

**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**

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[ ] Request Approved

[ ] Request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date