**Section 100.18 Records of Proceedings**

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

1) *all pleadings (including all notices and responses thereto), motions, and rulings;*

2) an audio recording or stenographic transcript of the hearing, if any, and *all evidence received;*

3) *a statement of matters officially noticed;*

4) *any offers of proof, objections and rulings thereon;*

5) *any proposed findings and exceptions;*

6) *any decision, opinion, or report by the administrative law judge;*

7) *all staff memoranda or data submitted to the administrative law judge or members of the* Department *in connection with their consideration of the case; and*

8) *any communication prohibited by Section 10-60* of the IAPA*. No such communication shall form the basis for any finding of fact.* (Section 10-35 of the IAPA)

b) The record shall not contain the following unless a party requests that the document or documents be included in the record:

1) Subpoenas;

2) Requests for Subpoenas:

3) Cover letters;

4) Notices of Filing;

5) Certificates of Mailing for regular mail; and

6) Discovery Requests.

c) The Department shall be the official custodian of the records of administrative hearings held before the Department.

(Source: Amended at 34 Ill. Reg. 11768, effective July 30, 2010)