**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.