

**REQUEST FOR INFORMATION AND DOCUMENTS**

TO: Labor Relations Officer \_\_\_\_\_

FROM: \_\_\_\_\_

RE: Grievant \_\_\_\_\_

Grievance Number \_\_\_\_\_

DATE: \_\_\_\_\_

The Union hereby requests, pursuant to Article 25, Section 25.09 of the OCSEA/AFSCME Contract, that Management provide to the Union the following documents by:

(date and time) \_\_\_\_\_.

1. A list of names of all persons with knowledge of relevant facts concerning this grievance.
2. Copies of the following documents:
  - a. Names of all witnesses and copies of all documents used to support the employer's action.
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Date