



**Request for Copies of Personnel Files**

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 copies of the documents in my personnel file  
Employee Name Name of Local President

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