

To: _____ (Name of management representative)

Employer: _____

From: _____ (Name of steward)

Re: _____ (Contract clause, grievance, or subject of inquiry)

Date: _____

Dear: _____

In order to monitor and administer the collective bargaining agreement, the union requests the following information:

This request is made without prejudice to the union's right to file subsequent requests. Please provide the requested information by _____. If any part of this letter is denied or if any material is unavailable, please provide the remaining items by the above date which the union will accept without prejudice to its position that it is entitled to all documents and information called for in this request.

Signed : _____

Information requests do more than obtain valuable data: they also discourage employers from violating the contract. An employer may even settle a grievance to avoid supplying data or documents to the union. Information requests should be submitted for almost all contract grievances and midterm bargaining.

- Information requests can be incredibly useful to a union. The only danger is requesting information that the union does not look at carefully, creating an opportunity for management to claim, for example, that the union was aware of changes that were being made and waived their right to bargain over them.
- The Supreme Court has said that: "If... an argument is important enough to present in the give and take of bargaining, it is important enough to require some sort of proof of its accuracy." (Truitt Mfg.). When management make statements, ask them questions to draw out their position (the Who, What, Where, When & Why kinds of questions). If they refuse to answer, and they have based their arguments or claims on this information, you probably have a right to it and they may be in violation of the law.
- Make sure you put a timeline on your request and that you follow-up if management ignores your timelines.

As a steward, you may request information to:

- monitor compliance with the contract
- investigate whether a grievance exists,
- prepare for a grievance meeting
- decide whether to drop a grievance or move it up the ladder
- prepare for an arbitration hearing
- You can also request information when bargaining on mid-term changes

Documents. You are entitled to examine a wide variety of records to investigate a grievance or to prepare for bargaining. Here are some of the documents you can request:

- accident reports
- air quality studies
- attendance records
- bargaining notes
- bargaining agreements for other units or facilities
- bid applications
- bonus records
- customer complaints
- correspondence
- customer lists
- disciplinary records
- EEO-1 reports
- employer manuals, guidelines and policies (including internal policies)
- contracts with customers, suppliers, and contractors
- environmental audits
- equipment specifications
- evaluations
- first report of injury forms
- health and safety audits
- inspection records
- insurance policies
- interview notes
- investigative reports
- investigatory files
- job assignment records
- job descriptions
- leave requests
- laboratory reports
- material safety data sheets
- memos
- merger agreements
- minutes of employer meetings
- OSHA logs
- payroll records
- pension contribution records
- photographs
- piece-rate records
- promotion tests
- reports and studies
- schedules
- security guard reports
- seniority lists
- supervisor notes
- time cards
- time study records
- training manuals
- videotapes
- wage and salary records
- work rules