



# File a Temporary Administrative Order

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

Only **Rules Coordinators** are allowed to file temporary administrative orders. Temporary Administrative Orders are also referred to as Temps, Temp filings, Temp Rules, Emergency filing, or Emergency Rules. These are all the same thing and create an Administrative Order Number for tracking 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.

Some of this information is pulled from the Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act book (AG's APA Manual). Other information is pulled directly from the statutory language. Please reference the AG's APA Manual for the Department of Justice's (DOJ) guidance on rulemaking. This guide is not intended to replace any legal advice or direction and is only meant to be used as guidance while filing within OARD. Any questions regarding the content that should be placed in each of the filing fields should be directed to your assigned DOJ contact for assistance. Temporary rules may only be in effect for a maximum of 180 days.

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.

The screenshot shows the Oregon Secretary of State website interface. On the left is a navigation menu with links like 'Home', 'My Profile', 'Change Password', 'Application Mgmt', 'FAQs', 'Contact us', 'Privacy Policy', and 'Sign Out'. The main content area is titled 'Oregon Administrative Rules' and includes a 'Chapter Selection' section with a blue arrow pointing to it. Below this, a list of chapters is provided: 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, and 471 - Employment Department. A footer at the bottom left reads '© 2022, Oregon Secretary of State, 2'.

2. Create your rule draft and make sure it is in the accepted status in the Rules Work Queue. See our [YouTube](#) video or [PDF](#) guide on how to draft a rule and get it ready for filing. There are three options for the rules when filing temporary rules; the repeal option and the renumber option are not available on temporary filings. To temporarily repeal a rule, select the **Suspend** button. In the rule maintenance screen, you are allowed to select any of the options, but OARD will not allow you to file a repeal or renumber under a temporary filing. To temporarily suspend a rule or a current temporary rule, select the suspend button and if you have a temporary rule already in effect, you may select the option to suspend the temporary rule; otherwise, the only option will be the Full Rule.

**Rule Action**

Adopt  
  Amend  
  Repeal  
  Suspend  
  Renumber

Suspend:  
  Full Rule  
  Current Temp

3. Once the rule is (may have more than one rule in a filing) in accepted status and listed in the Rules Work Queue, the temporary filing can be created.

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. To create the temporary filing:
  - a. Check the box to the left of each rule number in the **Include** column to select and include that rule or more than one rule in the filing.
  - b. 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 **Temporary**, and then
  - c. Click on the **Create New Filing** button to begin your temporary filing.

Notice	Rule	Date	Status/Staff	Actions
Notice Permanent <b>Temporary</b>	017-0045 Amend	08/14/2025 4:13 PM	Accepted Anne	Edit   Delete

5. The next screen to display is the **Temporary 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 or given approval for filing of the temporary rule. This date must be on or before the filing date.

**Temporary Administrative Order for Chapter 166**

**Agency Approved Date**

08/13/2025 ✓

- 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.
- **Through (date):** is the last day the agency wants to have the temporary rule effective through. This date may not be more than 180 days after the effective date. OARD is set up to allow for an expiration date to be picked up to the 180th day but not after that date.

**Effective Date**

08/18/2025 ✓ through 02/13/2026 ✓

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

**Filing Caption**

ORS183.335(5) Explains in 15 words or less what is happening ✓

- d. **Rules:** This is the field the rule(s) that were selected to be included in the filing are listed. 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 Rules Work Queue in the accepted status.
- Rules must be in accepted status to be selected.
  - If the button is grey or not selectable, then 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**.

**Rules**

▼ Add Rule

◆ Rule Number	◆ Rule Title	◆ Rule Action	
813-005-0008	Housing Stability Council Review and Approval, Cost Thresholds	Amend	<a href="#">Remove</a>

- e. **Need for the Rule(s):** This is a statement about the need for the rule and how the rule is intended to meet the need, ORS 183.335(5)(c).

Need for the Rule(s)

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- f. **Justification of Temporary Filing:** This is a four-part statement that answers questions about why the temporary filing is needed and the finding by the agency that its failure to act promptly will result in serious prejudice to the public interest or the interests of the parties concerned, ORS 183.335(5)(a). The four direct questions in statute are:

- (1) Describe the specific consequences that result from the failure to immediately adopt, amend or suspend the rule(s);
- (2) who would suffer these consequences;
- (3) why or how failure to immediately take rulemaking action would cause these consequences; and
- (4) how the temporary action will avoid or mitigate those consequences.

Justification of Temporary Filing

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- g. **Documents relied upon, and where they are available:** A list of principal documents prepared by or relied upon by the agency and where the public may inspect them. ORS 183.335(2)(b)(D).

Documents relied upon, and where they are available

A list of principal documents, reports, or studies, if any, prepared by or relied upon by the agency in considering the need for the rule, and a statement of the location where those documents are available for public inspections, 183.335(5)(d)

- h. **Housing Impact Statement:** Some agencies are required to include a housing cost impact statement with their filings. The specific agencies can be found in ORS 183.530. The housing impact statement is defined in ORS 183.534. This requirement is in ORS 183.335(5)(e). This field will only appear for agencies that are required to complete the statement.

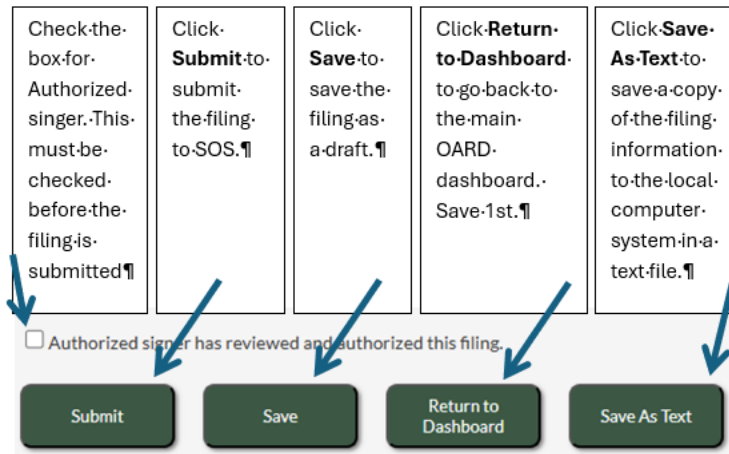
Housing Impact Statement

For an agency specified in ORS 183.530, a housing cost impact statement as defined in ORS 183.534. ORS 183.335(5)(e)

- i. **Filing Contact Information:** This information must list the name of a person and not a program from whom the public or others may request information regarding the filing or rules in the filing.

- j. **Attachment:** Each filing and rule are allowed one PDF attachment each. You must click **Save** before being allowed to attach a pdf. Once you have saved the rule or filing, you may then select **Choose File**, select your PDF you wish to attach and click **Upload**, once the PDF is uploaded and the file name is showing, click **Save**.

- 6. **Authorized Signer:** At the bottom you must check the box acknowledging that an authorized signer has reviewed and authorized the filing. As a Rules Coordinator, by checking this box you are verifying that your Authorized Signer has viewed and authorized the filing. You cannot submit the filing without checking the box first. See next page for a screenshot.
- 7. **Submit:** The last step after all the filing information is all entered and the rules are how you need them, is to submit the filing to the Administrative Rules Unit for review and publication. Click **Submit**. You will find your submitted filing in the Filings Work Queue showing the submitted status. If there are corrections that need to be made, the filing will turn red with a deadline for corrections to be made. Once the corrections, if any are needed, are made, resubmit the filing for review and publishing.
  - a. At the bottom of the screen in addition to submitting the filing, you can also save your filing as a draft to appear in the Filings Work Queue, return to the dashboard without saving the information, or save as text to create a word document of the filing information.



8. Once the filing has been published, you will find the published filing in the Filings Final Queue. There are three links under the Action column for you to choose from.
  - a. View allows you to view the filing you submitted, including the information that was entered into the filing fields.
  - b. Receipt Copy when selected will create a PDF for downloading or saving to your local system outside of OARD. The PDF created using this option does not show the changes that were made to the rule text.
  - c. Tracked Changes when selected will create a PDF for downloading or saving like the receipt copy option, however the tracked changes version will show the changes that were made to the rule text created by the temporary rule(s).

Filings Final Queue					
Filed Date	AON	Caption	Type	Status	Action
08/14/2025 3:58 PM	OSA 4-2025	Suspending current temporary rule that is in place.	Temporary	Published & Available to LC	<a href="#">View</a>   <a href="#">Receipt Copy</a>   <a href="#">Tracked Changes</a>