**Section 1.280 Record of Proceedings**

a) Whenever a hearing is held under the Personnel Code or this Part, it shall be recorded by a court reporter or other means that adequately preserves the record. The Administrative Law Judge or Commission may order that any recording be transcribed. The agency that is a party to the hearing shall bear all costs related to the production of the transcript of the proceedings, including but not limited to the costs of the court reporter and original transcript. Parties who order copies of the transcript are responsible for the cost of the copies. The transcript provided to the Commission shall be transcribed in full page format with a word index. A party who has requested a protective order (request that certain information remain confidential during and after the hearing) shall be responsible for redacting the protected information from the transcript.

b) The written record of the proceeding shall be filed with the Commission within 10 days after receipt of the transcript of the final hearing by either the agency or its representative. Upon agreement of the parties, the written transcript may be filed directly with the Commission by the court reporter. Written notice of filing shall be served on all parties to the proceedings.

c) Any record will be available for examination by the public at reasonable times in the Springfield office of the Commission. Upon written request made at least 48 hours (exclusive of Saturdays, Sundays and official State holidays) in advance, the Commission will make any record available for examination at its Chicago office.

d) The transcript of proceedings on any matter before the Commission is complete upon the filing of the court reporter's transcript of the final day of hearing or the last filed written closing statement, whichever is later.

(Source: Amended at 42 Ill. Reg. 16395, effective September 1, 2018)