

Overview is compiled from the requirements set forth in the Attorney General's Administrative Law Manual.

• **The Publications Unit** of the Secretary of State Archives Division accepts administrative rule filings and publishes the Administrative Rules.

• **The Attorney General's office** has the authority to interpret Administrative Rules and give legal advise concerning Administrative Rules.

• **Legislative Counsel** reviews Administrative Rules with regard to constitutionality and scope and intent of enabling legislation.

Rulemaking Steps:

ORS 183.355(3)(b) requires that an agency "take appropriate measures to make the temporary rules known to persons who may be affected by them." This includes interested parties, organizations and agencies on the agency's interested party mailing list, as well as others who may be affected.

Complete and file a temporary administrative rule filing using the Publications Unit's on-line filing system, OARD, available on the OAR website:
<http://sos.oregon.gov/archives/Pages/fileonline.aspx>

The printable filing receipt, stamped with the date filed with the Secretary of State's office, is located in the Filings Final Queue of the OARD Dashboard.

****Make sure to return to the OARD to see if your filing has been returned for corrections or accepted and "Published."**

The filing deadline is the last calendar day of each month.

Accepted filings will be promoted to Legislative Counsel's OARD dashboard by the OARD system, fulfilling the requirements of ORS 183.715(1)

Note: File Temporary Rulemakings with their Statements of Need & Justification through the online system available at: <http://sos.oregon.gov/archives/Pages/fileonline.aspx>
Go to the Publications Unit's website at:
http://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx for Rulemaking worksheets, access to the online OARD Database and the Oregon Bulletin.
For further inquiries about rule filing or OAR publications, contact the Publications Unit, Secretary of State, Archives Division, 800 Summer Street NE, Salem, Oregon 97310.
(503) 373-0701 opt. 2.