



# Memorandums and Letters (1 of 2)



## Closing the loop

Memorandums from RRNCOs to complete a record are acceptable. Examples include:

- Probation completion verification
- No additional conditions of dismissal exist
- Value of the stolen item
- DV or not DV
- Fines paid
- No protective order
- Case closed



## Memorandums and letters (2 of 2)



### Letters must include:

- POC at the agency contacted
- Reason documents cannot be provided
- Date and method of contact
- Specific, closed ended answers.

EXAMPLE: “No further actions will be taken” is insufficient; it does not state if actions were already taken.