

Third-party records status report

A concise operating record of responses received, production still pending, and follow-up requiring attention.

CURRENT STATUS

Records source	Status	Latest update
Source A	Cooperative; production expected	Contact indicated a billing record may be the only retained document. Follow-up prepared to request any additional existing records.
Source B	Production pending; service clarification outstanding	Signed proof of service received. The process server was asked to clarify the recipient's relationship to the entity and capacity to accept service.
Public agency	Request acknowledged; processing	Receipt confirmed and request forwarded for processing. Counsel will be notified when the file is ready.

OPEN ITEMS / NEXT ACTIONS

- 01** Obtain Source A's production and confirm whether it represents the complete retained file.
- 02** Resolve Source B's service-capacity clarification and retain any supplemental or corrected proof of service.
- 03** Review private-source returns when received; monitor the agency request and follow up if needed.

Adapted, redacted excerpt from an existing RLO report. Identifying details, dates, agency identifiers, and distribution information have been omitted. Underlying matter documents are not included.