



## Communications Workers of America Local 3207

### REQUEST FOR RECORDS

In order to process this grievance, we need the following records. Please understand that we have time limits on processing grievances therefore we need these records within ten (10) days of request.

All B-Form Entries

All Attendance Records

All Appraisals and Evaluations

Entire Sealed Personnel File from CPSG

Overtime equalization report

Copy of Accident Investigations

Motor Vehicle and Personal Injury Summary

Copy of Police Report

Training Records

Security Investigation Report

Copy of Drug and Alcohol test

Other: \_\_\_\_\_

I hereby give consent to the inspection by any Union Representative of any records kept by the Company which may effect the conditions of my employment, which may include Security Reports, Medical Records or Opinions, Police Reports, Court Records of Reports, or any other information which may be relevant and necessary to allow the Union to protect my rights under the Working Agreement between the Union and the Company. This authorization is given in accordance with the existing agreement between the Union and the Company.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please return requested records within 10 days to: \_\_\_\_\_

Request given to: \_\_\_\_\_

Date of first request: \_\_\_\_\_ Stewards' Initial: \_\_\_\_\_

Date of second request: \_\_\_\_\_ Stewards' Initial: \_\_\_\_\_