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REQUEST RECEIVED BY:

Signature: _____ Date: _____ Time: _____

GRIEVANT/UNION	NATURE OF ALLEGATION
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(DATE OF REQUEST)

To: _____ Title: _____
 From: _____ Title: _____

SUBJECT: *Request For Information & Documents Relative To Processing A Grievance*

We request that the following documents and/or witnesses be made available to use in order to properly identify whether or not a grievance does exist, and, if so, their relevancy to the grievance.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

NOTE: Article 17, Section 3, requires the Employer to provide for review all documents, files, and other records necessary in 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 collective bargaining process.

Request Approved Request Denied

(DATE)

(SIGNATURE)