



Rules Writer Dashboard

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

This overview is for the **Rules Writer** role. If you are a **Rules Coordinator** your dashboard will look different. See the video [Rules Coordinator Dashboard](#) instead. **Rules Writers** have the ability to draft rules and send them to Rules Coordinators.

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

If you don't see the **Oregon Admin Rules** link, make sure your Rules Coordinator has requested access for you. They do this by completing the [Rules Coordinator and Delegation of Rulemaking Authority Form](#) and sending it to the Oregon State Archives.



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, the 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 Dashboard displays next. It has 3 queues (Current Chapter Rules, Rules Work Queue & Filings Final Queue). Notice the display at the top tells you what chapter you are in (in this case Chapter 166).

Current Chapter Rules

Adopt New Rule

- Division 1 - PROCEDURAL RULES
- Division 5 - POLICY, PURPOSE, AND DEFINITIONS
- Division 7 - Fluffy Cats
- Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES
- Division 17 - ELECTRONIC RECORDS
- Division 20 - THE PROTECTION AND STORAGE OF PUBLIC RECORDS
- Division 25 - MICROFILM STANDARDS RULES

Rules Work Queue

Include	Rule	Date	Status/Staff	Actions
	166-005-0010 Amend	08/04/2017 10:10 AM	Draft Dan	View
	166-010-0000 Amend	08/09/2017 11:44 AM	Attached ColleenRC	View
	166-010-0006 Amend	08/08/2017 2:20 PM	Draft ColleenRC	View
	166-010-0015 Amend	08/04/2017 10:36 AM	Edited Dan	View
	166-025-0035 Amend	08/08/2017 2:25 PM	Draft ColleenRC	View

Filings Final Queue

Filed Date	AON	Caption	Type	Action
		added OREGON	Minor Correction	View
08/08/2017 2:38 PM		Meena and Griffin's Excellent Adventure	Notice	View
08/04/2017 12:10 PM		fgjxfgh	Notice	View

- The **Current Chapter Rules** Queue holds all the divisions you have access to as a writer.

Rules Writer Dashboard for Chapter 166

Select an action...

Current Chapter Rules

Adopt New Rule

- ^ Division 1 - PROCEDURAL RULES
- ^ Division 5 - POLICY, PURPOSE, AND DEFINITIONS
- ^ Division 7 - Fluffy Cats
- ^ Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES
- ^ Division 17 - ELECTRONIC RECORDS

Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
	166-005-0010 Amend	08/04/2017 10:10 AM	Draft Dan	View
	166-010-0000 Amend	08/09/2017 11:44 AM	Attached ColleenRC	View
	166-010-0006 Amend	08/08/2017 2:20 PM	Draft ColleenRC	View
	166-010-0015 Amend	08/04/2017 10:36 AM	Edited Dan	View
	166-025-0035 Amend	08/08/2017 2:25 PM	Draft ColleenRC	View

- Click on a rule to expand it and see options for “Start Draft.” In this queue you can start a draft or click “Adopt New Rule” button at the top.

Rules Writer Dashboard for Chapter 166

Select an action...

Current Chapter Rules

Adopt New Rule

- ^ Division 1 - PROCEDURAL RULES
- ^ Division 5 - POLICY, PURPOSE, AND DEFINITIONS
- ^ Division 7 - Fluffy Cats
- ^ Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES
- ^ Division 17 - ELECTRONIC RECORDS

Number	Title	Action
166-017-0005	Purpose	Start Draft
166-017-0010	Definitions	Start Draft
166-017-0015	General Require...	Start Draft
166-017-0025	Electronic Recor...	Start Draft

Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
	166-005-0010 Amend	08/04/2017 10:10 AM	Draft Dan	View
	166-010-0000 Amend	08/09/2017 11:44 AM	Attached ColleenRC	View
	166-010-0006 Amend	08/08/2017 2:20 PM	Draft ColleenRC	View
	166-010-0015 Amend	08/04/2017 10:36 AM	Edited Dan	View
	166-025-0035 Amend	08/08/2017 2:25 PM	Draft ColleenRC	View

- 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 on a filing. Items you worked on show “Edit | Delete” in the Actions column. Things others worked on simply has “View.”

Current Chapter Rules

Adopt New Rule

- ^ Division 1 - PROCEDURAL RULES
- ^ Division 5 - POLICY, PURPOSE, AND DEFINITIONS
- ^ Division 7 - Fluffy Cats
- Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES
- ^ Division 17 - ELECTRONIC RECORDS
- ^ Division 20 - THE PROTECTION AND STORAGE OF PUBLIC RECORDS



Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
	166-005-0010 Amend	08/04/2017 10:10 AM	Draft Dan	View
	166-010-0000 Amend	08/09/2017 11:44 AM	Attached ColleenRC	View
	166-010-0006 Amend	08/08/2017 2:20 PM	Draft ColleenRC	View
	166-010-0015 Amend	08/04/2017 10:36 AM	Edited Dan	View
<input type="checkbox"/>	166-010-2233 Adopt	08/11/2017 3:08 PM	Draft Emma	Edit Delete
	166-025-0035 Amend	08/08/2017 2:25 PM	Draft ColleenRC	View

- “Include” column allows you to check the box to include the draft on a filing. When you are done and ready to send to your Rules Coordinator you’ll use these check boxes.
- “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: View, Receipt Copy, Edit or Delete. Be careful with “Delete” as the item is not retrievable once deleted.

6. To view a rule, click the “View” link in the right column:

Chapter 166

Select an action...

Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
	166-005-0010 Amend	08/04/2017 10:10 AM	Draft Dan	View
	166-010-0000 Amend	08/09/2017 11:44 AM	Attached ColleenRC	View
	166-010-0006 Amend	08/08/2017 2:20 PM	Draft ColleenRC	View
	166-010-0015 Amend	08/04/2017 10:36 AM	Edited Dan	View
<input type="checkbox"/>	166-010-2233 Adopt	08/11/2017 3:08 PM	Draft Emma	Edit Delete
	166-025-0035 Amend	08/08/2017 2:25 PM	Draft ColleenRC	View

This displays the View Rule page for the chapter you selected:

Oregon Administrative Rules

View Rule for Chapter 166 

Amend: 166-010-0000

Rule Title

General

Rule Text



The Archives Division, Office of the Secretary of State, is administered by the State Archivist. The State Archives accepts custody of permanently valuable public records and provides access to those public records in the official custody of the State Archivist. The State Records Center provides storage and retrieval services for inactive records of state agencies. The Archives Division also provides advice and assistance to state and local agencies, and operates the Security Copy Depository which is a storage and retrieval service for security copy microfilm from state or local agencies.

	Statutory/Other Authority	Statutes/Other Implemented
ORS 192.070	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15 USC § 1681b	<input checked="" type="checkbox"/>	<input type="checkbox"/>
357.825(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
357.895	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ORS 357.825	<input type="checkbox"/>	<input checked="" type="checkbox"/>
357.835	<input type="checkbox"/>	<input checked="" type="checkbox"/>
357.855	<input type="checkbox"/>	<input checked="" type="checkbox"/>
357.895	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Rule Summary

asd
asdfsdfasdf

Attachment

No attachment.

Here you can see the Rule Title, Rule Text, Rule Summary and save the rule as text (using the “Save as Text” button at the bottom”) should you care to share the text with your advisory committee or others. Use the “Return to Dashboard” to return to dashboard.

7. For the drafts you've created you can edit or delete. Be careful with "delete" as it is not retrievable. Picking "Edit" from the right column takes you to the Maintain Rule page for the chapter selected.

	Amend		2:20 PM	ColleenRC	
	166-010-0015 Amend		08/04/2017 10:36 AM	Edited Dan	View
<input type="checkbox"/>	166-010-2233 Adopt		08/11/2017 3:08 PM	Draft Emma	Edit Delete
	166-025-0035 Amend		08/08/2017 2:25 PM	Draft ColleenRC	View

Oregon Administrative Rules

Maintain Rule for Chapter 166

Rule Number

166 - -

Rule Action

Adopt Amend Repeal Suspend Renumber

Are you adopting Attorney General's Model Rules by reference? (By checking this box, you are attesting that this is a Model Rule.)

Rule Title

Oregon Agriculture: Past and Present

Rule Text



As the author of this rule you have several options. You can edit the draft rule text, edit the summary, add notes, upload attachments and send to your Rules Coordinator when you are done.

At the bottom you have 4 buttons:

- I. Send: Sends it to your Rules Coordinator.
- II. Save: Saves your work
- III. Return to Dashboard: Returns you to the dashboard screen
- IV. Save As Text: Saves a copy of the information as a text document to your local system.



The **Filing Final Queue** is the last queue on your dashboard. Here you can view filings that have been submitted to the Secretary of State Archives by your Rules Coordinator. You cannot edit the content here, but you can view what was submitted and print the information.

Filed Date	AON	Caption	Type	Action
		added OREGON	Minor Correction	View
08/08/2017 2:38 PM		Meena and Griffin's Excellent Adventure	Notice	View
08/04/2017 12:10 PM		fgjxfgh	Notice	View

To print, click “View” in the right column, then Ctrl+P or other print shortcut on your system to print the screen as you see it. You can also use the “Save as Text” button at bottom of screen and save the information as a text document; then print or email.

Anytime you see a “View” link you can enter and print the information or save it as text.
