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# Request for Copies of Personnel Files

20-1078  
1/93



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In accordance with the provisions of Article 6A of the General Agreement, the undersigned Local/Union Representative requests copies of the following documents in the personnel file of

\_\_\_\_\_  
Name of Employee

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## Describe All Documents Sought

\_\_\_\_\_  
Signature of Requesting Representative

\_\_\_\_\_  
Union Title and Local

\_\_\_\_\_  
Date

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## Authorization for Release of Copies

THIS SECTION MUST BE COMPLETED IF REQUEST IS NOT SUBMITTED BY CWA INTERNATIONAL REPRESENTATIVE:

I \_\_\_\_\_ authorize \_\_\_\_\_ to obtain  
Employee Name Name of Local Representative

copies of the documents in my personnel file described above for use in connection with Grievance No. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

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## For Management Use Only

\_\_\_\_\_  
Date Forwarded/Provided to Union

\_\_\_\_\_  
Number of Pages Copied

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## Print Three (3) Copies

Original – Personnel File Copy (Retention Period Six (6) Years)

Copy 2 - Director – Labor Relations Copy (Sent \_\_\_\_\_ )

Copy 3 - Union Copy