

Administrative Regulation 257-X-4-.01 (Standards of Professional Conduct)

(1)(g): It is the licensee's responsibility to preserve his or her shorthand notes for a period of **no less than five (5) years**, except as otherwise prescribed by law, through storage of the original paper notes and/or an electronic copy of either the shorthand notes or the English transcript of the notes on computer disks, cassettes, backup tape systems, or optical or laser disk systems.

(1)(h): **A licensee's signature, license number, and expiration date SHALL be affixed** to a transcript of his or her stenographic notes to certify to its correctness if the transcript has been prepared by him or her or under his or her direct supervision.

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***NOTE: Our address has changed, please see change below.***

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