



Maintain Divisions

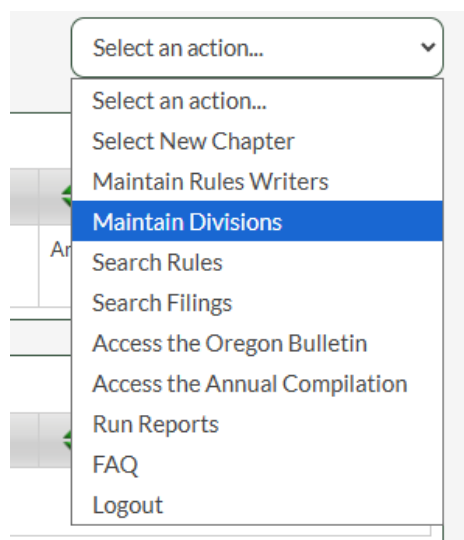
A video of these instructions can be found on the Oregon State Archives [YouTube](#) channel.

Only **Rules Coordinators** are allowed to Maintain Divisions. The Maintain Division section of OARD allows rules coordinators to make changes to the individual divisions within each chapter of administrative rules. Changes that can be made in this screen are changing the division name, creating a division, expiring a division, or renewing a division that was previously expired. Caution is advised that if renewing a previously expired division, DOJ should be consulted before a renewal occurs to avoid any issues that could arise.

1. Login here <https://secure.sos.state.or.us/oim/login> and select **Oregon Admin Rules**.



2. You will be working in the **Select an action** located on the top right-hand side of the dashboard. Click the down arrow on the right side of the drop-down and select **Maintain Divisions**.



3. You will now see the Maintain Divisions screen for the chapter of OARs you are working in.
 - a. On this screen, click **Edit** on the right side of the division you want to make changes to.

Maintain Divisions for Chapter 166

Current Divisions

[Add New Division](#)

Division Number	Division Name	Effective Date	Expiration Date	Actions
1	PROCEDURAL RULES AND SCOPE	9/30/17		Edit
5	POLICY, PURPOSE, AND DEFINITIONS	9/30/17		Edit
10	STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES	9/30/17		Edit
15	CAKE DIVISION	9/30/17		Edit
17	ELECTRONIC RECORDS MANAGEMENT	9/30/17		Edit
20	THE PROTECTION AND STORAGE OF PUBLIC RECORDS	9/30/17		Edit

- b. The division number may not be changed. The division name may be changed, and the division may be expired on this screen. **Enter the new division name or select Expired** and click **Save**. If you are finished making division changes, click **Return to Dashboard** or you can assign rule writers from this screen as well. The changed division name will now appear in the chapter rules list on the bottom left of the dashboard and online in the OARs. An expired division will no longer appear in the chapter rules list or online once the change has been saved.

Maintain Divisions for Chapter 635

Division Number	Division Name	
3	COMMERCIAL FISHERIES: OCEAN COMMERCIAL SALMON FISHERY ✓	<input type="checkbox"/> Expired?
Save	Cancel	

- c. To expire a division, you must first have all OARs in that division repealed. A division cannot be expired if a division still has lawful administrative rules that are in effect
 - d. To add a division to the chapter rules, select **Add New Division**. This will bring up the division information screen, enter your division number and a division name. We recommend using sentence case and not all caps in the division name for readability. Click **Create** to create your new division. The system will give a pop-up that tells you the division has been saved, click **OK**.

Maintain Divisions for Chapter 635

Division Number	Division Name
<input type="text"/>	<input type="text"/>
<input type="button" value="Create"/>	<input type="button" value="Cancel"/>

Current Divisions

- e. If you are finished making division changes, click **Return to Dashboard** or you can assign rule writers from this screen as well. The changed division name will now appear in the chapter rules list on the bottom left of the dashboard and online in the OARs.

