



# 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 type of permanent filing that is completed when there are non-substantive changes to a rule, per ORS [183.335\(7\)](#) and [183.360\(2\)](#). To file an SMC the rule has to be a currently existing permanent rule that is not part of a temporary rule.

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.

1. Login here <https://secure.sos.state.or.us/oim/security?oimAction=login> and select the link for Oregon Admin Rules DB. Select the Chapter you wish to work in (if you have more than one chapter you access).
2. In the **Current Chapter Rules** list on the bottom left side of the OARD dashboard, select the **Division** you wish to work in. Locate and click the link for **Start SMC** to the right of the rule number.

The screenshot shows the 'Current Chapter Rules' section of the OARD dashboard. It features a table with columns for 'Number', 'Title', and 'Action'. The first row is highlighted, showing rule number 166-300-0010 OSA 5-2002 and a 'Start SMC' link. To the right of the table are buttons for 'Notice' and 'Include'.

Number	Title	Action
166-300-0010 OSA 5-2002	State Agency G...	Start Draft   Start SMC
166-300-0015 OSA 3-2012	Administrative ...	Start Draft   Start SMC
166-300-0020 OSA 5-2002	Facilities/Prop...	Start Draft   Start SMC

3. **NOTE:** SMC changes can be saved as a draft filing, and this type of filing does not follow the normal “accept” process that the other rule filings follow for making changes in rule. Once an SMC is initiated, if you select save, the saved filing will be in the Filings Work Queue.

Filings Work Queue					
Date	Caption	Type	Status	Staff	Action
04/18/2025 1:39 PM	testing SMC saving	Minor Correction	Draft	Anne	<a href="#">Edit</a>   <a href="#">Delete</a>

4. You must check at least one of the boxes at the top of the SMC filing page which are the only changes allowed in a SMC, according to ORS [183.335\(7\)](#) and [183.360\(2\)](#). Please select more than one box if you are making more than one type of change.

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
- Changing a term or phrase in order to conform with a change prescribed by law
- Changing a rule's title or correcting a rule's internal section numbering as allowed by ORS 183.360(2)

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.

5. Make your non-substantive changes to the rule language, rule title, etc.
6. **NOTE:** If your rule has an attachment, make sure to reattach the PDF attachment before submitting the filing or your attachment will no longer be part of the rule if it is not reattached.
- To attach a PDF attachment, click **Save** first, then **Choose File**, find your PDF attachment, click **Upload**, then click **Save** again.

The screenshot shows the SMC filing interface with the following elements and numbered callouts:

- 1st:** A row of five buttons: "1st. Select- Yes", "2nd. Save", "3rd. Choose- file", "4th. Upload- PDF", and "5th. Save".
- 1:** A radio button labeled "Yes" selected under the question "Does this rule have an attachment?".
- 3:** The "Choose File" button in the "Attachment (20MB max)" section.
- 4:** The "Upload" button in the "Attachment (20MB max)" section.
- 2:** The "Save" button at the bottom of the form.
- 5:** The "Save" button at the bottom of the form (repeated).

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

Filing Contact Information

Name		Address		Phone / Email
Ed ✓	Lewiston ✓	15235 Main Street ✓		503-987-858
		Address 2		ed.l@any.com
		Portland ✓	OR ✓ 97222 ✓	

Attachment

Upload Choose File No file chosen

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

Submit Save Return to Dashboard Save As Text

8. At the bottom of the screen, you must check the box **“I acknowledge that the changes made...”** When you are finished and ready to submit the SMC to the Oregon State Archives click the **Submit** button. Be sure you are ready as this cannot be undone. Once you’ve completed this, the status of the SMC will change from “Draft” to “Submitted” in the Filings Work Queue.

Attachment

Upload Choose File No file chosen

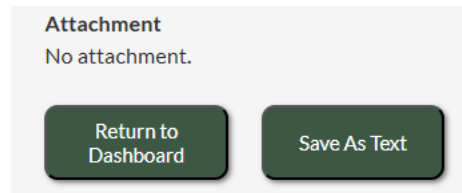
I acknowledge that the changes made in this minor correction adhere to the rules set forth in ORS 183.335(7).

Submit Save Return to Dashboard Save As Text

9. You can click on **Receipt Copy** to download the PDF receipt copy of your SMC filing. This is the official copy of your SMC change and should be kept with the rulemaking records for your entity. If there are corrections needed, this receipt copy will change after the corrections are submitted and published. The receipt copy that is in the Filings Final Queue is the official PDF copy of the filing.

Filings Work Queue					
◆ Date	◆ Caption	◆ Type	◆ Status	◆ Staff	Action
04/21/2025 9:19 AM	SMC training	Minor Correction	Submitted	Anne	<a href="#">View</a>   <a href="#">Receipt Copy</a>
04/18/2025 1:39 PM	testing SMC saving	Minor Correction	Draft	Anne	<a href="#">Edit</a>   <a href="#">Delete</a>

10. 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 on your local system which you can save. Use the **Return to Dashboard** button to return to the OARD Dashboard when done.



11. If at any time during this process you run into issues or have questions, please contact the Administrative Rules Unit at [adminrules.archives@sos.oregon.gov](mailto:adminrules.archives@sos.oregon.gov).