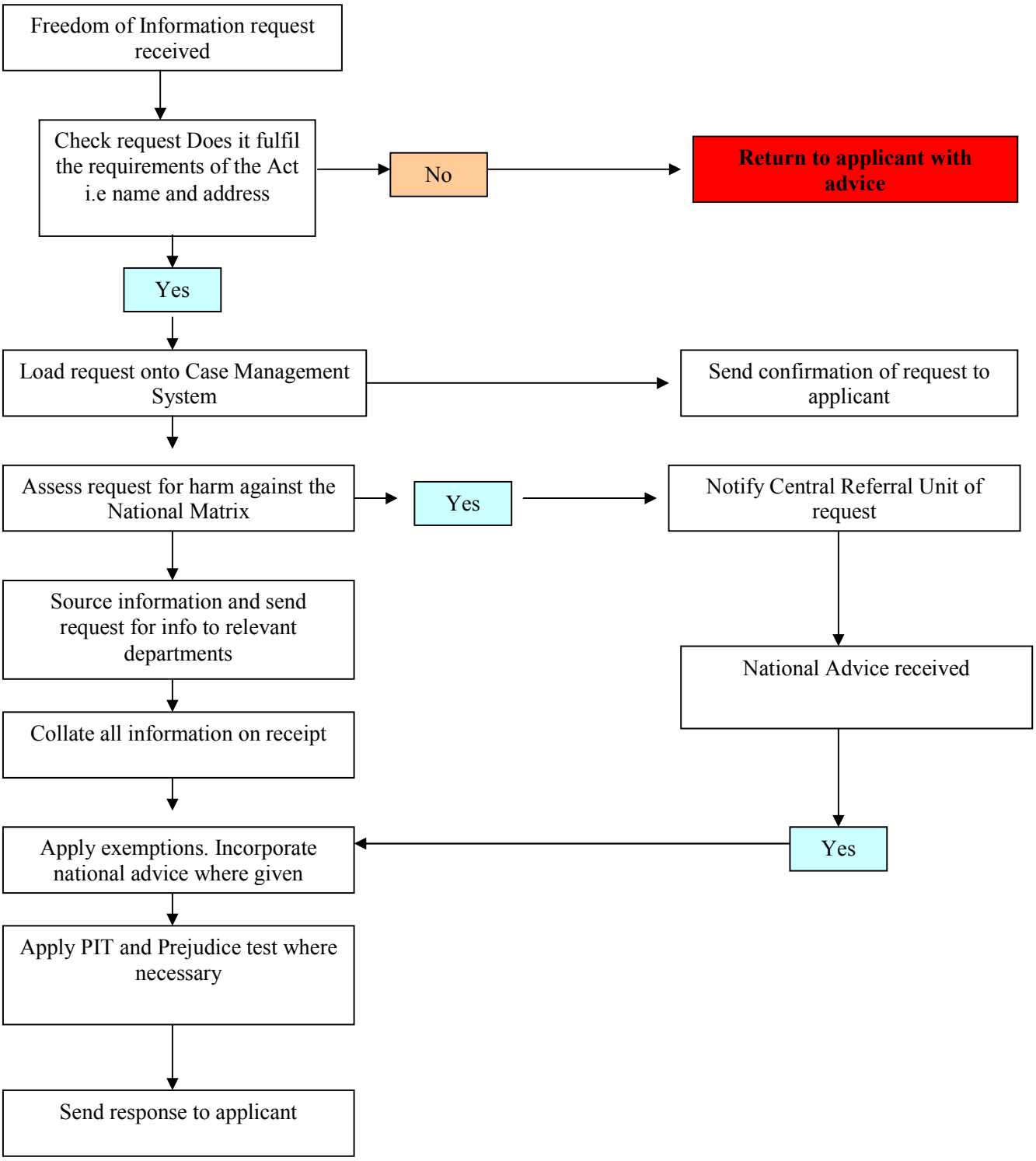FREEDOM OF INFORMATION DISCLOSURE PROCESS