DISPOSITION	DESIGNEE INFORMATION		
HELD PENDING INVESTIGATION/APPEAL	FIRST NAME	MI	LAST NAME
DESTROYED	ADDRESS (NUMBER AND STREET)		
RETURNED TO OUTSIDE DESIGNEE AT INMATE'S EXPENSE	CITY	STATE	ZIP CODE
(Date) NMATE HAS FIFTEEN (15) DAYS, AFTER FIFICATION OF DISAPPROVAL HAS BEEN RWARDED, TO LET STAFF KNOW THE DICE OF DISPOSAL, OTHERWISE MATERIAL	DAYS, AFTER VAL HAS BEEN FF KNOW THE		DATE SIGNED
L BE DESTROYED).			1

FACILITY CAPTAIN'S SIGNATURE

AUTHORITY TO DISALLOW

DISTRIBUTION: ORIGINAL - MAILROOM CANARY - INMATE PINK - SENDER / DESIGNEE

FACILITY CAPTAIN'S PRINTED NAME

* ALL APPEALS REGARDING MAIL/PACKAGES SHALL BE REFERRED TO THE WARDEN'S DESIGNATED STAFF

(Must be completed in all cases)

DATE SIGNED

DATE FORWARDED TO INMATE

** ALL APPEALS REGARDING PUBLICATIONS SHALL BE REFERRED TO THE FACILITY CAPTAIN.