

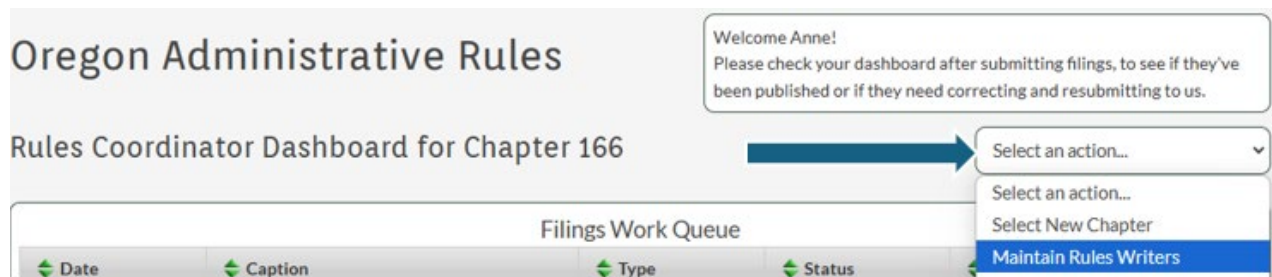


Maintaining Rules Writers

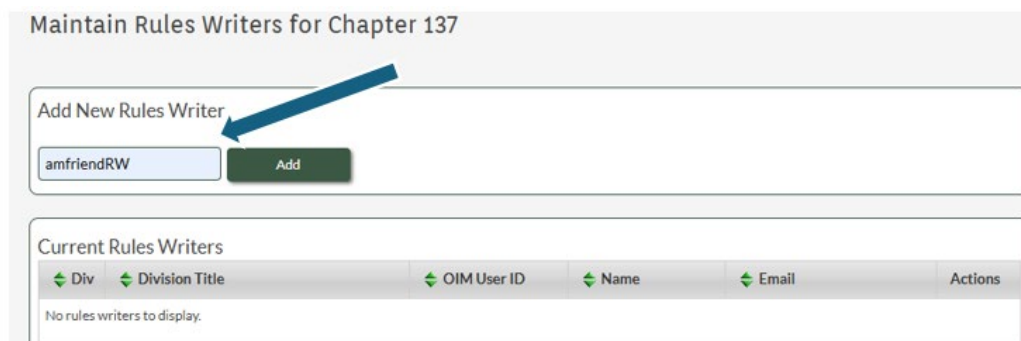
See more videos about the OARD (Oregon Administrative Rules Database) on the Oregon State Archives [YouTube channel](#).

This overview is for the **Rules Coordinator** role. Only Rules Coordinators can assign Rule Writers.

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for **Oregon Admin Rules**.
2. Click the **Select an action...** menu on the top right of your Dashboard select **Maintain Rules Writers** from the drop down.



3. You will need to know the persons OIM User ID. Enter the OIM in the “Add New Rules Writer” field and click **Add**.



4. The rule writer’s information will display. Use the drop-down menu under “Assigned Divisions” to select the divisions for the person’s access. After you select the division and it is showing in the “Assigned Division” drop-down, click the **Add Division** button it will display below, under the list of sections this Rules Writer has access to work on.

Rules Writer Maintenance for Chapter 137

First Name:

OIM User ID:

Last Name:

Email Address:

Assigned Divisions: Add Division

Division Name	Date Active	Date Inactive	Action
No divisions have been assigned.			

5. Select a date for the “Date Active” field. It can be today’s date or a date in the future. Then click **Save**.

Rules Writer Maintenance for Chapter 166

First Name:

OIM User ID:

Last Name:

Email Address:

Assigned Divisions: Add Division

	Division Name	Date Active	Date Inactive	Action
1	PROCEDURAL RULES AND SCOPE	06/26/2024	<input type="text"/>	
5	POLICY, PURPOSE, AND DEFINITIONS	06/26/2024		
10	STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES	06/26/2024		
15	CAKE DIVISION	06/26/2024		
17	ELECTRONIC RECORDS MANAGEMENT	06/26/2024		
20	THE PROTECTION AND STORAGE OF PUBLIC RECORDS	06/26/2024		
25	MICROFILM STANDARDS RULES	06/26/2024		

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6. To remove a Rule Writer, select **Edit** to the right of the division listing in the Actions column.

Oregon Administrative Rules

Maintain Rules Writers for Chapter 340

Add New Rules Writer

OIM User ID: Add

Current Rules Writers

Div	Division Title	OIM User ID	Name	Email	Actions
12	ENFORCEMENT PROCEDURE AND CIVIL PENALTIES	imanaa	Tester, Admin	isd-ent@sos.state.or.us	Edit
264	RULES FOR OPEN BURNING	imanaa	Tester, Admin	isd-ent@sos.state.or.us	Edit

Return to Dashboard

To remove the person right away, select today's date for the "Date Inactive" field or, set the date to one in the future to have their access expire on that day.

Assigned Divisions

Add Division

	Division Name	Date Active	Date Inactive	Action
11	RULES OF GENERAL APPLICABILITY AND ORGANIZATION	08/09/2017	<input type="text"/>	
12	ENFORCEMENT PROCEDURE AND CIVIL PENALTIES	08/28/2017		
18	STATE AGENCY COORDINATION PROGRAM	08/09/2017		
33	Migrated	08/09/2017		
264	RULES FOR OPEN BURNING	08/09/2017		

Save

Maintain Rules Writers

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		