**Section 1130.1180 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 to pleadings), motions, and rulings;

2) a transcript of the hearing, if any, and all evidence received;

3) a statement of matters officially noticed;

4) offers of proof, objections and rulings on those matters;

5) 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 agency in connection with their consideration of the case; and

8) any communication determined to be ex parte, but such communications shall not form the basis for any finding of fact. (See 20 ILCS 3960/4.2.)

b) HFSRB shall be the official custodian of all papers and documents filed in proceedings before HFSRB.

c) The records of administrative proceedings, including the transcript, are public records and shall be open to reasonable public inspection at the offices of HFSRB. The administrative law judge reports shall be available for public inspection after it has been delivered to HFSRB.

(Source: Amended at 37 Ill. Reg. 6227, effective June 1, 2013)