

direct or indirect interest. A record shall be kept of all testimony and proceedings before special examiners or in connection with an appeal, but, in the absence of an order by the Board of Appeals, such testimony need not be transcribed unless judicial review is initiated. Witnesses subpoenaed pursuant to this section shall be allowed fees at a rate fixed by the Board of Appeals and fees of witnesses subpoenaed on behalf of the Board of Appeals or any claimant shall be deemed part of the expense of administering this article.

11.

(a) (1) This article shall be administered by the Department of Employment and Training, under the direction and supervision of the Secretary of Employment and Training (hereafter "Secretary") and the Board of Appeals of the Department of Employment and Training as set forth herein. Wherever in this article the word "Executive Director" appears, it shall be construed to mean the Secretary of Employment and Training. Wherever in this article or elsewhere in the Code the words "Employment Security Board", "Department of Employment Security", or "Employment Security Administration" appear, they shall be construed to mean the Department of Employment and Training for the purpose of the administration of this article.

(2) The Secretary shall furnish to the Board of Appeals such equipment, housing, supplies and services as may be necessary to the operations of said Board of Appeals, and shall, with the approval of the Board of Appeals, appoint an adequate number of [referees] ADMINISTRATIVE-LAW-JUDGES HEARING EXAMINERS and other personnel, as may be required by the Board of Appeals, for the proper and effective performance of the appeals procedures provided by this article. All personnel shall be under the administrative authority of the Secretary.

(3) The manner in which appeals to the [referees] ADMINISTRATIVE-LAW-JUDGES HEARING EXAMINERS and the Board of Appeals shall be presented, and the procedures governing such appeals shall be in accordance with the rules or regulations prescribed by the Board of Appeals pursuant to their authority as outlined in § 7(g) herein.

12.

(g) (1) Each employing unit shall keep true and accurate employment records, containing such information as the Executive Director or Board of Appeals may prescribe. Such records, as well as cash disbursement journals, check registers, tax returns and other documents which supplement or corroborate those records, shall be open to inspection and be subject to being copied by the Executive Director or the Board of Appeals or the authorized representatives of them at any reasonable time and as often as may be necessary. The Executive Director or Board of Appeals may require from any employing unit any sworn or unsworn reports, with respect to persons employed by it, which the