

### **331.603 General powers.**

1. The recorder may administer oaths and take affirmations on matters relating to the business of the office of recorder as provided in section 63A.2.
2. Subject to the requirements of section 331.903, the recorder may appoint and remove deputies, assistants, and clerks.
3. The recorder may reproduce in miniature on a durable medium any instrument to be recorded. When a recorded instrument involves a release or assignment, the separate instrument filed acknowledging the release or assignment shall be reproduced. In lieu of marginal entries, the recorder shall make notations on both the index and the record of the original instrument. When an official record is produced in miniature, a security copy shall be reproduced at the same time and kept outside of the courthouse.
4. The recorder may, in lieu of maintaining separate index books as required by law, prepare and maintain a combined index record or system which shall contain the same data and information as required to be kept in the separate index books.

**1, 2.** [C51, § 411; R60, § 642; C73, § 766; C97, § 496; S13, § 496; C24, 27, 31, 35, 39, § **5238, 5240**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 341.1, 341.3; S81, § 331.603; 81 Acts, ch 117, § 602]

**3, 4.** [C54, 58, 62, 66, § 343.13; C71, 73, 75, 77, 79, 81, § 335.17, 343.13; S81, § 331.603; 81 Acts, ch 117, § 602]

2001 Acts, ch 44, §6