**Section 1300.640 Administrative Hearings**

a) Any hearing conducted by the Department pursuant to the Act shall be conducted in accordance with the Department's rules applicable to formal administrative proceedings (8 Ill. Adm. Code 1.Subparts A and B). All hearings shall be held in Springfield, Illinois. All final administrative decisions of the Department are subject to judicial review under the Administrative Review Law and 8 Ill. Adm. Code 1.Subpart B. The term "administrative decision" is defined in Section 3-101 of the Code of Civil Procedure.

b) The Record

If any final Department action is appealed in Circuit Court pursuant to this Section, the record on review shall include the following:

1) The application or petition submitted;

2) Any written documentation considered by the Department in making its final decision with respect to the application or petition;

3) Any written correspondence between the Department and the person or entity submitting the application or petition, provided that the correspondence either played a material role in the final decision rendered by the Department; made a material argument to the Department with respect to the application or petition; or would be helpful to the Circuit Court in reviewing the matter because the correspondence provides helpful procedural background;

4) The transcript of any administrative hearing and any documents or other evidence submitted at the hearing.