

SAMPLE FORM

REQUEST FOR INFORMATION PURSUANT TO THE NLRA, AS AMENDED

(Name and Address of Employer)

(Date)

RE: Request for Information

Dear _____:

On behalf of Local Union # _____, SPFPA, and pursuant to Section 8(a)(5) of the National Labor Relations Act, as amended, I hereby request the following information:

1. (Here list as concisely as possible the information needed)
- 2.
- 3.

_____ The foregoing information is necessary and relevant for the Union to [select the applicable term or terms] (prepare for collective bargaining), (engage in contract negotiations), (process Grievance # _____), (prepare for arbitration of Grievance # _____), (police and administer the collective bargaining agreement).

Please provide the information within _____ days of receipt of this request and in a form convenient for you.

This request is not intended to be inclusive and the Union expressly reserves the right to request additional information as may be necessary and appropriate under the circumstances.

Thank you for your cooperation.

Very truly yours,

(Signature)
(Position in Union)

NOTE:

If the collective bargaining agreement contains an express "right to information clause", the first paragraph of the Request for Information should read:

"On behalf of Local Union # _____, SPFPA, and pursuant to Article _____, Section 8(a)(5) of the National Labor Relations Act, as amended, I hereby request the following information:"