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§10–218.

The presiding officer hearing a contested case shall make a record that includes:

(1) all motions and pleadings;

(2) all documentary evidence that the agency or Office receives;

(3) a statement of each fact of which the agency or Office has taken official notice;

(4) any staff memorandum submitted to an individual who is involved in the decision making process of the contested case by an official or employee of the agency who is not authorized to participate in the decision making process;

(5) each question;

(6) each offer of proof;

(7) each objection and the ruling on the objection;

(8) each finding of fact or conclusion of law proposed by:

(i) a party; or

(ii) the presiding officer;

(9) each exception to a finding or conclusion proposed by a presiding officer; and

(10) each intermediate proposed and final ruling by or for the agency, including each report or opinion issued in connection with the ruling.

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