

Superior Court Administrative Directive No. 14-2

**PRESERVATION OF COURT REPORTER
RECORDS AND RECORDINGS OF CIVIL PROCEEDINGS¹**

Pursuant to G.L. c. 221, § 87, it is hereby **ORDERED** that all stenographers and court reporters (hereinafter "court reporter"), whether serving in an official, temporary or per diem capacity, shall preserve for a period of at least six years all original notes, tapes, discs, and other means used to record, electronically or by any other method, any civil proceeding in the Superior Court. Such materials shall be clearly labeled by case name, docket number, date and court session. The court reporter, upon request, shall advise the court, in writing, as to the method by which all of such materials are preserved, the present location thereof, and the procedure and manner in which such materials shall be turned over to the court upon the death, disability, retirement, or termination of the court reporter.

A court reporter storing such notes at one or more court locations shall maintain them at said location(s) only if such notes were generated within the six year retention period required by this regulation. Thereafter, such notes shall be stored and retained by the court reporter at a different location and for a term that the court reporter deems appropriate.

Effective: July 1, 2014

¹ Title added on May 11, 2018.