

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

2 Administrative Order

3 Number 27 of 2015

4 In Re: Jury Records

5 **ORDER OF COURT**

6 AND NOW, this 18th day of November, 2015, the Court issues the following order to affirm the
7 record retention guidelines as they relate to the following jury records: Exempt Juror Lists, Juror
8 Qualification Forms and Juror Information Questionnaires. These guidelines are found in Section 5.6 of
9 the *Record Retention & Disposition Schedule with Guidelines* ("the Schedule") as promulgated by the
10 Supreme Court of Pennsylvania, with the current version being dated January 2014. This order shall
11 remain in effect unless or until Section 5.6 of the retention schedule is changed by the Supreme Court,
12 and only if the changes reflect different retention period requirements.

13 In regard to Exempt Juror Lists, and documents related to exempting jurors, and with the
14 Schedule indicating to retain as long as of administrative value, these records shall be stored by Court
15 Administration and destroyed when at least two years have elapsed.

16 In regard to Juror Qualification Forms, and with the Schedule indicating to retain until
17 completion of jurors' service unless otherwise ordered by the trial judge, the forms shall be stored by
18 Court Administration and destroyed as soon as practical after the end of each trial term, unless
19 otherwise ordered by a trial judge.

20 In regard to Juror Information Forms, and with the Schedule indicating to retain until
21 completion of jurors' service unless otherwise ordered by the trial judge, and to be sealed if so ordered,
22 the forms shall be stored by Court Administration and destroyed as soon as practical after the end of
23 each trial term unless otherwise ordered by a trial judge, and if such an order is issued, Court
24 Administration shall turn the forms over to appropriate filing office to be maintained and sealed.

25 All destruction of documents as described herein shall be done in conformity with the

1 Schedule, including proper logging as described in Section 2.3 of the Schedule.

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BY THE COURT,

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MICHAEL A. GEORGE

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President Judge

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9 Board of Judges

10 Court Administration

11 Chief Tipstaff

12 Clerk of Courts

13 Prothonotary

14 District Attorney

15 Public Defender

16 Adams County Law Library

17 Adams County Bar Association

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