

# **REDACTION GUIDELINES 2025**

**REDACT the following client information from all documents:**

Last name excluding the first initial (ex. Taylor Swift: Taylor S [REDACTED])

Signature

Phone number

Social Security number

Date of Birth

Driver License number

Apartment number

Bank number/routing number

A complete copy of the invoice is scanned into the State Voucher Imaging System. Even though the system is password protected, multiple offices can retrieve the data.

Please remember to write the HMIS number on a backup documentation submitted (Leases, utility bills, phone bills, three-day notices, checks, etc.)

\*All questions should be sent to the Contract Manager as first point of contact\*