



Rules Writer Dashboard

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

This overview is for the **Rules Writer** role withing OARD. If you are a **Rules Coordinator** your dashboard will look different. See the video [Rules Coordinator Dashboard](#) instead. **Rules writers** can draft rules and send them to rules coordinators.

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 granted access to you. They do this by accessing the Maintain Rule Writers dashboard through OARD. Only Rules Coordinators can grant access into OARD for Rules Writers. For instructions on how to grant access for rule writer's, please see the PDF [Maintaining Rules Writers](#).



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.

Oregon Administrative Rules

Chapter Selection

115 - Employment Relations Board

166 - Secretary of State, Archives Division

3. The Rules Writer Dashboard displays next. It has 3 parts (Current Chapter Rules, Rules Work Queue and Filings Final Queue). Notice the display at the top tells you what chapter you are in (in this case Chapter 166).

Rules Writer Dashboard for Chapter 166

Select an action...

Current Chapter Rules

Adopt New Rule

Division 1 - PROCEDURAL RULES AND SCOPE

Division 5 - POLICY, PURPOSE, AND DEFINITIONS

Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES

Division 15 - CAKE DIVISION

Division 17 - ELECTRONIC RECORDS MANAGEMENT

Division 20 - THE PROTECTION AND STORAGE OF PUBLIC RECORDS

Division 25 - MICROFILM STANDARDS RULES

Division 26 - THE DIVISION DIVISION

Division 30 - RECORDS MANAGEMENT PROCEDURES PROGRAMS

Division 35 - FACILITATED DISPUTE RESOLUTION

Division 37 - PUBLIC RECORDS TRAINING AND RESEARCH

Division 38 - DIVISION NAME

Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
	166-010-0002 Amend	04/28/2025 10:35 AM	Accepted Anne	View
	166-030-0045 Amend	04/28/2025 10:35 AM	Accepted Anne	View
	166-200-0200 Amend	04/28/2025 10:34 AM	Attached Anne	View
	166-300-0010 Amend	04/18/2025 1:39 PM	Attached Anne	View

Filings Final Queue

Filed Date	AON	Caption	Type	Action
No filings filed within last 30 days.				

Show More

4. The **Current Chapter Rules** holds all the divisions you have access to as a rules writer. Click on a Division to expand it and select **Start Draft** or click the **Adopt New Rule** button at the top left of the Current Chapter Rules menu. Statutory Minor Corrections may only be created and filed by the rules coordinator.

Rules Writer Dashboard for Chapter 166

Current Chapter Rules

Adopt New Rule

Division 1 - PROCEDURAL RULES AND SCOPE

Number	Title	Action
166-001-0005	Model Rules of P...	Start Draft
166-001-0200	Notice Rule for R...	Start Draft
166-001-0600	test	Start Draft

Division 5 - POLICY, PURPOSE, AND

Rules Work Queue

Send to RC

Include	Rule
	166-010-0002 Amend
	166-030-0045 Amend
	166-200-0200 Amend
	166-300-0010 Amend

- The **Rules Work Queue** is to the right of the Current Chapter Rules Queue. This queue contains drafts and rules that are being worked on that are not included in a filing. Items you worked on show “Edit|Delete” in the Actions column. Rule drafts that other rule writers have worked on simply display “View.” Rule Writers are only allowed to work on their own drafts, not other people’s drafts.

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

Current Chapter Rules

Adopt New Rule

Division 1 - PROCEDURAL RULES AND SCOPE

Division 5 - POLICY, PURPOSE, AND DEFINITIONS

Division 10 - STATE ARCHIVES, STATE RECORDS CENTER, AND SECURITY COPY DEPOSITORY SERVICES

Division 15 - CAKE DIVISION

Division 17 - ELECTRONIC RECORDS

Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
☐	166-001-0200 Amend	05/09/2025 10:45 AM	Draft Anne	Edit Delete
	166-005-0000 Amend	05/09/2025 9:46 AM	Sent Anne	View
	166-010-0002 Amend	04/28/2025 10:35 AM	Accepted Anne	View
	166-030-0045 Amend	04/28/2025 10:35 AM	Accepted Anne	View
	166-200-0200 Amend	04/28/2025 10:34 AM	Attached Anne	View

- “Include” column allows you to check the box **Include** to send the rule draft to the Rules Coordinator.
 - “Rule” column shows the rule number and the action being taken: Adopt, Amend, Renumber, Repeal, or Suspend. Some drafts show PDF attachments and/or notes, indicated by icons to the right of the rule number.
 - “Date” column shows the date last modified.
 - “Status/Staff” column shows the last person to work on the draft and the action taken.
 - “Actions” column shows the options: View, Edit, or Delete. Be careful with “Delete” as the item is not retrievable once deleted.
- To view a rule, click the **View** link in the right column. This displays the View Rule page for the chapter you selected. Here you can see the Rule Title, Rule Text, Rule Summary and save the rule as text (using the “Save as Text” button at the bottom”) should you care to share the text with your advisory committee or others. Use the “Return to Dashboard” to return to dashboard.
 - For the drafts you’ve created you can edit or delete. Be careful with delete as it is not undoable. Click on **Edit**

Rules Work Queue

Send to RC

Include	Rule	Date	Status/Staff	Actions
☐	166-001-0200 Amend	05/09/2025 10:45 AM	Draft Anne	Edit Delete
	166-005-0000 Amend	05/09/2025 9:46 AM	Sent Anne	View
	166-030-0045 Amend	04/28/2025 10:35 AM	Accepted Anne	View

View Rule for Chapter 166

Amend: 166-005-0000

Rule Title

Policy

Rule Text

It is the policy of the State of Oregon to assure the preservation of records essential to meet the needs of the state, its political subdivisions and its citizens and to assure the prompt destruction of records without continuing value. Unlawful destruction of any public record, regardless of medium or physical format, is a crime punishable under the provisions of ORS 162.305. Public records may be created and retained in a variety of media and physical formats, including but not limited to paper, microfilm, sound recordings, video recordings, and electronic media, devices and recordkeeping systems.

	Statutory/Other Authority	Statutes/Other Implemented
ORS 192	☒	☐
357	☒	☐
ORS 192	☐	☒
357	☐	☒

Rule Summary

test

Attachment

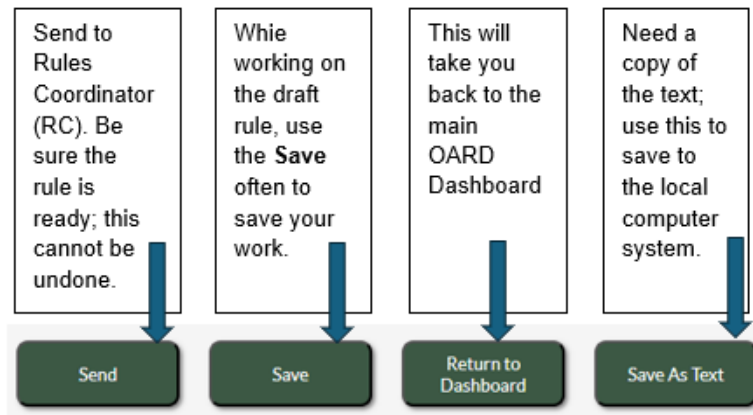
No attachment.

Return to Dashboard Save As Text

from the right column. This takes you to the Maintain Rule page for the rule selected. As the author of this rule you have several options. You can edit the draft rule text, edit the summary, add notes (notes are only for internal agency use, no one else sees them), upload attachments, and send to your rule drafts to the Rules Coordinator when you are finished.

8. At the bottom you have 4 buttons:

- I. Send: Sends it to your Rules Coordinator.
- II. Save: Saves your work
- III. Return to Dashboard: Returns you to the dashboard screen
- IV. Save As Text: Saves a copy of the information as a text document to your local system.



9. The **Filings Final Queue** is the last queue on your dashboard. Here you can view filings that have been submitted to the Secretary of State Archives by the Rules Coordinator. You cannot edit the content here, but you can view what was submitted and print the information. To print, click **View** in the right column, then **Ctrl+P** or other print shortcut on your system to print the screen as you see it. You can also click the **Save As Text** button at bottom of screen and then **Save** the information as a text document; then print or email. Anytime you see a "View" link you can select it and print the information or save it as text.

Filings Final Queue

09/27/2024 10:59 AM	OSA 16-2024	testing	Temporary	View Receipt Copy Tracked Changes
09/24/2024 4:18 PM		testing buttons	Notice	View Tracked Changes
09/24/2024 9:31 AM	OSA 15-2024	testing renumbering	Permanent	View Receipt Copy Tracked Changes
09/17/2024 2:56 PM	OSA 14-2024	15 characters	Permanent	View Receipt Copy Tracked Changes
09/17/2024 2:34 PM	OSA 13-2024	15 characters about filing	Temporary	View Receipt Copy Tracked Changes
09/17/2024 2:26 PM	OSA 12-2024	15 characters or less	Minor Correction	View Receipt Copy Tracked Changes