

## **SPECIFIC ITEMS TO BE REDACTED**

### **Personal Information**

- **Date of Birth**
- **Social Security Numbers**
- **Home Addresses**
- **Telephone Numbers and Extensions**
- **Cell Phone Numbers**
- **Spouse Name/Children Names**
- **Email Addresses**
- **Passwords**

### **Auto Related (Leases, Insurance Policies/Statements, Maintenance Receipts)**

- **Policy Numbers (on insurance policies or statements)**
- **Driver's License Numbers**
- **License Plate Numbers**
- **Vehicle identification Numbers**
- **Vehicle Models**

### **Hotel Folios**

- **Hotel Folio Numbers**
- **Number of Guests (as noted on hotel invoices)**
- **Hotel Room Numbers**
- **Telephone Numbers on Hotel Bills**

### **Credit Card Statements/Receipts**

- **Credit Card Names and Numbers (particularly on receipts)**
- **Expiration Dates of Credit Cards**
- **Personal Credit Card Limits**
- **Account Numbers (Financial Institutions, Vendors, etc.)**
- **Personal Identification Numbers (PINS)**
- **Personal Expenses (especially those for which no reimbursement is sought)**

### **Other**

- **Membership Numbers**
- **Telephone Numbers on Phone Bills**
- **Federal Tax ID Numbers**
- **Signatures**