

The following is a model form created by the FLRA Office of the General Counsel to assist unions in articulating their interests in information requested from agencies under section 7114(b)(4) of the Federal Service Labor Management Relations Statute.

Union Request For Information Under Section 7114(b)(4) of the Statute: A Model for Use
When Requesting Information.

DATE: Date of the information request. _____

REQUESTER: Name of the requesting union. _____

UNION CONTACT: Name, position, mailing address and phone number of the union
contact submitting the request: _____

AGENCY CONTACT: Name, position, mailing address and/or phone number of the
agency representative to whom the request is being made. _____

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.) _____

PUBLIC INTEREST: If you know or think that the requested information is within a system of records under the Privacy Act, describe how disclosure of the requested information, including any personal identifiers and the time period encompassed by the request, would shed light on the agency's performance of its statutory duties or otherwise inform citizens of the activities of the Government. _____

OTHER MATTERS: Other matters related to the request for information. (Discuss any other matters not listed above which relate to the union's information request and which may assist the agency in responding to the request.) _____
