

AMERICAN POSTAL WORKERS UNION, AFL-CIO

REQUEST FOR INFORMATION

Date: _____

To: _____

Title: _____

From: _____

Title: _____

Grievant or Grievance Number: _____:

Reason for Request: _____

1. Requesting TAC Rings in electronic format for all Clerks (DA Code 11-0, 21-0, 41-0, 81-3, and 81-4) from _____ thru _____. TAC Rings are to be in CSV (Comma Separated Values) and PDF Format only for each individual office(s), tour(s) and/or pay location listed below.

We request that the following documents and data files 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.

Note: Article 17, Section 3 requires the employer or his agent to make available all documents, files and other records necessary to processing a grievance. Article 31, 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 this Agreement. Under 8a(5) of the National Labor Relations Act 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 bargaining process

[] Request Approved

[] Request

Signature

Date

Important information regarding file selection and conversion

- **NOTE:** Only “**-.csv**” file types are recognized by the program. Make sure the file you wish to upload is **NOT** in an “**-.xls**”, “**-.xlsx**”, etc. file type.

UPLOADING YOUR FILES

- Click on the “**Browse...**” button located in the “Add Files” window.
- A new window, titled “Choose File to Upload” will appear.
- Navigate to the location of your saved “**.csv**” file. (Usually your “Desktop” or local “USB Drive”)
- Double-click the file you wish to upload.

If you need to convert your file to “**.csv**”....

- Open your file by double-clicking the file. This should open the file in Excel.
- Click on “**File...**”, then click on “**Save As...**”. This should open a new window.
- Where you see “**Save as Type:**”, use the drop down selection to find “**CSV (Comma delimited)**”.
- Choose where you would like to save this new file. (Recommend “Desktop”).