**Section 1700.155 Business Documents**

a) Business records that are relevant to the case shall be admissible. These records shall be:

1) A memorandum, report, record or data compilation;

2) Made by a person with first-hand knowledge of the facts or from information transmitted by a person with knowledge of those matters;

3) Made at or near the time of the facts;

4) Made as part of the regular practice of the activity; and

5) Kept in the course of regularly conducted activity.

b) Any party may prove elements in subsections (a)(2) through (a)(5) by presentation of a sworn statement by an individual responsible for making or keeping those records.

c) Any party seeking introduction of a document will be allowed to offer a mechanical reproduction or photo copy of the original without any showing that the original is unavailable, upon representation of the party or attorney that the copy is a fair and accurate copy of the original.

(Source: Added at 47 Ill. Reg. 13886, effective September 18, 2023)