

Office Policy regarding redaction of personally identifiable information (PII):

The Office of Kathleen A. Leavitt takes care to protect the privacy of debtors. In furtherance of this goal, the Trustee requires that all documents provided to this office be redacted consistent with the requirements of Federal Bankruptcy Rule 9037. Any document provided to this office, in any form, that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual, other than the debtor, known to be and identified as a minor, or a financial-account number may include only:

- (1) the last four digits of the social-security number and taxpayer-identification number;
- (2) the year of the individual's birth;
- (3) the minor's initials; and
- (4) the last four digits of the financial-account number.

Exception to facilitate requirements of the Section 341 Meeting of Creditors: IDs and verification of social security number provided to the Trustee for purposes of Section 341 Meeting identification are excepted from the redaction requirements. These documents are destroyed after the Section 341 Meeting is concluded.