

OFFICIAL RECORD CHECKLIST

This checklist is to be used by the Chair of the Review or Grievance Panel when compiling the official record of the proceedings for submission to the Chancellor. The Chair should consult with counsel for the Panel if there is any question about what should be included in the record.

STEP 1: The Chair should collect the following items that constitute the record:

_____ Copy of the petition (604 review) or grievance (607 grievance)

_____ All correspondence between the Chair and the parties (including e-mail messages)

_____ All correspondence between the Chair and the Panel members (including e-mail messages)

_____ Any request to dismiss by the respondent(s)

_____ Notes from the Panel's initial meeting and any other subsequent meetings [date held, attendance, start and end times, general summary of discussion]

_____ Panel's written report determining jurisdiction

[Note: If Panel determines there is no jurisdiction over the petition or grievance, the report includes a recommendation to the Chancellor that the petition or grievance be dismissed and the official record is complete at this point.]

_____ Respondent(s)' response to petition or grievance

_____ Transcript of Pre-hearing meeting with the parties (provided by court reporter)

_____ Transcript of the evidentiary hearing (provided by court reporter)

_____ All exhibits (documentary evidence) submitted to the Panel by either party. (Evidence that the Panel declines to accept into evidence should be separately identified and the Panel must include its reasons for excluding the evidence in its report.)

_____ Panel's written report (drafted by Chair; dissenting members can file separate minority report)

STEP 2: The Chair should assemble the official record in a manner that is organized and easy for the Chancellor to review. A suggested format might be to include the material separated or designated as follows:

Section 1= Petition or Grievance; Initial Meeting Notes; Jurisdiction Report; Response to Petition or Grievance (if applicable); E-mail or other correspondence.

Section 2= Pre-Hearing materials including the transcript; any additional E-mail or other correspondence.

Section 3= Hearing materials including the transcript; any exhibits; any additional E-mail or other correspondence.

Section 4= Panel's written report; any additional E-mail or other correspondence.
**Correspondence including e-mail should be maintained in chronological order.

_____ Table of Contents identifying the contents of the record

_____ Record separated into easily identifiable sections; items in chronological order within each section

STEP 3: The Chair should ensure the official record and Panel's written report are provided to the Chancellor within the appropriate time period (normally 14 days of the final date of the hearing).