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To: [Gaudrault, Amy \(USTP\)](#)
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Subject: Business Interruption Plans
Date: Monday, January 30, 2017 12:53:00 PM
Attachments: [September 2016 business interruption plan.docx](#)

Dear Trustees,

The September 2016 amendments to the Handbook for Chapter 7 Trustees require trustees to develop and maintain a written business interruption plan for the estate financial and administrative records, and for the computer system and data. "A printed copy of the plan should be stored in the trustee's office and at an offsite location known to the trustee and staff. A copy of the business interruption or disaster recovery plan should be provided to the United States Trustee." (Handbook, page 5-17)

Attached please find a sample business interruption plan.

If you have not already provided a copy of your business interruption plan to our office, please e-mail it to me. As updates are made to your plan, please provide me with a current copy.

Thank you.

Amy E. Gaudrault

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