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# Making an Information Request

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## Tips for Making a Formal Information Request

### GENERAL BEST PRACTICES

- If possible, make a formal information request prior to filing a grievance
- Always include a date that you want the response- about 2 weeks out depending on information
- Include language such as
  - “To prepare and process a grievance regarding the recent discipline issued to Mr Employee, the Chicago News Guild requests the following information:...”
  - “The union reserves the right to request further relevant information on this matter.”
  - “Please notify me or the union immediately if there are difficulties in providing any of this information.”
- Ask your Staff Rep to look at a draft before sending!

### FOR DISCIPLINARY GRIEVANCES, ASK FOR:

- all reasons for discipline, or all documentation (including but not limited to e-mails and texts) management relied on or all relevant documents showing proof of cause
- witnesses who supplied information on which discipline was based
- the grievant’s personnel file, including all previous discipline issued
- a record of all incidents of a similar nature in the previous 3 years and any such disciplined issued as a result of these incidents

## Sample Information Request

TO: Tom Boss, Personnel  
FROM: Kelly Doucette, Steward  
RE: Information Request Re: Discharge of Georgette Sawyer for Tardiness  
DATE: June 3, 2024

In order to prepare and process a grievance regarding the termination of Georgette Sawyer, the Union requests the following information:

1. Georgette Sawyer’s personnel file
2. The tardiness records of all bargaining unit employees over the past two years
3. The names of all employees disciplined for tardiness within the past two years and descriptions of each discipline and the amount of tardiness that led to each.
4. All reasons and documentation that management relied on to make their decision

Please provide this information by June 17, 2024. The union reserves the right to request further relevant information on this matter. Please notify the union immediately if there are difficulties in providing any of this information.

Click for: [INFORMATION REQUEST TEMPLATE](#)

For more CNG steward resources or for questions, contact  
[esteelhammer@chicagonewsguild.org](mailto:esteelhammer@chicagonewsguild.org)

