UNIFIED JUDICIAL SYSTEM SCHEDULED COURT RECORDS DISPOSAL CERTIFICATION REQUEST

[Pursuant to PA RJA 507(b)]

	1		15 4 B B 1 1 0 4 B 1 5		
COUNTY	JUDICIAL DISTRICT		IF APPLICABLE		
		MAGISTERIAL DISTRICT	DISTRICT JUSTIC	CE NAME	
OFFICE OF ORIGIN		PERSON MAKING DISPOSAL REQUE	ST (BECORD CUSTODIAN)		
OFFICE OF OFFICIAL		TENGON MARING BIOI COAETIEGOE	or (ricoord coordbian)		
ADDRESS					
4 1D 1E			1 T C + DID (C		
Approval Requested For:	Records Destru	iction	ords Transfer to PHMC		
RECORD TITLE AND INCLUSIVE DATES (one series per	form)				
DESCRIPTION OF RECORD (include type of information	contained and purpose of i	record)			
		NAME ALL AUDIT DECUMPATATO DEFAUATETO			
RETENTION PERIOD IN SCHEDULE PAGE AND SECTION		ON IN SCHEDULE	HAVE ALL AUDIT REQUIRE	DIT REQUIREMENTS BEEN MET?	
			☐ Yes ☐ No	□ Not Applicable	
CHANTETY				1 Not Applicable	
QUANTITY	FFT				
TOTAL CUBIC F					
No. of cartons	Length			OF AVERAGE CARTON	
No. of volumes	Length	Width	_ Height	OF AVERAGE VOLUME	
No. of file drawers	☐ Legal ☐ L	etter Other			
		I			
HAVE RECORDS BEEN MICROFILMED?			DIUM UTILIZED		
Size: ☐ 16mm ☐ 35mm	Other				
Form: Roll Cartridge	☐ Cassette	☐ Fiche			
☐ Other					
LOCATION OF SECURITY COPY					
	EOD HEE	BY RECORD CUSTODIAN			
	1 011 031	BI HECOND COSTODIAN			
		hereby requests that the Rec	ord Retention Officer s	eek annroval from the	
Administrative Office of Pennsylvania C	Courts for permissio	n to dispose of or transfer the	records identified above	con approvar from the	
Transmistrative office of Femily Transaction	courts for permissio	in to dispose of of transfer the	coords racinifica above.		
		G:		DI N I	
Date		Signature		Phone Number	
	COD LICE BY DICTO	ICT RECORDS RETENTION OF	TICER		
	FUR USE BY DISTR	ICT RECORDS RETENTION OF	FICER		
Authorization to dispose of or transfer the	ne above-identified	records is requested. If destruc	etion of the records is req	uested, I certify that	
the records have been reproduced on a n	nedium approved by	the Administrative Office of l	Pennsylvania Courts.		
1	11 3		,		
Date		Signature		Judicial District	
FOR US	E BY THE ADMINIST	RATIVE OFFICE OF PENNSYL\	ANIA COURTS		
Review by the Pennsylvania Historical a	and Museum Comm	ission 🗌 is 🗌 is not re	equested.		
			<u> </u>		
Date	\$	Signature		Title	
FOR USE BY THE DENNICYLVA	NIA LICTORICAL AL	ID MUSEUM COMMISSION ON	I V IF DEVIEW DECLIEST	ED BY AODC	
FOR USE BY THE PENNSYLVA	NIA HISTORICAL AI	AD MOSEOM COMMISSION ON	LY IF REVIEW REQUEST	ED BY AUPC	
☐ Concur With Request ☐ Recon	nmend Denial of Re	auest	Disposal Request Be Ar	nended As Follows:	
			-P		
			_		
Date	2	Signature		Title	
EOD HE	F RV THE ADMINIST	RATIVE OFFICE OF PENNSYL\	/ANIA COLIDTS		
ron us	L DI THE ADMINIST	MATIVE OFFICE OF PENNSTL	ANIA COURTS		
Approval is given for:	uction 🗌 1	Destruction as Amended	☐ Transfer to PHMC		
	proved 🔲 1	Retain Pending Further Instruc	tions		
Comments/Amendments:		5			
 Date		Signature		Title	