

Sample Article 6 Request

Date _____

Dear _____,

Pursuant to Article 6 of the collective bargaining agreement and the Public Records Act, 1 V.S.A. 315 et seq., VSEA hereby requests that the Agency/Department provide the following information:

Copies of any and all documents to support your position that _____. These should include, but are not limited to, e-mails, recordings, statements, notes, letters and all pertinent directives.

Please provide this information within the timeframe set forth in the Public Records Act. If you have any questions regarding this request, please feel free to call me at _____.

Sincerely,

VSEA Steward