

Expired Notice Reduction Strategy
(Suggested Format)

(Office) FY (Year) Expired Notice Action Plan

Field/District Office:	
Number of Expired Notices:	Number of Expired Notices > 36 Months:
Strategy to reduce number of Expired Notices > 36 Months: Actions to be implemented: (Should mention specific cases if applicable)	
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
Field/District Office Manager Signature	Date