
Request for Copies of Personnel Files

20-1078
1/93



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

Describe All Documents Sought

Signature of Requesting Representative

Union Title and Local

Date

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

For Management Use Only

Date Forwarded/Provided to Union

Number of Pages Copied

Print Three (3) Copies

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

Copy 2 - Director – Labor Relations Copy (Sent _____)

Copy 3 - Union Copy