

PROCESS FOR RESPONDING TO ICANN'S DOCUMENTARY INFORMATION DISCLOSURE POLICY (DIDP) REQUESTS

The following sets forth the process guidelines for responding to a DIDP Request.

1. Upon receipt of a DIDP Request, ICANN staff performs a review of the Request and identifies what documentary information is requested and the staff members who may be in possession of or have knowledge regarding information responsive to the Request.
2. Staff conducts interviews of the relevant staff member(s) and performs a thorough search for documents responsive to the DIDP Request.
3. Documents collected are reviewed for responsiveness.
4. A review is conducted as to whether the documents identified as responsive to the Request are subject to any of the Defined Conditions for Nondisclosure identified at <http://www.icann.org/en/about/transparency/didp>.
5. To the extent that any responsive documents fall within any Defined Conditions for Nondisclosure, a review is conducted as to whether, under the particular circumstances, the public interest in disclosing the documentary information outweighs the harm that may be caused by such disclosure.
6. Documents that have been determined as responsive and appropriate for public disclosure are posted in the appropriate locations on ICANN's website. To the extent that the publication of any documents is appropriate but premature at the time the Response is due, ICANN will so indicate in its Response to the DIDP Request and notify the Requester upon publication.
7. Staff prepares a Response to the DIDP Request within thirty calendar days from receipt of the Request. The Response will be sent to the Requester by email. The Response and Request will also be posted on the DIDP page at <http://www.icann.org/en/about/transparency> in accordance with the posting guidelines set forth at <http://www.icann.org/en/about/transparency/didp>.