

OFFICIAL REQUEST FOR INFORMATION



To: _____ Title: _____

From: _____ Title _____

NALC Branch _____ Date Request sent/delivered: _____

Received by: _____

Last day to file grievance or make appeal: _____ Work days left: _____

Subject: _____

We request that the following documents and/or witnesses be made available to us in order to properly identify whether or not a grievance does exist and if so, their relevancy to the grievance. **In addition, we request any and all evidence (including supervisory notes and witness statements) with regard to this case in the possession of Postal Management, whether or not relied upon to support it's decision or position.**

NOTE:

Article XVII, Section 3 requires the Employer to provide for review of all documents, files, and other information necessary in processing a grievance.

Article XXXI, Section 3 requires that the Employer make available for inspection by the Unions all relevant information necessary for collective bargaining or the enforcement, administration, or interpretation of the Agreement.

Section 8a(5) of the National Labor Relations Act states that it is an unfair Labor Practice for the Employer to fail to supply relevant information for the purpose of Collective Bargaining. **GRIEVANCE PROCESSING IS AN EXTENSION OF THE COLLECTIVE BARGAINING PROCESS.**

The USPS, in response to the NLRB, has issued instructions that requests for information are not to be denied on the technical ground that the local union official has no authority to make an information request. It also states "if the requested information has some bearing on an issue between the parties, it should be disclosed to the unions. If an information request is unclear, management should attempt to clarify the request, rather than denying the request on a technicality."

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Request for Information

NOTICE TO SUPERVISOR/MANAGER

Check all boxes below that apply and return a copy to the NALC.

☐ On the date listed I have provided the documentation requested to the NALC. It was:

☐ Made available at my office DATE__/__/__

☐ Given to an NALC representative DATE__/__/__

☐ Mailed to the NALC DATE__/__/__

☐ On the date(s) below I have or will make available the witness requested except as noted.

DATE(s)_____

EXCEPTIONS_____

☐ I have excluded certain requested documentation. Documents excluded and reason(s) is/are:

SIGNED_____ / /
Manager/Supervisor Signature DATE

PRINTED NAME_____

OFFICE_____

Copy Distribution: Supervisor, union officer, _____.