

Overview of the Freedom of Information Act Course

Group classes in Washington, DC and onsite training is available for this course.

For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/overview-of-the-freedom-of-information-act>



CustomerRelations@graduateschool.edu •

[\(888\) 744-4723](tel:(888)744-4723)

Course Outline

Module 1: The Freedom of Information Act (FOIA)

- Understand the history, purpose, and scope of FOIA in ensuring government transparency.
- Learn the process for submitting, receiving, and processing FOIA requests.
- Identify and apply FOIA exemptions and exclusions in handling records.
- Review agency responsibilities, timelines, and appeal procedures for compliance.

Module 2: The Privacy Act

- Understand the intent and scope of the Privacy Act in safeguarding personal information.
- Learn how federal agencies collect, maintain, and disclose records in compliance with the Act.
- Identify the role of system of records notices (SORNs) in meeting legal obligations.
- Review individual rights, agency responsibilities, and exemptions under the Act.