



Rules Coordinator Dashboard

A video of these instructions can be found on the [Oregon State Archives YouTube channel](#)

This overview is for the **Rules Coordinator** role. If you are a **Rules Writer** your dashboard will look different. See the video [Rules Writer Dashboard](#) instead.

1. Login here <https://secure.sos.state.or.us/oim/login>

If you don't see the **Oregon Admin Rules DB (OARD)** link, make sure the [Rules Coordinator and Delegation of Rulemaking Authority Form](#) has been sent to the Oregon State Archives to approve your access.



If the form has been submitted and you still don't see this link, contact the Administrative Rules Section at 503-373-0701, option 2, or, adminrules.archives@oregon.gov.

2. After clicking the link for Oregon Admin Rules DB, Chapter Selection displays. You may see one option or many. Your screen will not look exactly like this. It will be customized for your agency and access level. Click the chapter you wish to work in:



3. The Rules Coordinator Dashboard displays next. It has 4 separate areas (Filing Work Queue, Filings Final Queue, Current Chapter Rules, Rules Work Queue).

Rules Coordinator Dashboard for Chapter 166 Select an action...

Filings Work Queue

Date	Caption	Type	Status	Staff	Action
04/28/2025 10:34 AM	draft notice	Notice	Draft	Anne	Edit Delete
04/21/2025 9:19 AM	SMC training	Minor Correction	Submitted	Anne	View Receipt Copy
04/18/2025 1:39 PM	testing SMC saving	Minor Correction	Draft	Anne	Edit Delete
04/09/2025 9:51 AM	training caption	Notice	Returned Due by 08/08/2024 7:00 PM	Anne	Edit

Filings Final Queue

Filed Date	AON	Caption	Type	Status	Action
05/12/2025 2:49 PM		asdf	Notice	Internal Update	View Tracked Changes
04/28/2025 10:33 AM		testing if rule has to be attached to create a draft filing	Notice	Published & Available to LC	View Tracked Changes

[Show More](#)

Current Chapter Rules

[Adopt New Rule](#)

- Division 1 – PROCEDURAL RULES AND SCOPE
- Division 5 – POLICY, PURPOSE, AND DEFINITIONS
- Division 10 – STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES
- Division 15 – CIVIL DIVISION

Rules Work Queue

Notice [Create New Filing](#)

Include	Rule	Date	Status/Staff	Actions
	166-001-0200 Amend	05/09/2025 10:45 AM	Draft Anne	Edit Delete
	166-005-0000 Amend	05/09/2025 9:46 AM	Sent Anne	Edit Delete
<input type="checkbox"/>	166-030-0045 Amend	04/28/2025 10:35 AM	Accepted Anne	Edit Delete

4. The **Filings Work Queue** contains filings. There are 4 types: Notice, Minor Correction, Permanent or Temporary.

Rules Coordinator Dashboard for Chapter 166 Select an action...

Filings Work Queue

Date	Caption	Type	Status	Staff	Action
05/14/2025 4:50 PM	15 words or less to capture what is going on with the changes to OARs	Temporary	Submitted	Anne	View Receipt Copy
05/14/2025 4:44 PM	draft notice	Notice	Submitted	Anne	View
05/14/2025 4:27 PM	Example caption of 15 words or less	Permanent	Draft	Anne	Edit Delete
04/21/2025 9:19 AM	SMC training	Minor Correction	Submitted	Anne	View Receipt Copy
04/09/2025 9:51 AM	training caption	Notice	Returned Due by 08/08/2024 7:00 PM	Anne	Edit

- “Date” column is the last date the item was modified.
- “Caption” column is the caption of the filing (15 words or less).
- “Type” column is 1 of 4: Notice, Minor Correction, Permanent or Temporary.
- “Status” column indicates the status of your filing. Usually, you will see it in **Draft** state which is how it displays as you are working on it and saving along the way. Once it says **Submitted** in this field, you have sent the filing to the Secretary of State’s Administrative Rules Unit.

- “Staff” column shows the last person to work on or submitted the filing.
- “Action” column gives the options of things you can do with the filing. Only Drafts can be edited or deleted. Only Submitted filings can show a “Receipt Copy”.
- Your “Receipt Copy” serves as your record of the submission. You can save it or print it.

5. The **Filings Final Queue** displays the filings you submitted to the Oregon State Archives. Once a filing is submitted and the Oregon State Archives processes the filing, it moves to this queue.

- The most important column is “Status.” This column will show “Published” or “Voided.” **Published** means all the requirements for filing have been met. A status of **Voided** means the filing did not meet all the requirements.
- “Filed Date” column is the date it was filed (this does not change)
- “AON” column is the Administrative Order Number, which is assigned by the Oregon State Archives.
- “Caption” column is the caption of the filing (usually 15 words or less).
- “Type” column is 1 of 4: Notice, Minor Correction, Permanent or Temporary.
- “Action” column will have a “View,” “Tracked Changes,” and “Receipt Copy” link depending on the filing type. The Receipt Copy might have changed from the one in **Filings Work Queue** if you had to submit a correction.

Filed Date	AON	Caption	Type	Status	Action
05/13/2025 10:49 AM	DFW 12-2025	OARD release 2.1.3 testing	Permanent	Voided	View Receipt Copy Tracked Changes
04/09/2025 10:03 AM	DFW 11-2025	testing URL and HB 4106	Temporary	Published & Available to LC	View Receipt Copy Tracked Changes
04/09/2025 9:47 AM		testing URL wrap	Notice	Published & Available to LC	View Tracked Changes
04/09/2025 9:44 AM	DFW 10-2025	testing URL wrap	Minor Correction	Published & Available to LC	View Receipt Copy Tracked Changes
04/09/2025 9:42 AM	DFW 9-2025	testing URL	Permanent	Published & Available to LC	View Receipt Copy Tracked Changes

6. The **Current Chapter Rules** Queue holds all your rules and their text. If you want to start a new draft of a rule, this is where to start. (For a tutorial on creating a rule draft see [YouTube](#) tutorial video.)

Current Chapter Rules

Adopt New Rule

Division 101 - Restoration test

Division 120 - Adding for testing

Division 150 - COUNTY AND SPECIAL DISTRICT RETENTION SCHEDULE

Division 200 - CITY GENERAL RECORDS RETENTION SCHEDULE

Number	Title	Action
166-200-0200 OSA 1-2015	City Records	Start Draft Start SMC
166-200-0205 OSA 2-2014	Accounting — ...	Start Draft Start SMC
166-200-0210	Accounting — ...	Start Draft

Current Chapter Rules

Adopt New Rule

Division 1 - PROCEDURAL RULES AND SCOPE

Division 5 - POLICY, PURPOSE, AND

Maintain Rule for Chapter 166

Rule Number

166 - -

Check availability

Rule Action

☒ Adopt
 ☐ Amend
 ☐ Repeal
 ☐ Suspend
 ☐ Renumber

- Click on a Division to expand it and see options for “Start Draft” or “Start SMC” (Statutory Minor Correction) [For details on SMCs see the video on YouTube.](#)
- Use the “Adopt New Rule” button to start a new rule.

7. The **Rules Work Queue** is to the right of the Current Chapter Rules Queue. This queue contains drafts and rules that are being worked on that are not yet in a filing.

Current Chapter Rules

Adopt New Rule

Division 1 - PROCEDURAL RULES AND SCOPE

Division 5 - POLICY, PURPOSE, AND DEFINITIONS

Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES

Rules Work Queue

Notice

Create New Filing

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- “Include” column allows you to check the box to include the draft on a filing.
- “Rule” column shows the rule number and the action being taken: Adopt, Amend, Renumber, Repeal, or Suspend. Some drafts show PDF attachments and/or notes, indicated by icons to the right.
- “Date” column shows the date last modified.
- “Status/Staff” column shows the last person to work on the draft and the action taken.
- “Actions” column shows the options: Edit or Delete. Be careful with “Delete” as the item is not retrievable once deleted.

8. Other tasks you can perform from the dashboard are found in the drop-down menu in the upper right:

- YouTube tutorial videos and PDF guides are available online on our resource website.
- Tasks included in the “Select an action...” dropdown menu are:
 - Select New Chapter
 - Maintain Rules Writers
 - Maintain Divisions
 - Search Rules
 - Search Filings
 - Access the Oregon Bulletin
 - Access the Annual Compilation
 - Run Reports
 - FAQ
 - Logout

Rules Coordinator Dashboard for Chapter 166

Select an action...

Select an action...

Select New Chapter

Maintain Rules Writers

Maintain Divisions

Search Rules

Search Filings

Access the Oregon Bulletin

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