Correspondence Tracking

Status	Date Received	ODOC Number (If applicable)	Inmate Name (Last, First)	Requester Relation	Requester Name (Last	Type of Correspondence	Contact Information (Phone, Email, Address, etc.)	Topic of Request	Brief Summary of request, concern, issue, etc.	Assigned To	Due Date	Action Taken (Detailed Summary of Resolution)
Complete	03/02/21	111111	Doe, Jane		Doe, John		111-111-1111	Custody Status		Nicole Flemming	03/05/21	3/2 - Emailed CM for more information. See attachment.

(07/21)