



# Rule Draft

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

This overview explains how to create a Rule Draft in the Oregon Administrative Rules Database (OARD). You must be an approved Rules Coordinator or Rules Writer to have access to this application.

1. Login here <https://secure.sos.state.or.us/oim/login>

If you don't see the **Oregon Admin Rules** link, make sure your Rules Coordinator has requested access for you. They do this by completing the [Rules Coordinator and Delegation of Rulemaking Authority Form](#) and sending it to the Oregon State Archives.



If the form has been submitted and you still don't see this link, contact the Administrative Rules Section at 503-373-0701, option 2, or, [adminrules.archives@oregon.gov](mailto:adminrules.archives@oregon.gov).

2. After clicking the link for Oregon Admin Rules, the Chapter Selection displays. You may see one option or many. Your screen will not look exactly like this. It will be customized for your agency and access level. Click the chapter you wish to work in:



- From the Dashboard select a rule that already exists from the Current Chapter Rules queue, by clicking on the Division name. Then select “Start Draft” from the right “Action” menu.

Rules Writer Dashboard for Chapter 166 Select an action...

**Current Chapter Rules**

**Adopt New Rule**

- ^ Division 1 - PROCEDURAL RULES
- ^ Division 5 - POLICY, PURPOSE, AND DEFINITIONS
- ^ Division 7 - Fluffy Cats
- Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES
- ^ Division 17 - ELECTRONIC RECORDS

Number	Title	Action
166-017-0005	Purpose	<a href="#">Start Draft</a>
166-017-0010	Definitions	<a href="#">Start Draft</a>
166-017-0015	General Require...	<a href="#">Start Draft</a>
166-017-0025	Electronic Recor...	<a href="#">Start Draft</a>

**Rules Work Queue**

**Send to RC**

Include	Rule	Date	Status/Staff	Actions
	166-005-0010 Amend	08/04/2017 10:10 AM	Draft Dan	<a href="#">View</a>
	166-010-0000 Amend	08/09/2017 11:44 AM	Attached ColleenRC	<a href="#">View</a>
	166-010-0006 Amend	08/08/2017 2:20 PM	Draft ColleenRC	<a href="#">View</a>
	166-010-0015 Amend	08/04/2017 10:36 AM	Edited Dan	<a href="#">View</a>
	166-025-0035 Amend	08/08/2017 2:25 PM	Draft ColleenRC	<a href="#">View</a>

- Next displays the Maintain Rule page. There are radio buttons for actions you can take under “Rule Action.” Because this is an existing rule you will not be allowed to Adopt. But, you can pick any of the others: Amend, Repeal, Suspend, Renumber. Let’s look at each type:

- Amend** lets you edit the Rule Title, Rule Text, and other information.

**Oregon Administrative Rules**

Maintain Rule for Chapter 166

Rule Number  
166-017-0005

Rule Action

Adopt  Amend  Repeal  Suspend  Renumber

Are you adopting Attorney General's Model Rules by reference? (By checking this box, you are attesting that this is a Model Rule.)

Rule Title

- Do not check the box for “Are you adopting Attorney General’s Model Rules...” unless this is a Model Rule. For more information on Model Rule see the [Attorney General’s website](#). A Model Rule does not require a notice.
- The next 3 sections (**Rule Title**, **Rule Text** and **Statutes**) have the existing rule text auto-filled. Make the changes necessary. You can remove or add statues or House Bills and check if it applies to Statutory/Other Authority or Statutes/Other Implemented.

Rule Title

Purpose

Rule Text

Agencies must ensure access to all public records as defined by ORS 192.410 to 192.505 for the entire length of the retention period approved by the State Archivist. Electronic public records are particularly susceptible to accidental deletion, damage and obsolescence. These rules help to ensure that public records maintained in electronic format are accessible for their scheduled retention period.

	Statutory/Other Authority	Statutes/Other Implemented		Add New
15 USC § 1681b	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select all that apply.	Remove from rule
ORS 192.050	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select all that apply.	Remove from rule
192.060	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select all that apply.	Remove from rule
192.105	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select all that apply.	Remove from rule
357.825(2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select all that apply.	Remove from rule
357.855	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select all that apply.	Remove from rule
357.895	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select all that apply.	Remove from rule

- The Rule Summary field is required. Summarize what changes you made to the rule for transparency so stakeholder know what happened.

Rule Summary

Once you have this required field filled in, it's a good time to SAVE your work using the "Save" button at the bottom of the page.

- Use the Attachment section to upload PDFs of charts, images, maps or other non-sentence based content. Any sentence based content should be placed in the rule. Click "Choose File" and locate the PDF on your system. Select it, then click the "Upload" button.

Attachment

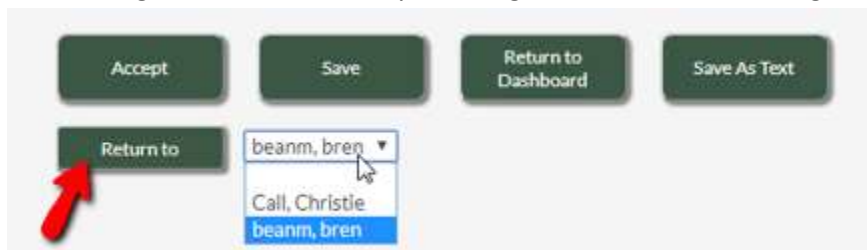
Upload Choose File No file chosen

- The final field is “Notes.” This is for internal notes and will not be visible to the Oregon State Archives staff or the public. This is an optional field. You can communicate with your Rules Coordinator or Rules Writers.

- The buttons at the bottom are similar to those found on most pages:
  - Use “Accept” when the rule is all done and ready to be put on a filing. Only those with the “Accept” status can go on a filing.
  - Click “Save” to save your work.
  - “Return to Dashboard” returns you to your dashboard.
  - “Save as Text” saves a copy of the text on your local system.



- If you have Rules Writers assigned to this Division and you’ve “Saved” the draft, you may see a button for “Return to” with a drop down field to the right. You can send the draft back to a Rules Writer assigned to this division by selecting their name, then clicking “Return to.”



- On a **Repeal** you will not be allowed to change anything, because when you repeal you are getting rid of everything.

- **Suspend** is similar to Repeal in that you are not allowed to change anything. It will ask if you want to suspend the **full rule** or a **current temp** that’s already existing. Pick the radio button that makes sense to your filing.

Oregon Administrative Rules

Maintain Rule for Chapter 166

Rule Number  
166-017-0005

Rule Action  
 Adopt  Amend  Repeal  Suspend  Renumber  
 Suspend:  Full Rule  Current Temp

- Use **Renumber** to change the number on an existing rule. It will ask you what chapter and what division. Use the “Check Availability” button to see if the new number is available. You no longer need to call the Administrative Rules Unit to check this.

Oregon Administrative Rules

Maintain Rule for Chapter 166

Rule Number  
166-017-0005 to 166-  -

Rule Action  
 Adopt  Amend  Repeal  Suspend  Renumber  
 Renumber To:  Same Chapter  Different Chapter

5. To start a new rule (not change an existing), use the “Adopt New Rule” button in the **Current Chapter Rules** queue.

Current Chapter Rules

Division 5 - SPECIAL TRANSPORTATION  
 ^ FUND FOR THE ELDERLY AND HANDICAPPED

Division 10 - THE SPECIAL  
 ^ TRANSPORTATIONFUND FORMULA PROGRAM

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Notice

Include	Rule	
	732-020-0005 Amend	

The Maintain Rule page displays, but this time all the fields are blank because you are starting something new. Your rule actions are restricted to “Adopt” because you cannot amend, repeal, suspend or renumber a rule that does not exist.

Fill in the fields as you did for an Amend. Fields with red exclamation points are required.