**Section 310.200 Documents**

a) Business records shall be admissible. A business record is:

1) Relevant;

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

3) Made by a person with first-hand knowledge of the facts;

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

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

6) Kept in the course of regularly conducted activity.

b) Any party may prove elements subsection (a)(3) through subsection (a)(6), above, by presentation of a sworn statement by an individual responsible for making or keeping such records. Business records include medical reports and police reports.

c) Any party seeking introduction of document will be allowed to offer a mechanical reproduction or carbon 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.