance are Available for Pick up as you Depart the Program

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