

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

Agency Response to a Union Request For Information Under Section 7114(b)(4) of the Statute: Model Form for Use When Seeking Clarification of a Request or When Communicating Countervailing Anti-disclosure Interests.

DATE: Date of the information request and date received by the agency. _____

DATE: Date of the agency's response. _____

REQUESTER: Name of the requesting union. _____

AGENCY CONTACT: Name, position, mailing address and/or phone number of the agency representative responding to the union request. _____

UNION CONTACT: Name, position, mailing address and/or phone number of the union representative to whom this response is being made. _____

INFORMATION REQUESTED: Agency's understanding of the information requested. (Include the time periods encompassed by the request and whether personal identifiers are being requested or may be sanitized.) _____

ANTI-DISCLOSURE INTERESTS: Specific statements explaining any countervailing anti-disclosure interests. _____

PRIVACY ACT: Is the requested information contained within a system of records under the Privacy Act? If so, identify that system of records: _____

EMPLOYEE PRIVACY INTERESTS: If within a system of records, would the disclosure of that information implicate privacy interests? If so, specifically describe the nature and significance of those privacy interests. _____

DISCLOSURE FORMAT: In what format is the agency willing to disclose the requested information? (Include whether the agency would disclose the requested information with personal identifiers deleted.) _____

PROHIBITED BY LAW: Is the requested information prohibited by law? (If so, identify the specific provisions of that law and specifically explain why disclosure is prohibited by that law.) _____

NORMALLY MAINTAINED: Is the information normally maintained by the agency in the regular course of business? (If not, specific statements explaining why the requested information is not normally maintained.) _____

REASONABLY AVAILABLE: Is the information reasonably available? (If not, specific statements explaining why the requested information is not reasonably available,) _____

STATUTORY EXEMPTION: Does the information constitute guidance, advice, counsel, or training provided for management officials or supervisors, relating to collective bargaining? (If it does, specific statements explaining why the requested information falls into that category.) _____

NEED FURTHER INFORMATION: The union request is not specific enough to permit the agency to make a reasoned judgment as to whether the information must be disclosed under the Statute. To make this determination, the agency requires specific answers to the following questions: _____

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 union in understanding the agency's response.) _____

The agency is willing to discuss the request, or a format or means of furnishing this information to the union, or the issues giving rise to this request.