



Oregon Administrative Rules Database (OARD) Text Search FAQ

The following guide is the best practice guide to use when searching OARD.

Start by going to the search OARs [website](#) and select the [Public Access](#) button. After clicking on the public access button, you will be directed to the search OARs webpage. Then choose if you want to search our current Oregon Administrative Rules (OARs) or if you want to search our filings.

Search Filings

The screenshot shows a web form titled "Filings Search". It includes four checked checkboxes for "Notice", "Permanent", "Temporary", and "Minor Correction". Below these is a "Chapter" dropdown menu currently set to "All chapters". Underneath the dropdown is the "Order by:" section with "Chapter Number" selected (indicated by a blue dot) and "Chapter Name" as an option. The "Filing Date Range" section contains two input fields for "Start Date" and "End Date". At the bottom of the form are two buttons: "Search" and "Reset".

Select the Filing Type you want to search for. More than one type may be selected at a time.

Select the Chapter you want to search in. The list may be sorted by Chapter Number or by Chapter Name. Selecting a Chapter is not required to perform this search, you can search all Chapters.

Select the Filing Date Range that you would like to search within.

You must have at least a start date for OARD to perform the search.

If your search is too broad OARD may display an error message which states: "Your search returned too many results. Please refine your search criteria and try again."

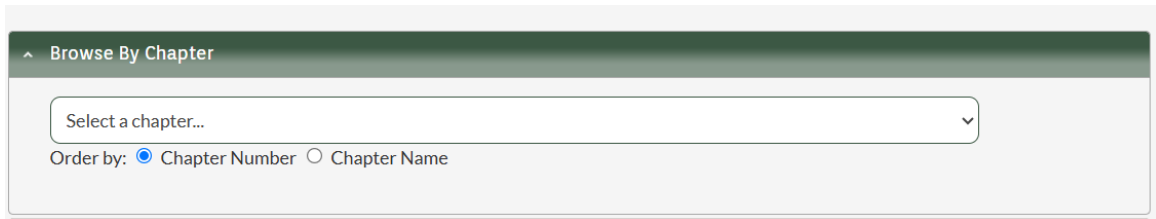
You may need to narrow your search to only one type of filing, a single chapter, or a more focused date range to get the best results.

Click Search to get the search results.

Search for Current OARs

You can search using one of the following three methods **Browse By Chapter**, **Quick Search By Rule Number**, or **Rule Text Search**.

Browse By Chapter lets you search by OAR chapter number or OAR chapter name.

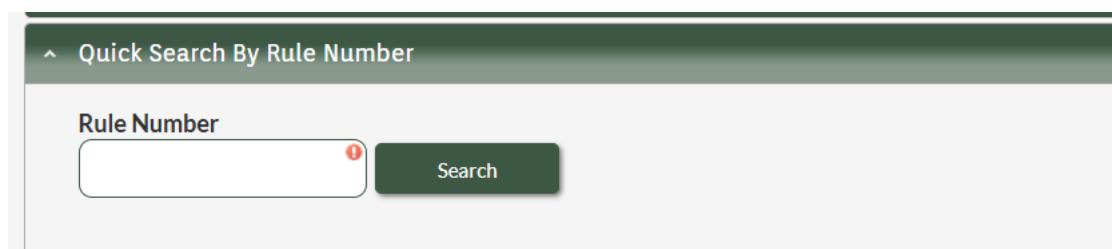
The screenshot shows a web interface titled "Browse By Chapter". It features a dropdown menu with the placeholder text "Select a chapter...". Below the dropdown, there are two radio buttons for sorting: "Chapter Number" (which is selected) and "Chapter Name".

Select the dropdown arrow and scroll to the OAR chapter number and name you would like to view.

You can sort the list of chapters by either chapter number or name by selecting the appropriate option under **Order by**.

The search results will include all divisions under the selected chapter.

Quick Search By Rule Number lets you search for a specific OAR.

The screenshot shows a web interface titled "Quick Search By Rule Number". It contains a text input field labeled "Rule Number" with a red information icon to its right. Next to the input field is a dark green button with the word "Search" in white text.

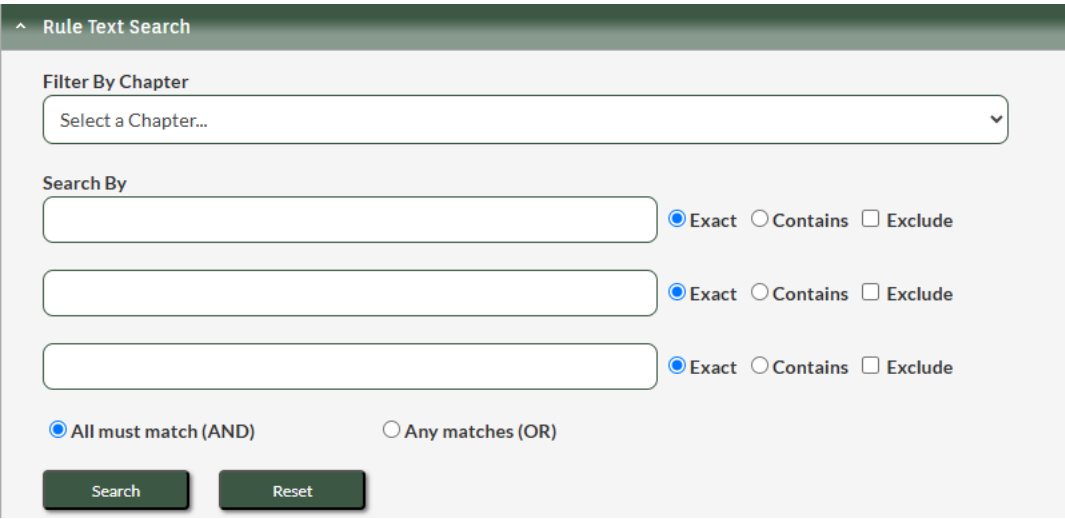
Enter the rule number (e.g., 123-045-6789) and click **Search**.

If the rule number exists in OARD, it will appear on the screen.

Results will show both current and repealed rules, including the rule number, rule text if not repealed, title, statutory citations, and rule history.

Filings that are available online will be hyperlinked in the rule history portion of the page. If a filing you need is not hyperlinked, you can request copies from the Administrative Rules Unit at adminrules.archives@sos.oregon.gov.

Rule Text Search allows you to search for specific key words or rule text.

The screenshot shows a web interface titled "Rule Text Search". At the top, there is a dropdown menu labeled "Filter By Chapter" with the text "Select a Chapter..." and a downward arrow. Below this, there are three search input fields, each followed by radio buttons for "Exact" (selected), "Contains", and a checkbox for "Exclude". At the bottom of the search section, there are two radio buttons: "All must match (AND)" (selected) and "Any matches (OR)". At the very bottom, there are two buttons: "Search" and "Reset".

At the top of the search page, use the filter by chapter to narrow the search to a specific chapter before searching for the rule text. If a chapter is not selected, then the search will encompass all OAR chapters.

You can search for keywords or phrases across all effective administrative rules.

To refine the search further, you can select options for exact matches, partial matches, exclusions, and use **AND** or **OR** operators for more precise results.

Repealed rules will not appear in the search results.

The following questions and answers apply to the rule text search function in OARD: <https://secure.sos.state.or.us/oard/ruleSearch.action>

Which rules will I be able to search?

The text of all permanent and temporary rules that are in effect at the time of the query can be searched.

What information can be searched for other than rule text?

Agency (OAR chapter) names and rule division names may be searched, as well as rule numbers, titles, and statutory (ORS) citations associated with the rules.

Do I need to type “ORS” before a statute to search for it?

No, just type the number, such as “316.045.” Many statute numbers in rules are not preceded by “ORS.”

How does the chapter filter work?

When you select a chapter from the dropdown list, only the rules in that chapter will be searched.

Can I select more than one chapter in the filter?

No, only one chapter can be selected at a time.

Do I have to select a chapter in the filter to search for rules?

No, if you do not select a chapter, all the rules will be searched.

What is required to execute a search?

At least one “Search by” field must contain a search term for the search to execute.

What is the minimum number of characters I can enter in a search field?

The minimum is 3 alphanumeric (alphabetic or numeric) characters.

What if I want to search for a two-character term such as “ID”?

Typing only “ID” won’t work, but you can add another word to the field, such as “ID card.”

Can I search for text in filing receipt copies?

No, but the copies themselves can be searched through the OARD filings search.

Can I search for text in proposed rules?

No, but proposed rules can be viewed in notices found in the monthly Oregon Bulletins or by using the OARD filings search.

Do I need to enter words in exact upper and lower cases to get a result?

No, the search is not case sensitive.

Can I search the text in PDF tables and other attachments linked at the end of certain rules?

No, but these attachments are viewable when their associated rules are displayed.

What is the difference between the “Exact” and “Contains” search options?

“Exact” looks for words exactly as they’re entered in the search fields. If “fish license” is entered when the “Exact” option is selected, then rules that contain the exact phrase will be returned.

“Contains” looks for variations of words entered in the search fields. If “fish license” is entered when the “Contains” option is selected, then rules containing the words fish, fishing, license, licensed and licenses will be returned.

What does the “Exclude” option do?

Words typed into a field with the “Exclude” option selected will be excluded from the search results. If “fishing” is entered into one search field with the “Exclude” option checked, and “license” is entered into another field with the “Exclude” option not checked, then rules that contain the word “fishing” will not be returned and rules that contain the word “license” will be returned in the results.

What is the difference between “AND (All Must Match)” and “OR (Any Matches)?”

“AND (All Must Match)” tells the search to return rules that contain ALL search words entered. If “fishing” is entered into the first search field and “license” into the second search field, then rules that contain both words will be returned.

“OR (Any Matches)” tells the search to return rules that include ANY of the search words entered. If “fishing” is entered into the first search field and “license” into the second search field, then rules that contain the word “fishing” and rules that contain the word “license” will be returned by the search.

Since it’s the same as “or,” is Oregon’s state abbreviation “OR” considered a noise word?

Yes, but typing an address like “Salem, OR” may return desired results because in this case OR is treated like a wildcard character and will return rules that include the word “Salem.”

Can I use special characters in my search, such as @ in an email address?

Yes, special characters will be treated as part of the search word. Exceptions: _ (underscore) and % (percent) used as wildcard characters. (See next below.)

What are wildcards and how do they work?

Both _ and % are wildcard characters that represent 1 or more characters. Typing _ (underscore) represents 1 character. Typing % (percent) represents 1 or more characters. Wildcards only work with “Contains” searches.

Examples of wildcards used in a “Contains” query:

Fish% returns rules that contain fished, fishing, fishes, fishery, fisheries, fishnets, fishline, fishers

%fish returns rules that contain silverfish, jellyfish, swordfish, dogfish, catfish, starfish

%speak% returns rules that contain unspeakable, speaking, speaker

St_ck returns rules that contain stock, stack, stick, stuck, etc.

Licen_e returns rules that contain license and licence

What is stemming and is it used in the text search?

Yes, stemming is used in “Contains” searches.

According to Oracle Text, “stemming enables you to match words with the same linguistic root. For example, a query on speak, expands to search for all rules that contain speak, speaks, spoke, and spoken.”

Why are my search words sometimes not highlighted in the search results?

The 3rd party search tool used for this search doesn’t guarantee that all search terms will be highlighted.

Are the search results displayed in a particular order?

Search results are displayed in order of relevance. What this means is that rules that have many hits on search terms will be displayed before rules that have fewer hits on search terms.

What are noise words and how do they impact the search?

Noise words are commonly used words that are not useful because they cause too many search results. Below are words and word parts that are ignored by the text search because they create too much “noise.”

Here is a list of noise words that can alter your search results:

a	either	ll	since	until
all	for	me	so	ve
almost	from	might	some	very
also	had	Mr	still	was
although	has	Mrs	such	we
an	have	Ms	t	were
and	having	my	than	what
any	he	no	that	when
are	her	non	the	where
as	here	nor	their	whether
at	hers	not	them	which
be	him	of	then	while
because	his	on	there	who
been	how	one	therefore	whose
both	however	only	these	why
but	i	onto	they	will
by	if	or	this	with
can	in	our	those	would
could	into	ours	though	yet
d	is	s	through	you
did	it	shall	thus	yo
do	its	she	to	
does	just	should	too	