



(I) Department of Corrections – Institution Library Coordinators or designee.

STATUTORY/OTHER AUTHORITY: ORS 183.335, 183.341

STATUTES/OTHER IMPLEMENTED: ORS 183.335, 183.341

ADOPT: 291-001-0023

RULE TITLE: Requests to Receive Rulemaking Notices

NOTICE FILED DATE: 10/24/2025

RULE SUMMARY: Adopts rule to establish new avenue for submitting requests to receive rulemaking notices through the website; update postal mailing address; and add language on fees for copies of notices of proposed rulemaking, temporary rules, or permanent rules.

RULE TEXT:

(1) Any person may request to be included in the department's electronic mailing list to receive notices of proposed rulemaking by sending a written request through the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/Sign-Up-for-Rulemaking-Updates.aspx>.

(2) Any person may request to be included in the department's postal mailing list to receive notices of proposed rulemaking by sending a written request to the Department of Corrections Rules Coordinator via postal mail at 3723 Fairview Industrial Drive SE, Suite 200, Salem, Oregon 97302 or by sending a written request through the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/Sign-Up-for-Rulemaking-Updates.aspx>. Persons requesting paper copies of the department's notices of proposed rulemaking shall be required to pay fees before materials are mailed. The cost of duplication of rulemaking notices will be assessed as set forth in OAR 291-001-0080.

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AMEND: 291-001-0080

RULE TITLE: Requests for Copies and Fees for Copy Service

NOTICE FILED DATE: 10/24/2025

RULE SUMMARY: Amends rule to add notices of proposed rulemaking to this rule; reorganize and clarify these rules; add avenue for submitting requests for copies of rulemaking notices through the department's website; align with statutory language; change the postal mailing address; add the fee schedule for printing and mailing services; and update process for AICs to request printed copies to align with current process.

RULE TEXT:

(1) A person may request paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules by sending a written request to the Department of Corrections Rules Coordinator via postal mail at 3723 Fairview Industrial Drive SE, Suite 200, Salem, Oregon 97302 or by submitting a written request through the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/Request-Paper-Copies.aspx>. Persons requesting paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules shall be required to pay fees before materials are mailed. The cost of duplication will be assessed as follows:

- (a) Each side \$.12; and
- (b) Postage at current postal rates.

(2) The department's notices of proposed rulemaking, temporary rules, and permanent rules are available for review on the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/rules.aspx>.

(3) Adults in custody may request paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules in facility law libraries. To obtain paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules, adults in custody must submit a completed withdrawal request form (CD 28).

(4) Adults in custody may request to review notices of proposed rulemaking, temporary rules, or permanent rules by submitting a law library request form.

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