

Union Request for Information
5 USC 7114(b)(4)

Date:

Name of Requesting Union:

Union Contact Person (Position, mail stop/address, & phone number):

Agency Contact Person (Position, mail stop/address, & phone number):

Information Requested (Description of information requested; include whether personal identifiers such as names social security numbers or other matters identifying individual employees are included or may be deleted):

Particularized Need: Specific statements explaining exactly why the union needs the requested information. (Explain exactly how the union intends to use the requested information and how that use of the information relates to the union's role as the exclusive representative. Include a specific statement for each type of information requested, as well as for the time period(s) encompassed by the request and the need for personal identifiers, if applicable.)

Privacy Act: Do you know if the requested information is contained within a system of records under the Privacy Act? (If so, identify that system of records.)

What are the employee privacy interests in the information, which are behind the agency's concern, in disclosing the information?

Options: What are alternatives as to how the union may obtain the information it requires while accommodating the agency's anti-disclosure interests and any employee privacy interests. (The parties should explore alternative forms or means of disclosure. The parties should focus not on whether the union has statutory right to certain information in the format requested, but rather what information does the union require to adequately represent its members and how can that information be furnished to accommodate competing agency anti-disclosure interests. If the agency's concerns relate to the identification of particular employees, the parties should jointly explore alternative ways to release information without those personal identifiers; for example, can personal identifiers be deleted and documents coded in a manner that allows for the grouping of the documents by category which does not identify individuals and which allows for later identification of the documents by category which does not identify individuals and which allows for later identification of the documents if further more targeted information is needed.)

Consensus: The parties agree that the agency will furnish the following information by the date, and in the format indicated.

Please contact me if the agency requires further clarification of ur request or wants to meet to discuss the request, or a format or means of furnishing this information to the union, or the issues giving rise to this request.