Date:

RE: Grievance Resolution/Drop Form

The attached formal grievance # from offender GDCID# was received in my office. The following actions have been taken:

☐ Grievance resolved and no further action needed

☐ Grievance dropped by offender

Matter discussed:

The above matter is discussed by me and:

☐ The problem is resolved; or

☐ I wish to drop this grievance

____________________________                               __________________________
Offender Signature               Date                               Staff Signature                   Date

Retention Schedule: Upon Completion, this form shall be maintained with the grievance packet for four (4) years and then destroyed.