**Section 210.180 Transcripts**

a) Hearings shall be recorded either by mechanical or stenographic means as determined by the Hearing Officer. The Office shall bear the cost of recording. Parties to hearings conducted pursuant to these rules may provide their own recording or stenographer at such proceedings at their own cost in addition to that provided by the Office.

b) Where no verbatim transcript is available, either through failure of mechanical recording devices or inadequate or incomplete stenographic recording, the appellant shall utilize the procedures for preparing a report of proceedings contained in Illinois Supreme Court Rule 323 (Ill. Rev. Stat. 1985, ch. 110A, par. 322).