

7325.0320 RECORD.

Subpart 1. **Digital transcription.** The board shall provide a digital or written transcription of the hearing to the parties at cost. A full and complete record shall be kept of all proceedings before the board or designated hearing officer and shall be transcribed by a reporter appointed by the board as required by Minnesota Statutes, section 179A.13, subdivision 1, paragraph (f).

Subp. 2. **Matters in dispute.** The hearing officer shall inquire into all matters in dispute, and shall obtain a full and complete record by evidentiary hearing or stipulation.

Subp. 3. **Record contents.** The hearing officer shall obtain the following to constitute a full and complete record of the proceedings:

- A. all pleadings, motions, and orders;
 - B. evidence received;
 - C. offers of proof, objections, and rulings on objections;
 - D. all memoranda or data submitted by any party in connection with the case;
- and
- E. a digital transcript of the hearing.

Subp. 4. **Transfer of records.** Upon issuance of the hearing officer's recommended decision and order, the hearing officer shall transfer the record of the proceeding to the board.

Statutory Authority: *MS s 179A.041*

History: *40 SR 5*

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