**Section 164.301 Contents**

a) The Hearing Officer shall prepare a record of all hearings held under these procedures.

b) This record shall contain:

1) A transcript of the proceedings, including all written submissions and exhibits, or an audio recording of the proceeding;

2) A list of witnesses and submitters of written material;

3) Written submissions and exhibits; and

4) When required by law any recommendations made by the Hearing Officer.