



Communications Workers of America
Local 3105, AFL-CIO

CWA Records Request Form

Company Representative: _____ Sign: _____

Records requested by: _____ Date: _____ 10 Days on: _____

Grievant's name: _____ Received on: _____

The Union requests the following information relevant to above named grievant:

CPSG records (including cover sheet)

- Service Records
- Accident Records
- Attendance Reports
- Training Records
- Evaluations
- B-Forms
 - Misconduct
 - Attendance
 - Safety
 - Job Performance
 - Other

Job Performance

- Monthly Report Cards
Dates: _____
- Daily Overtime Report
Dates: _____
- Tally Sheets
Dates: _____
- Job Edit History
Dates: _____
- DATH Report (repeats)
Dates: _____
- Agent Activity Report
Dates: _____
- Adherence Report
Dates: _____
- Unit Comparison with Corresponding Discipline
- Company Practice in Question
- Security Investigation
- Overtime Equalization Reports

Safety

- Accident Investigation
- Safety Inspections
- Safety Practice in Question
- Safety Coverage's
- Witness Statements
- Unit Comparison with Corresponding Discipline

Other: _____

Grievant release signature attached