

Information requests do more than obtain valuable data: they also discourage employers from violating the contract. An employer may even settle a grievance to avoid supplying data or documents to the union. Information requests should be submitted for almost all contract grievances and midterm bargaining.

- Information requests can be incredibly useful to a union. The only danger is requesting information that the union does not look at carefully, creating an opportunity for management to claim, for example, that the union was aware of changes that were being made and waived their right to bargain over them.
- The Supreme Court has said that: "If... an argument is important enough to present in the give and take of bargaining, it is important enough to require some sort of proof of its accuracy." (Truitt Mfg.). When management make statements, ask them questions to draw out their position (the Who, What, Where, When & Why kinds of questions). If they refuse to answer, and they have based their arguments or claims on this information, you probably have a right to it and they may be in violation of the law.
- Make sure you put a timeline on your request and that you follow-up if management ignores your timelines.

As a steward, you may request information to:

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| - monitor compliance with the contract | - decide whether to drop a grievance or move it up the ladder | - You can also request information when bargaining on mid-term changes |
| - investigate whether a grievance exists, | - prepare for an arbitration hearing | |
| -prepare for a grievance meeting | | |

Documents. You are entitled to examine a wide variety of records to investigate a grievance or to prepare for bargaining. Here are some of the documents you can request:

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| - accident reports | - environmental audits | - OSHA logs |
| - air quality studies | - equipment specifications | - payroll records |
| - attendance records | - evaluations | - pension contribution records |
| - bargaining notes | - first report of injury forms | - photographs |
| - bargaining agreements for other units or facilities | - health and safety audits | - piece-rate records |
| - bid applications | - inspection records | - promotion tests |
| - bonus records | - insurance policies | - reports and studies |
| - customer complaints | - interview notes | - schedules |
| - correspondence | - investigative reports | - security guard reports |
| - customer lists | - investigatory files | - seniority lists |
| | - job assignment records | - supervisor notes |
| | - job descriptions | - time cards |
| - disciplinary records | - leave requests | - time study records |
| - EEO-1 reports | - laboratory reports | - training manuals |
| - employer manuals, guidelines and policies (including internal policies) | - material safety data sheets | - videotapes |
| - contracts with customers, suppliers, and contractors | - memos | - wage and salary records |
| | - merger agreements | - work rules |
| | - minutes of employer meetings | |