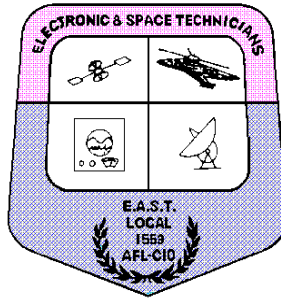


**ELECTRONIC
AND
SPACE
TECHNICIANS**



LOCAL 1553

Information Request

To:
From:
Date:
RE:

_____ In order for the union to prepare and process the above grievance the union request the following information:

_____ In order to fulfill the union's contract administration and bargaining responsibilities, we request the following information from the company.

Please supply all documents and records that pertain to the above matter including

- | | |
|----------------------------------|--------------------------------------|
| _____ disciplinary records | _____ attendance records |
| _____ supervisors notes | _____ security reports |
| _____ company rules and policies | _____ labor reporting records |
| _____ wage and salary records | _____ AVO's and other correspondence |
| _____ Other _____ | _____ Other _____ |

FROM: _____ TO: _____

This request is made without prejudiced to the union's right to file subsequent requests. Please provide the information by _____.

If any part of this letter is denied or if any material is unavailable, please provide the remaining items by the above date which the union will accept without prejudice to its position that it is entitled to all documents and information called for in this request.

FOR THE COMPANY DATE

FOR THE UNION DATE