**Section 508.160 Records of Proceedings**

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

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

2) a 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 administrative hearing; and

8) any communication prohibited by Section 10-60 of the IAPA [5 ILCS 100/10-60]. No such communication shall form the basis for any finding of fact.

b) The record shall also contain the following:

1) Subpoenas;

2) Requests for Subpoenas;

3) Cover letters;

4) Notices of Filing;

5) Certificates of Mailing for regular mail and return receipts for certified mail; and

6) Discovery Requests.

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