**Section 2605.390 Administrative Record**

a) A full and complete record shall be kept of all proceedings. The *record shall consist of the following*:

1) *All pleadings* (including, but not limited to, the Petition for Hearing or Notice of Charges and any answers);

2) Motions, briefs, arguments, affidavits, exhibits, documents, and records;

3) *All evidence received;*

4) All discovery responses;

5) A recording or transcript of the Hearing, as well as any transcript of any proceeding applicable for appeal or for administrative review;

6) *A statement of matters officially noticed;*

7) *Offers of proof, objections, and rulings;*

8) *Any proposed findings and exceptions;*

9) *Any* order*, decision, opinion, or report by the Hearing Officer;*

10) *All staff memoranda or data submitted to the Hearing Officer of the case;*

11) *Any communication prohibited by Section* 10-60 of the IAPA or Section 2605.230 of this Part.

b) *Oral proceedings or any part thereof shall be recorded stenographically or by other means that will adequately insure the preservation of the testimony or oral proceedings and shall be transcribed at the request of any party.* Case management conferences that do not involve oral argument may be memorialized by written order of the Hearing Officer.

c) *Findings of Fact shall be based exclusively on the evidence and on matters officially noticed.* [5 ILCS 100/10-35]

(Source: Amended at 43 Ill. Reg. 4056, effective March 19, 2019)