**Section 107.304 Record Contents**

a) The record must contain all information or evidence presented to the local siting authority or relied upon by the local siting authority during its hearing process including:

1) The siting application;

2) Any and all transcripts of local hearings;

3) All briefs and other arguments and statements of parties and participants;

4) All exhibits relied upon by the local siting authority in making its decision;

5) All written public comments relevant to the local government proceeding;

6) Minutes of all relevant open meetings of the siting authority;

7) Notices of hearings or all relevant meetings of the siting authority;

8) The written decision of the siting authority made under Section 39.2 of the Act;

9) Certificate of Record as described in Section 107.308; and

10) *If, prior to making a final local siting decision, a county board or governing body of a municipality has negotiated and entered into a host agreement with the local siting applicant, the terms and conditions of the host agreement, whether written or oral, shall be disclosed and made a part of the hearing record for that local siting proceeding. In the case of an oral agreement, the disclosure shall be made in the form of a written summary jointly prepared and submitted by the county board or governing body of the municipality and the siting applicant and shall describe the terms and conditions of the oral agreement.* [415 ILCS 5/39.2(e)]

b) The record must be arranged in chronological sequence, or by category of material and chronologically within each category, and must be sequentially numbered with the letter "C" placed before the number of each page. This page number must appear in the top right corner of each page. In addition, the record must meet the requirements of 35 Ill. Adm. Code 101.Subpart J.

(Source: Amended at 41 Ill. Reg. 10162, effective July 5, 2017)