**Section 1110.200 Documents**

a) Business records shall be admissible. A business record is:

1) Relevant;

2) A memorandum, report, record or data compilation;

3) Made by a person with first-hand knowledge of the facts or from information transmitted by a person with knowledge of those matters;

4) Made at or near the time of the facts;

5) Made as part of the regular practice of the activity; and

6) Kept in the course of regularly conducted activity.

b) Any party may prove elements (a)(3) through (a)(6) by presentation of a sworn statement by an individual responsible for making or keeping those records. Business records include but are not limited to medical reports and Illinois Department of Public Health or Department of Human Services records.

c) Any party seeking introduction of a document will be allowed to offer a mechanical reproduction or photo copy of the original without any showing that the original is unavailable, upon representation of the party or attorney that the copy is a fair and accurate copy of the original.

(Source: Amended at 43 Ill. Reg. 9969, effective September 13, 2019)