

Rulemaking Expectations | Resources



TO UPDATE WEB PAGE LINKS ON THE TRANSPARENCY SITE | PRIOR TO MAY 31, 2025

The Oregon Transparency website for Administrative Rules serves as a centralized reference point for the agency's main Rulemaking webpages. Prior to May 31, 2025, DAS will collect the webpage links to be uploaded to the Transparency site.

Once your site is complete, and meets all of the criteria in the Governor's letter, please send the link to that page to strategic.initiatives@das.oregon.gov

After May 31, 2025, agencies will follow the directions below if they need to change their site link.

TO UPDATE WEB PAGE LINKS ON THE TRANSPARENCY SITE | AFTER MAY 31, 2025

The Oregon Transparency website for Administrative Rules serves as a centralized reference point for the agency's main rulemaking webpage. Information on proposed rules, recently adopted rules, the rulemaking planning calendar, and published rules are to be hosted on the agency's website.

Per ORS 276A.253(4)(b): "If the state agency maintains a website where the state agency posts the rules, or where any information relating to the rules of the agency is posted, the state agency shall provide the State Chief Information Officer with the link to the website for posting on the Oregon transparency website."

The Oregon Transparency website serves as this central location for all agency rulemaking webpages. To add or update links on the [Oregon Transparency Administrative Rules website](#):

1. Agencies send the Oregon Administrative Rules links via the transparency email Oregon.Transparency@das.oregon.gov
2. The Chief Data Office (CDO) updates the dataset list internally for publication to Transparency Administrative Rules webpage and the [Open Data Portal](#).

DAS RULEMAKING PAGE PROPERTIES

Below is the SharePoint layout provided by the Department of Administrative Services. This is to serve as a resource for agencies as they build the [DAS rulemaking webpage](#). **This is NOT a mandatory layout.**

1. **Page layout:** Standard Page with Aside, provided by OregonPublishingPageV4_5. Available to all agencies running SharePoint v4x.
2. **Main page content:**
 - a. Overview: explains the purpose of the page
 - b. Proposed Rules: brief introduction followed by a data table
 - c. Recently Adopted Rules: brief introduction followed by a data table

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- d. Rulemaking Planning Calendar: key dates will be provided in plain text. The “calendar” web part could also work here.
 - e. Published Rules: plain text with hyperlinks to relevant chapter sources
3. **Data tables:** Both data tables pull from a single “list” in the back end of the website. The list has two “views” set up: one for Proposed Rules and one for Recently Adopted Rules. Rules are sorted into different views depending on their status as either “proposed” or “adopted.” This allows the web editor to enter information for a rule while it’s proposed and then change the status and update rule information once the rule is adopted, all in one place.
- a. Data table list columns:
 - i. Chapter/Division = Hyperlink or Picture
 - ii. Status = Choice (choose between Proposed and Adopted, this affects which View the rule will appear in)
 - iii. Rule Summary = Multiple lines of text
 - iv. Public Comment Ends = Single line of text (for DAS style reasons, Date & Time column type would also be acceptable)
 - v. Related Materials = Multiple lines of text
 - b. Data table properties:
 - i. Pagination: No
 - ii. Sorting: No
 - iii. Add Borders to Table: Yes
 - iv. Stripe Every Other Row: Yes
 - v. Condensed Spacing: Yes
4. **Aside:**
- a. Quick Links: hyperlinks to relevant websites
 - b. Contact Us: information for the DAS Rules Coordinator including hyperlinked email
 - c. Get DAS Rules Updates by Email: button designed with Bootstrap code that directs users to sign up for DAS Rules email alerts
 - d. Accommodations statement: plain text

Additional websites that have comprehensive rulemaking pages:

- [Oregon Housing and Community Services](#)
- [Department of Environmental Quality](#)
- [Department of State Lands](#)