



# File a Permanent Administrative Order

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

Only **Rules Coordinators** are allowed to file permanent administrative orders. In this guide we will review submitting a permanent filing, a renumber filing, and model rule and procurement filings. To find information on how to file a statutory minor correction or a temporary administrative order, please view our [PDF](#) guide.

Permanent Administrative Orders are also referred to as Perms, Perm Filings, and Permanent Filings. These are all the same things and create an Administrative Order Number (AON) for tracking of the filing in the future. The AON can be found at the top of the filing receipt copy and looks similar to this: OSA 1-2025. Any filing action other than a Notice of Proposed Rulemaking will create an AON.

A **Permanent Administrative Order** is only allowed after a Notice of Proposed Rulemaking is filed and the statutory timelines and deadlines are met. The exceptions to this are when renumbering a rule, adopting Attorney General’s model rules by reference, or working on rules relating to public contracts and purchasing pursuant to ORS 183.335(10). See our [YouTube](#) video or [PDF](#) guide on how to file a Notice of Proposed Rulemaking.

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for **Oregon Admin Rules**. Select the **Chapter** you wish to work in if you have more than one chapter assigned to you. If you only have one chapter you work in, you will go straight to the Rules Coordinator dashboard.

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## Oregon Administrative Rules

### Chapter Selection



- 115 - Employment Relations Board
- 137 - Department of Justice
- 160 - Secretary of State, Corporation Division
- 162 - Secretary of State, Audits Division
- 165 - Secretary of State, Elections Division
- 166 - Secretary of State, Archives Division
- 167 - Secretary of State, Business Services Division
- 333 - Oregon Health Authority, Public Health Division
- 340 - Department of Environmental Quality
- 471 - Employment Department

2. Once the Notice of Proposed Rulemaking (Notice) has been published and all timelines and deadlines are met, you may begin the permanent filing process. The published Notice will be found in the Filings Final Queue.

- a. Click **View** to see the list of rules that were included in the previously published Notice. This option also allows you to view all of the fields in your Notice filing.

Filed Date	AON	Caption	Type	Status	Action
07/02/2025 11:58 AM	DFW 27-2025	example	Permanent	Published & Available to LC	<a href="#">View</a>   <a href="#">Receipt Copy</a>   <a href="#">Tracked Changes</a>
06/11/2025 1:37 PM	DFW 26-2025	test	Permanent	In Bulletin	<a href="#">View</a>   <a href="#">Receipt Copy</a>   <a href="#">Tracked Changes</a>
06/11/2025 10:43 AM		Demonstration of notice process	Notice	In Bulletin	<a href="#">View</a>   <a href="#">Tracked Changes</a>

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- b. Once the filing screen is open, scroll down to the Rules Proposed section and click **Start Draft** to begin working with the rule language.

Rule Number	Rule Title	Rule Action	
813-005-0001	General Purpose	Amend	<a href="#">Start Draft</a>   <a href="#">View</a>

- c. The Rule Maintenance screen will be next. This is the screen where you will work to further update any rule language that may have changed during the time between the Notice being filed and the Permanent filing. Any updates to the statutory references are also completed on this screen. We recommend deleting all the proposed rule text and then pasting in the final approved rule text to avoid missing any changes that were made. Rule text must be entered with no formatting other than what is allowed per [OAR chapter 166 division 500](#).

**Rule Title**

City Records ✓

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**Rule Text**

This General Schedule prescribes minimum retention periods for public records created and maintained by the cities of Oregon. Retention periods apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records. The asterisks (\*) found in this schedule indicate that the record may be classified as "vital" or "essential" in the event of a disaster.

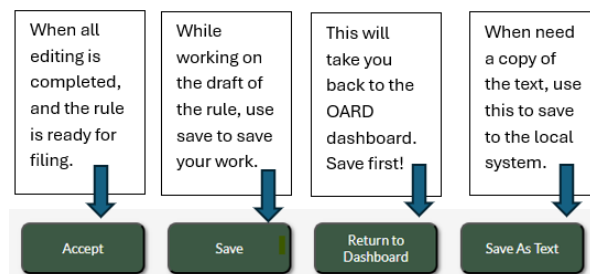
	Statutory/Other Authority	Statutes/Other Implemented		
ORS 192	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select all that apply.	<a href="#">Remove from rule</a>
357	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select all that apply.	<a href="#">Remove from rule</a>
ORS 192.005 - 192.170	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select all that apply.	<a href="#">Remove from rule</a>
357.805 - 357.895	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select all that apply.	<a href="#">Remove from rule</a>

- d. After verifying that the rule language and all other fields are correct on the screen, a rule summary will need to be entered next. This summary does not carry over from the Notice filing; however, the proposed rule text and statutory citations do carry over. You can use the same rule summary from the Notice filing if that summary still applies to the final permanent rule language. Per ORS 183.335(2)(a)(B) “An objective, simple and understandable statement summarizing the subject matter and purpose of the intended action in sufficient detail to inform a person that the person’s interests may be affected, and the time, place and manner in which interested persons may present their views on the intended action.”

Rule Summary

Amending the language to comply with updated federal standards. Added language referencing the corresponding general schedules that apply for cities.

- e. After entering the Rule Summary, scroll down and click **Accept** to move your accepted rule to the Rules Work Queue to be added to the Permanent Filing. Additionally, if you want the rule to stay in draft form, you will click **Save** to save your draft rule in the Rules Work Queue. There is also an option to save the information shown on the page as a text file by clicking **Save As Text**.

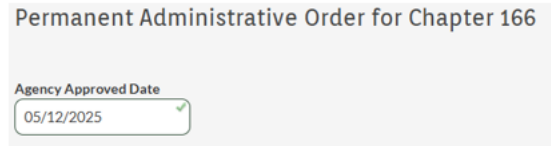


3. Once the rule(s) are in accepted status and listed in the Rules Work Queue, the permanent filing can be created.
- Check the box to the left of each rule number in the **Include** column to select and include that rule in the filing.
  - Once all the rules needed for the filing have a check mark, use the drop-down menu at the top where Notice is displayed and select **Permanent**
  - Click on the **Create New Filing** button to begin your permanent filing.

Rules Work Queue				
Notice	<b>Create New Filing</b>			
Include	Rule	Date	Status/Staff	Actions
<input type="checkbox"/>	813-001-0007 Amend	06/18/2025 3:30 PM	Accepted Anne	Edit   Delete
<input type="checkbox"/>	813-005-0001 Amend	06/18/2025 3:30 PM	Accepted Anne	Edit   Delete

4. The next screen to display is the **Permanent Administrative Order** filing screen. Fields with exclamation points are required. Screenshots are provided below each section for visual examples.

- a. **Agency Approved Date:** The date the agency, board, commission or council has voted for or given approval for filing of the final permanent rule text. This date must be on or before the filing date.

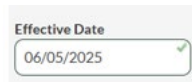


Permanent Administrative Order for Chapter 166

Agency Approved Date

05/12/2025

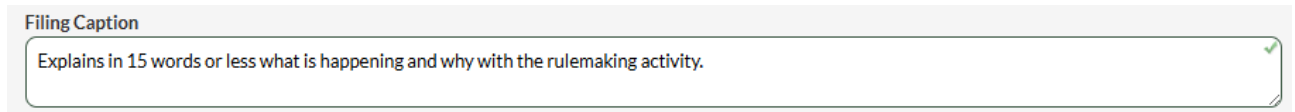
- b. **Effective Date:** The date the agency wants the rule to be effective and must be on or after the filing date. Caution should be used if the effective date is more than 30 days in the future. No actions may be taken on a rule until the effective date has passed.
- For example, a permanent rule filed in July with an effective date in January of the next year cannot be amended or repealed or have a statutory minor correction or temporary rule filed until the January effective date has passed.



Effective Date

06/05/2025

- c. **Filing Caption:** Must be 15 words or less. This caption is to explain what the filing is about.



Filing Caption

Explains in 15 words or less what is happening and why with the rulemaking activity.

- d. **Rules:** This field is the rule or rules you selected to include in the filing. Double check to ensure all needed rules are on the list. You can add missing rules from the drop-down list if there are rules in the Rule Work Queue in the accepted status. If the button is grey, that means there are no rules in the accepted status in the Rules Work Queue. To remove a rule that does not belong on the filing, click **Remove**. You may also make additional edits to the rule from this list if something needs updated after the rule has been added to the filing, by clicking **Edit**.



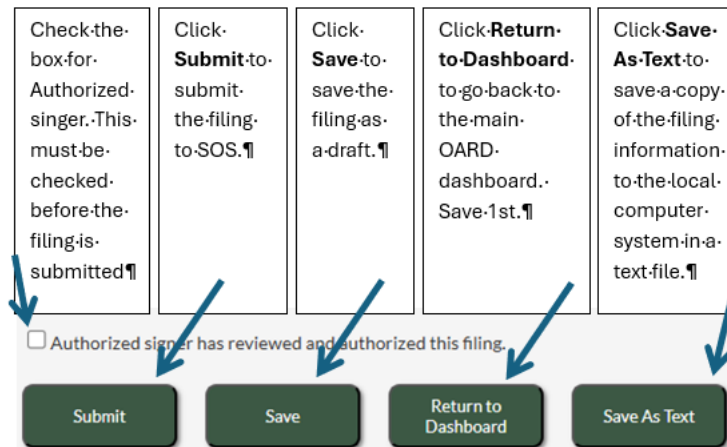
Rule Number	Rule Title	Rule Action	Notice Filed Date	
166-020-0007	Definitions test	Amend	2/21/18	Edit   Remove

- e. **Filing Contact Information:** A person's name, address, phone and email are required. The email address may be a group email.

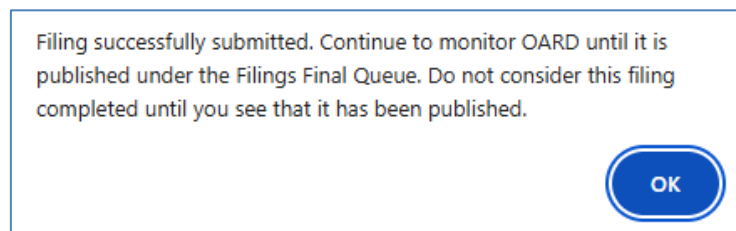
Filing Contact Information

Name	Address	Phone / Email
Anne ✓	123 any street ✓	123-456-7890 ✓
Friend ✓	Address 2	Phone Ext
	Salem ✓	email.email@email.com ✓
	OR ✓	
	97310 ✓	

- f. **Authorized signer has reviewed and authorized this filing:** This box must be checked before the filing can be submitted for review and publication.
- g. **Submit:** Sends the Permanent to the Secretary of State Administrative Unit.
- h. **Save:** Saves your work and creates a draft of the filing. The draft filing can be found in the Filings Work Queue.
- i. **Return to Dashboard:** Returns you to the dashboard
- j. **Save as Text:** Saves a copy of this information as a text document on your local system (desktop or laptop). This box will remain gray until you save the filing at least once, then it will turn green, and you can select it.



5. Once you completed all the fields and verified the correct Notice Filed Dates for the rules listed on the Permanent Administrative Order filing screen and are ready to submit it (make sure you are ready as this cannot be undone), click the **Submit** button. You will see a popup message saying *“Filing successfully submitted. Continue to monitor OARD until it is published under the Filings Final Queue. Do not consider this filing completed until you see that it has been published.”*



6. Return to the Dashboard to save a **Receipt Copy**. From the Filings Work Queue select “Receipt Copy” from the right column under the Action.

Filings Final Queue					
Filed Date	AON	Caption	Type	Status	Action
07/02/2025 11:58 AM	DFW 27-2025	example	Permanent	Published & Available to LC	<a href="#">View</a>   <a href="#">Receipt Copy</a>   <a href="#">Tracked Changes</a>
06/11/2025 1:37 PM	DFW 26-2025	test	Permanent	In Bulletin	<a href="#">View</a>   <a href="#">Receipt Copy</a>   <a href="#">Tracked Changes</a>
06/11/2025 10:43 AM		Demonstration of notice process	Notice	In Bulletin	<a href="#">View</a>   <a href="#">Tracked Changes</a>

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- A PDF is downloaded to your local system and can be found where your downloads are saved or in the download folder. Click [here](#) for an example of a permanent filing that went from a notice to a perm. It shows the information you submitted.

## RENUMBER

See our [YouTube](#) video or [PDF](#) guide on rule drafting for instructions on working with the rule draft.

- Once the renumbered rule(s) is(are) in the accepted status, select the rule in the include column like instructed above and select the permanent filing option.

The screenshot shows the 'Rules Work Queue' interface. At the top, there is a dropdown menu currently set to 'Notice' and a 'Create New Filing' button. Below this is a table with columns: 'Rule', 'Date', 'Status/Staff', and 'Actions'. The table contains two rows. The first row is for rule 732-035-0005, with a PDF icon in the 'Rule' column, a date of 08/14/2017 2:27 PM, and a status of 'Accepted' by Emma. The second row is for rule 732-035-0010 to 732-035-1523, with a checkbox in the 'Rule' column, a date of 08/15/2017 8:38 AM, and a status of 'Accepted' by Emma. A red arrow points to the checkbox in the second row. The dropdown menu is open, showing 'Notice', 'Permanent' (highlighted), and 'Temporary' options.

- Renumbers are a type of permanent filing that are not required to go through the Notice of Proposed Rulemaking process.
- Renumbers do not allow changes to any part of the rule on the maintenance screen. Any changes that need to be made to the rule text or other information will be done through the Notice of Proposed Rulemaking process AFTER the renumber is completed.
- Unlike a permanent rule filing that is created from a Notice, a renumber rule cannot be edited from the rules list in the filing screen, only removed.
- The Agency Approved Date, Effective Date, Filing Caption, Filing Contact information, and the check box for the Authorized Signer are all required for a Renumber filing.
- Once all the fields are populated and you are ready, click **Submit** to send it to the Administrative Rules Unit for review and publishing.
- Renumber: is a permanent action that deletes an existing rule number and moves that rule's text to a new rule number.
- Once a rule is renumbered, the old number cannot be re-used.

9. Renumbers do create an AON as they are a permanent filing.
10. When renumbering to another division to expire the original division, rules must be moved before division can be expired.
11. Click [here](#) for an example of the published renumber.

## MODEL RULE & PUBLIC CONTRACTS/PURCHASING

***Attorney General's Model Rules by reference (ORS 183.335(9)); or rules relating to public contracts and purchasing pursuant to ORS 183.335(10)***

Adoption and amending model rules that adopt the Attorney General's Model Rules by reference may be completed with a permanent filing action without a Notice of Proposed Rulemaking. Amending certain provisions of the Public Contracting Code may also be completed with a permanent filing action.

We strongly encourage you to reach out to your assigned DOJ contact to verify that the rulemaking actions qualify for these two types of permanent filings. Both of these rulemakings do not require the normal notice of proposed rulemaking prior to permanent adoption.

This is meant as a guide for how to file within OARD and is in no way guidance or advice on what does or does not qualify for this type of rulemaking action.

1. You will begin this type of filing by creating a rule draft for an amendment and selecting on the Rule Maintenance screen the **check box at the top** that states: *“Are you adopting or amending either (1) Attorney General’s Model Rules by reference; or (2) rule relating to public contracts and purchasing pursuant to ORS 183.335(10)? (By checking this box, you are attesting that this is a Model Rule or rule relating to public contract and purchasing.)”*.

Maintain Rule for Chapter 167

Rule Number  
167-001-0005

Rule Action  
 Adopt  Amend  Repeal  Suspend  Renumber

Are you adopting or amending either (1) Attorney General's Model Rules by reference; or (2) rules relating to public contracts and purchasing pursuant to ORS 183.335(10)? (By checking this box, you are attesting that this is a Model Rule or rule relating to public contracts and purchasing.)

Rule Title  
Model Rules of Procedure

2. In the Rule Text field, you will adjust the rule language accordingly. Usually this is amending the year of the model rule version. For example, if the version year says 2019 you would update it to the most current to be 2024.
3. Fill in or double check the statutory reference section, there must be at least one check mark in each of the columns.
4. Fill in the Rule Summary.

**Rule Text**

Pursuant to ORS 183.341, the Secretary of State adopts for use by its Business Services Division the Attorney General's Model Rules of Procedure as amended and effective on January 1, 2025.

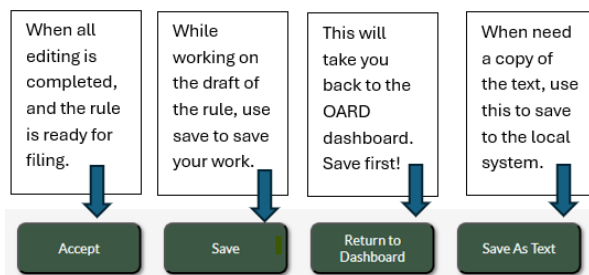
[ED. NOTE: The full text of the Attorney General's Model Rules of Procedure is available from the Attorney General or Business Services Division.]

	Statutory/Other Authority	Statutes/Other Implemented	
ORS 183	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select all that apply.

**Rule Summary**

Updated the effective year for the AG model rules

5. Click **Accept** to move the amended rule to the Rules Work Queue.



6. Once the Model Rule is in accepted status in the Rules Work Queue,

- Select the **check box** to the left in the include column,
- Using the drop-down at the top of the queue where you see Notice, select **Permanent**
- After selecting the filing type, permanent, click **Create New Filing**

Rules Work Queue

Notice

Include	Rule	Date	Status/Staff	Actions
<input type="checkbox"/>	813-001-0007 Amend	06/18/2025 3:30 PM	Accepted Anne	Edit   Delete
<input type="checkbox"/>	813-005-0001 Amend	06/18/2025 3:30 PM	Accepted Anne	Edit   Delete

7. The next screen displaying is the permanent filing screen. Fill out the required information as explained in the instructions above and when ready, submit it to the Administrative Rules Unit for review and publishing. See the below screenshot for the Model Rule Permanent Administrative Order example.

## Permanent Administrative Order for Chapter 167

Agency Approved Date

07/09/2025

Effective Date

07/11/2025

Filing Caption

Updating the effective year for the AG Model Rules adopted by reference.

Rules

Rule Number	Rule Title	Rule Action	Notice Filed Date	
167-001-0005	Model Rules of Procedure	Amend	Model Rule	<a href="#">Remove</a>

Filing Contact Information

Name	Address	Phone / Email
Anne Friend	123 any street Address 2 Salem OR 97310	123-456-7890 Phone Ext email.email@email.com

Authorized signer has reviewed and authorized this filing.

Submit

Save

Return to Dashboard

Save As Text

Check the box for Authorized signer. This must be checked before the filing is submitted.

Click **Submit** to submit the filing to SOS.

Click **Save** to save the filing as a draft.

Click **Return to Dashboard** to go back to the main OARD dashboard. Save 1st.

Click **Save As Text** to save a copy of the filing information to the local computer system in a text file.

Authorized signer has reviewed and authorized this filing.

Submit Save Return to Dashboard Save As Text

To save a copy of the filing as a text file, the save button must be selected at least once. The Save As Text button will be greyed out (see above) until the save button is selected and then it will turn green and can be used.