



## HAMILTON LOCAL 548

Canadian Union of Postal Workers  
1130 Barton Street East Suite 200 Hamilton, Ontario L8H 7P9  
Phone: 905.573.8700 Fax: 905.573.8699

### ACCESS TO OFFICIAL PERSONAL FILE:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

ID: \_\_\_\_\_

Shift: \_\_\_\_\_

Location: \_\_\_\_\_

Status: \_\_\_\_\_

This request is made to \_\_\_\_\_ Canada Post Representative.

As stated in Article 10.03; I am submitting this written request for the review and access of my personal file with my CUPW representative. Please make the file available within twenty-four (24) hours, but no later than five (5) calendar days from the date of this request.

Article 10.02 (c) stipulates that any unfavorable report concerning an employee and any report concerning an infraction shall be withdrawn from the file after a twelve (12) months from the date of the alleged infraction. Please ensure this step is taken prior to the review of the file.

Signature: \_\_\_\_\_ CUPW Representative: \_\_\_\_\_

CC: Hamilton Local 548 1130 Barton Street East #200, Hamilton, Ontario.

*The Struggle Continues*

<http://cupwhamilton.org>