**Section 2501.20 Availability of Certain Records**

a) The following records maintained by the Labor Relations Boards are readily available for public inspection, meaning they are subject to disclosure and copies are maintained in such a fashion as to ordinarily be accessible for inspection on short notice:

1) Dockets of cases filed with the Boards.

2) Pending representation petitions (including for certification, decertification, and clarification).

3) Current certifications of exclusive bargaining representatives and certifications of results.

4) Decisions rendered by administrative law judges and the Boards.

5) The Illinois Public Employee Mediation/Arbitration Roster, including vitae of roster members.

6) Declaratory Rulings rendered by the General Counsels.

7) Minutes of Board meetings, exclusive of closed sessions.

8) Freedom of Information Requests and the records showing their dispositions.

b) The following records are deemed accessible for public inspection, but may not be available on short notice; advance arrangements should be made:

1) Hearing records, including transcripts, briefs filed to administrative law judges and exceptions and briefs filed with the Boards and other record materials from Board-conducted hearings in both representation and unfair labor practice cases.

2) Mediation/Arbitration records, including requests to the Boards for the appointment of mediators, fact-finders and arbitrators, the Boards' responses to such requests, and the reports filed with the Boards by fact-finders and interest arbitrators.

3) Strike Investigation records, encompassing petitions for strike investigations and the records developed by the Boards in such cases.

4) Rulemaking files, covering the Boards' proposal, review and adoption of regulations.

5) Collective bargaining agreements filed with the Boards by covered employers.

c) The following records are regarded as confidential and exempt from disclosure under all circumstances:

1) Showings of interest submitted to the Boards in conjunction with petitions in representation cases, and materials generated by the Boards' investigations of such showings.

2) Investigation files in unfair labor practice cases.

3) Marked ballots and voting lists and other records potentially identifying voters (or non-voters) and the character of their votes in secret ballot elections conducted by the Boards.

4) Internal personnel files regarding Board employees.

5) Preliminary drafts, notes, recommendations and memoranda by Board members or Board personnel in which opinions are expressed or policies or actions proposed or formulated.

6) Investigation files in objections to elections.

7) Drafts, notes, recommendations, memoranda and other materials relating to litigation involving the Boards.

d) All other records maintained by the Boards shall be available for public inspection to the extent mandated by the Freedom of Information Act [5 ILCS 140], pursuant to the procedures specified in Section 2501.30 of this Part.

(Source: Amended at 20 Ill. Reg. 7384, effective May 10, 1996)