**Section 100.120 Record of Proceedings**

In all hearings, other than informal allocation conferences, held before the Commission or a Hearings Officer duly appointed by the Commission to conduct hearings, the department which is a party shall arrange for a record of the proceedings to be made stenographically or by other means as to adequately insure the preservation of the proceeding. Transcription shall be made on the request of any party if not ordered by the Commission or its Hearings Officer. Any such record will be available for examination by the public at reasonable times in the Springfield Office; and, upon written request made at least 48 hours (exclusive of Saturdays, Sundays and official State holidays) in advance, the Commission will make the record available for examination at the Office of the Commission.

(Source: Amended at 19 Ill. Reg. 206, effective January 3, 1995)