



Request for Copies of Personnel Files

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 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 Copies