

1 IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

2 Administrative Order

3 No. 5 of 2023

4 In Re: Record Retention

5 **ORDER OF COURT**

6 AND NOW, this 26th day of April, 2023, it is hereby Ordered that all court stenographers
7 creating Notes of Testimony in Adams County court proceedings shall retain said notes for the time
8 period as provided in the Record Retention & Disposition Schedule as issued by the Supreme Court of
9 Pennsylvania and the Administrative Office of Pennsylvania Courts (AOPC).

10 It is further Ordered that raw notes of testimony that have reached the end of the retention
11 period shall be purged annually. Said destruction shall be documented on Record Retention Disposal
12 Logs as designed by the AOPC. The District Court Administrator is directed to develop local procedure
13 for compliance with the Order. The Chief Court Report is directed to provide a copy of this Order to all
14 freelance Court Reporters providing service to the Adams County Courts. This Order is entered
15 pursuant to the authority set forth in Pennsylvania Rule of Judicial Administration 4016.

16 This Order shall be effective immediately. Administrative Order 48 of 2011 is hereby
17 VACATED.

18
19 BY THE COURT,

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21 MICHAEL A. GEORGE

22 President Judge

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24 Board of Judges/Executive Assistants to the Board of Judges

25 Court Administration

1 Corrie Ondrizek, Chief Court Reporter

2 Adams County Law Library

3 Adams County Bar Association

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