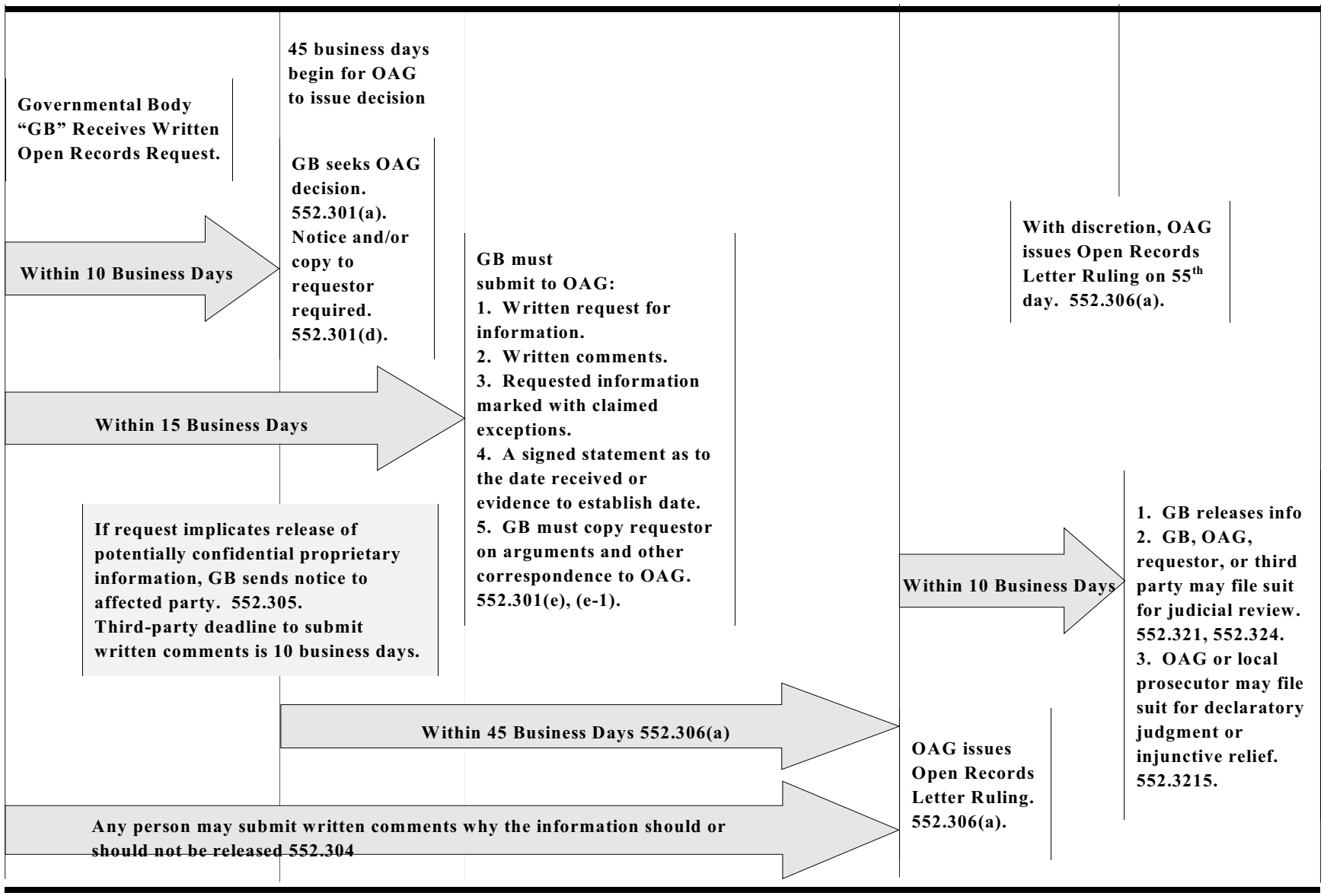PUBLIC INFORMATION ACT: BASIC PROCESS AND DEADLINES