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Article 43

Union Information Requests

Section 1.

The Union agrees that when making a request for information, it will provide the Administration with at least the following information:

- (a) Date of the information request;**
- (b) Name, position, mailing address and phone number of the union representative submitting the request;**
- (c) Name, position, mailing address and/or phone number of the Agency representative to whom the request is being made.**
- (d) Description of information requested.**
- (e) A description of the particularized need for the information and a specific statement explaining exactly why the union needs the requested information. This explanation will also describe specifically 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. A specific statement is needed for each type of information requested, as well as for the time period(s) encompassed by the request.**
- (f) A statement whether or not the requested information is within a system of records under the Privacy Act. If so, identification of that system of records.**

24 **Section 2.**

25 **If the union fails to timely provide the information contained in Section 1**
26 **above, including an acceptable particularized need statement, the agency**
27 **has no obligation to provide the data requested until those requirements**
28 **are met.**

29

30 **Section 3.**

31 **If the information requested is available on line, either on a public**
32 **(unblocked) web site or on the SSA intranet, it shall be sufficient for the**
33 **agency to provide the appropriate link(s).**

34

35 **Section 4.**

36 **The union agrees not to make duplicate requests for the same information.**

37

38 **Section 5.**

39 **The parties agree that once the requested information is provided to the**
40 **union, the Administration has no further obligation to provide the same**
41 **information at a subsequent time to the union.**

42

43 **Section 6.**

44 **The union agrees that any information it receives from the Administration**
45 **will be subject to the Privacy Act and/or all Agency policies pertaining to**
46 **the disclosure of Personally Identifiable Information.**

47 **Section 7.**

48 **The parties agree that the filing of an information request does not operate**

49 **as a stay under any provision of this agreement.**