

To:

From

Date:

Subject: Information request

Per the Office of State Employment Relations, Collective Bargaining Bulletin #41 and SELRA, I am requesting any and all information including, but not limited to, the employer's investigation, witness statements, documents reflecting supervisory judgments, opinions, recommendation and other evaluations regarding the determination to impose discipline on _____. I am further requesting any documents of investigations conducted by any third parties.

This request is made to allow the Union to investigate a possible grievance for _____

If you have any questions feel free to contact me.

Thank you in advance for your attention to this matter.