

**Sample format for an  
INFORMATION REQUEST**

Pursuant to the Dills Act, Cal. Gov. Code Section 3512 et seq., and in keeping with the rights afforded to a member of State Bargaining Unit Six (BU6), I am requesting the information as noted below. This request is being made for the preparation of a grievance. Therefore, I deem this list of information, while not necessarily exhaustive, to be necessary and relevant to the grievance process. If you are unwilling to provide the requested information, provide the reasons, in writing, for your refusal.

As time is of the essence, provide in writing, the following information/documents:

- 1)
- 2)
- 3)