



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Cleveland Field Office**

AJC Federal Building  
1240 East Ninth Street, Suite 3001  
Cleveland, OH 44199  
Intake Information Group: (800) 669-4000  
Intake Information Group TTY: (800) 669-6820  
ASL Video Phone: 1-844-234-5122  
Telephone: (216) 306-1120  
FAX (216) 522-7395  
Website: [www.eeoc.gov](http://www.eeoc.gov)

City of Circleville  
104 E. Franklin Street  
Circleville, OH 43113

**Via Respondent Portal**

Re: Mr. Douglas Davis v. City of Circleville  
EEOC Charge No.: [REDACTED]

Respondent is hereby requested to submit the following information and records relevant to the subject Charge of Discrimination. The Commission is required by law to investigate Charges filed with it, and this request constitutes part of the investigation.

This request for information does not necessarily represent the entire body of evidence which the EEOC need to obtain during the investigation. You are reminded to preserve all documents, applications, applicant flow logs, new hire kits, personnel files, personnel records and electronic records relevant to this action until final disposition. Any and all information related to this Request for Information, including any and all documents and emails related in any way, are considered relevant and must be preserved under the EEOC's record-keeping regulations. The information will only be disclosed in accordance with 29 C.F.R. 1601.22, or otherwise made public if the matter results in litigation.

1. Produce Charging Party's complete personnel file, including but not limited to all job applications (including internal job applications), resumes, employment references, interview offers, pre-employment-interview notes, offers of employment, work schedules, leave documents, documents concerning the establishment of or any adjustments to Charging Party's regular rate of pay, training records, complaints of discrimination or harassment or other workplace mistreatment filed by or against Charging Party, performance evaluations, disciplinary notices, commendation notices, letters of resignation, termination notices, and exit-interview notes.
2. Provide all manuals, policies, procedures, handbooks, guidelines, instructions, notices, directives, training materials, and other documents that were provided to employees, including managerial and supervisory employees, in effect at the time Charging Party applied for employment with and/or was employed by Respondent, related to the allegations contained in the Charge of Discrimination.

Please upload your response within twenty (20) calendar days of receiving this request directly through the Respondent Portal.

