



Statutory Minor Correction (SMC)

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

A Statutory Minor Correction (SMC) filing type is a hybrid of a regular rulemaking filing and an “edit rule.” To file a SMC it has to be a currently existing rule that does not have a Temporary.

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for Oregon Admin Rule. Select the Chapter you wish to work in (if you have more than 1).
2. In the Current Chapter Rules queue select the Division you wish to work in. Locate the link for “Star SMC” on the right:

The screenshot displays two panels from the Oregon State Archives administrative rules system. The left panel, titled 'Current Chapter Rules', shows a list of rules under two divisions: 'Division 258 - MOTOR VEHICLE FUEL SPECIFICATIONS' and 'Division 259 - CLEAN DIESEL GRANT AND LOAN RULES'. A red arrow points to the 'Start SMC' link for rule 340-259-0005. The right panel, titled 'Rules', shows a list of rules with columns for 'Include', 'Rule', and 'Action'. The rule 340-098-0200 to 340-700-0010 Renumber is selected with a checkmark.

Number	Title	Action
340-259-0005	Clean Diesel In...	Start Draft Start SMC
340-259-0010	Purpose and Sc...	Start Draft Start SMC
340-259-0015	Definitions	Start Draft Start SMC
340-259-0020	Determining th...	Start Draft Start SMC
340-259-0025	Determining th...	Start Draft Start SMC
340-259-0030	Standards for ...	Start Draft Start SMC
340-259-0035	Standards for ...	Start Draft Start SMC
340-259-0040	Approval Prefe...	Start Draft Start SMC
340-259-0045	Grant and Loan...	Start Draft Start SMC

Include	Rule	Action
<input type="checkbox"/>	340-005-7474 Adopt	08/ 2:1
<input type="checkbox"/>	340-012-0054 Amend	08/ 1:1
<input type="checkbox"/>	340-018-0000 Sunset	08/ 1:3
<input checked="" type="checkbox"/>	340-098-0200 to 340-700-0010 Renumber	08/ 1:2

3. You must check at least one of the boxes at the top which are the only changes allowed in a SMC, according to [ORS 183.335\(7\)](#). You may select more than one box if you are making more than one type of change.

Oregon Administrative Rules
Statutory Minor Correction for Chapter 340

Agency attests the following changes have been made, according to ORS 183.335(7):

- Changing the name of an agency by reason of a name change prescribed by law
- Changing the name of a program, office or division within an agency as long as the change in name does not have a substantive effect on the functions of the program, office or division
- Correcting spelling
- Correcting grammatical mistakes in a manner that does not alter the scope, application or meaning of the rule
- Correcting statutory or rule references
- Correcting addresses or telephone numbers referred to in the rules

NOTE: Rule Coordinators must file Division Title changes through the Maintain Divisions page on the dashboard. Please contact the Archives Division Publication Unit for Agency or Chapter name changes.

Filing Caption

4. Fill in the remaining fields. Those with an exclamation point in the upper right are required. **Save often** using the “Save” button at the bottom of the page. If you leave the page and do not save your work it will be gone.

Filing Contact Information

Name		Address	Phone / Email
Ed ✓	Lewiston ✓	15235 Main Street ✓	503-987-8581
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Attachment

No file chosen

I acknowledge that the changes made in this minor correction adhere to the rules set forth in ORS 183.335(7).

5. At the bottom you must check the box “I acknowledge that the changes made...”

Attachment

No file chosen

I acknowledge that the changes made in this minor correction adhere to the rules set forth in ORS 183.335(7).

6. When you are completely done and ready to submit the SMC to the Oregon State Archives click the “Submit” button. Be sure you are ready as this cannot be un-done. Once you’ve done this, the Status of the SMC will change from “Draft” to “Submitted” in the Filings Work Queue.

Filings Work Queue

↕ Date	↕ Caption	↕ Type	↕ Status	↕ Staff	Action
08/10/2017 3:58 PM	lkijlkj;l	Minor Correction	Draft	Emma	Edit Delete
08/10/2017 2:26 PM	test	Temporary	Draft	BrendenRC	Edit Delete
08/09/2017 1:20 PM	Super Mediation Communications for Heros	Minor Correction	Submitted	Emma	View

7. You can save a copy of the text of your submission by clicking “View” in the “Action” column. Then click the button for “Save as Text” and it will open a file in your local system which you can save. Use the “Return to Dashboard” button to return to the Dashboard when done.

