

Electronic Services System
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County Land Record Information System (CLRIS)
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December 22, 2011

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On behalf of the Iowa County Recorders Association, the Electronic Services System, and the county land record information system I am pleased to present to you this report concerning the redaction of personally identifiable information from real estate records. This report was required by Senate File 465, an Act relating to identity theft protection and the county land record information system (CLRIS), which was approved by the Eighty-Third General Assembly in 2009.

Chapter 159, Section 13 of the Act required that a report be submitted to the General Assembly concerning the implementation of the legislation.

Sec. 13. REPORT TO THE GENERAL ASSEMBLY. On or before January 1, 2012, the governing board of the county land record information system shall submit a report to the general assembly. The report shall include a summary of the actions taken by the county recorders and the county land record information system relating to the redaction of personally identifiable information, a detailed financial accounting of the county land record information system, a detailed summary of expenditures made from the local government electronic transaction fund, and an analysis and recommendation regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3.

The report documents the actions taken to redact personally identifiable information, and provides a full accounting of how project resources have been allocated. As requested, the report also includes a recommendation concerning the electronic transaction fee. We respectfully recommend that the fee be continued, and that it be established at a rate of \$2.00 per document.

Thank you for the opportunity to share this information with the members of the General Assembly. We would be pleased to present this information to any appropriate legislative committee.

Sincerely,



Deborah K. Roberts
Chair, ESS Coordinating Committee
President, Iowa County Recorders Association, and
Floyd County Recorder

**Executive Summary
Report to the General Assembly
County Land Record Information System**

December 22, 2011

Senate File 465, an Act relating to identity theft protection and the county land record information system (CLRIS), was approved by the Eighty-Third General Assembly in 2009. The legislation was primarily intended to provide for the prevention of identity theft by requiring that personally identifiable information be redacted from the images of real estate documents before being made accessible through a web site.

Chapter 159, Section 13 of the Act required that a report be submitted to the General Assembly concerning the implementation of the legislation.

Sec. 13. REPORT TO THE GENERAL ASSEMBLY. On or before January 1, 2012, the governing board of the county land record information system shall submit a report to the general assembly. The report shall include a summary of the actions taken by the county recorders and the county land record information system relating to the redaction of personally identifiable information, a detailed financial accounting of the county land record information system, a detailed summary of expenditures made from the local government electronic transaction fund, and an analysis and recommendation regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3.

This report provides a comprehensive review of the activities which have been undertaken since the enactment of Senate File 465, including detailed reports on the redaction project and the financial accounts of the county land record information system and the 28E organization charged with managing the system (the Electronic Services System). The report also provides an update to the General Assembly on the following issues: the electronic recording of real estate documents in Iowa; the policies and procedures adopted by the Electronic Services System to ensure that the county land record information system provides quality services and information; the status of counties which have declined to participate in the system despite a legislative mandate; and policies relating to the batch transfer of electronic records.

The key findings and conclusions which may be summarized from the report are as follows:

- The comprehensive redaction project authorized by the General Assembly has been carried out as proposed and within the authorized budget. Eighty-five percent of the more than 11.5 million documents have been processed, and the remainder will be completed by the end of fiscal year 2012.
- Registered users of the Iowa Land Records web site can again access more than 6.2 million documents recorded since 2003.
- More documents will be made accessible following the completion of various quality assurance activities, because commercial redaction services are not perfect. A redaction accuracy rate of 97% is expected. Registered users have been enlisted to help report any private information which may have been missed by the redaction process.
- The county land record information system has been reconfigured to segregate and prevent the disclosure of private information. Additional security measures have been implemented to monitor the activity of registered users who have access to document images.
- Financial resources for the redaction project and funding for the core operation of the county land record information system have been appropriately managed. The ESS Coordinating Committee has provided active oversight for all project resources, and the business of the Electronic Services System has been transparent and open.

- Financial transactions have been subjected to an annual audit since the beginning of the Iowa Land Records E-Submission service (electronic recording). The audit includes all physical assets such as the servers and data storage equipment used to operate the system.
- Project resources are being managed to provide for long-term sustainability for the county land record information system. However, substantial risks exist including concerns about funding for county system maintenance fees.
- The adoption of a permanent \$2.00 document fee structure would ensure long-term sustainability, reduce the financial burden on individual county budgets, and permit improved service and lower service fees for electronic recording.
- The State of Iowa and Iowa County Recorders are recognized as national leaders in the adoption of electronic document management systems.
- The Electronic Services System and the county land record information system are committed to the principles of adopting standards, policies and procedures to ensure consistent and high quality services throughout Iowa.
- The enforcement of standards, policies and procedures, including a requirement for participation by all Iowa counties will be an ongoing challenge for a system dependent on the cooperation of many individual County Officials and technical service providers. The General Assembly may wish to reinforce the importance of participating in a statewide system and following established policies and best practices.
- Current policies governing the batch transfer of electronic documents may create unintended outcomes as County Recorders and their customers seek to exchange information in a timely fashion while also conforming to expected privacy standards. The General Assembly may wish to examine these policies.

The General Assembly has explicitly requested an analysis and recommendation regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3. The recommendation to the General Assembly is as follows.

1. Continue the base level \$1.00 electronic transaction fee under section 331.604, subsection 3. This fee is the minimum level of financial support required to sustain the core services of the county land record information system.
2. Consider increasing the electronic transaction fee to \$2.00 to ensure the long-term sustainability of the county land record information system and to provide necessary resources for ongoing system enhancements. A comparison of recording fees with neighboring states shows that Iowa recording fees would remain among the lowest – notwithstanding a \$1.00 fee adjustment.

The ESS Coordinating Committee and the Iowa County Recorders Association wish to express appreciation to the Iowa General Assembly for the passage of Senate File 465 in 2009, and for the opportunity to carry out the redaction project while restoring an important service to the Iowa real estate industry.

County Land Record Information System

Iowa Land Records

iowalandrecords.org

Report to the General Assembly



December 22, 2011

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Introduction

Senate File 465, an Act relating to identity theft protection and the county land record information system (CLRIS), was approved by the Eighty-Third General Assembly in 2009. The legislation was primarily intended to provide for the prevention of identity theft by requiring that personally identifiable information be redacted from the images of real estate documents before being made accessible through a web site.

Chapter 159, Section 13 of the Act required that a report be submitted to the General Assembly concerning the implementation of the legislation.

Sec. 13. REPORT TO THE GENERAL ASSEMBLY. On or before January 1, 2012, the governing board of the county land record information system shall submit a report to the general assembly. The report shall include a summary of the actions taken by the county recorders and the county land record information system relating to the redaction of personally identifiable information, a detailed financial accounting of the county land record information system, a detailed summary of expenditures made from the local government electronic transaction fund, and an analysis and recommendation regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3.

This report provides a comprehensive review of the activities which have been undertaken since the enactment of Senate File 465, a detailed financial accounting of the resources provided under the Act, and a series of recommendations concerning identity theft prevention and the long-term sustainability of the county land record information system.

Redaction

Overview

Iowa's 99 county recorders are charged by law with maintaining records affecting real estate (deeds, mortgages, tax liens, lien releases, covenants, and easements) and maintaining various other records (zoning ordinances, military records, vital statistics). Any member of the public may walk into an office of a County Recorder and view records relating to real estate, which under Iowa law are public records. Every County Recorder has records in paper as well as electronic form. The record includes some form of a viewable document (whether paper, microfilm, or electronic), and an index (with state-mandated information for locating records). All 99 county recorders are maintaining recently recorded documents electronically in commercial computer systems which archive the document image and an electronic index.

The purpose of placing real estate records in the public domain is to give notice about property ownership and the obligations of property owners and the institutions which provide financing for property transactions.

CLRIS provides a state-wide index and image repository for the available electronic records. CLRIS coordinates with the County indexing and imaging service providers and county IT departments to maintain a state of the art system for maintaining and providing online access to public land records. CLRIS also provides a pioneering process for electronic filing of land records.

There are currently 11.5 million documents archived in the Iowa Land Records image repository (approximately 46 million separate pages). Of these, 10 million documents have been processed to check for personally identifiable information and to redact such information when it is found. Nearly 214,000 documents have had personally identifiable information redacted.

The remaining 1.5 million documents are currently in some phase of the redaction process, and will be completed in the spring of 2012. The number of documents will continue to grow as new documents are recorded in Iowa's counties. Additionally, some counties will be digitizing records from prior years – and those documents will also need to be checked for any personally identifiable information.

Of the 10 million documents which have been processed to date, approximately 6.3 million documents for the period of 2003 to date are now available to registered users of the Iowa Land Records web site. Those documents have been processed and checked for personally identifiable information, and when any private information has been found it is redacted prior to posting on the web site. The 3.7 million processed documents recorded prior to 2003 are in some phase of quality review to ensure that every reasonable step is taken to prevent the unintentional disclosure of personally identifiable information.

Personally Identifiable Information

Public real estate records are maintained by Iowa counties, and this function is a core responsibility for County Recorders. These records are maintained in two associated formats: an index which includes information about the document such as the party names, the document type, and legal description; and the document itself which may be in paper form or archived in an electronic format such as a TIF image.

Because the inherent purpose of recording real estate records is to give public notice about the responsibilities of individuals and organizations, it is necessary to include some information about those individuals and organizations in a real estate document. In recent history an individual's social security number was previously considered to be an acceptable way to uniquely identify their participation in a real estate transaction, and therefore such numbers were incorporated within the real estate documents and subsequently the images of those documents.

Over time, concerns have grown about the risks associated with identity theft, and the means by which criminals fraudulently obtain and use personally identifiable information. Policies relating to personally identifiable information in real estate documents have evolved and developed with these concerns. The legislative history concerning personally identifiable information reflects this policy evolution.

In 2002, the Iowa legislature first established a policy to prohibit the preparer of a real estate document from including a person's social security number. Specifically, House File 2365 (Chapter 1113, Iowa Acts) created a new Iowa Code section which prohibited preparers from including social security numbers in most real estate documents.

Sec. 4. NEW SECTION. 331.606A DOCUMENT CONTENT — PROHIBITION OF INCLUDING SOCIAL SECURITY NUMBER.

The preparer of a document shall not include an individual's federal social security number in a document that is prepared for recording in the office of county recorder. This section does not apply to a preparer of a state or federal tax lien or a military separation or discharge record that is prepared for recording in the office of county recorder. If a military separation or discharge record is recorded in the office of the county recorder, the military separation or discharge record shall not be accessible through the internet.

Later, in 2007, the Iowa legislature in Senate File 212 (Chapter 123, Iowa Acts) expanded this section to create an expanded definition of "personally identifiable information." Checking and saving account numbers, and credit and debit card numbers now joined social security numbers in the list of information prohibited from real estate documents.

Section 1. Section 331.606A, Code 2007, is amended by striking the section and inserting in lieu thereof the following:

331.606A DOCUMENT CONTENT - PERSONALLY IDENTIFIABLE INFORMATION.

1. DEFINITIONS.

a. "Personally identifiable information" means one or more of the following specific unique identifiers when combined with an individual's name:

(1) Social security number.

(2) Checking, savings, or share account number, credit, debit, or charge card number.

b. "Preparer" means the person or entity who creates, drafts, edits, revises, or last changes the documents that are recorded with the recorder.

c. "Redact" or "redaction" means the process of removing personally identifiable information from documents.

The legislation not only prohibited preparers from including personally identifiable information in real estate documents, but it also provided a liability for damages of up to \$500.00 for each document presented for recording if the document included personally identifiable information.

It was during this period that policy makers began to consider the implications of efforts to make real estate records accessible online. The policy adopted by the Iowa legislature was to require County Recorders and the county land record information system to establish a procedure which would allow an individual to request that personally identifiable information be redacted. Section 331.606A, Subsection 3 provided as follows.

3. REDACTION ON A RECORDER'S INTERNET WEBSITE. If a document that includes an individual's personally identifiable information was recorded with the recorder and is available on the recorder's internet website, the individual may request that the recorder redact such information from the website. The recorder shall establish a procedure by which individuals may request that such personally identifiable information be redacted from the internet record

available on the recorder's internet website, at no fee to the requesting individual. The recorder shall comply with an individual's request to redact personally identifiable information.

This policy had been adopted and implemented by CLRIS in the spring of 2005, and it remained in effect until September, 2008.

As described in the next section, with the enactment of Senate File 465 in 2009 (Chapter 159, Iowa Acts), the policy further evolved from a standard of redaction upon request, to a more comprehensive requirement that electronic documents “displayed for public access on a website, or which are transferred to any person, shall be redacted prior to displaying or transferring the documents.”

The statutory definition of personally identifiable information remained the same as it was adopted in 2007. However, the definition of redaction was clarified to mean a “permanent” removal of information, and to allow for the “truncation” of personally identifiable information.

331.606A (1) c. “Redact” or “redaction” means the process of *permanently* removing all or a *portion* of personally identifiable information from documents.

“Permanent” removal of the information means that the information is indelibly obscured by black pixels, and made a permanent part of the document image.

It should be noted that the Recorder’s index, the database which catalogues all real estate records, does not include any personally identifiable information. Policies relating to privacy protection, therefore, do not apply to any index information provided by CLRIS or by any County Recorder.

History of Privacy Concerns and the ILR Redaction Project

The Iowa Land Records web site became operational in January, 2005. During this initial period Iowa counties began the process of transferring images to the county land record information system (CLRIS). As more documents were received and available for posting on the web site, the Iowa Land Records governing board, then known as the CLRIS Task Force, engaged in discussions about privacy concerns – particularly with respect to social security numbers embedded within the images of some older documents. Based on these discussions the Task Force adopted a policy to redact social security numbers and/or birth dates posted on the Iowa Land Records web site upon request. The Task Force also decided to not display state and federal tax liens on the Iowa Land Records system until further notice. This decision was made in April, 2005.

Privacy discussions continued into 2006 when the Iowa Land Records governing board, now known as the Electronic Services System (ESS) Coordinating Committee, issued a Request For Information to vendors for the purpose of gathering information and preliminary cost estimates relating to redaction services and other topics. The Committee clearly recognized the challenge of balancing the benefits of providing online access to public records with concerns about possible identity theft if a social security number is viewed in the image of a public record. Responses were received from several vendors, but limited resources prevented further action. Throughout this period personally identifiable information was redacted on a case by case basis when reported to County Recorders or the Iowa Land Records staff.

As noted previously, in 2007 the Iowa legislature provided direction to redact personally identifiable information on a case by case basis. A process for redacting information upon the request of a citizen or County Recorder was in place during the initial history of the web site.

On September 2, 2008 a citizen affiliated with a privacy advocacy group reported to the Des Moines Register that a social security number was visible on a document displayed on the Iowa Land Records web site. Despite procedures for restricting access to tax liens and redacting other records upon

request, the concerns expressed by the public increased pressure to restrict access to images. Access to Mortgages and UCC documents was restricted on September 4, 2008, and then access to all images was restricted on September 10, 2008.

In November, 2008, The Iowa County Recorders Association and the ESS Coordinating Committee prepared a plan for a comprehensive redaction process and system reconfiguration. The plan was presented to the Association in a document titled Redaction Assumptions and Guidelines. The plan was approved by the Association, and it was used to guide steps to reconfigure the county land record information system and increase security as well as to develop a formal Request For Proposals (RFP) for redaction services. The RFP was published on December 22, 2008. That same month representatives of the Association and ESS Committee presented a legislative proposal to clarify policies relating to privacy protection and to secure resources for the comprehensive redaction project to an interim legislative committee.

While the proposed privacy legislation (Senate File 465) was pending before the General Assembly, the Iowa County Recorders Association and the ESS Committee evaluated responses to the redaction RFP. Contingent upon the approval of the pending privacy legislation, the evaluation process was completed, and a notice of intent to award a contract for redaction services to Computing System Innovations (CSI) was published on April 13, 2009.

Senate File 465 (Chapter 159 of the 2009 Acts) was approved on May 26, 2009, and became effective July 1, 2009. For the two year period between July 1, 2009 and June 30, 2011, a supplemental \$2.00 recording fee was implemented to provide resources for a comprehensive redaction project and to reconfigure the county land record information system for better security and long-term sustainability. The legislation also clarified requirements relating to personally identifiable information.

The county land record information system was migrated to a new secure hosting facility in the summer of 2009, and it was subsequently reconfigured to segregate and secure any records which had not been inspected for personally identifiable information. Such records would now be treated as confidential records not available to the public through a web site until the records had been processed and until the personally identifiable information was redacted from the document images. The system would also serve as a secure image repository for future disaster recovery needs.

During the period of August, 2009 through March, 2010, many documents were transferred from the counties to the county land record information system. CSI and CLRIS also established the methods for receiving, processing and returning the documents to be checked for personally identifiable information. In April, 2010, the process of redacting documents was officially kicked off. So called "forward file" documents, documents recorded on or after January 1, 2010, again became accessible to registered users. The processing of "back file" documents, documents recorded before January 1, 2010, was also started, and many of those documents are now accessible through the Iowa Land Records web site.

As an additional measure to ensure that social security numbers would be redacted, the ESS Coordinating Committee administratively expanded the information which was to be redacted. Specifically, the decision was made to also redact all driver license (DL) numbers, because in prior years the Department of Transportation used social security numbers as the driver license number. The Committee also specified that alien registration numbers are to be redacted. A detailed description of the redaction rules established by ESS Coordinating Committee is provided in the Appendix.

Redaction Quality Assurance

Most redaction services, including those provided by CSI - the company selected by the ESS Coordinating Committee - use a combination of optical character recognition (OCR) software and human inspection processes to find and verify the presence of personally identifiable information and to redact the information when it is found. The commercial services have used their experiences to refine the

process and in most cases achieve a very high success rate. For the redaction of personally identifiable information, the ratio of the number of redactions to the total number of personally identifiable information items is a key performance metric. A high ratio (or percentage) means that a large portion of the items of interest to identity thieves has been found and redacted. Most commercial services including CSI strive for a ratio of .97 (97%).

If the goal is to prevent the disclosure of any personally identifiable information (while still providing online access to public records), then it is necessary to confront the reality that even the most successful and high performing redaction services miss three percent of the information which should be redacted. It is also difficult to measure the success rate, because you can't know what you don't know. For our performance ratio, we know the numerator (number of redactions), but we can't know the total number of personally identifiable information items.

There are a number of factors that can affect the success of a redaction process. For example, if an image is of poor quality, low resolution, or speckled for any reason, it will be more difficult for optical character recognition software to "read" the document image and search for patterns which match personally identifiable information. Handwriting, improperly oriented text, or borders adjacent to text may also cause OCR software to miss information. Personnel assigned to review and validate information identified by OCR software or to redact information may simply make errors in processing.

For these reasons CLRIS has applied various strategies to check for information which may have been missed in the redaction process. The following is a brief summary of the steps which have been or are being taken to find personally identifiable information which may have been missed by the redaction process and to reprocess and redact the information before it is made accessible through the Iowa Land Records web site.

Date Range Restrictions. Legal restrictions on the inclusion of personally identifiable information became effective in 2003. Because the probability that personally identifiable information is included in documents recorded from 2003 forward is much lower than for prior years, it is also less likely that the information would be displayed in those documents after being processed by CSI. For this reason, all documents recorded on or after January 1, 2003 which have been checked for personally identifiable information have been approved for public access to registered users. Documents which have been redacted for this period are also eligible to be made public. As noted previously, the total number of documents which are accessible to registered users for this period is 6.3 million as of December 16, 2011

Cross Reference Prior Redactions. Prior to 2008 some counties had implemented local procedures for redacting social security numbers. While those counties may not have applied redactions under the expanded definition of personally identifiable information used today, prior efforts to prevent the disclosure of private information can be helpful in the current redaction process. For counties which maintained a record of prior redactions, CLRIS and local service providers have collaborated to cross-check the documents redacted by the county against the documents redacted by CSI. If a document was redacted by the county but not CSI, the document remains restricted and is returned to CSI for reprocessing.

County Redacted Image Inspection. After redacted documents are returned to CLRIS, the documents are inspected by either the County Recorder or CLRIS staff to verify that redactions were applied correctly. If any documents are incorrectly redacted, particularly if any personally identifiable information is missed, then the documents are to be returned to CSI for reprocessing. Redacted documents which have been inspected and are correctly redacted are made accessible to registered users.

Sampling Documents. The CLRIS image repository now includes about 11.5 million documents with an average of about four pages per document. This represents more than 46 million separate images which have been inspected, analyzed and redacted when personally identifiable information is found. As noted previously, about 214,000 documents have been redacted out of more than 10 million documents which have been processed so far. Therefore, 9.78 million records have been checked for personally identifiable information, but none was found.

The proportion of records redacted by CSI is in the expected range when compared with experiences in other jurisdictions in the United States, and it appears that CSI has met expectations for a commercial redaction service. But if 214,000 documents redacted represents an accuracy rate of 97%, then the expected number of documents with personally identifiable information to be missed would be about 6,619 documents. If that is true, then what more can or should be done to find and redact those remaining documents in addition to the steps already being taken to cross reference prior redactions?

CLRIS encourages County Recorders to select a random sample of their documents in the CLRIS system for each year and to manually inspect each image in the sample to determine if any personally identifiable information is found. Because the purpose of the sample is to find documents with personally identifiable information and not to perform research, a weighted systematic sample should be selected. Pre-2002 documents with a higher likelihood of including personally identifiable information should represent a higher proportion of the sample. Examples include mortgages, bankruptcy documents, UCC documents and tax liens. Otherwise documents could be selected randomly using a simple interval technique. The size of the sample may vary based on the number of documents recorded in a county each year. Larger counties might want to select a larger sample than smaller counties.

The purpose of sampling is not to conduct research, and selecting a sample size that is statistically significant is not required. It is not reasonable to expect that every document image should be manually inspected by a human – that is why a commercial redaction service (CSI) has been used. By selecting a common sense sample size and taking some time to inspect the documents processed but not redacted is one additional way to demonstrate that every reasonable step has been taken to ensure that personally identifiable information is not posted on the Iowa Land Records web site.

Other Quality Assurance Measures. The CLRIS staff will continue to explore other methods to identify documents which may include personally identifiable information, but were not redacted by CSI. Examples include image evaluation techniques which may identify low-quality, low-resolution images that may not be readable by OCR software, and methods to identify groups of documents which may include personally identifiable information based on common factors such as particular document preparers or document types within specified date ranges. These options will continue to be explored even after the images are posted on the Iowa Land Records web site for access by registered users.

Redaction Process Details

During the initial period of the Iowa Land Records project, particularly from January, 2005 through September, 2008, a key assumption was that all records posted on the web site were “public” records. Notwithstanding the discussions about emerging privacy concerns, these were public records that could be accessed anonymously and unfiltered in any Iowa court house. Further, as a public entity established under Chapter 28E - as directed by the Iowa legislature - the Electronic Services System, a.k.a. Iowa Land Records or CLRIS, would be obligated by law to provide access to any public record in its possession. It was believed that the procedures established to redact personally identifiable information upon request (a policy affirmed by the Iowa legislature in 2007) would be sufficient to address any

privacy concerns. The events which unfolded in the fall of 2008 demonstrated that those assumptions were wrong.

The new assumption was that a higher standard of accountability now applied to every document. It was no longer acceptable to simply accumulate document images and make them available to the public via the internet. In essence, every document image (public record or not) must be presumed to be confidential until it was either demonstrated that it did not include personally identifiable information or that any personally identifiable information had been identified and redacted. This change in assumptions had significant implications for the configuration of the county land record information system. The importance of system and information security increased. It became necessary to establish a private image repository (not accessible to the public) for disaster recovery while also maintaining a public image repository for redacted images and the majority of images which did not include personally identifiable information.

Because of the significant changes in policy, and because the initial system equipment was nearing the end of the life cycle, the technical architecture for CLRIS was substantially changed. In order to fulfill the new standards and expectations, it was necessary to ask each county to again transfer all recorded documents in electronic format to CLRIS. For this reason, there have been three important phases in the CLRIS Redaction Project: Phase 1 – County Record Transfer; Phase 2 – CSI Redaction Processing; and Phase 3 – Public Access Restoration. The following is a brief description of each phase, which in many cases has been implemented concurrently.

Phase 1 - County Record Transfer

Each county has been asked to transfer all records archived in an electronic format to CLRIS. This information transfer included both document images as well as updated index information. A total of 11,531,081 complete records have been transferred from Iowa counties and archived in the CLRIS private image repository as of December 16, 2011. There are 249,635 documents which are considered to be “incomplete” – meaning there is a problem with the transfer of either the document image (136,680 records) or the document index information (115,679 records) or both. There are a number of possible reasons for the incomplete records ranging from mismatched code values which prevent images from being linked to the correct index, to image compression or corruption issues. In each case CLRIS will continue to work with the county and the appropriate technical service provider to resolve the issues. The process of reconciling and clearing up data and image issues with each county is expected to continue through 2012. Document images cannot be redacted or checked for personally identifiable information until they are successfully received by CLRIS.

In addition to the incomplete documents, there are other document images and data in county archives which have not yet been transferred to CLRIS. It is difficult to estimate how many counties or images this represents. In some cases the quality of older images may be poor, or the electronic index information is incomplete. The long-term goal of the project is to transfer all electronic real estate records from each county to CLRIS, and to check those records for personally identifiable information and then make them available to registered users through the Iowa Land Records web site.

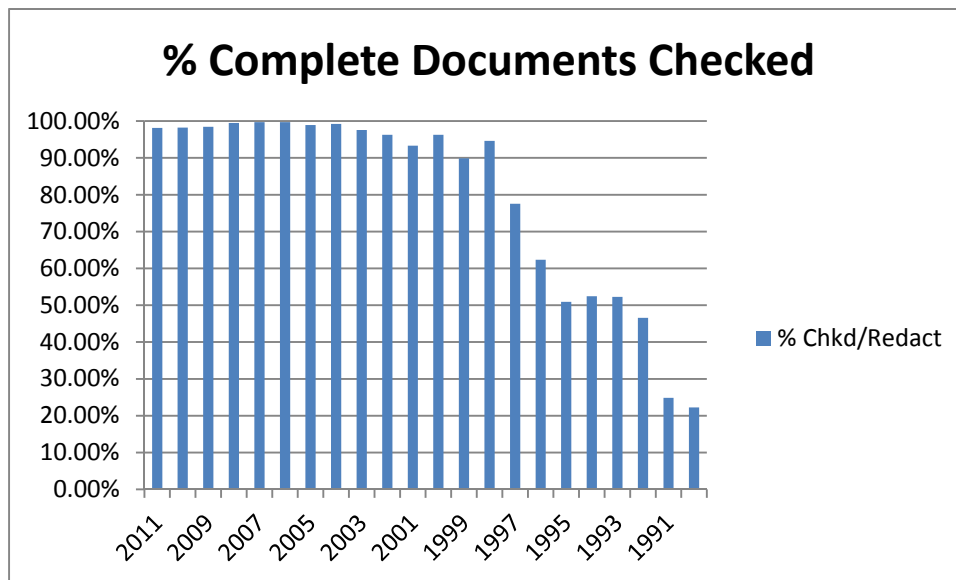
In an effort to document and catalogue any records not yet transferred to CLRIS, the ESS Coordinating Committee has established a Record Transfer Deferment Request process. Counties may request the deferment of the transfer of records for specified periods, subject to the approval of the Committee.

One of the secondary benefits of the new County Record Transfer process is that it has provided a more complete catalogue of records in electronic format. It has also identified some data and image quality issues which may exist in local document management systems. The identification of these issues will hopefully result in improved quality of data and images in the local records. An additional secondary benefit of CLRIS is that it provides a complete backup of all uploaded records and, therefore, a significant resource for disaster recovery and maintenance of land record integrity for every county.

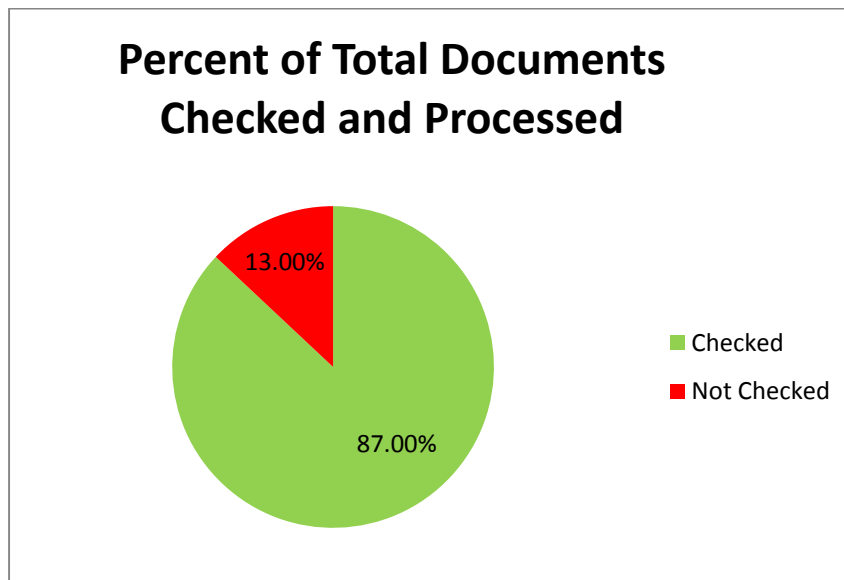
Phase 2 - CSI Redaction Processing

There are two primary document work flows relating to the process of checking records for personally identifiable information. The first and most important document work flow relates to the so called “forward file” documents, documents recorded on or after January 1, 2010. This group of documents generally refers to all recently recorded documents. The demand for forward file document information is highest, because they may affect current real estate transactions. For example, it is usually necessary for a Satisfaction of Mortgage document to be recorded before a new Mortgage on a property can be completed. For this reason the processing of forward file documents has the highest priority. January 1, 2010 is simply an arbitrary date which was used at the beginning of the redaction process in 2010. Documents recorded on or after that date are “automatically” posted to the Iowa Land Records web site to ensure that they are accessible to registered users in a timely manner. These recently recorded documents are processed first by CSI and returned to CLRIS as soon as possible. Because they are current documents and it is illegal for preparers to include personally identifiable information, the risk of exposing such information is considered to be lower than it is for older documents. However, it should be noted that a total of 1430 documents recorded on or after January 1, 2010 have required redactions due to the presence of personally identifiable information (primarily social security numbers).

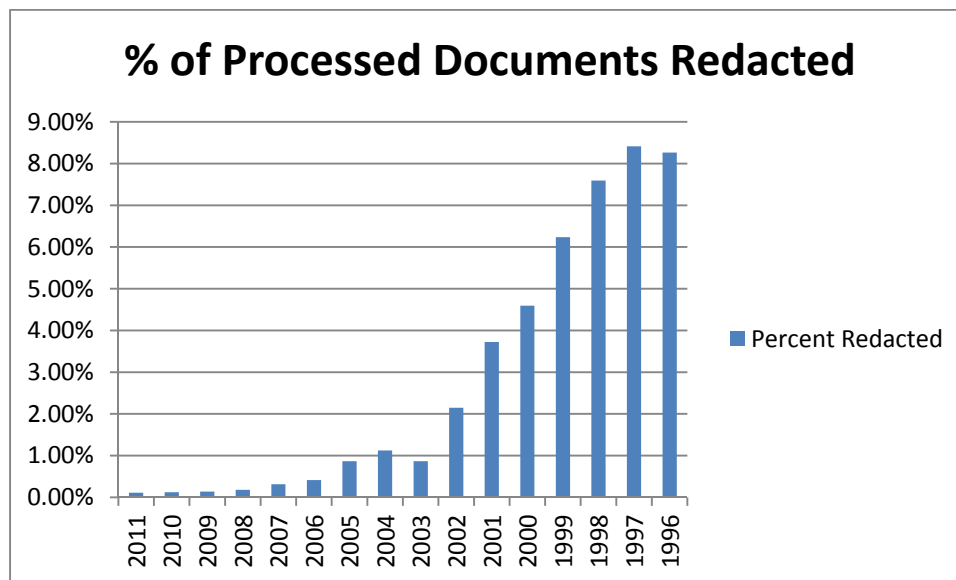
A second work flow relates to the processing of “back file” documents, documents recorded before January 1, 2010. Generally, back file documents have been processed in reverse chronological order, i.e., the most recently recorded documents are processed and checked for personally identifiable information first. To illustrate, of the 6.64 million complete records received from Iowa counties for the period between 2000 and 2009, more than 6.62 million (99%) have been processed and checked for the presence of personally identifiable information.



Approximately 1.5 million complete documents transferred by counties to CLRIS remain to be checked for personally identifiable information and redacted where appropriate. The processing of these records is expected to be complete by June 30, 2012.



As of December 16, 2011, nearly 214,000 documents have had personally identifiable information redacted. Of the total documents processed to date (10 million), about 2.1% have been redacted on average. As expected, most of the redactions have been applied to documents recorded prior to 2003 when restrictions on the presence of personally identifiable information in documents prepared for recording were enacted.



Phase 3 - Public Access Restoration









The final phase of the redaction process is to allow public access to the document images. After documents are processed by CSI and returned to CLRIS, the records may be made viewable on the web site at iowalandrecords.org. Only registered users have access to document images. When registered users perform a record search on the web site, the search results are displayed in a columnar format. The availability of an image for viewing is indicated by the presence of an icon which appears as a document which is dog-eared in the upper right hand corner. If the icon is present but “greyed out” and

inactive, it means that CLRIS has received the document from the county, but it has not been made available for public access. This may be for various reasons such as the document has not yet been processed by CSI, or the document is being reviewed for quality control purposes.

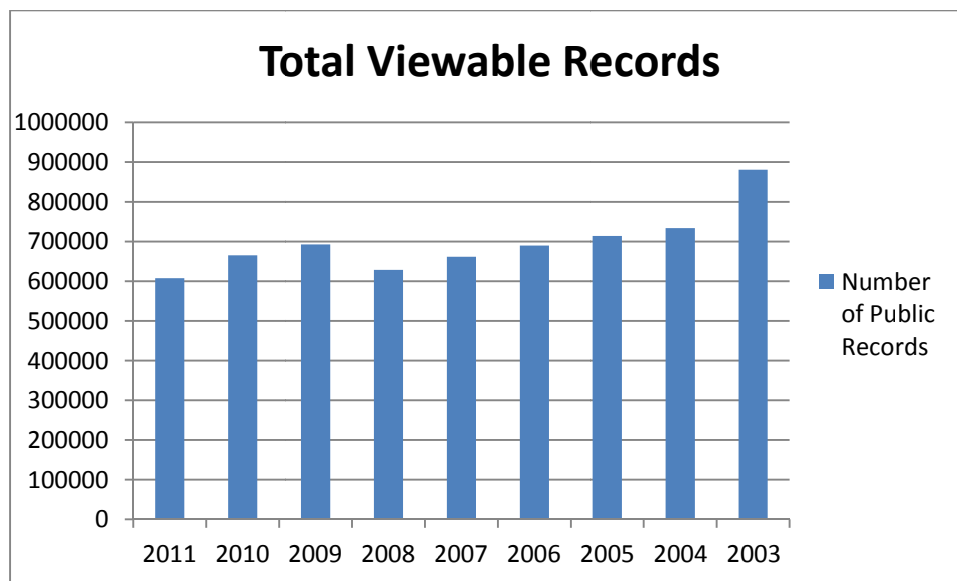
If the icon is absent from the search results display, it means that the county has not yet transferred the image to ILR.

If the icon is blue and the link is active, then a registered user is allowed to select the link and view the document. All documents posted on the Iowa Land Records web site are presented in PDF format, and can be viewed using the ubiquitous and free Adobe Acrobat Reader software.

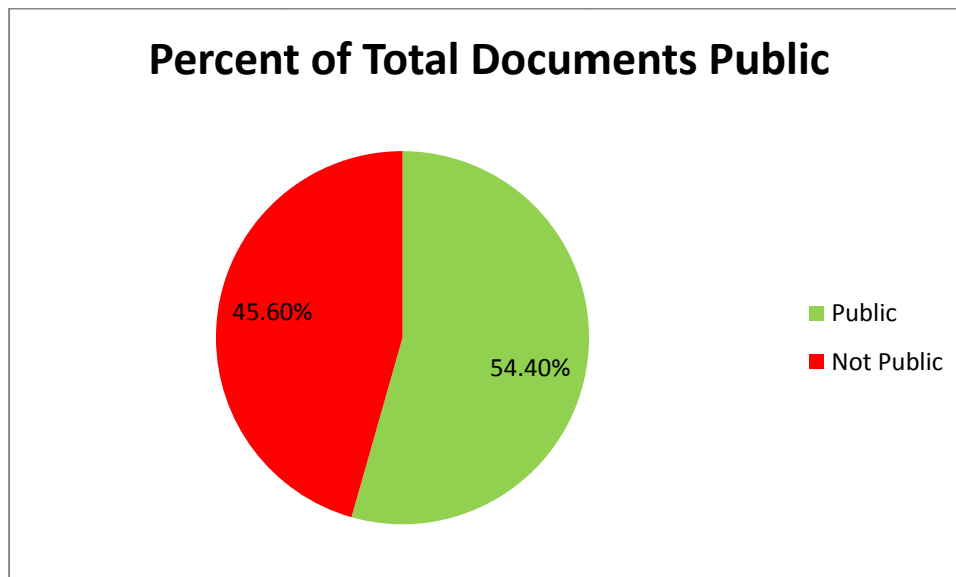
Search Results Illustration

			2169	Bk: 901 Pg: 464	2009/12/31	Iowa	RESIDENTIAL MORTGAGE NETWORK INC	Mortgage
			2173	Bk: 901 Pg: 484	2009/12/31	Iowa	BENNETT GLENDA M	Mortgage
			2187	Bk: 2010 Pg: 12	2010/01/04	Iowa	FARMERS TRUST & SAVINGS BANK	Mortgage

Most of the documents recorded after January 1, 2003 have been posted for registered user access. Additionally, recently recorded documents which are processed daily are made accessible as soon as they are returned from CSI to the ILR web site. The total number of documents which are accessible to registered users is 6,273,291 as of December 16, 2011.



The documents recorded after 2003 represent a significant proportion of the total number of electronic documents. More than half of all documents transferred to CLRIS are now available to registered users.



More records from prior years (2002 and earlier) will soon be made accessible to registered users following the completion of various quality assurance procedures. A report on the status of documents for each county is provided in the Appendix.

Reporting Personally Identifiable Information

No redaction system is foolproof. It is inevitable that at some point an authorized user may view a document image which includes personally identifiable information. However, as noted in the next section concerning other privacy protection strategies, registered users of the Iowa Land Records web site have a responsibility to help prevent identity theft and the dissemination of personally identifiable information. One way registered users are expected to do that is to immediately make a report to CLRIS about any document which may include personally identifiable information.

Registered users have three primary methods for reporting a case of personally identifiable information in a document image. They can send an e-mail to CLRIS at support@clris.com. They can also make a toll free call to Iowa Land Records customer support by dialing (888) 790-2246. And they can also easily file a report with a click of a mouse when searching records at iowalandrecords.org.

Below is a screen shot which illustrates how document search results appear on the Iowa Land Records web site. Active links in the left area of the screen allow registered users to see detailed document information or the document image. A new feature has been added to the far right column of the search results display. The yellow triangle is an active link which will allow registered users to click and report that a specific document includes personally identifiable information.

Search Results
Displaying all results of 6 results.

Select	Id#	Img	Number	Book & Page	Recording Date	County	Name	Document Type	PII
<input type="checkbox"/>	Id#	Img	0728	Bk: 2009 Pg: 0728	2009/11/19	Clay		Affidavit - Non-Transfer	
<input type="checkbox"/>	Id#	Img	0727	Bk: 2009 Pg: 0727	2009/11/19	Clay		Other	
<input type="checkbox"/>	Id#	Img	0726	Bk: 2009 Pg: 0726	2009/11/19	Clay		Other	

When a report link is selected, a message and log entry is generated which will alert the CLRIS staff that a document may include personally identifiable information. CLRIS staff will inspect the document image, and if personally identifiable information is found, the image will be immediately restricted and then returned to CSI for reprocessing. If an inspection shows that no personally identifiable information is present, the report will be cleared and the image will remain available to registered users.

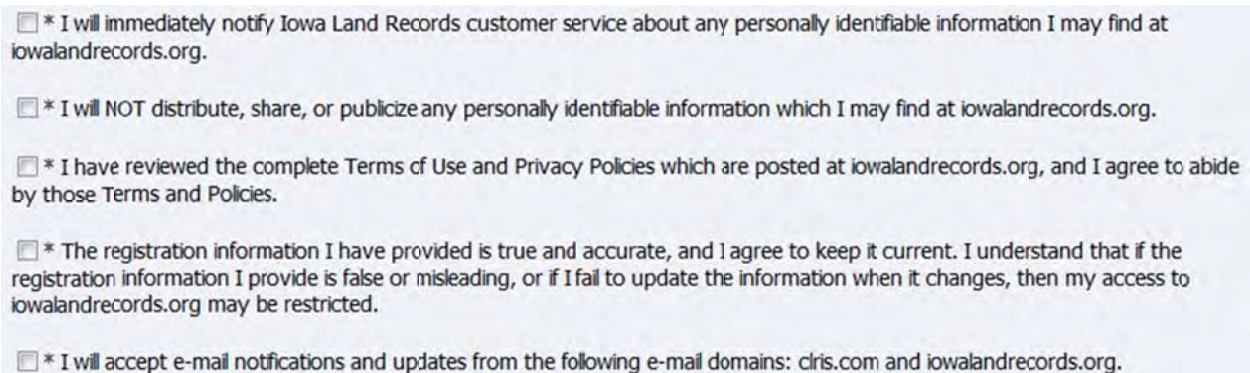
Other Privacy Protection Strategies

In the early history of the Iowa Land Records web site, various measures were taken to minimize the exposure of personally identifiable information. State and federal tax liens were not displayed on the web site, and a procedure for redacting documents upon request was actively used. Registered users were informed in the web site Terms of Use of their responsibilities. For example, they were informed that "as a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices" which includes land fraud and identity theft.

Given the increased expectation that more proactive steps be taken to prevent the dissemination of personally identifiable information, other measures have been implemented or are being developed to prevent fraud and identity theft. These include more active and direct notices to registered users of their responsibilities, more active monitoring of registered user search activities, and enhanced internal system security measures intended to thwart illegal or malicious use of the Iowa Land Records web site.

User Registration Agreement

In the spring of 2011, all registered users of the Iowa Land Records web site were required to renew their registrations. As a condition for activating their accounts, all registered users were required to accept the responsibility to immediately notify CLRIS customer service about any personally identifiable information if found on the Iowa Land Records web site. They also were required to make a commitment to not distribute or disseminate any personally identifiable information if they find it on the web site, and to accept the Terms of Use and Privacy Policies adopted by the Electronic Services System. Iowa Land Records now has more than 16,000 registered users. The following is a screen shot of the registration form.



☐ * I will immediately notify Iowa Land Records customer service about any personally identifiable information I may find at iowalandrecords.org.

☐ * I will NOT distribute, share, or publicize any personally identifiable information which I may find at iowalandrecords.org.

☐ * I have reviewed the complete Terms of Use and Privacy Policies which are posted at iowalandrecords.org, and I agree to abide by those Terms and Policies.

☐ * The registration information I have provided is true and accurate, and I agree to keep it current. I understand that if the registration information I provide is false or misleading, or if I fail to update the information when it changes, then my access to iowalandrecords.org may be restricted.

☐ * I will accept e-mail notifications and updates from the following e-mail domains: clris.com and iowalandrecords.org.

Terms of Use and Privacy Policy

The Terms of Use and Privacy Policy, which must be accepted by registered users as a condition for using the web site, was updated to include more explicit instructions concerning personally identifiable information. The following is an excerpt from the current Terms of Use.

As provided in Section 331.606A (Iowa Code), Iowa Land Records and the Iowa County Recorders Association have implemented a system for redacting personally identifiable information from document images. "Personally identifiable information" means one or more of the following specific unique identifiers when combined with an individual's name:

- (1) Social security number.
- (2) Checking, savings, or share account number, credit, debit, or charge card number.

Driver license information is also being redacted from document images.

Every reasonable measure is taken to redact personally identifiable information from document images before they are posted for public access through Iowa Land Records. However, no redaction system has been shown to be completely accurate. Because it is possible that some personally identifiable information may be unintentionally visible in a document image, all users of the site have the responsibility to help protect the privacy of persons whose records may be displayed.

Any personally identifiable information which may be found on any image posted on this web site is considered to be confidential. In the event that you discover any personally identifiable information posted on the Iowa Land Records system, as a condition for being a user of the site, you have the responsibility to immediately notify Iowa Land Records through the Customer Service link posted at iowalandrecords.org/portal/ so that the information can be restricted or redacted. Additionally, each user of the site is expressly prohibited from distributing, sharing, or publicizing any personally identifiable information which may be found.

The complete text of the Terms of Use and Privacy Policy are posted at <https://iowalandrecords.org/portal/>.

CLRIS Reconfiguration

The reconfiguration of the CLRIS system referenced previously involved more than simply relocating servers to a new hosting environment. Because CLRIS would now be expected to treat original document images as confidential information and to serve as a land record disaster recovery system, it was necessary to redesign the architecture of the system servers and storage equipment. Original unaltered document images are now segregated in a private image repository, and additional protective measures have been taken to increase system security. Those measures will not be disclosed in this report, but it is reasonable to state that the overall system security for CLRIS is much higher than it was prior to the restriction of images in the fall of 2008.

A new component of the user registration and log in process is now under development. One of the known issues with the current log-in process is that it can be manipulated by external automated systems which systematically log in and search for and retrieve records. This sometimes occurs notwithstanding the prohibition against such activity in the Terms of Use. To confront this issue, CLRIS is developing a "CAPTCHA" step to be incorporated with the registered user log-in process. A CAPTCHA system requires a user to enter matching characters which may be difficult for a machine to read. The following is an illustration of a CAPTCHA log-in screen.



Implementation of this registration step is expected to occur in the first quarter of 2012.

Registered User Activity Monitoring

CLRIS will be developing additional user monitoring tools to track and evaluate the search practices of individual users. If activity is observed which is in conflict with the CLRIS Terms of Use and Privacy Policy, action may be taken to restrict access to the Iowa Land Records web site. These monitoring tools will be a component of ongoing system improvements through 2012.

The General Assembly may wish to consider policies which prohibit individuals from intentionally publicizing personally identifiable information. Given the redaction processes and other protections being put into place, any registered user who publicly discloses or disseminates any personally identifiable information found on the Iowa Land Records web site – even if it is only to make a political statement - will be in violation of CLRIS policies and they should be subject to penalty.

Redaction Epilogue

The Electronic Services System and the Iowa County Recorders Association have taken every expected action to balance the public benefit of providing online access to real estate records while also working to prevent the disclosure of personally identifiable information and the risk of fraud and identity theft. If there are any further steps to be taken to provide access to legitimate users of real estate information while mitigating the risks of identity theft and fraud, it will be to require registered users to apply for permission to use the system and permit CLRIS to perform an application review which could include a criminal background check. If that is the next step then substantially greater resources will be required for these administrative tasks.

In 2008, CLRIS was in full compliance with all legal requirements to redact personally identifiable information upon request. When notified by the media that personally identifiable information was found in a document, access to the record was restricted and the document was redacted as required. Nevertheless, despite no evidence of fraud or identity theft, a demand was made to restrict access to all document images. CLRIS complied.

Over a two year period more than \$2 million will have been expended to implement a comprehensive redaction project and to increase system security. The redaction project is nearly complete and the measures proposed to the General Assembly in 2009 have been successfully implemented. There will be efforts to inform the media, policy makers and citizens about what has been done to prevent fraud and identity theft. The law adopted in 2009 has been carried out.

One thing is certain. After all of these efforts – someone, sometime will notify the media or a public official that a document with personally identifiable information has been found on the Iowa Land Records web site. This is inevitable, because no redaction system is perfect, and because there are individuals who will seek attention in the cause of privacy. What will the reaction be? It is hoped that all will appreciate the benefits of access to public records and recognize the effort that has been made to minimize the risks of fraud and identity theft.

CLRIS Financial Reports

Introduction

CLRIS and the Iowa Land Records project are funded by user fees. The primary user fee is a supplemental electronic transaction fee applied to all documents recorded by Iowa County Recorders. For most of the project history the supplemental electronic transaction fee has been set at \$1.00 per document. The fee was temporarily set at \$5.00 per document during the first year to provide start-up funding for the project. A temporary fee of \$3.00 per document was also implemented in fiscal years 2010 and 2011 to provide resources for a comprehensive redaction project.

In addition to the supplemental electronic transaction fee, CLRIS and the Iowa Land Records project have implemented fees for services associated with electronic recording services and point of sale debit and credit card transactions.

As noted previously, Chapter 159, Section 13 of the 2009 Iowa Acts includes a provision which requires the governing board of the county land record information system to submit a report to the general assembly which includes a detailed financial accounting of the county land record information system, a detailed summary of expenditures made from the local government electronic transaction fund, and an analysis and recommendation regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3. This section is intended to provide the requested information with a focus on fiscal years 2010 through 2012. This period relates most directly to the activities associated with the redaction project which was the principal subject of the legislation.

Three financial accounts will be reviewed. Fund 255 is the primary CLRIS project account managed through the Office of the State Treasurer. Fund 823 is an account managed through the Office of the State Treasurer on behalf of Iowa counties. Counties had been authorized to use a designated share of these funds for project-related expenses. Finally, a treasury management account maintained by the Iowa County Recorders to manage resources associated with electronic recording and point of sale electronic transactions. It is primarily a revolving account used to transfer payments for electronically recorded documents and point of sale debit and credit card transactions.

Origin of Fund 255 and Fund 823

When the project was originally established in 2003 a supplemental \$5.00 electronic transaction fee was applied to all recorded documents during fiscal year 2004. The legislation provided that the funds were "to be used for the purposes of planning and implementing electronic recording and electronic transactions in each county and developing county and statewide internet websites to provide electronic access to records and information. As required by the enabling legislation, \$1.00 of the electronic transaction fee was managed through the State Treasurer's Office and this process continues today and is known as Fund 255. During that first year the remaining \$4.00 portion of the original \$5.00 electronic transaction fee was credited to a pooled local government electronic transaction fund and distributed equally to all counties. Because the bulk of the initial project funds were distributed equally to the 99 counties, the project faced the challenge of coordinating funds disbursed to those counties.

The solution was to ask each county to contribute a portion of their equal share of the pooled local government electronic transaction fund to create a statewide system. Each county was invoiced for their share of the project costs and those funds were deposited in accounts managed by the Iowa County Recorders Association to pay for the work of various information technology service providers. As a result of this process the \$4.00 portion of the original \$5.00 electronic transaction fee was now divided into two parts: the amount invoiced by the Association for payment to service providers for project costs, and the amount retained by each county for local project costs. These funds were the subject of legislation enacted in 2005 (House File 882). The legislation included two sections concerning these two portions.

Section 98 of the legislation affected the amount invoiced by the Association for payment to service providers for project costs. It stated that all “funds received, expended, or held by an association of elected county officers before, on, or after the effective date of this Act, to implement a state-authorized program, are subject to audit by the auditor of state at the request of the government oversight committees or the legislative council. All such funds received or held on and after July 1, 2005, shall be deposited in a fund in the office of the treasurer of state.”

The Association completed pending payments due to information technology service providers, and any unexpended and unobligated funds were deposited in the project fund (Fund 255) managed through the Office of the State Treasurer. Approximately \$218,000.00 was transferred to Fund 255.

Section 101, subsection 5 of House File 882 provided that the “fees collected, including those previously collected and deposited locally, pursuant to section 331.605C, shall be transferred to the treasurer of state for deposit into the local government electronic transaction fund.” This section affected the amount retained by each county for local project costs. The Committee and Association acted as an intermediary with the State Treasurer and consolidated any moneys retained by each county and then transferred those funds to the State Treasurer and deposited them in what is now known as Fund 823. Approximately \$668,000.00 was transferred to Fund 823.

For the period between July 1, 2004 and June 30, 2009, the supplemental electronic transaction fee was set at \$1.00 per document.

During the 2009 legislative session a bill (Senate File 465) was approved to temporarily increase the electronic transaction fee from \$1.00 to \$3.00 per recorded document. The additional \$2.00 per document was to be used for the purpose of “implementing and maintaining a process for redacting personally identifiable information contained in electronic documents that are displayed for public access through an internet website or that are transferred to another person.”

Effective July 1, 2011, the supplemental electronic transaction fee reverted to \$1.00 per recorded document and it will remain at that level unless it is changed by the Iowa General Assembly. Throughout the history of the county land record information system, project resources have been managed through the Office of the State Treasurer (Fund 255).

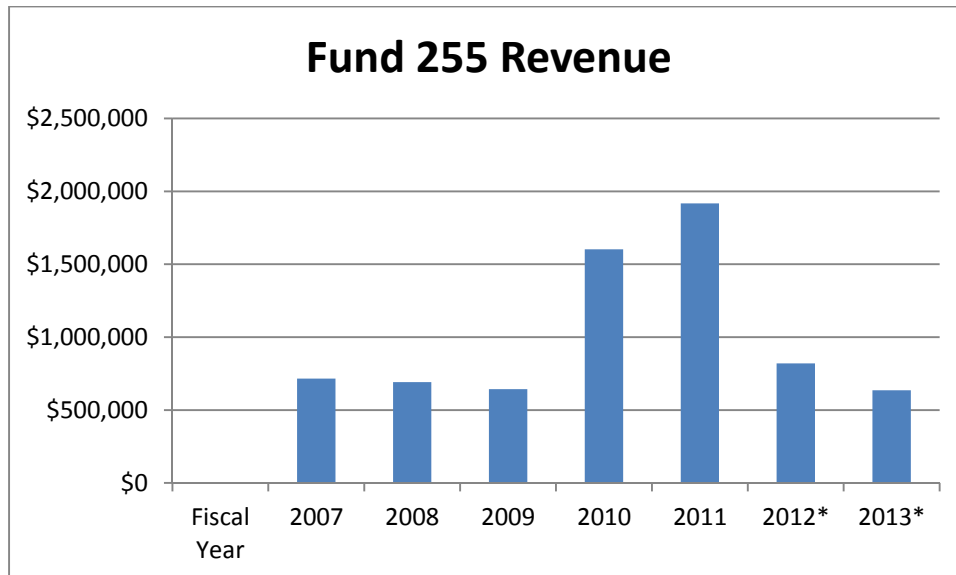
Fund 255

Fund 255 is the primary source of funding for the operation of the county land record information system – also known as the Iowa Land Records project. Beginning in fiscal year 2005, the \$1.00 electronic transaction fee was established to provide for the ongoing costs of maintaining the county land record information system. The legislation was subsequently amended to state that the \$1.00 electronic transaction fee would be used for the ongoing costs of integrating and maintaining the system.

The ESS Coordinating Committee has established annual project budgets for Fund 255. Beginning in fiscal year 2007, the project budget was incorporated into a more formal accounting system, and since July 1, 2006 monthly financial statements have been presented for review and approval by the Committee.

Project revenue during the three year period between July 1, 2006 and June 30, 2009 declined following the general trends in the real estate industry. Total revenue from the supplemental electronic transaction fee dropped from \$715,000.00 in FY 2007 to \$643,000.00 in FY 2009. As a result of the additional \$2.00 supplemental fee for the redaction project, project revenue increased in FY 2010 to \$1.6 million and in FY 2011 to \$1.9 million. Because there is a lag between the time when a county collects the supplemental electronic transaction fee and the time when the funds are transferred from a county to Fund 255 in the State Treasurer's Office, some revenue from the additional \$2.00 fee was deposited in

Fund 255 during the first two months of FY 2012. For this reason, adjusted project revenue for FY 2012 is estimated to be almost \$820,000.00. This lag effect will not be applicable in FY 2013, when project revenue is estimated to decline to \$636,000.00.



*Projected Revenue

Adjusting for the lag time in fund transfers from counties to Fund 255, the total revenue generated by the additional \$2.00 fee during fiscal years 2010 and 2011 for the redaction project is estimated to be approximately \$2.45 million.

Information about project expenditures during this period is provided in the Project Budget section of this report.

State Treasurer Management

The ESS Coordinating Committee reviews all bills and invoices on a monthly basis. When approved, documentation is reviewed by a representative of the Committee and forwarded to the Office of the State Treasurer. Claims are processed in a manner similar to other monthly bills paid by the State of Iowa.

Audit

Because Fund 255 is managed through the Office of the State Treasurer, the annual audit of the fund is conducted by the Office of the State Auditor. While the ESS Coordinating Committee has occasionally been called upon to answer questions about individual claims or trends in revenues, no issues have been brought to the attention of the Committee concerning any claims or payments.

Reserve Funds

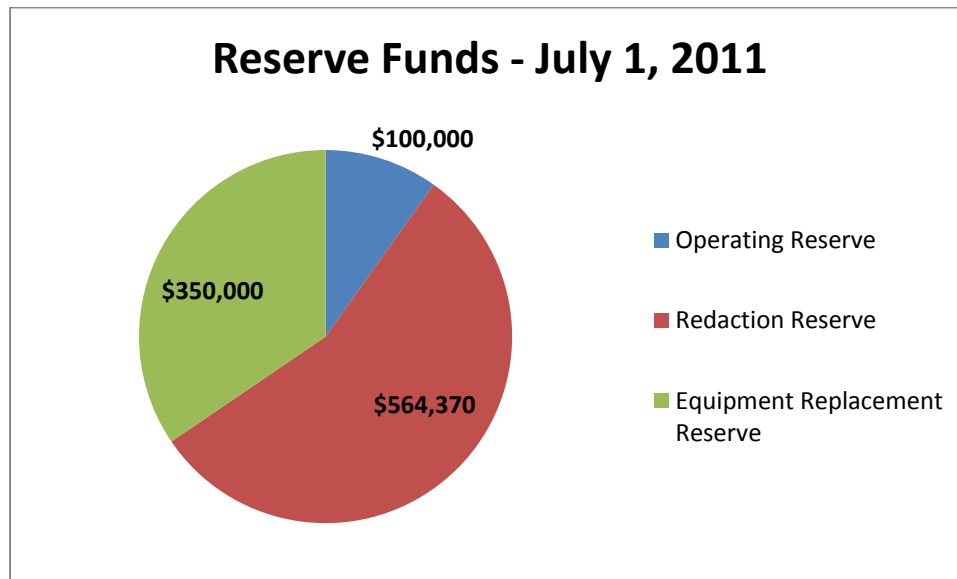
The ESS Coordinating Committee established three reserve funds effective July 1, 2011. These funds were established to ensure that sufficient resources would be retained to complete the comprehensive redaction project and to pay for future redaction activities, to provide resources for future equipment replacement, and to provide a general operating reserve for unanticipated expenses.

Equipment Replacement Reserve. An equipment replacement reserve fund in the amount of \$350,000.00 was established. A reserve is necessary to provide for the future replacement of servers, electronic storage equipment and related equipment when the current equipment reaches the end of their life cycle. In future years if the project operating budget is limited and insufficient to cover the

expense of new equipment, the equipment replacement reserve will help ensure the ongoing operation and sustainability of the system.

Operating Reserve. To address any unanticipated events or expenses during the current fiscal year, an operating reserve in the amount of \$100,000.00 was established. This reserve represents approximately 15 percent of the project budget approved for fiscal year 2012.

Redaction Reserve. Because the comprehensive redaction project will not be fully completed at the end of fiscal year 2011, a special redaction reserve has been established. Any unexpended funds from the additional \$2.00 electronic transaction fee that was created for the redaction project was placed into this reserve to ensure that sufficient resources would be available to complete the project in fiscal year 2012. The amount of the reserve as of July 1, 2011 was \$564,370.00. Unlike the equipment replacement reserve, it is expected that expenditures for redaction activities will occur through the remainder of fiscal year 2012.



Fund 823

As described previously, Fund 823 is an account administered through the Office of the State Treasurer on behalf of the participating counties. When the project was originally established, each county received an equal share of the funds generated by \$4.00 of the supplemental \$5.00 electronic transaction fee which was in effect in fiscal year 2004. Except for funds voluntarily contributed by the counties to create the Iowa Land Records system, the counties were allowed to retain the remainder of those funds for project related expenses. Legislation enacted in 2005 required the counties to remit any balance of funds to the State Treasurers Office. Since that time the individual counties have been allowed to use their share of Fund 823 for project related expenses. There is no revenue coming in to Fund 823 and no interest is accrued. When a County fully expends their share of the funds – that County’s portion of the Fund 823 activity is closed. Because these funds are administered on behalf of the individual counties, there is no budget for Fund 823.

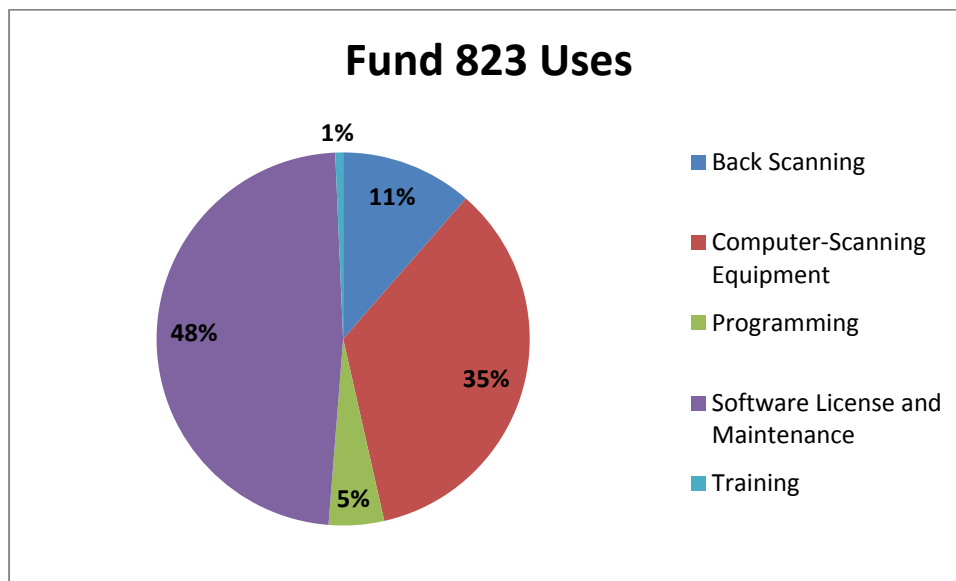
The initial amount deposited in Fund 823 on behalf of the participating counties was approximately \$668,000.00. As of November 30, 2011, about \$44,000.00 remained in the account. Counties with unexpended balances include: Bremer, Butler, Cherokee, Clarke, Franklin, Hamilton, Humboldt, Jefferson, Keokuk, Mahaska, Marion, Monona, Pottawattamie, Poweshiek, and Washington. The

highest balances remain for Humboldt and Washington, which each have a balance of more than \$9,000.00.

Counties were provided with the flexibility to use these resources in a variety of ways provided that the purpose had some relationship to the CLRIS project. Based on the policies adopted by the ESS Coordinating Committee, authorized uses included the following.

- Equipment including computers, monitors, scanning equipment and multifunction office systems.
- Computer software, or software development and consulting services provided by local indexing or imaging service providers.
- Conversion of paper documents or various forms of microfiche to digitized images (Back Scanning).
- Other equipment, services or activities deemed appropriate by the ESS Coordinating Committee.

Of the expenditures tracked in the updated accounting system since June 1, 2006, resources from Fund 823 were primarily used to either purchase or update local equipment, or to defray the cost of local project-related maintenance fees paid to the service providers who provide indexing and imaging services. In recent years counties have been asked to underwrite local maintenance services as project resources from the base \$1.00 electronic transaction fee have been insufficient to fully fund this expense.



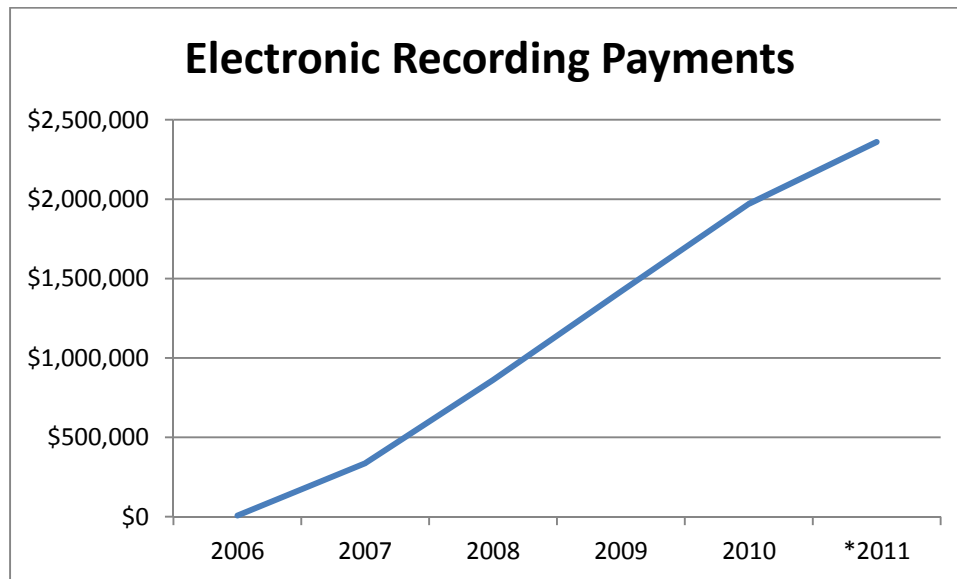
Bank of America Treasury Management

A Treasury Management account with Bank of America was originally established at the inception of the Electronic Submission service (electronic recording). If customers were to submit documents for recording electronically, it was necessary to provide the means for electronic payment. The payment options developed for the E-Submission service included ACH (electronic funds transfer), credit and debit cards, and “draw down” accounts which allow customers to deposit funds in advance and then expend the funds for subsequent transactions. The treasury management account is used as a central depository for collecting recording fees and then disbursing the moneys to the appropriate counties. The account is also used to receive and disburse funds associated with other transactions in County Recorder offices. In some instances the account has been used to receive assessments charged to counties for project-related expenses such as local maintenance costs or local programming costs. It is also used to help cash flow various activities to ensure that vendors and employees receive timely

payment. In summary, the ESS Coordinating Committee uses the account as a revolving fund or working capital fund. As such there is no “budget” for this operating account. The following is a brief description of the various activities managed through this account.

Electronic Recording Payment

Nearly 76,000 electronically submitted documents were recorded in calendar year 2010 and more than 86,000 documents have been processed in calendar year 2011 through November 30. The recording fees processed through the Treasury management account were nearly \$2 million in 2010 and they are projected to be more than \$2.5 million in 2011. Nearly one quarter of these recording fees were in the form of real estate transfer taxes. Since the E-Submission service was started in 2006, nearly \$7 million in recording fees have been processed electronically. These recording fees are passed through the treasury management account and do not include any additional service fees for the E-Submission service.



*Through November 30, 2011

Point of Sale Credit and Debit Card Transactions

In August of 2009 the Electronic Services System initiated a project to enable credit and debit card payments in the individual County Recorder offices. Previously County Recorders were only able to accept cash or checks in payment for various services ranging from marriage licenses to boat registrations to recording real estate documents. Customer payments made through the ESS over the counter (OTC) credit/debit card system are deposited in the treasury management account and then disbursed to the appropriate counties via an ACH transfer. Nearly \$575,000.00 in over the counter credit or debit card transactions were processed in calendar year 2010, and a comparable level of activity is projected for 2011. These transactions are passed through the treasury management account and the amounts do not include any additional convenience fees for the OTC credit/debit card service.

County Project Expenses

As noted previously the treasury management account has sometimes been used to receive assessments charged to counties for project-related expenses. In fiscal year 2012 CLRIS coordinated efforts to extend maintenance agreements with local technology service providers to maintain systems for exchanging data and images with CLRIS. The ESS Coordinating Committee has established master agreements with each service provider and negotiated the maintenance fees to be paid for those services. In this instance each county was invoiced for their share of the expense, and county payments

were deposited in the treasury management account. The total amount of payments from the counties was \$242,489.00 for fiscal year 2012, and these moneys were used to pay the local service providers.

This practice is expected to continue while it is necessary for counties to contribute local funds to support the operations of the CLRIS system. The projected county assessment for local maintenance costs in fiscal year 2013 is estimated to be \$253,436.00. Counties will be invoiced for their assessment amount, and the funds will be initially deposited in the BOA Treasury Management account and then paid to the applicable local service providers.

Bank and Merchant Service Charges

There are several direct banking and merchant service expenses associated with the operation of the online payment system and the OTC credit/debit card payment system. These expenses are comprised of three elements: Bank of America treasury management service charges, VISA/Mastercard merchant service expenses, and Hewlett Packard payment gateway service fees.

Treasury Management Service Charges. The Bank of America Treasury Management account is best described as a “full analysis account”. By definition the account handles a high volume of transactions, and the bank is providing an important service by facilitating electronic fund transfers from customers and to the participating counties. The projected cost of these bank services charges for calendar year 2011 is estimated to be \$10,700.00 or about \$890.00 per month.

VISA/Mastercard Merchant Service Expenses. Like other businesses and enterprises, accepting payment through credit and debit cards means that there are associated merchant and interchange fees. Credit and debit card payments are most frequently made in over the counter transactions in County Recorder offices throughout Iowa. Online transactions associated with the ILR E-Submission service and electronic recording which are paid with credit or debit cards represent a smaller proportion of the merchant and interchange fees paid by CLRIS. The projected cost of merchant and interchange fees for calendar year 2011 is estimated to be \$13,500.00; \$11,000.00 for over the counter transactions and the remainder for online transactions.

HP Payment Gateway Fees. Payment gateway fees relate to the service of facilitating the exchange of information between financial institutions and credit and debit/card companies. CLRIS provides information to a third-party gateway service which in turn initiates ACH, credit or debit transactions with customers, and initiates the deposit of funds into the Bank of America Treasury Management account. Hewlett-Packard (formerly EDS) is the payment gateway provider for CLRIS. The projected cost of payment gateway services for calendar year 2011 is estimated to be \$19,000.00.

Service Fees

Record Search Fees. Under the provisions of the 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1, County Recorders “shall not collect fees for viewing, accessing, or printing documents in the county land record information system until authorized by the general assembly.” Stakeholders and policy makers believed that the ongoing \$1.00 electronic transaction fee was intended to cover the cost of operating the land record database and online search engine, and that searching and retrieving the land records should not require the payment of additional fees.

This “no cost” online search service provides a substantial benefit to the registered users of the Iowa Land Records web site, especially in comparison with other public and private land record systems. For example, the Georgia Superior Court Clerks' Cooperative Authority provides online access to real estate documents at <http://www.gsccca.org/Account/default.asp>. There is a \$11.95 per month subscription charge plus a charge of \$0.50 for each page printed. The private Tapestry system developed by Fidlar Technologies provides access to real estate records at <https://tapestry.fidlar.com/Tapestry2/Faq.aspx>.

All searches cost \$5.95 each and printed images cost \$.50 each. The Iowa Court Information System provides access to Iowa court records at <https://www.iowacourts.state.ia.us/>. ICIS charges a \$25.00 per month subscription fee.

E-Submission Fees. CLRIS is authorized to charge fees to defray the costs of services provided by third-party service providers and other fees required to enable electronic payment including but not limited to merchant fees, treasury management fees, and professional service fees. This authorization relates to the Iowa Land Records E-Submission service.

For E-Submission services when payment is made through ACH electronic funds transfer, the standard service fee of \$1.50 per document is charged regardless of the number of pages in the document. For credit/debit card payments the service fee is \$1.50 per recorded document plus the product of .01865 times the transaction amount. Customers who use a “draw down” account pay a service fee of between \$0.90 and \$1.50 per document. Most customers use the ACH method of payment. The Iowa Department of Revenue is the largest “draw down” customer. Only a small number of customers pay for E-Submission services with a credit or debit card. The total projected revenue from E-Submission service or convenience fees in calendar year 2011 is estimated to be \$130,000.00.

Point of Sale Convenience Fees. For the point of sale credit/debit card payment system, the standard service fee is \$1.50 per transaction plus the product of .01865 times the transaction amount, or \$2.00 per transaction, whichever is greater. The total projected revenue from the point of sale debit/credit card convenience fee in calendar year 2011 is estimated to be \$24,000.00.

Uses of Service Fee Revenue and Net Income

While the Bank of America treasury management account primarily serves as a revolving fund, the service and convenience fees associated with the ILR E-Submission service and the point of sale credit/debit card payment system do generate some net income which is maintained in the account. In calendar year 2010, net income from the point of sale convenience fee was \$14,068.00. Net income from E-Submission service fees was \$75,874.00 for the period. Total net income from the service fees was \$89,942.00. Net income is determined by calculating the gross revenue from each fee, and then deducting the direct expenses for payment gateway fees, merchant fees and bank service fees.

For calendar year 2011, the net income from the point of sale convenience fee is projected to be about \$7,300.00 – about half of the net income amount when compared with 2010. This reduction in net income is the result of a service fee reduction approved by the ESS Coordinating Committee in January, 2011. Net income associated with the E-Submission service fee is projected to exceed \$100,000.00 in 2011 as the volume of electronically process documents has increased.

In addition to covering the basic payment system expenses described previously, income from E-Submission service fees may be used to address other activities associated with operation of the payment system. Under the policies adopted by the ESS Coordinating Committee, the E-Submission service fee may be used for any of the following purposes.

- Accounting and Audit Fees
- Project Management Fees
- Revolving Fund Cash Flow Balance

Accounting and Audit Fees. The ESS Coordinating Committee has engaged Gegner Company PC to provide accounting and tax preparation services, and Denman & Company, LLP to provide auditing services. If needed, expenses associated with these services could be paid with income from the E-Submission service fee. Currently these expenses are paid from the project account, Fund 255.

Project Management Fees. One of the key responsibilities of the Iowa Land Records Project Manager is to manage all financial aspects of the Electronic Services System and the county land record information system, including accounts receivable and accounts payable and to work with the financial service providers and the Association Treasurer as required. The Project Manager is expected to provide for the monthly reconciliation of bank accounts and preparation of monthly financial statements. For this reason, a portion of the cost of project management services is paid from E-Submission service fee income.

Cash Flow. On any given day, ILR may be required to distribute recording fees to the counties in amounts of up to \$50,000 or more. As the ILR E-Submission service continues to expand that threshold will grow. ILR must maintain sufficient funds in the Bank of America treasury management account to cover the daily distribution of funds to counties. Because of the way the ACH system works, ILR may not receive payments from authorized customers for 3, 4 or more days. The only source of revenue to establish the necessary fund balance to manage cash flow is the E-Submission service fee.

Future Uses of E-Submission Service Fee Revenue and Net Income

The primary intent of the E-Submission Service fee is to provide the resources necessary to operate and properly manage the payment systems required to facilitate electronic transactions. If the adoption of electronic recording continues to grow, additional net income may be generated. A portion of that net income will need to be retained in the account for cash flow purposes, because as volume increases so does the size of payments which must be distributed daily to Iowa counties. At the point where operating expenses and cash flow needs are fulfilled other options for the use of the net income may be explored.

Two primary options are being considered. First, as was the case with the Point of Sale Convenience Fee, it may be possible to reduce the amount of the service fee if it can be shown that operating expenses and cash flow needs can be met. Second, in the future it may be possible to allocate a portion of the net income for county project expenses. As noted previously, the projected county assessment for local maintenance costs in fiscal year 2013 is estimated to be \$253,436.00. This is a significant burden on the budgets of County Recorders.

Net revenues and the current cash balance in the Bank of America treasury management account are not yet sufficient to either reduce the E-Submission service fee, or to help defray the cost of county project expenses.

Fixed Assets

The equipment used to host the county land record information system including the necessary servers and data storage equipment are held as an asset by the Iowa County Recorders Association and the Electronic Services System. Resources from Fund 255 were used to acquire the equipment, but the Association and ESS possessed and controlled it. For this reason, the Association lists the equipment and any accumulated depreciation on the balance sheet to ensure that the assets are reported and that appropriate accountability structures are in place. Assets are specified in the annual audit reports.

Oversight and Audits

Since calendar year 2006, the Bank of America Treasury Management Account and physical assets of the Electronic Services System have been audited annually by Denman & Company, LLP. The Iowa County Recorders Association has also filed tax returns since the inception of the Iowa Land Records E-Submission service to ensure that income and expenses were appropriately reported as a non-profit organization. Tax returns have been prepared by Gegner Company PC. The annual audits have consistently affirmed that accounts are appropriately reported and that appropriate control procedures are in place. Copies of the annual audit of the Bank of America account are provided in the Appendix.

As noted previously, audits of Fund 255 and Fund 823 are conducted by the State Auditor through the Office of the State Treasurer.

The ESS Coordinating Committee has established a Finance Subcommittee to assist with financial oversight of all project accounts. The Finance Subcommittee meets monthly and reviews the balance sheets, profit and loss statements, reconciliation reports and bank statements for each account. All bills and invoices are also reviewed. Financial reports and bills are forwarded by the Finance Subcommittee to the ESS Coordinating Committee for action. The ESS Coordinating Committee and the Finance Subcommittee take their oversight function very seriously, and they are actively engaged in the review of how project funds are managed.

Project Budget

Fund 255 is the primary source of funding for the operation of the Electronic Services System and the county land record information system. This report relates to the period of July 1, 2009 to present, the period when the electronic transaction fee was set at \$3.00 per document for the purposes of implementing the redaction project. Information about the project budget is provided in three sections.

- Overall project income and expenses for the period of July 1, 2009 through June 30, 2011 when the additional fee was in effect.
- Income associated with the additional \$2.00 electronic transaction fee amount, and how those additional resources were used to implement the redaction project and related system changes.
- The fiscal year 2012 project budget and long-term funding and sustainability issues.

Project Income and Expenses – FY 2010 and FY 2011

Project revenue from the \$3.00 electronic transaction fee was \$1.6 million in fiscal year 2010 and \$1.9 million in fiscal year 2011. Variances in income are associated with a lag time in the deposit of funds from the counties into the Fund 255 account in the Office of the State Treasurer as well as fluctuations in the real estate market. Project income is directly affected by changes in economy.

Total project expenses were \$1.4 million in fiscal year 2010 and \$1.5 million in fiscal year 2011. Net income for the two year period was \$587,000.00. This balance has been carried forward into fiscal year 2012 primarily for the purposes of completing the redaction project. As noted previously approximately 1.7 million complete documents transferred by counties to CLRIS remain to be checked for personally identifiable information and redacted where appropriate.

In addition to activities specifically associated with the redaction of personally identifiable information from document images, the county land record information system has experienced two significant structural changes since July 1, 2009 and these changes are reflected in the financial reports.

Equipment and Hosting. Prior to July 1, 2009 the computer equipment, storage devices and bandwidth services were hosted at the offices of ABC Virtual (ABCV) in West Des Moines. ABCV was originally selected through a competitive RFP process in 2004 to help develop the county land record information system. During the initial development period the hosting arrangements with ABCV were established with the understanding that the equipment and intellectual property were owned by the Iowa County Records Association and therefore hosting services could be changed at a future date. In the summer of 2009 several factors influenced the decision to relocate equipment and services to a different location.

- The equipment was nearing the end of its life cycle.
- Hosting and system security requirements would be much higher in the future, because document images would be treated as confidential until they are processed and redacted if necessary. Not only did the hosting facility need to be more secure, but the system itself needed to be reconfigured to segregate private information.
- There were changes in personnel and the business relationship with ABCV.

The county land record information system was relocated to an independent secure facility provide by LightEdge Solutions including the location of backup equipment in a secure facility outside of Iowa. New equipment was also purchased and for a period of time the old system was maintained while the new system was built. Hosting expenses actually declined from fiscal year 2010 to fiscal year 2011 as the transition was completed.

Staffing. Until the end of fiscal year 2009, technical development and support services were provided almost entirely by ABCV personnel. Long term planning based on the assumption that project income could be limited to the \$1.00 electronic transaction fee in future years prompted the evaluation of whether it would be more cost effective to develop internal technical staff and rely less on third party companies and technical developers. It was determined that building internal staff capacity would be the most cost effective and sustainable model in the long run. While a significant amount of technical work to reconfigure the CLRIS system was performed by third party contractors including ABCV, Alliance Technologies and Source Allies, the ESS Coordinating Committee began the process of transitioning to internal support systems with the hiring of a full-time developer in the fall of 2009. The investment in system reconfiguration and the transition to internal technical staff is clearly reflected in the expenditures reported for the two year period.

The Fund 255 Profit and Loss statements for fiscal year 2010 and fiscal year 2011 are provided in the Appendix.

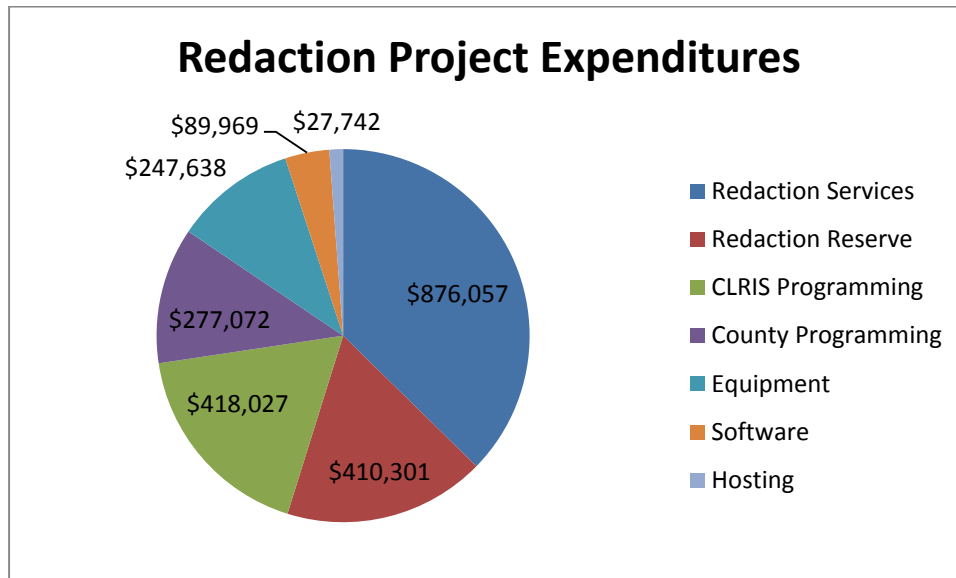
Redaction and System Reconfiguration

The total income generated by the additional \$2.00 electronic transaction fee during the two-year period was \$2,346,806.

During the initial two year project period \$876,057.00 was expended to process documents and redact personally identifiable information. As noted previously, Computing System Innovations (CSI) is the service provider which is processing the documents. Reserve funds carried forward into fiscal year 2012 will be used to complete the redaction process for any remaining documents provided to CLRIS by Iowa counties.

The purchase of updated servers and storage equipment and related equipment cost approximately \$247,638.00, and various software updates and software maintenance fees cost \$89,969.00. System reconfiguration and software programming required to fulfill new business requirements and security standards cost \$418,027.00. The operation of a duplicate hosting environment as CLRIS transitioned from old equipment to new equipment cost an additional \$27,742.00. Finally, technical service providers for county indexing and imaging systems were also compensated for programming changes at the local level and for their assistance in transferring document images from the county systems to CLRIS. The cost for these local services was \$277,072.00. System reconfiguration costs related to redaction and increase security objectives totaled \$ 1,060,448.00. This excludes expenses associated with redaction project services provided by internal CLRIS staff during the period.

The total expenditures directly associated with document redaction and the required system reconfiguration during the period was \$1,936,505.00. The balance of \$410,301.00 has been carried forward into fiscal year 2012 and placed in the reserve account to complete the redaction project.



FY 2012 Budget

Current law provides that funding for the CLRIS project in fiscal year 2012 and succeeding years will be provided by the \$1.00 electronic transaction fee. The budget adopted by the ESS Coordinating Committee projected that total project revenue for the fiscal year would be \$637,200.00. As noted previously, actual revenue for the year is exceeding projections due to the lag in the transfer of funds from counties to Fund 255 in the Office of the State Treasurer.

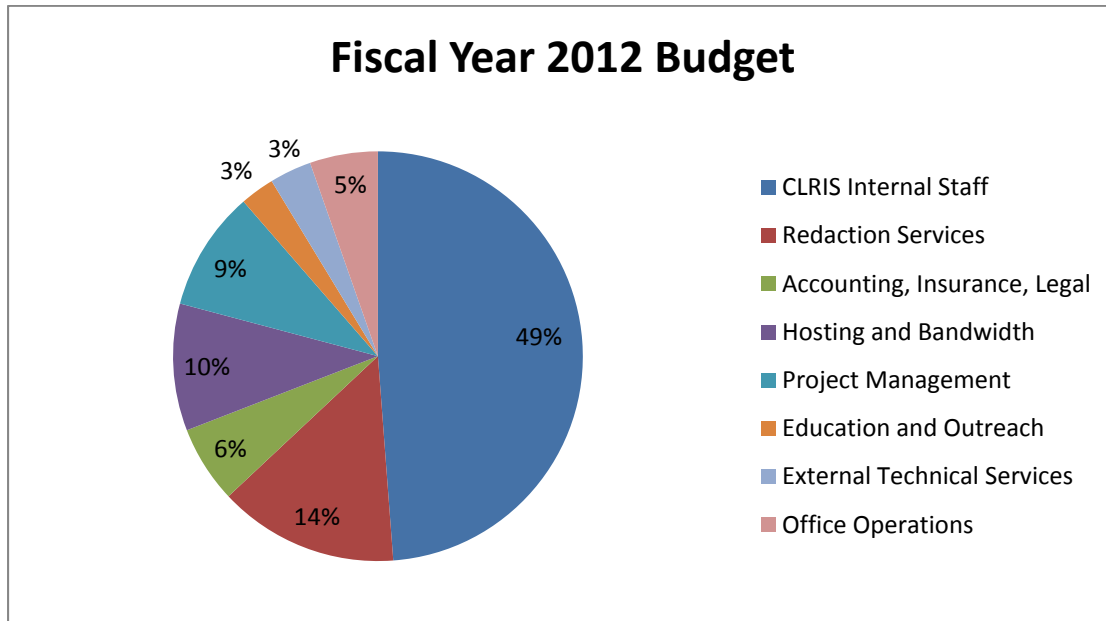
The ESS Coordinating Committee has established expenditures for fiscal year 2012 at a level which can be sustained in future years. Some of the adjustments which have been made to live within the expected resources are as follows.

- One half of the expense for Project Management services has been transferred to the Bank of America treasury management account as allowed by policy. - \$60,000.00
- The retainer for Brick Gentry legal services has been reduced by half. - \$12,000.00
- One full-time developer position will remain unfilled until resources are available - \$80,000.00
- Counties were required to pay the full cost for local service provider maintenance for CLRIS systems. - \$242,489.00
- While an equipment replacement reserve has been established, no current budget resources are being set aside for the reserve.

The primary cost centers included in the fiscal year 2012 budget are as follows.

Fund 255 Fiscal Year 2012 CLRIS Project Budget	
CLRIS Internal Staff	\$309,297.00
Redaction Services (CSI – forward file)	\$90,000.00
Accounting, Insurance, Legal	\$38,700.00
Hosting and Bandwidth	\$63,500.00
Project Management	\$60,000.00
Education and Outreach	\$17,124.00
External Technical Services	\$21,000.00
Office Operations (office, phone, internet, supplies)	\$34,020.00
Total	\$633,641.00

The Fund 255 fiscal year 2012 budget is provided in the Appendix.



Long-Term Sustainability

Chapter 159, Section 13 of the 2009 Iowa Acts directed the governing board of the county land record information system to conduct an analysis and make recommendations regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3. For fiscal year 2012 and succeeding years the electronic transaction fee is set at \$1.00 per document. Project revenue for fiscal year 2013 and succeeding years is projected to be \$636,000.00. The actual amount of project revenue from the \$1.00 electronic transaction fee will fluctuate with the real estate economy.

Sustainability Assumptions

The county land record information system as currently structured can be sustained at a core services level for a number of years given the following assumptions.

- It is assumed that the \$1.00 electronic transaction fee is maintained. This is the base level of funding required to sustain the project for the long-term. The fiscal year 2012 budget and operational structures have been established to provide the necessary information technology and customer support staff to maintain the system with modest future incremental improvements. The absence of this minimum source of funding would mean the termination of the project and the county land record information system.
- It is assumed that individual counties will be willing to continue to allocate an average of \$2,600.00 per year (plus inflation) to pay for the necessary local maintenance expenses required to integrate and transfer information to the county land record information system. If county budgets are unable to pay this expense in future years, resources from the \$1.00 electronic transaction fee are insufficient to cover this expense. The transfer of real estate documents from counties to the county land record information system will cease, and it would no longer be possible to process electronically submitted documents through CLRIS.
- The estimated maintenance fees for FY 2013 beginning July 1 are as follows: \$2251.00 for counties supported by a single service provider for both indexing and imaging. Counties which have a separate imaging service provider will have an additional estimated maintenance cost of \$815.99. Therefore in those counties with two service providers the total estimated maintenance amount will be \$3066.99.

- It is assumed that resources allocated to the equipment replacement fund will be sufficient to replace all current equipment when it reaches the end of the normal life cycle for servers and storage equipment. The current equipment is expected to remain current and operational through fiscal year 2014. Sometime thereafter it will be necessary to begin migrating data and software to new equipment. When that happens it is hoped that the expected life cycle for the replacement equipment will extend to fiscal year 2019 or 2020. It is expected that emerging technologies including so-called “cloud computing” will be explored to identify more cost effective solutions. Nevertheless, the project operating budget based on the \$1.00 electronic transaction fee does not include ongoing allocations to replenish the equipment replacement fund when it is used.

Core Services Sustainability

The county land record information system (Iowa Land Records, or ILR) is comprised of the following primary activities.

- Index of county land records
- Repository of real estate document images
- Web site and associated search engine for land records
- Standard customer support and assistance during regular business hours
- Ongoing redaction of personally identifiable information in recently recorded documents
- ILR E-Submission service enabling electronic recording
- Payment system to accept ACH, credit and debit card payments from E-Submission customers
- Accounting and reconciliation functions for electronic transactions
- Maintenance of current XML standards for land records and electronic recording
- Incremental changes and enhancements to the current version of the county land record information system

If the sustainability assumptions described previously are true, the core services of the county land record information system may be sustained through the end of the decade (2019).

Core sustainability does not include the following activities, as they are likely beyond the scope of what could be achieved at current resource levels (the \$1.00 electronic transaction fee).

- Implementation of the next generation of XML standards being developed and adopted by the real estate industry
- Further integration of other real estate information into the Iowa Land Records system (property information details from other sources including GIS information)
- Accelerated system improvements desired by CLRIS/ILR customers (customer notifications, fraud prevention monitoring, enhanced search tools)
- Accelerated progress toward data and service standards within CLRIS and among Iowa counties
- A substantive reduction of the standard E-Submission service fee (currently \$1.50 per document)
- Development of additional online services provided through the Office of the County Recorder

Long-Term Sustainability Risks

As the ESS Coordinating Committee proceeds with its work to oversee and plan for the future of CLRIS, there are several factors which may affect the long-term sustainability of the system. Some relate to whether the assumptions specified previously are correct, while others simply relate to the unknown including uncertainty about the economy.

Real Estate Economy. Resources for CLRIS and the Iowa Land records project is primarily derived from the \$1.00 electronic transaction fee. Therefore the amount of funding for the project is dependent

upon the overall number of documents recorded in a given period. When the real estate economy is up, project income also increases. When the real estate economy is depressed, project income declines. If the real estate economy worsens compared to current activity and project income falls below projections, then further budget adjustments will be required.

Inflation. While interest rates remain at historically low levels, some costs will continue to increase. Local maintenance costs are projected to increase at three percent per year. Demand for talented technical staff remains high, and compensation must keep pace for CLRIS to retain and attract individuals with the right technical and communications skills. Some costs associated with equipment, data storage and bandwidth may decline as technology advances, but the overall impact of increasing costs in certain areas may affect long term project sustainability.

County Support for Local Maintenance Costs. County and other local government budgets are tight, and resources may be further constrained if pending proposals for Iowa's property tax system are implemented. Many counties mitigated these costs in recent years using their Fund 823 resources. This option is no longer available to most counties as Fund 823 has been essentially depleted. The burden of this expense now falls on local budgets of County Recorders, and some consider it to be an unfunded mandate. In future years if counties are unable or unwilling to commit local resources to maintain the connection between their local systems and CLRIS, the long term sustainability of CLRIS could be in jeopardy.

Future Equipment Replacement Costs. As noted previously the project operating budget does not include ongoing allocations to replenish the equipment replacement fund. The ability to replace equipment in the future after the current Equipment Replacement Reserve is depleted is uncertain.

Depth of Internal Technical Capacity. CLRIS is fortunate to have developed a very capable internal technical team comprised of two full time positions (A technical lead and developer) supplemented with selective external consulting assistance through Alliance Technologies, CSI and other service providers. This team has successfully undertaken a significant challenge in the past two fiscal years as the CLRIS system was relocated and reconfigured while concurrently implementing a process to review all documents and redact personally identifiable information. They are well positioned to maintain the core functions of CLRIS in future and to work on incremental changes and improvements. A potential serious risk is the unplanned departure of a team member and the steep learning curve which would be required of any replacement. If resources were sufficient it would be beneficial to have a vacant developer position filled. This would not only allow for greater progress on system improvements, but it would also provide an additional person who would be able to maintain the system in the event of an unplanned vacancy.

Resource Options for Long Term Sustainability

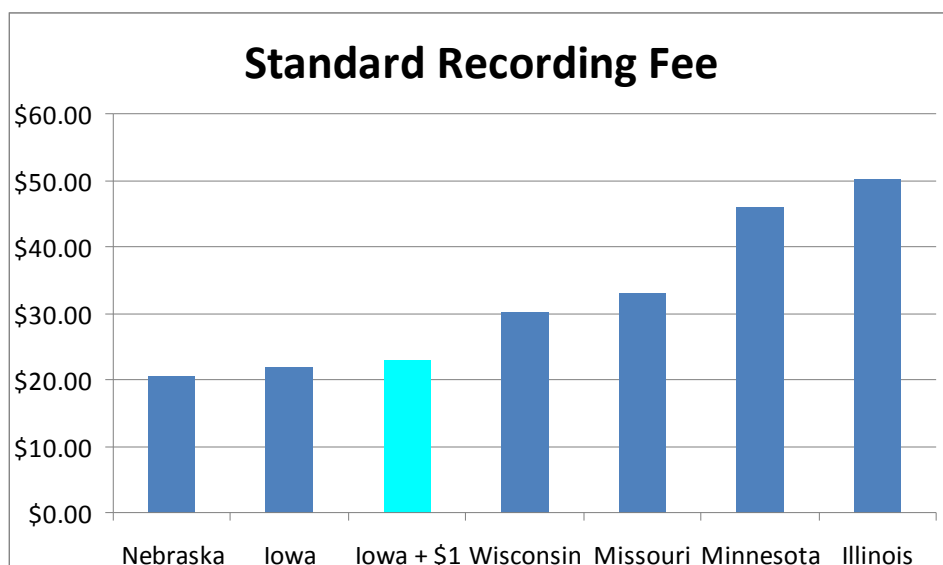
Additional resources are needed to ensure the long term sustainability of the CLRIS system and to mitigate the risks to sustainability. Two primary options have been explored: increase the electronic transaction fee from \$1.00 to \$2.00 per document; or increase the volume of electronically submitted documents.

Adjusted Electronic Transaction Fee. The ESS Coordinating Committee and the Iowa County Recorders Association recommended increasing the electronic transaction fee from \$1.00 to \$2.00 to be effective July 1, 2011. This was presented as a part of the redaction legislation proposed in 2009. The Committee and Association recognized the issues affecting long term sustainability, and the benefits that could result from establishing a stable source of project funding. The proposal was considered but not approved in the 2009 session, and it was again proposed but not approved in subsequent years.

The Committee and the Association recognize the concerns about any fee or tax increases during this challenging economic period. It is understandable that policy makers would be reluctant to increase recording fees, especially if it would cause Iowa recording fees to be out of line with other states.

The typical recording fees of states contiguous to Iowa were examined to gain a better understanding about how the fees compared. Data derived from the Iowa redaction project shows that the typical document filed in Iowa has four pages. Therefore, the standard recording fee in Iowa is \$22.00 (\$7.00 for the first page and \$5.00 for each of the remaining three pages). This data excludes real estate transfer taxes and the Auditor's transfer fee and compares only the basic recording fees.

Applying the same methodology and assumptions (four pages per document) to the states contiguous to Iowa, the typical recording fees for standard documents in those states are as follows: Missouri: \$33.00; Minnesota: \$46.00; Illinois: \$50.00; Wisconsin: \$30.00; and Nebraska: \$20.50.



As illustrated in this chart of standard recording fees, the ranking of Iowa recording fees would remain unchanged with or without the proposed increase in the electronic transaction fee from \$1.00 to \$2.00.

Increase Volume of Electronic Submissions.

In the section regarding Service Fees it was noted that CLRIS is authorized to charge fees to defray the costs of services provided by third-party service providers and other fees required to enable electronic payment including but not limited to merchant fees, treasury management fees, and professional service fees. This authorization relates to the Iowa Land Records E-Submission service. The standard E-Submission service fee is \$1.50 per document. If the volume of electronically filed documents were to increase, some additional net income could be generated to help cover certain project costs including a portion of the local service provider maintenance costs. But in order to generate enough net income from the E-Submission service to fully pay for local maintenance services, more than half of the total documents filed each year would need to be processed through E-Submission.

Allocation of Additional Project Funding

It is appropriate to ask how any additional project funding would be used whether it would be from an increase in the electronic transaction fee or an increase in E-Submission volume. The ESS Coordinating Committee believes that the following items would have the highest priority if additional resources were available.

- Defray the local county costs for service provider maintenance fees. This should be a project cost, and ideally counties should not be required to allocate local resources for this purpose. This cost is estimated to be \$253,000.00 in fiscal year 2013.
- Restore funding for one full-time developer position. CLRIS must attract and retain qualified technical staff to develop and improve services for customers and citizens.
- Budget ongoing resources for equipment replacement. At some point resources expended from the Equipment Replacement Reserve will need to be replenished.
- Address future inflation costs for personnel and other operating costs.

If the electronic transaction fee could be increased from \$1.00 to \$2.00 per document, it is expected that sufficient resources would also be available to substantially reduce the standard E-Submission service fee from \$1.50 to \$0.50 or lower.

Financial Report Conclusion

The ESS Coordinating Committee and the Iowa County Recorders Association have taken their financial oversight responsibilities very seriously. The management of resources through three separate accounts is complex and has required ongoing attention. It is the goal of the Committee to continuously improve the services provided through the county land record information system and to secure the necessary resources to do so. But as those goals are pursued, the Committee will carefully manage the resources currently available and work to sustain the CLRIS system for the long term.

Electronic Recording

Introduction

On December 22, 2005 Allamakee County recorded the first electronically submitted document through the Iowa Land Records E-Submission service. It was a watershed moment, because Iowa emerged as the national leader in electronic document processing. According to the Property Records Industry Association there were only 200 counties engaged in electronic recording in August of 2006 (see <http://www.pria.us>). By the end of 2007 the number had reached nearly 300 with one third from the State of Iowa. As 2011 comes to a close other counties around the country are catching up – 700 now are capable of electronic recording. There are an estimated 3,700 recording jurisdictions in the United States as reported by Indecomm Global Services. Iowa remains among the leaders in electronic recording, and it is the only statewide system providing both document access and electronic recording services.

ILR E-Submission History

Two important events occurred in 2000 and 2003. During the 2000 legislative session, the General Assembly adopted UETA, the Uniform Electronic Transactions Act. It may not have been fully recognized at the time, but the enactment of that legislation opened the door for electronic recording in Iowa. In 2003, as a part of a local government reform initiative, the General Assembly approved a proposal to authorize a special technology fee “for the purposes of planning and implementing electronic recording and electronic transactions in each county and developing county and statewide internet websites to provide electronic access to records and information.” [Emphasis added] This authorization coupled with the passage of UETA and other legislation to remove electronic document processing barriers (such as prior requirements for the retention of paper documents) made it possible for that first electronic document to be recorded in 2005.

Other factors which solidified the basis for electronic recording included the application form and the Terms of Use which comprise the agreement between the Electronic Services System and the Submitter (bank, mortgage company, attorney, etc.). Each registered organization and user is required to agree that submission of a document through the Iowa Land Records Electronic Submission Service is equivalent to delivery of a document through the U.S. mail, courier service or over-the-counter at designated offices in each county or jurisdiction. This policy was affirmed with the passage of Senate File 465 in 2009. Section 331.601A defines an electronic document as follows. “Electronic document” means a document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county. Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.”

Electronic Recording Defined

In most recording jurisdictions in the U.S. where electronic documents can be submitted, electronic recording can be described as the process of recording a scanned image of a valid real estate document submitted by a trusted party in the real estate industry such as a bank, mortgage company, title company or real estate attorney. Trusted parties are sometimes referred to as authorized “Submitters”. The image of the real estate document is usually accompanied by some information about the document such as the document type and the name of a grantor or grantee.

After a Submitter has transmitted the electronic document, the County Recorder reviews the document image and information. If the document is in an acceptable form, the County Recorder approves the

document, and their local document management system “records” the document by assigning a reference number and a time of recording. This recording information is then used to create a recording “stamp” which is placed in the top margin of the first page – signifying that the document has been recorded. After the document is stamped, the document image and information is imported into the local document management system for permanent archival.

The Iowa Land Records E-Submission service manages the process of receiving documents from Submitters, presenting the documents to County Recorders for review, and then facilitating the process of stamping and returning the final version of an electronically recorded document and image to the County and the Submitter. As noted in the CLRIS Financial Reports section, the Iowa Land Records E-Submission service also processes payments for recorded documents on behalf of each County.

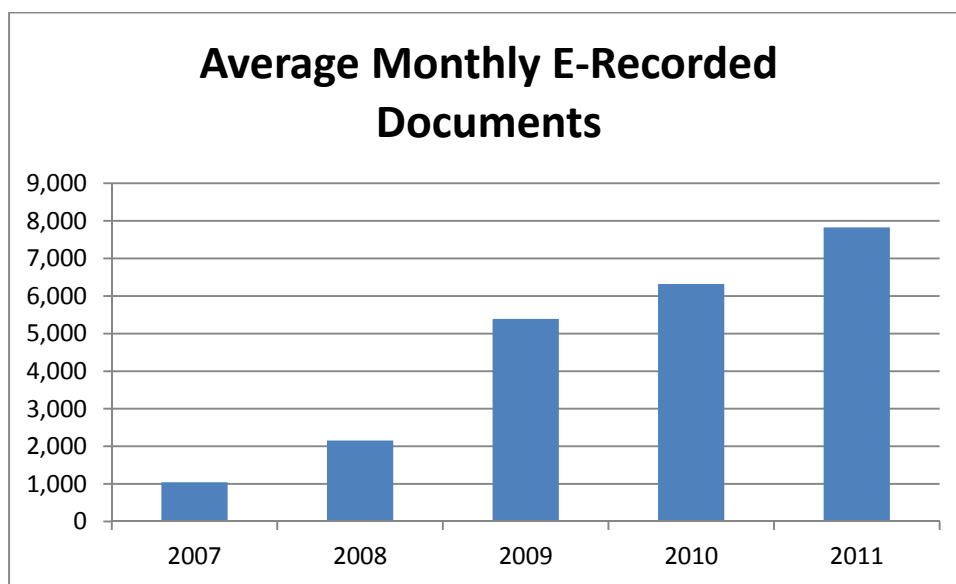
PRIA/MISMO Standards

For more information about electronic recording, see “The Models of eRecording” published by the Property Records Industry Association. The paper is provided in the Appendix. Other papers published by PRIA may be found at <http://www.pria.us>. The Iowa Land Records E-Submission service is based upon standards developed by PRIA and the Mortgage Industry Standards Maintenance Organization (MISMO). Iowa County Recorders and CLRIS are active members of PRIA. Representatives of CLRIS are also actively assisting with the development of a new PRIA white paper on electronic recording portals.

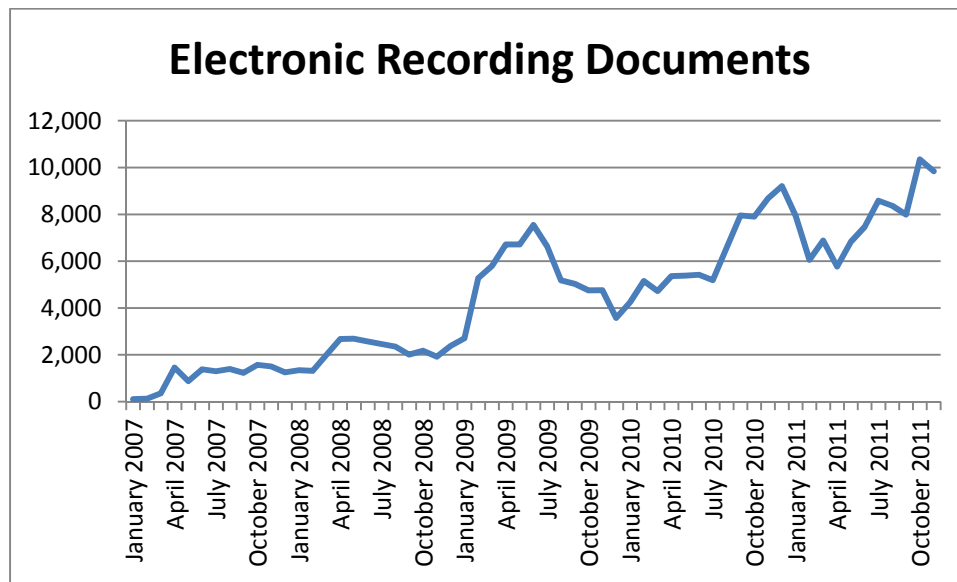
Electronic Recording In Iowa

The Iowa Land Records E-Submission service has facilitated the successful recording of electronic documents in all 99 counties including the two counties which are not currently participating in CLRIS. Except for irregularly sized documents, the ILR E-Submission service accepts all document types ranging from mortgages and releases to deeds and other legal documents. Customers of the Iowa Land Records E-Submission service may submit documents through a web browser interface or through an integrated web service interface. For example, the Iowa Department of Revenue electronically submits state tax liens and releases to counties for recording. The Department’s collection system processes documents through a web service provided by CLRIS.

More than 250,000 documents have been electronically recorded in Iowa counties, and the average number of documents electronically recorded has increased each year.



In October, 2011 more than 10,000 documents were electronically recorded in one month for the first time.



Benefits of Electronic Recording

The real estate industry continues to move forward with the adoption of technology to improve processes relating to mortgage origination and administration. Real estate attorneys and title companies are also looking for ways to improve efficiency and reduce costs. Electronic recording has proven to be a cost effective way for all parties in a real estate transaction to provide timely public notice. Here are some of the tangible benefits of electronic recording.

- **Fast Delivery to the Recorder.** It takes just a few minutes to scan a real estate document, log on to Iowa Land Records and then submit a document to a County Recorder. There are no trips to the Post Office, and no postage or courier fees. Most importantly there is no waiting for traditional delivery. With the click of a mouse a document is instantly available for review by a County Recorder.
- **Fast Review and Action.** It is the policy of the Iowa Land Records E-Submission service to fully process an electronically submitted document within 24 hours (1 full business day). In most cases County Recorders complete processing much sooner.
- **Fast Error Correction.** If there is a problem with a document or if the calculated fees are incorrect, a customer can be notified immediately. In just a few minutes a customer can fix the error and resubmit the document electronically. There is no waiting for documents to be returned in the mail. If there is a fee error it can be corrected directly by the County Recorder so that document processing can be completed as soon as possible.
- **Fast Return of Recorded Documents.** After a document is recorded, a stamped image of the document is returned electronically to the customer. There is no waiting for the return of traditional mail to receive the recorded document.
- **Document Tracking.** Customers can monitor the status of documents online. Each document is assigned a tracking number and status is available at the customer's home page on the Iowa Land Records web site.

- **Payment Tracking.** Customers can reconcile their payments for electronically recorded documents against their bank or credit card statements using the online reports provided by the Iowa Land Records E-Submission service.

Lower Cost Value Proposition

There is a service fee for the use of the Iowa Land Records E-Submission service – typically \$1.50 per document. But if time is money, then the value proposition for electronic recording is clear. Electronic recording is much faster than traditional recording processes, and when considering the cost of staff time, postage, courier fees, and even gasoline for the trip to the Court House electronic recording saves customers money. Private companies charge their customers up to \$5.00 per document for electronic recording services in other states. The Iowa model provides customers with a much better value by comparison.

The Future of Electronic Recording

The ESS Coordinating Committee and the Iowa County Recorders Association will continue to promote the benefits of electronic recording and encourage real estate professionals to adopt the technology. Electronic recording and the Iowa Land Records E-Submission service are now beyond proof of concept. Electronic recording is legal in Iowa. Thousands of documents have been electronically recorded, and the documents filed have fulfilled the purpose of providing public notice for real estate transactions. No real estate transactions have been challenged due to concerns about the validity of documents which are electronically filed. Every document submitted through the Iowa Land Records E-Submission has been accounted for, and every payment made for an electronically recorded document has been reconciled. In short, electronic recording works.

It is hoped that the adoption rate for electronic recording will continue to move upward as a voluntary process. Ongoing customer training will be provided for real estate professionals through webinars and workshops, electronic newsletters and participation in various conferences and trade shows. The ESS Coordinating Committee has allocated a small amount of resources for these education and outreach activities. Financial information about electronic recording services is provided in the CLRIS Financial Reports section.

Policies and Procedures

One of the most significant challenges associated with the operation of a statewide system for electronic recording and for providing online access to records is to develop and implement common standards and practices. In order to create a statewide system, counties pooled their funds together to create a centralized database and one web site rather than 99 separate county web sites. Prior to the creation of CLRIS, the Iowa County Recorders Association had adopted standards for indexing grantor grantee names. The commitment of County Recorders to work together and establish some common rules made it possible to create CLRIS.

However, it must be acknowledged that County Recorders are independently elected public officials, and each has approached their duties at the county level in a different way. Given the many policy decisions that have been made by the original CLRIS Task Force and subsequently the ESS Coordinating Committee and the Executive Board of the Iowa County Recorders Association, some decisions and choices have not been warmly embraced by all County Recorders. For this reason the development and enforcement of policies, procedures and standards will be an ongoing challenge.

It is clear that the General Assembly and the stakeholders and customers of county land record information system expect that the system will act as a statewide system and that appropriate policies and procedures will be established to guide the operation of the system. This expectation has been well documented in the history of the project as highlighted by the following actions.

- In 2005 the General Assembly required counties to establish a 28E agreement to govern and operate the system. 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1 stated “The board of supervisors of each county, on behalf of each county recorder, shall execute a chapter 28E agreement with the Iowa county recorders association for the implementation of the county land record information system. Such agreement shall require the Iowa county recorders association to execute contracts necessary for implementation of the county land record information system.” All counties entered into this agreement with the exception of Hamilton County.
- In 2009 the General Assembly enacted legislation to require all counties to participate in the system and to follow the policies adopted by the CLRIS governing board. Section 331.604, Subsection 3(a) reads as follows. “Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system.”
- Also included in the 2009 legislation was a directive to establish certain operational standards. Section 331.604, includes the following purpose for the system: “Establishing and implementing standards for recording, processing, and archiving electronic documents and records.”

Throughout the history of the CLRIS project the governing boards have taken their policy making responsibilities very seriously, and they have recognized the importance of establishing common policies, procedures and standards in order to successfully operate a statewide system. CLRIS is a complex system with many different components, rules and operational standards. Prior to 2011 most policies were addressed through various separate policy documents, bylaws, and meeting summaries. The ESS Coordinating Committee recognized that it would be desirable to consolidate the various policies and procedures into a single structure and to follow an open process to ensure that all County Recorders and stakeholders would have an opportunity for input.

A draft version of a new Consolidated Policies and Procedures document was developed and reviewed by the ESS Coordinating Committee in May and June of 2011. In most cases the document simply consolidated and codified existing policy. After reviewing the working documents, the Committee published a draft version for review by County Recorders and stakeholders – similar to a Notice of Intended Action under the Iowa Administrative Code. The draft was shared with County Recorders at a

series of district meetings hosted by the Iowa County Records Association. The ESS Coordinating Committee reviewed the draft again at their meeting on July 13, 2011, and they suggested a number of changes. The Iowa County Records Association also held a public hearing for their members in conjunction with their summer school program on August 4, 2011.

After receiving comments and making several changes, the ESS Coordinating Committee approved the policies and procedures on September 7, 2011. The Executive Board of the Iowa County Records Association subsequently ratified the policies and procedures at their meeting on September 15, 2011. Finally, a briefing and status update was presented to the various CLRIS stakeholders at a meeting on October 27, 2011.

Future additions or amendments to the policies and procedures will be considered using a similar process of notice, schedule of consideration, input and adoption.

Current Policy Highlights

The following is a brief listing of some of the existing policies which have been incorporated within the new and consolidated CLRIS Policies and Procedures manual.

- Clarifies governance policy, structure and procedures for the Electronic Services System and CLRIS. The 28E powers and duties are restated. (See Appendix)
- Clarifies technical standards and requirements for the CLRIS system including XML data standards.
- Clarifies policies relating to county indexing standards and other issues affecting the operations of CLRIS such as policies governing the indexing of grantor and grantee names, document type mapping standards, and associated document reference requirements.
- Restates requirements that counties are to transfer all electronic documents to CLRIS, and that recently recorded documents are to be transferred within three business days.
- Clarifies electronic document formatting standards and restates the requirement that E-Submission documents be processed within one business day.
- Restates current policy and law governing personally identifiable information and redaction requirements.
- Restates current Terms of Use and Privacy Policies for the Iowa Land Records web site.
- Clarifies voluntary compliance procedures.

New Policy Highlights

The following is a brief listing of some of the new policies which have been incorporated within the new and consolidated CLRIS Policies and Procedures manual.

- Clarifies how E-Submission service fee income may be used.
- Establishes new document types for indexing including Covenants and Heritage documents.
- Establishes future requirements for reference numbers and indexing legal descriptions and parcel identification numbers.
- Establishes a transfer deferment process for certain archived county records.
- Establishes image resolution and compression standards for electronic documents.
- Clarifies enforcement options including procedures for formal notification and authority to seek a declaratory judgment in court.

The CLRIS Policies and Procedures are provided in the Appendix.

County Participation

The ESS Coordinating Committee and the Iowa County Recorders Association are committed to a statewide county land record information system. The importance of having each county participate is recognized. It is understood that all customers and stakeholders should receive the benefit of having access to information and E-Submission services since they regularly support the operation of CLRIS through the payment of the \$1.00 electronic transaction fee.

Two counties, Hardin and Hamilton are currently not participating in CLRIS and not cooperating with the ESS Coordinating Committee. Document index information and images are not being transferred, and the two counties are not accepting E-Submission documents. Generally they are declaring “home rule” and choosing not to communicate or comply with the policies and procedures adopted by the Committee. We believe the law is clear. Section 331.604, Subsection 3(a) states: “Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system.”

Voluntary Compliance Efforts

The ESS Coordinating Committee and the leadership of the Iowa County Recorders Association has made numerous efforts to seek voluntary compliance from each County. These efforts extend back to the period when the CLRIS system was being reconfigured and counties were asked to begin transferring images again – the summer of 2009. In October, 2009 the Association and Committee formally requested that Hamilton County approve the 28E agreement and comply with CLRIS policies. The Hamilton County Attorney replied with a notice that they would need more time to respond, but no written response was ever received from Hamilton County.

In March, 2010 the ESS Coordinating Committee and the Iowa County Recorders Association notified the Office of the Attorney General and ask for assistance in seeking compliance from Hamilton County. The Office of the Attorney General responded in July, 2010, but declined to provide any direct assistance. They advised that the matter would be more appropriately addressed by the Association's own legal counsel.

Similar efforts have been made to seek voluntary participation from Hardin County. In June, 2011 efforts to reopen communications with Hardin County were initiated. A meeting was held with the Hardin County Recorder in August, 2011. The Hardin County Recorder requested time to consider the information presented at the meeting, asked to defer a response until after Labor Day, and asked again to defer until October. No response was received and the status of Hardin County has not changed.

As noted in the Policies and Procedures section, the ESS Coordinating Committee has developed a new consolidated Policies and Procedurals document. Opportunities were provided to County Recorders to provide input into those policies during the summer of 2011. Both the Hamilton County Recorder and the Hardin County Recorder were aware of these policy discussions. The Policies and Procedures were formally adopted in September, 2011.

Chapter 8 of the adopted Policies and Procedures describes the steps which are to be followed to secure compliance with the policies established by the ESS Coordinating Committee and the Association's Executive Board. This Chapter expresses the intent to secure voluntary compliance and participation from each County and County Official. However, if a County or County Official “is purposefully or willfully failing to comply with a policy or procedure” Chapter 8 specifies that “appropriate progressive” action be taken to secure compliance.

The ESS Coordinating Committee concluded that they have fulfilled the spirit of the policy is seeking voluntary compliance from both counties in the preceding two year period. Therefore, the Committee directed that both be formally notified and directed to participate and comply with the Policies and

Procedures. Notification letters were sent in October, 2011 to the County Recorders, Boards of Supervisors and the County Attorneys. Both counties were asked to respond by the end of November, 2011. No response has been received.

Section 8.3(4) of the Policies and Procedures states as follows:

If a County or County Official fails to comply with a policy or procedure within thirty days of the written notice, or if a County or County Official does not respond to a written notice within the thirty day period, then the ICRA Executive Board or the ESS Coordinating Committee may take one or more of the following actions at their discretion.

- File action in District Court seeking a judicial declaratory ruling to require compliance with the policy or procedure.
- File a Report of Nonfelonious Misconduct in Office with the County Attorney under Section 721.2 of the Iowa Code, or with the Attorney General if applicable.
- Notify the public of the willful or habitual neglect or refusal to perform the duties of the office on the part of the County or County Official, and advise the public of their right to petition under Sections 66.1A and 66.3 of the Iowa Code.
- File an action in mandamus against officials for failing to comply with policies, procedures or state law.

The ESS Coordinating Committee is currently considering these options. The prospect of filing litigation has created some tension within the membership of the Iowa County Recorders Association. Everyone would prefer to find a way to secure voluntary participation and compliance, but that does not seem possible.

If no action is taken, or if there is no consequence for opting out of CLRIS, then there is a possibility that other counties may withdraw. There is also the possibility that some counties may continue to participate in CLRIS, but selectively choose which policies they will follow. Either outcome would undermine the benefits of a statewide county land record information system.

The ESS Coordinating Committee is prepared to take action if no other options are available. As this action is considered, the Committee would appreciate any guidance or suggestions from our legislative representatives. We look forward to discussing the issue with the General Assembly during the 2012 legislative session. Specifically the Committee asks for advice and comment on the following questions.

- Was it the intent of the General Assembly that all counties should participate in the county land record information system?
- Should the ESS Coordinating Committee or the Executive Board of the Iowa County Recorders Association file litigation to ask a judge to require compliance by Hamilton County and Hardin County officials?
- What other methods should be considered to enforce compliance with the Policies and Procedures?
 - Civil penalties similar to municipal infractions under Section 364.22 of the Iowa Code?
 - Include participation in CLRIS as a County Recorder's duty under Section 331.602?
 - Make the failure to comply subject to a penalty under 331.901(7)?
 - Authorize the ESS Coordinating Committee to seek an opinion or assistance from the Office of the Attorney General?

In summary, the ESS Coordinating Committee and the Iowa County Recorders Association support a statewide county land record information system. Every county should participate and comply with the policies and procedures which are necessary to maintain a successful statewide system. The

Committee appreciates the support of the General Assembly and the stakeholders and customers of CLRIS as these goals are pursued.

Batch Transfer of Records

Included in the privacy legislation adopted in 2009 (Senate File 465) were provisions relating to the batch transfer of electronic documents. The legislation prohibited the governing board of the county land record information system from entering into an agreement to provide access to electronic documents or records on a batch basis. This was in response to requests from some stakeholders who expressed concern about access to land records by competitors from outside the state of Iowa. Those external organizations had been accessing the records through the Iowa Land Records web site, and their search activities were having a performance impact on the system. CLRIS explored an integration agreement with the company Data Tree that would enable the transfer of records more efficiently for a fee. The ESS Coordinating Committee deferred action on the agreement to allow stakeholders and the General Assembly to provide input about the issue. The result was the enactment of legislation which prohibited the “batch transfer” of electronic documents by CLRIS. Individual counties were allowed to continue to transfer batches of electronic documents to their customers and stakeholders.

For individual counties, the legislation may have created an unintended situation as the policies relating to redaction and the batch transfer of documents by counties come into conflict. This is because access to electronic documents by local customers and stakeholders may be delayed if counties wait for the redaction process to be completed.

Batch Transfer After Redaction

The primary emphasis of the legislation was to protect privacy. The legislation requires that documents be redacted before they can be transferred to any person. Section 331.606A, subsection 3, as amended by Senate File 465, now provides that electronic documents which are transferred to any person must first be permanently redacted. Specifically the section states: “Personally identifiable information that is contained in electronic documents that are displayed for public access on a website, or which are transferred to any person, shall be redacted prior to displaying or transferring the documents. Each recorder that displays electronic documents and the county land record information system that displays electronic documents on behalf of a county shall implement a system for redacting personally identifiable information.”

The applicability of this requirement to County Recorders as well as the county land record information system seems to be reinforced with the language in Section 331.603, Subsection 5 (b). This section reads as follows: “ Electronic documents and records made available under this subsection shall not include personally identifiable information and shall be subjected to a redaction process prior to the transfer of the electronic documents or records to another person pursuant to an agreement under paragraph “a”.”

Redaction Processing Time

The redaction of all electronic document images is being managed through the CLRIS system. Counties first transfer document images to CLRIS where they are placed in a private image repository. As described in the Redaction section of this report, the images are then processed by CSI to identify and then redact any personally identifiable information that is found. Depending on when a county transfers a document to CLRIS, the time it takes to complete the redaction of a recently recorded document and then return it to CLRIS for public access could be between one and three business days. After the redaction process is completed and the document is made public, CLRIS makes the redacted image available to the county document management system. Some (but not all) county systems have been modified to retrieve the redacted documents. If enabled the retrieval process could take between one and two business days. This processing time may be causing one of two things to happen.

1. Counties are delaying the batch transfer of electronic documents to local customers or stakeholders, due to the time it takes for the redaction process to be completed.

2. Counties are proceeding with local processes for the batch transfer of electronic documents to local customers or stakeholders before the redaction process is completed.

The General Assembly may wish to review these policies to determine how best to balance the issues of preventing the transfer of documents which include personally identifiable information with the need for timely access to document images by professionals in the real estate industry. Possible options may include the following.

- Modify the law to authorize individual counties to implement a batch transfer of electronic document images which have not been subjected to a redaction process.
- Clarify or reinforce requirements which prohibit the transfer of document images prior to the completion of the redaction process.
- Authorize CLRIS to facilitate the batch transfer of electronic documents after the redaction process is completed.

The ESS Coordinating Committee and the Iowa County Recorders Association are pleased to work with legislators, stakeholders and customers to identify possible solutions to this issue.

Conclusion and Recommendations

The ESS Coordinating Committee and the Iowa County Recorders Association are pleased to present this report to the Iowa General Assembly. The report shows that the redaction project has been carried out in the manner which was proposed to the legislative interim committee in December, 2008. The redaction process is nearly complete, and every reasonable measure is being taken to prevent the disclosure of personally identifiable information. The project has been carried out within the estimated budget parameters, and some resources will be available for future redaction activities. Financial decisions and transactions relating to the redaction project have been transparent and fully disclosed to policy makers and stakeholders as requested.

In addition to requiring a status report on the redaction project and a detailed financial accounting, the General Assembly requested an analysis and recommendation regarding the continuance or discontinuance of the fee collected under section 331.604, subsection 3. This analysis and recommendation was included in the CLRIS Financial Reports section and more specifically the subsections relating to long-term sustainability.

Also included in this report was new information about electronic recording in Iowa and the State's leadership position in the real estate industry. Efforts to establish consistent policies and procedures for the benefit of customers and stakeholders are described. The county land record information is complex and involves the coordination of effort among many elected County Officials and staff and many private service providers. The challenges associated with circumstances involving County Officials who do not wish to comply with standards and best practices are documented. Finally, the report identifies issues relating to the transfer of electronic documents which the General Assembly may wish to review.

The recommendations to the General Assembly are as follows.

1. Continue the base level \$1.00 electronic transaction fee under section 331.604, subsection 3. This fee is the minimum level of financial support required to sustain the core services of the county land record information system.
2. Consider increasing the electronic transaction fee to \$2.00 to ensure the long-term sustainability of the county land record information system and to provide necessary resources for ongoing system enhancements. The ESS Coordinating Committee is open to exploring other resource options, and is prepared to answer questions and provide information in preparation for future years.
3. Consider other policies and provide guidance to CLRIS about further steps which may be taken to prevent identity theft or the intentional disclosure of personally identifiable information.
4. The General Assembly is asked for guidance about options for establishing and enforcing standards and policies which are necessary to operate a consistent and high quality statewide county land record information system.
5. Consider options which would clarify expectations relating to the batch transfer of electronic documents.

The ESS Coordinating Committee and the Iowa County Recorders Association wish to express appreciation to the Iowa General Assembly for the passage of Senate File 465 in 2009, and for the opportunity to carry out the redaction project while restoring an important service to the Iowa real estate industry.

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July 7, 2009 Background Memo

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APPENDICES

Redaction

Status Reports

Status Chart of County Document Transfers – December 16, 2011

Status Chart of Public Document Access – December 16, 2011

County Status Reports

Adair County

General Status: Complete

Summary

Adair County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1991. All transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues for Adair County.

Notes: Redacted records for 1991-1995 currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1991
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	40,650
Total Incomplete Records Not Transferred to Iowa Land Records:	1
Total Number of County Records:	40651
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	40,527
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.69%
Percent Not Checked	0.31%

Public Access Status

Total Number of Records Accessible to Registered Users:	18,648
Percentage of Total County Records Accessible to Registered Users:	45.87%
Percent Not Public	54.13%

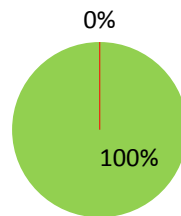
Redactions

Total Number of Document Images With Redactions:	1284
Percentage of Total County Records With Redactions:	3.16%

County Land Record Status Summary

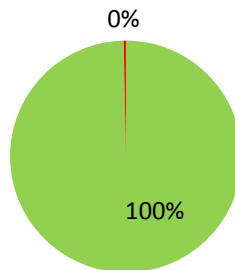
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



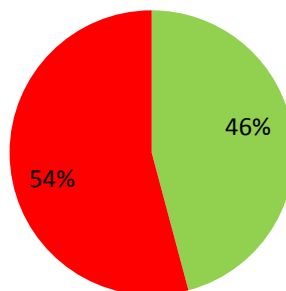
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Adams County

General Status: Complete

Summary

Adams County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 2005. All transferred documents have been processed for redaction. Documents from 2005 forward are available to registered users.

Issues: Adams County has nearly 20 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Adams County Records.

Notes: Redacted records for 2006 to present have been inspected by County Recorder for quality assurance. A deferment of the transfer of records from 2000 to 2004 has been approved due to incomplete status.

Electronic Index Begins:	1/3/1995
Limited Additional Index Information Available:	1987-1999
Document Image Archive Begins:	1/3/2005

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	7,959
Total Incomplete Records Not Transferred to Iowa Land Records:	23
Total Number of County Records:	7982
Percentage of County Records Transferred to Iowa Land Records:	99.71%
Percent Not Transferred	0.29%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	7,959
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.71%
Percent Not Checked	0.29%

Public Access Status

Total Number of Records Accessible to Registered Users:	7,492
Percentage of Total County Records Accessible to Registered Users:	93.86%
Percent Not Public	6.14%

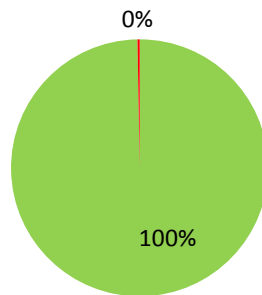
Redactions

Total Number of Document Images With Redactions:	87
Percentage of Total County Records With Redactions:	1.09%

County Land Record Status Summary

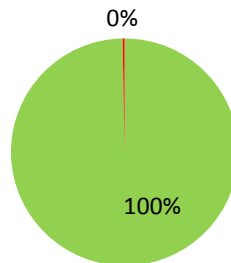
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



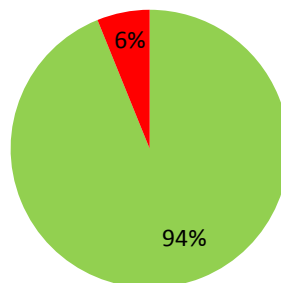
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Allamakee County

General Status: Complete

Summary

Allamakee County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1983. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Allamakee County.

Notes: Redacted records for 1994 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1990
Limited Additional Index Information Available:	1981-1982
Document Image Archive Begins:	1/1/1990

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	81,777
Total Incomplete Records Not Transferred to Iowa Land Records:	2
Total Number of County Records:	81779
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	81,771
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.99%
Percent Not Checked	0.01%

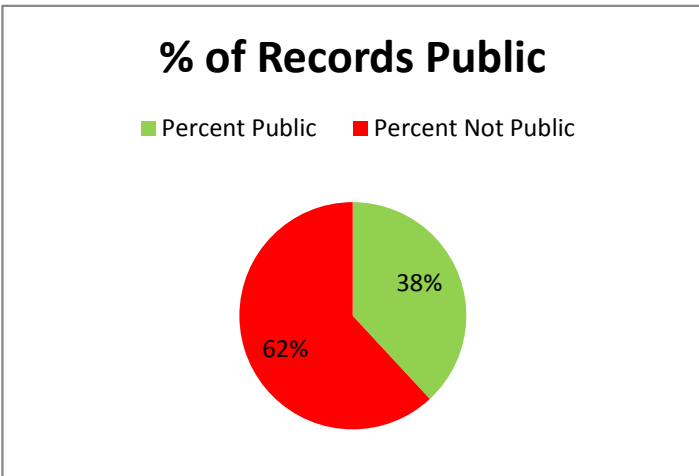
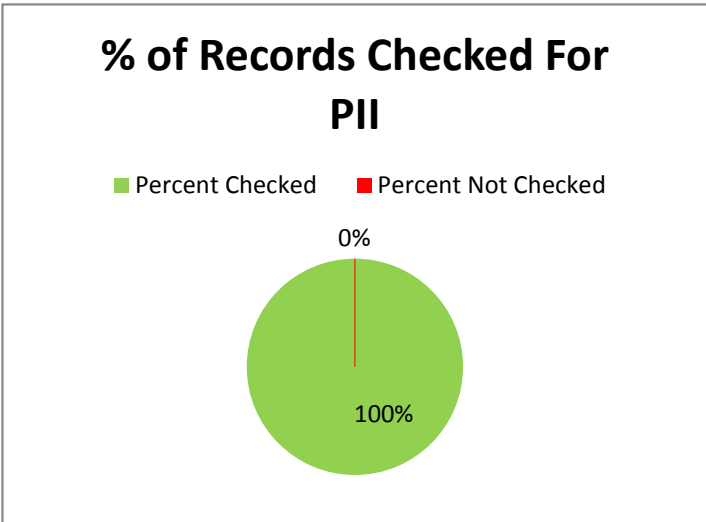
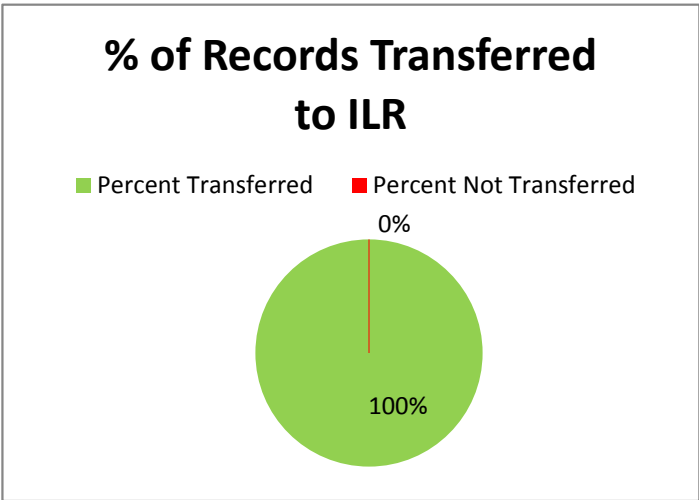
Public Access Status

Total Number of Records Accessible to Registered Users:	31,167
Percentage of Total County Records Accessible to Registered Users:	38.11%
Percent Not Public	61.89%

Redactions

Total Number of Document Images With Redactions:	2291
Percentage of Total County Records With Redactions:	2.80%

County Land Record Status Summary



Appanoose County

General Status: Complete

Summary

Appanoose County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2001. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Appanoose County.

Notes: Redacted records for 2001 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	5/24/2001
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	5/24/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	31,230
Total Incomplete Records Not Transferred to Iowa Land Records:	55
Total Number of County Records:	31285
Percentage of County Records Transferred to Iowa Land Records:	99.82%
Percent Not Transferred	0.18%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	31,216
Total Records Not Yet Checked For Personally Identifiable Information:	3
Percentage of Total Records Checked For Personally Identifiable Information:	99.78%
Percent Not Checked	0.22%

Public Access Status

Total Number of Records Accessible to Registered Users:	25,916
Percentage of Total County Records Accessible to Registered Users:	82.84%
Percent Not Public	17.16%

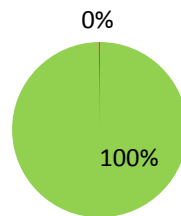
Redactions

Total Number of Document Images With Redactions:	178
Percentage of Total County Records With Redactions:	0.57%

County Land Record Status Summary

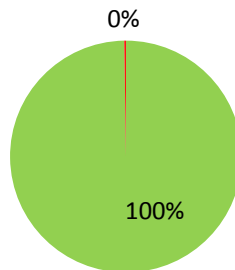
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



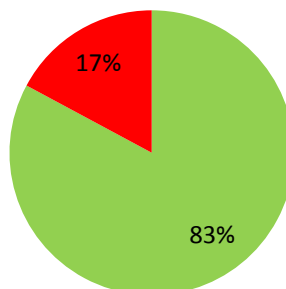
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Audubon County

General Status: Complete

Summary

Audubon County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1992. All transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues for Audubon County

Notes: Redacted records currently being inspected by County Recorder for quality assurance for years 1992-1999.

Electronic Index Begins:	1/2/1992
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/1992

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	30,058
Total Incomplete Records Not Transferred to Iowa Land Records:	0
Total Number of County Records:	30058
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	29,977
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.73%
Percent Not Checked	0.27%

Public Access Status

Total Number of Records Accessible to Registered Users:	13,909
Percentage of Total County Records Accessible to Registered Users:	46.27%
Percent Not Public	53.73%

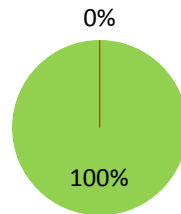
Redactions

Total Number of Document Images With Redactions:	1000
Percentage of Total County Records With Redactions:	3.33%

County Land Record Status Summary

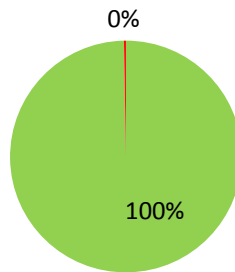
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



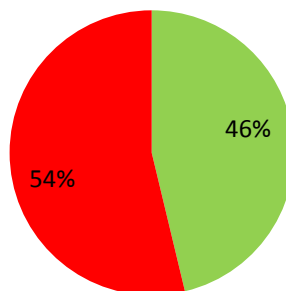
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Benton County

General Status: Complete

Summary

Benton County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2004. All transferred documents have been processed for redaction. Documents from 2004 forward are available to registered users.

Issues: There are no issues for Benton County.

Notes: Redacted records for 2004 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/2001
Limited Additional Index Information Available:	2000-2003
Document Image Archive Begins:	7/1/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	47,831
Total Incomplete Records Not Transferred to Iowa Land Records:	92
Total Number of County Records:	47923
Percentage of County Records Transferred to Iowa Land Records:	99.81%
Percent Not Transferred	0.19%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	47,830
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	99.81%
Percent Not Checked	0.19%

Public Access Status

Total Number of Records Accessible to Registered Users:	47,679
Percentage of Total County Records Accessible to Registered Users:	99.49%
Percent Not Public	0.51%

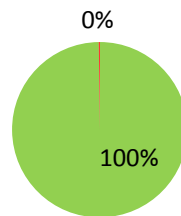
Redactions

Total Number of Document Images With Redactions:	161
Percentage of Total County Records With Redactions:	0.34%

County Land Record Status Summary

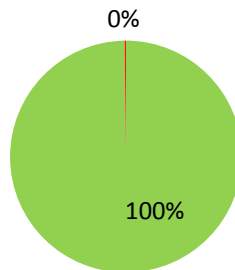
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



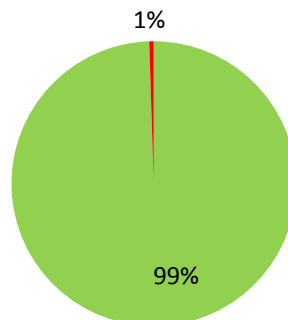
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Black Hawk County

General Status: Complete

Summary

Black Hawk County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2002. All of the transferred documents have been processed for redaction. Documents from 2003-2011 forward are available to registered users.

Issues: There are no issues in Black Hawk County

Notes:

Electronic Index Begins:	1/2/2002
Limited Additional Index Information Available:	1925-2001
Document Image Archive Begins:	5/1/2002

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	292,911
Total Incomplete Records Not Transferred to Iowa Land Records:	1
Total Number of County Records:	292912
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	292,745
Total Records Not Yet Checked For Personally Identifiable Information:	4
Percentage of Total Records Checked For Personally Identifiable Information:	99.94%
Percent Not Checked	0.06%

Public Access Status

Total Number of Records Accessible to Registered Users:	267,008
Percentage of Total County Records Accessible to Registered Users:	91.16%
Percent Not Public	8.84%

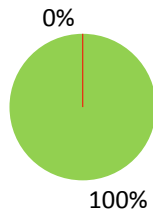
Redactions

Total Number of Document Images With Redactions:	1922
Percentage of Total County Records With Redactions:	0.66%

County Land Record Status Summary

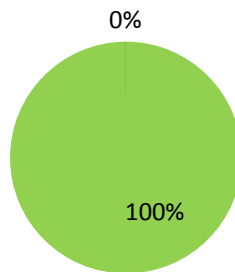
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



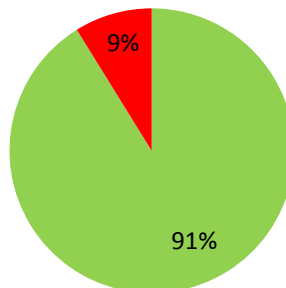
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Boone County

General Status: Complete

Summary

Boone County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1996. All transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Boone County.

Notes: Redacted records for 1996-2001 currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1996
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1996

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	109,246
Total Incomplete Records Not Transferred to Iowa Land Records:	43
Total Number of County Records:	109289
Percentage of County Records Transferred to Iowa Land Records:	99.96%
Percent Not Transferred	0.04%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	109,228
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.94%
Percent Not Checked	0.06%

Public Access Status

Total Number of Records Accessible to Registered Users:	60,522
Percentage of Total County Records Accessible to Registered Users:	55.38%
Percent Not Public	44.62%

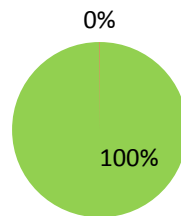
Redactions

Total Number of Document Images With Redactions:	3919
Percentage of Total County Records With Redactions:	3.59%

County Land Record Status Summary

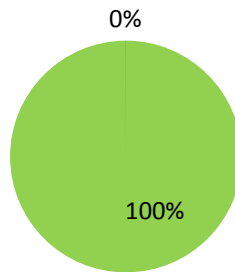
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



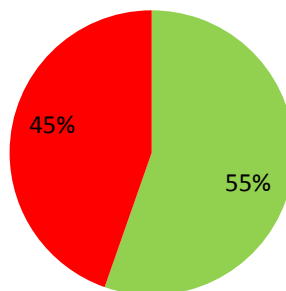
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Bremer County

General Status: Partially Complete

Summary

Bremer County has completed the transfer of nearly 92 percent of the archived images and index information to Iowa Land Records back to 2002. Most of the transferred documents have been processed for redaction. Document images for 2003-2011 are available to registered users.

Issues: Bremer County has over 4400 records, primarily images, which are incomplete and need to be transferred to Iowa Land Records. There appear to be images for the period of 1996-2001 which have not yet been transferred to ILR. This is the primary issue affecting the processing of Bremer County Records.

Notes:

Electronic Index Begins:	1/2/2002
Limited Additional Index Information Available:	1991-2003
Document Image Archive Begins:	1/2/2002

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	52,745
Total Incomplete Records Not Transferred to Iowa Land Records:	4,386
Total Number of County Records:	57131
Percentage of County Records Transferred to Iowa Land Records:	92.32%
Percent Not Transferred	7.68%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	52,200
Total Records Not Yet Checked For Personally Identifiable Information:	13
Percentage of Total Records Checked For Personally Identifiable Information:	91.37%
Percent Not Checked	8.63%

Public Access Status

Total Number of Records Accessible to Registered Users:	48,131
Percentage of Total County Records Accessible to Registered Users:	84.25%
Percent Not Public	15.75%

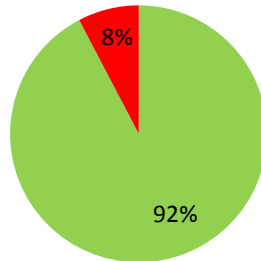
Redactions

Total Number of Document Images With Redactions:	276
Percentage of Total County Records With Redactions:	0.48%

County Land Record Status Summary

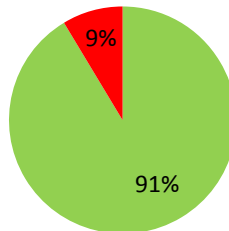
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



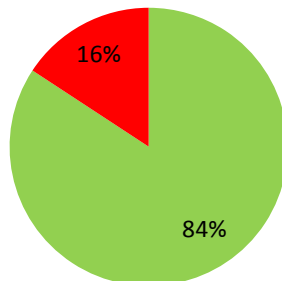
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Buchanan County

General Status: Partially Complete

Summary

Buchanan County has completed the transfer of nearly 92 percent of the archived images and index information to Iowa Land Records back to 2004. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Buchanan County has nearly 2800 records, primarily images, remaining to be transferred to Iowa Land Records. There also appears to be about 1600 missing records for 2006. This is the primary issue affecting the processing of Buchanan County Records.

Notes:

Electronic Index Begins:	1/2/2004
Limited Additional Index Information Available:	2003
Document Image Archive Begins:	1/2/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	32,769
Total Incomplete Records Not Transferred to Iowa Land Records:	2,695
Total Number of County Records:	35464
Percentage of County Records Transferred to Iowa Land Records:	92.40%
Percent Not Transferred	7.60%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	32,653
Total Records Not Yet Checked For Personally Identifiable Information:	78
Percentage of Total Records Checked For Personally Identifiable Information:	92.07%
Percent Not Checked	7.93%

Public Access Status

Total Number of Records Accessible to Registered Users:	32,525
Percentage of Total County Records Accessible to Registered Users:	91.71%
Percent Not Public	8.29%

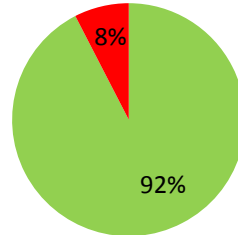
Redactions

Total Number of Document Images With Redactions:	134
Percentage of Total County Records With Redactions:	0.38%

County Land Record Status Summary

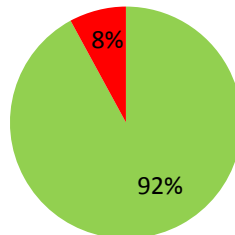
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



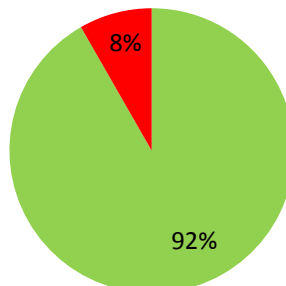
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Buena Vista County

General Status: Complete

Summary

Buena Vista County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1993. All transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Buena Vista County.

Notes: Redacted records currently for 1993-2002 will need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1994
Limited Additional Index Information Available:	1990-1993
Document Image Archive Begins:	1/1/1994

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	74,708
Total Incomplete Records Not Transferred to Iowa Land Records:	371
Total Number of County Records:	75079
Percentage of County Records Transferred to Iowa Land Records:	99.51%
Percent Not Transferred	0.49%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	52,200
Total Records Not Yet Checked For Personally Identifiable Information:	6
Percentage of Total Records Checked For Personally Identifiable Information:	69.53%
Percent Not Checked	30.47%

Public Access Status

Total Number of Records Accessible to Registered Users:	38,301
Percentage of Total County Records Accessible to Registered Users:	51.01%
Percent Not Public	48.99%

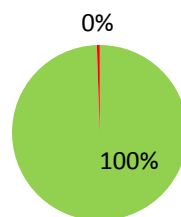
Redactions

Total Number of Document Images With Redactions:	952
Percentage of Total County Records With Redactions:	1.27%

County Land Record Status Summary

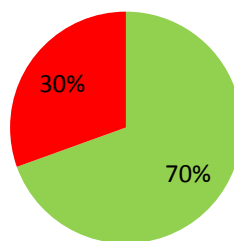
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



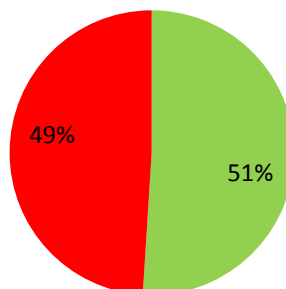
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Butler County

General Status: Partially Complete

Summary

Butler County has completed the transfer of nearly 98 percent of the archived images and index information to Iowa Land Records back to 2001. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Butler County has nearly 1100 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Butler County Records.

Notes:

Electronic Index Begins:	3/1/2001
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	3/1/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	43,014
Total Incomplete Records Not Transferred to Iowa Land Records:	1,025
Total Number of County Records:	44039
Percentage of County Records Transferred to Iowa Land Records:	97.67%
Percent Not Transferred	2.33%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	42,995
Total Records Not Yet Checked For Personally Identifiable Information:	15
Percentage of Total Records Checked For Personally Identifiable Information:	97.63%
Percent Not Checked	2.37%

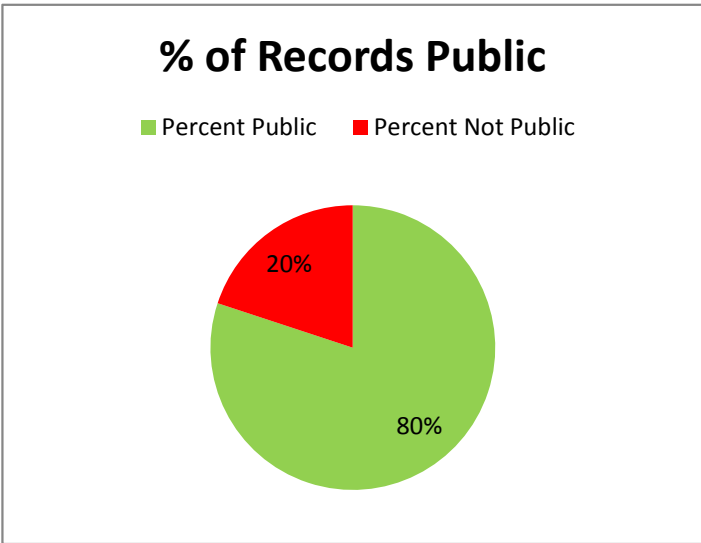
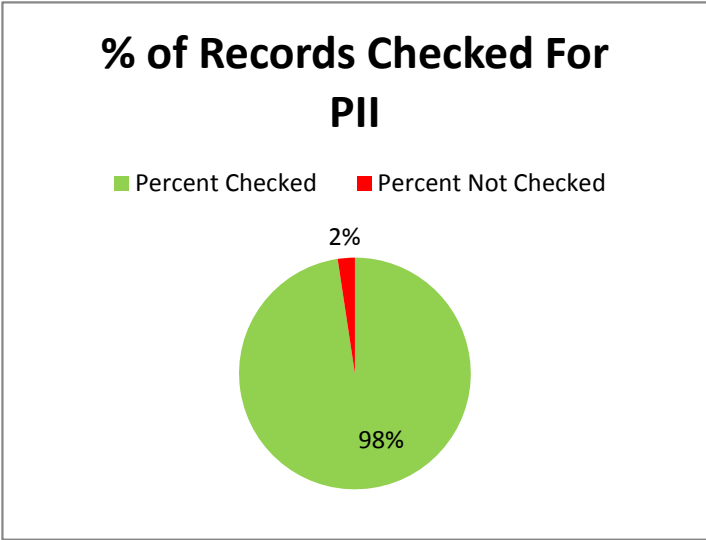
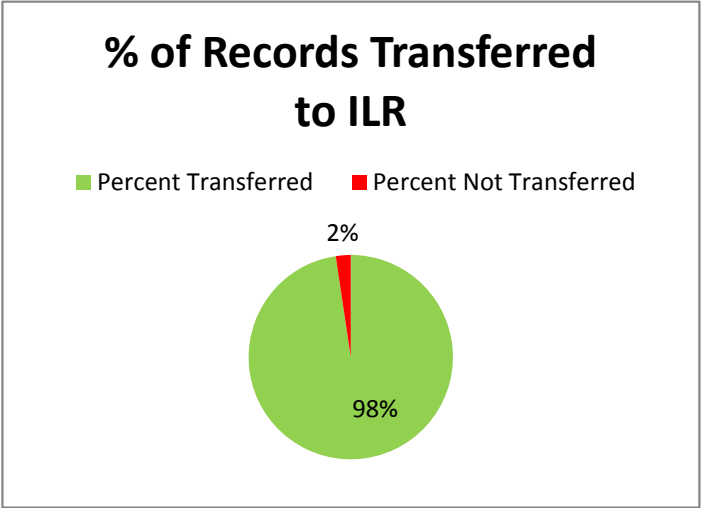
Public Access Status

Total Number of Records Accessible to Registered Users:	35,260
Percentage of Total County Records Accessible to Registered Users:	80.07%
Percent Not Public	19.93%

Redactions

Total Number of Document Images With Redactions:	490
Percentage of Total County Records With Redactions:	1.11%

County Land Record Status Summary



Calhoun County

General Status: Complete

Summary

Calhoun County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1989. All of the transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Calhoun County.

Notes:

Electronic Index Begins:	1/2/1989
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1989

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	57,866
Total Incomplete Records Not Transferred to Iowa Land Records:	13
Total Number of County Records:	57879
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	57,854
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.96%
Percent Not Checked	0.04%

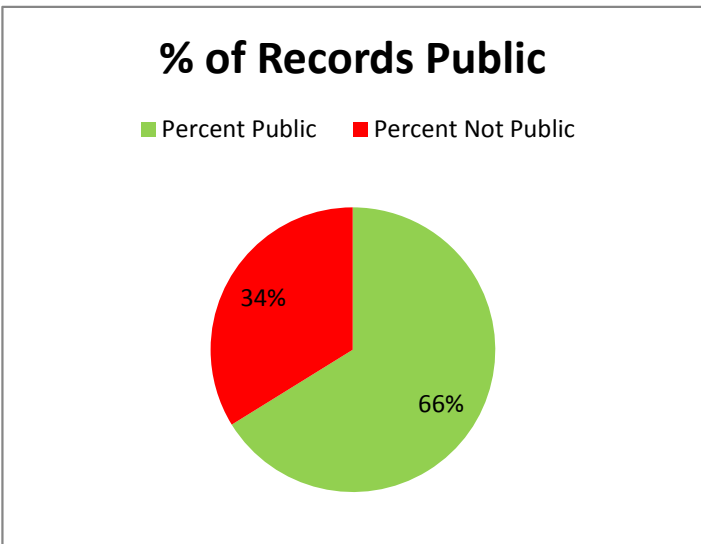
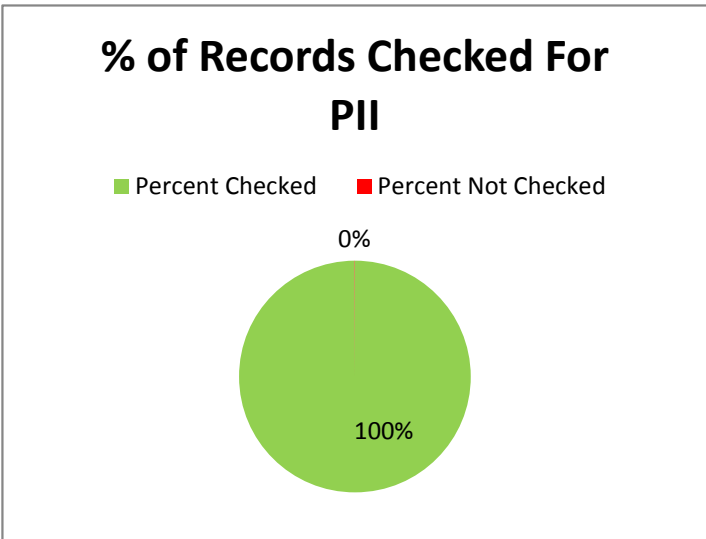
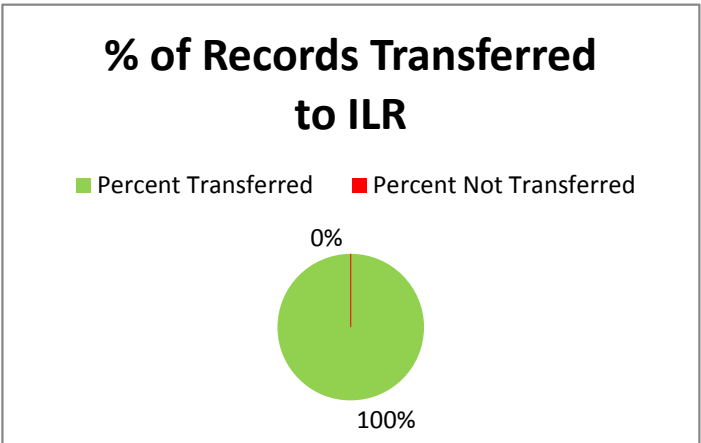
Public Access Status

Total Number of Records Accessible to Registered Users:	38,301
Percentage of Total County Records Accessible to Registered Users:	66.17%
Percent Not Public	33.83%

Redactions

Total Number of Document Images With Redactions:	952
Percentage of Total County Records With Redactions:	1.64%

County Land Record Status Summary



Carroll County

General Status: Complete

Summary

Carroll County has completed the transfer of 98 percent of the archived images and index information to Iowa Land Records back to 1994. All transferred documents from 1996-2011 have been checked for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Carroll County.

Notes: County Recorder is parsing indexes for 1992-1995; these indexes will be uploaded to ILR upon completion. A deferment of the transfer of these indexes has been granted.

Electronic Index Begins:	1/2/1992
Limited Additional Index Information Available:	1975-1991
Document Image Archive Begins:	1/1/1992

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	80,852
Total Incomplete Records Not Transferred to Iowa Land Records:	1,715
Total Number of County Records:	82567
Percentage of County Records Transferred to Iowa Land Records:	97.92%
Percent Not Transferred	2.08%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	74,447
Total Records Not Yet Checked For Personally Identifiable Information:	6355
Percentage of Total Records Checked For Personally Identifiable Information:	90.17%
Percent Not Checked	9.83%

Public Access Status

Total Number of Records Accessible to Registered Users:	43,975
Percentage of Total County Records Accessible to Registered Users:	53.26%
Percent Not Public	46.74%

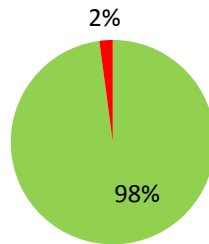
Redactions

Total Number of Document Images With Redactions:	2170
Percentage of Total County Records With Redactions:	2.63%

County Land Record Status Summary

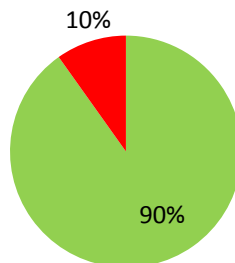
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



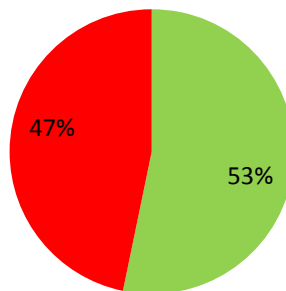
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Cass

General Status: Complete

Summary

Cass County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1991. Most of the transferred documents have been processed images from 2003 forward are available to registered users.

Issues: There are no issues in Cass County.

Notes: Redacted records for 1991-1997 currently being inspected by County Recorder for quality assurance. A deferment request is pending for 1987-1990.

Electronic Index Begins:	1/2/1991
Limited Additional Index Information Available:	1986-1990
Document Image Archive Begins:	1/2/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	64,319
Total Incomplete Records Not Transferred to Iowa Land Records:	248
Total Number of County Records:	64567
Percentage of County Records Transferred to Iowa Land Records:	99.62%
Percent Not Transferred	0.38%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	64,147
Total Records Not Yet Checked For Personally Identifiable Information:	14
Percentage of Total Records Checked For Personally Identifiable Information:	99.35%
Percent Not Checked	0.65%

Public Access Status

Total Number of Records Accessible to Registered Users:	27,911
Percentage of Total County Records Accessible to Registered Users:	43.23%
Percent Not Public	56.77%

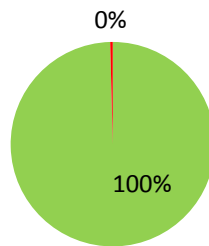
Redactions

Total Number of Document Images With Redactions:	1845
Percentage of Total County Records With Redactions:	2.86%

County Land Record Status Summary

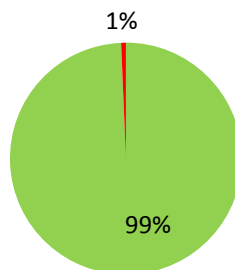
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



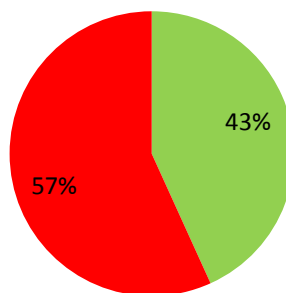
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Cedar County

General Status: Incomplete

Summary

Cedar County has completed the transfer of nearly 69 percent of the archived images and index information to Iowa Land Records back to 1993. Transferred documents from 2002 to present have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Cedar County has over 20,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Cedar County Records.

Notes:

Electronic Index Begins:	1/1/1995
Limited Additional Index Information Available:	1993-2001
Document Image Archive Begins:	1/1/2003

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	45,498
Total Incomplete Records Not Transferred to Iowa Land Records:	20,305
Total Number of County Records:	65803
Percentage of County Records Transferred to Iowa Land Records:	69.14%
Percent Not Transferred	30.86%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	45,475
Total Records Not Yet Checked For Personally Identifiable Information:	3
Percentage of Total Records Checked For Personally Identifiable Information:	69.11%
Percent Not Checked	30.89%

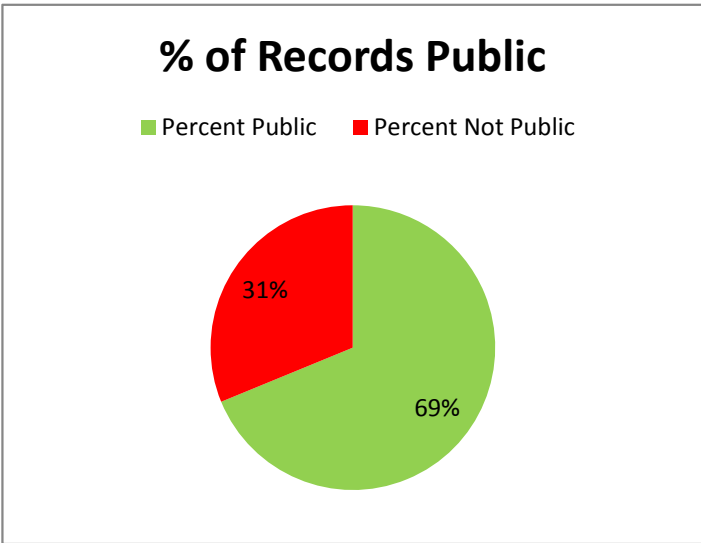
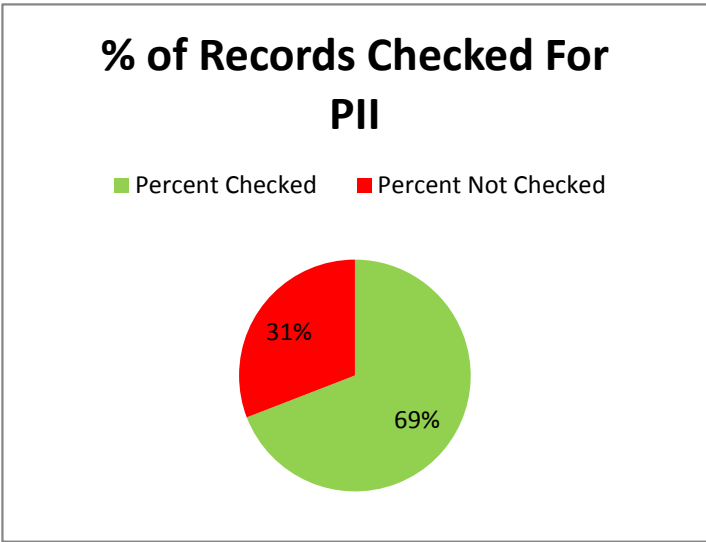
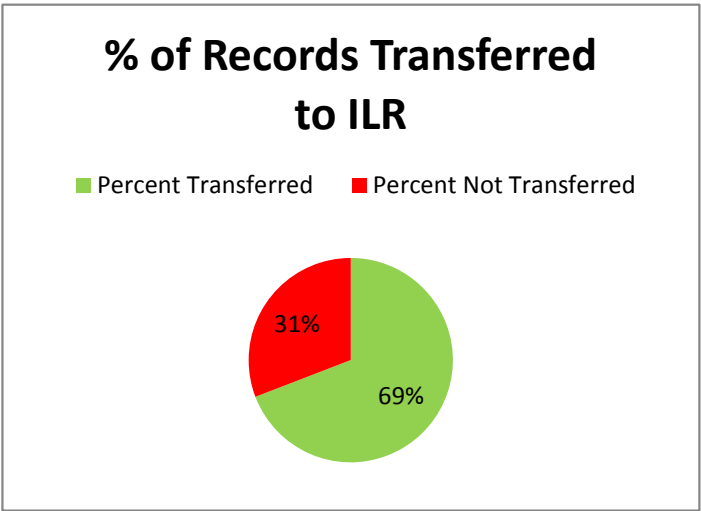
Public Access Status

Total Number of Records Accessible to Registered Users:	45,260
Percentage of Total County Records Accessible to Registered Users:	68.78%
Percent Not Public	31.22%

Redactions

Total Number of Document Images With Redactions:	179
Percentage of Total County Records With Redactions:	0.27%

County Land Record Status Summary



Cerro Gordo County

General Status: Complete

Summary

Cerro Gordo County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1987. All documents have been processed for redaction. Documents from 2003-2011 are available for access to registered users.

Issues: There are no issues in Cerro Gordo County

Notes: Redacted docs for 1987-1999 need to be reviewed by County Recorder.

Electronic Index Begins:	1/1/1987
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1987

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	272,207
Total Incomplete Records Not Transferred to Iowa Land Records:	8
Total Number of County Records:	272215
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	271,202
Total Records Not Yet Checked For Personally Identifiable Information:	3
Percentage of Total Records Checked For Personally Identifiable Information:	99.63%
Percent Not Checked	0.37%

Public Access Status

Total Number of Records Accessible to Registered Users:	103,431
Percentage of Total County Records Accessible to Registered Users:	38.00%
Percent Not Public	62.00%

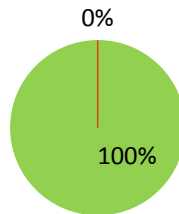
Redactions

Total Number of Document Images With Redactions:	8475
Percentage of Total County Records With Redactions:	3.11%

County Land Record Status Summary

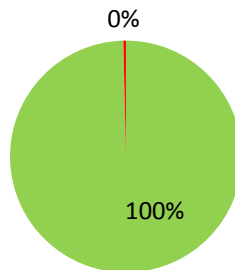
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



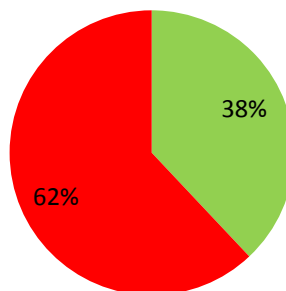
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Cherokee County

General Status: Incomplete

Summary

Cherokee County has completed the transfer of nearly 75 percent of the archived images and index information to Iowa Land Records back to 1998. Most transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Cherokee County has over 8,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Cherokee County Records.

Notes: County Recorder is currently working on back scanning 2002 and intends to scan back to 1998.

Electronic Index Begins:	12/1/1998
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	4/1/2002

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	24,753
Total Incomplete Records Not Transferred to Iowa Land Records:	8,388
Total Number of County Records:	33141
Percentage of County Records Transferred to Iowa Land Records:	74.69%
Percent Not Transferred	25.31%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	24,751
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	74.68%
Percent Not Checked	25.32%

Public Access Status

Total Number of Records Accessible to Registered Users:	21,914
Percentage of Total County Records Accessible to Registered Users:	66.12%
Percent Not Public	33.88%

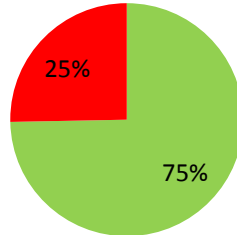
Redactions

Total Number of Document Images With Redactions:	209
Percentage of Total County Records With Redactions:	0.63%

County Land Record Status Summary

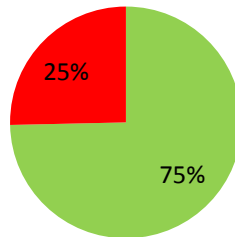
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



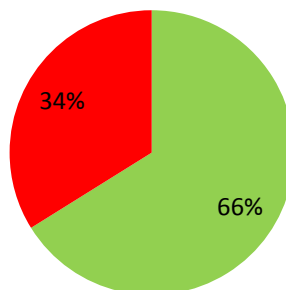
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Chickasaw County

General Status: Complete

Summary

Chickasaw County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2000. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Chickasaw County.

Notes: Redacted records from 2001 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/2000
Limited Additional Index Information Available:	1999
Document Image Archive Begins:	1/1/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	33,551
Total Incomplete Records Not Transferred to Iowa Land Records:	6
Total Number of County Records:	33557
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	33,549
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.98%
Percent Not Checked	0.02%

Public Access Status

Total Number of Records Accessible to Registered Users:	25,212
Percentage of Total County Records Accessible to Registered Users:	75.13%
Percent Not Public	24.87%

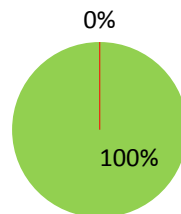
Redactions

Total Number of Document Images With Redactions:	422
Percentage of Total County Records With Redactions:	1.26%

County Land Record Status Summary

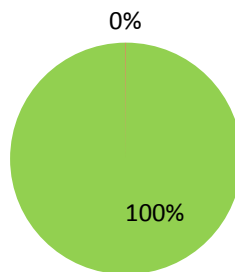
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



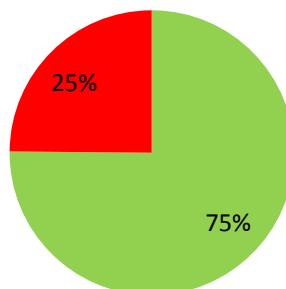
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Clarke County

General Status: Complete

Summary

Clarke County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 2000. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Clarke County has nearly 400 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Clarke County Records.

Notes: Redacted records for 2005 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/2004
Limited Additional Index Information Available:	1998-1999
Document Image Archive Begins:	7/1/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	26,451
Total Incomplete Records Not Transferred to Iowa Land Records:	344
Total Number of County Records:	26795
Percentage of County Records Transferred to Iowa Land Records:	98.72%
Percent Not Transferred	1.28%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	25,969
Total Records Not Yet Checked For Personally Identifiable Information:	150
Percentage of Total Records Checked For Personally Identifiable Information:	96.92%
Percent Not Checked	3.08%

Public Access Status

Total Number of Records Accessible to Registered Users:	20,457
Percentage of Total County Records Accessible to Registered Users:	76.35%
Percent Not Public	23.65%

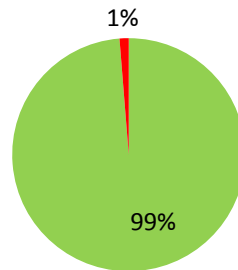
Redactions

Total Number of Document Images With Redactions:	246
Percentage of Total County Records With Redactions:	0.92%

County Land Record Status Summary

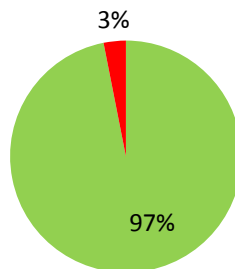
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



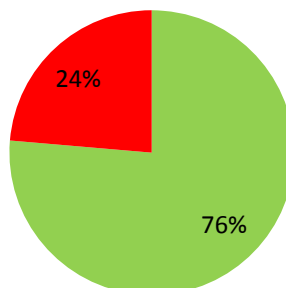
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Clay County

General Status: Partially Incomplete

Summary

Clay County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2004. All transferred documents have been processed for redaction. Documents from 2004 forward are available to registered users.

Issues: There are known records for the period of 1999 to 2003 which have been withheld from transfer to CLRIS.

Notes: Redacted records from 2006 to present are currently being inspected by County Recorder for quality assurance. The Recorder is expected to request a deferment for records in 1999 to 2003.

Electronic Index Begins:	1/1/1999
Limited Additional Index Information Available:	1993-1998
Document Image Archive Begins:	1/1/1999

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	32,832
Total Incomplete Records Not Transferred to Iowa Land Records:	69
Total Number of County Records:	32901
Percentage of County Records Transferred to Iowa Land Records:	99.79%
Percent Not Transferred	0.21%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	32,829
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.78%
Percent Not Checked	0.22%

Public Access Status

Total Number of Records Accessible to Registered Users:	32,688
Percentage of Total County Records Accessible to Registered Users:	99.35%
Percent Not Public	0.65%

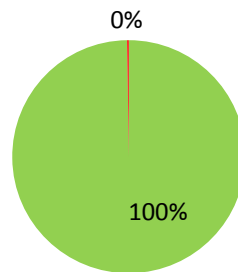
Redactions

Total Number of Document Images With Redactions:	153
Percentage of Total County Records With Redactions:	0.47%

County Land Record Status Summary

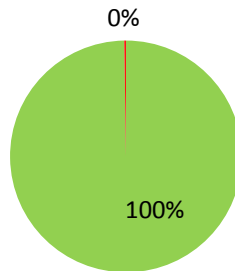
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



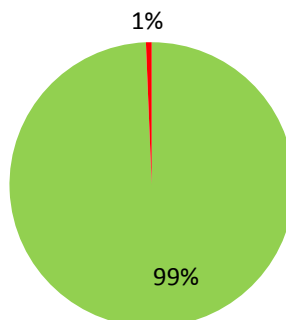
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Clayton County

General Status: Complete

Summary

Clayton County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1991. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues in Clayton County.

Notes: Redacted records for 1992-1999 currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1991
Limited Additional Index Information Available:	N /A
Document Image Archive Begins:	1/1/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	74,976
Total Incomplete Records Not Transferred to Iowa Land Records:	3
Total Number of County Records:	74979
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	74,849
Total Records Not Yet Checked For Personally Identifiable Information:	91
Percentage of Total Records Checked For Personally Identifiable Information:	99.83%
Percent Not Checked	0.17%

Public Access Status

Total Number of Records Accessible to Registered Users:	39,265
Percentage of Total County Records Accessible to Registered Users:	52.37%
Percent Not Public	47.63%

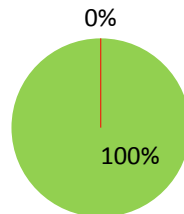
Redactions

Total Number of Document Images With Redactions:	2325
Percentage of Total County Records With Redactions:	3.10%

County Land Record Status Summary

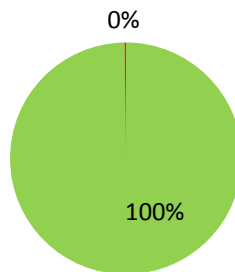
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



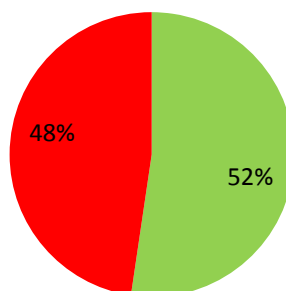
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Clinton County

General Status: Complete

Summary

Clinton County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1992. The majority of the transferred documents have been processed for redaction. Documents from 2003-2011 are available for access to registered users.

Issues: Images and indexes need for 1988-1991 need to be transferred to Iowa Land Records. The county's service provider is aware of this and will upload these documents in January 2012.

Notes: Redacted records need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1987
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1987

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	215,651
Total Incomplete Records Not Transferred to Iowa Land Records:	44
Total Number of County Records:	215695
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	207,978
Total Records Not Yet Checked For Personally Identifiable Information:	7549
Percentage of Total Records Checked For Personally Identifiable Information:	96.42%
Percent Not Checked	3.58%

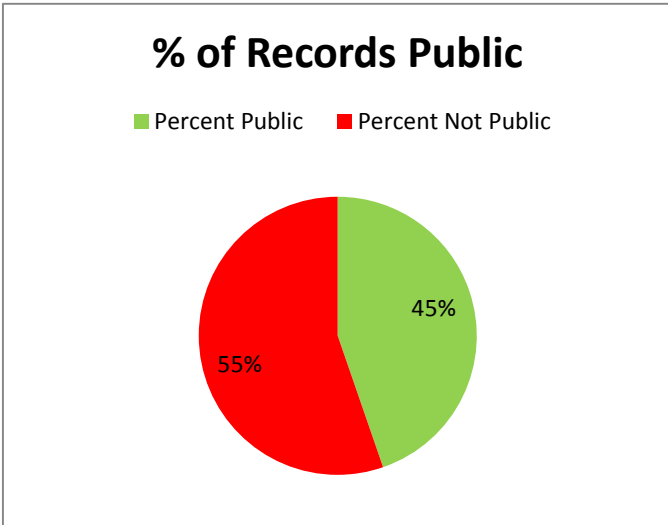
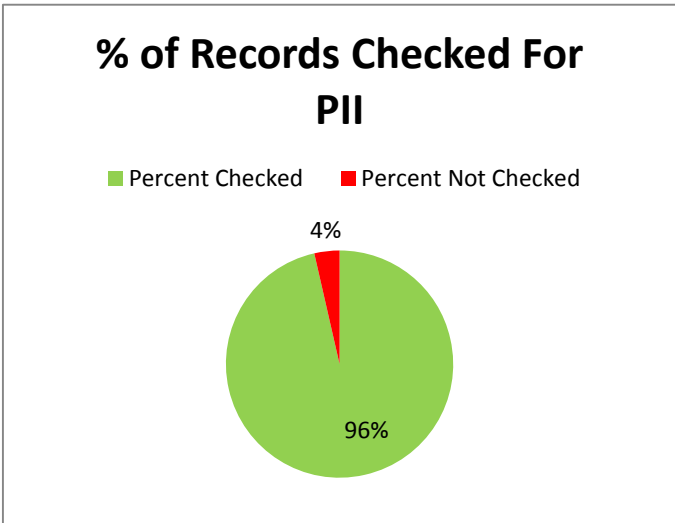
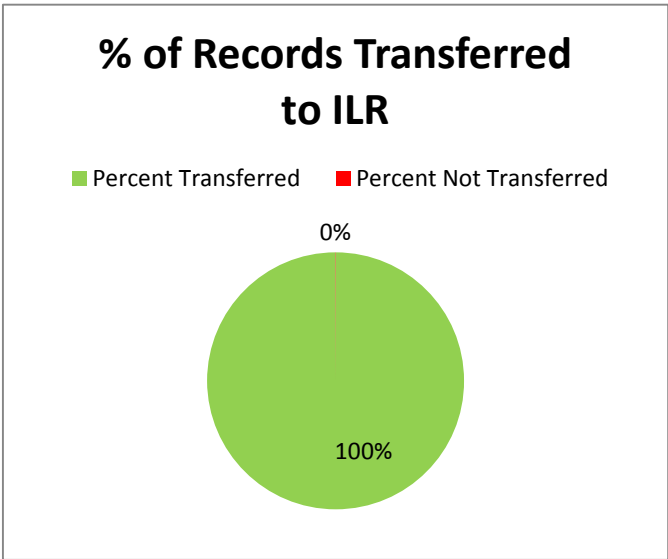
Public Access Status

Total Number of Records Accessible to Registered Users:	96,461
Percentage of Total County Records Accessible to Registered Users:	44.72%
Percent Not Public	55.28%

Redactions

Total Number of Document Images With Redactions:	6842
Percentage of Total County Records With Redactions:	3.17%

County Land Record Status Summary



Crawford County

General Status: Partially Complete

Summary

Crawford County has completed the transfer of nearly 94 percent of the archived images and index information to Iowa Land Records back to 1989. Almost all transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Crawford County has over 5,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Crawford County Records.

Notes: Redacted records from 2004 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1991
Limited Additional Index Information Available:	1989-1990
Document Image Archive Begins:	1/1/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	74,959
Total Incomplete Records Not Transferred to Iowa Land Records:	5,176
Total Number of County Records:	80135
Percentage of County Records Transferred to Iowa Land Records:	93.54%
Percent Not Transferred	6.46%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	71,547
Total Records Not Yet Checked For Personally Identifiable Information:	3403
Percentage of Total Records Checked For Personally Identifiable Information:	89.28%
Percent Not Checked	10.72%

Public Access Status

Total Number of Records Accessible to Registered Users:	33,175
Percentage of Total County Records Accessible to Registered Users:	41.40%
Percent Not Public	58.60%

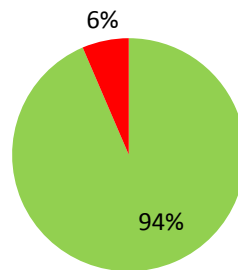
Redactions

Total Number of Document Images With Redactions:	1918
Percentage of Total County Records With Redactions:	2.39%

County Land Record Status Summary

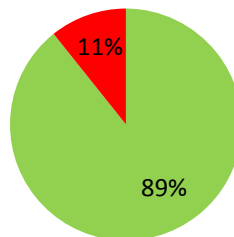
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



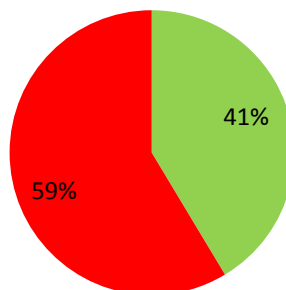
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Dallas County

General Status: Partially Complete

Summary

Dallas County has completed the transfer of 98 percent of the archived images and index information to Iowa Land Records back to 1987. Transferred documents from 1998-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Dallas County has over 5400 records, primarily images, which are incomplete and need to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Dallas County Records.

Notes: Redacted documents need to be reviewed by the County Recorder.

Electronic Index Begins:	1/1/1987
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1987

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	358,887
Total Incomplete Records Not Transferred to Iowa Land Records:	6,249
Total Number of County Records:	365136
Percentage of County Records Transferred to Iowa Land Records:	98.29%
Percent Not Transferred	1.71%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	262,134
Total Records Not Yet Checked For Personally Identifiable Information:	81812
Percentage of Total Records Checked For Personally Identifiable Information:	71.79%
Percent Not Checked	28.21%

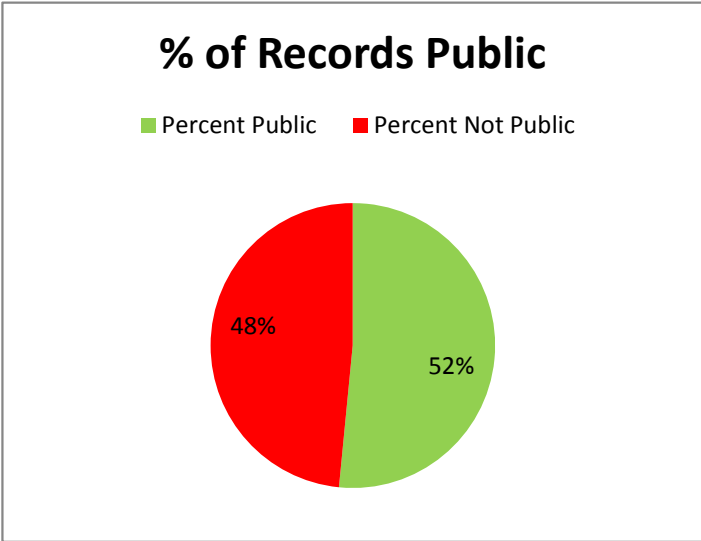
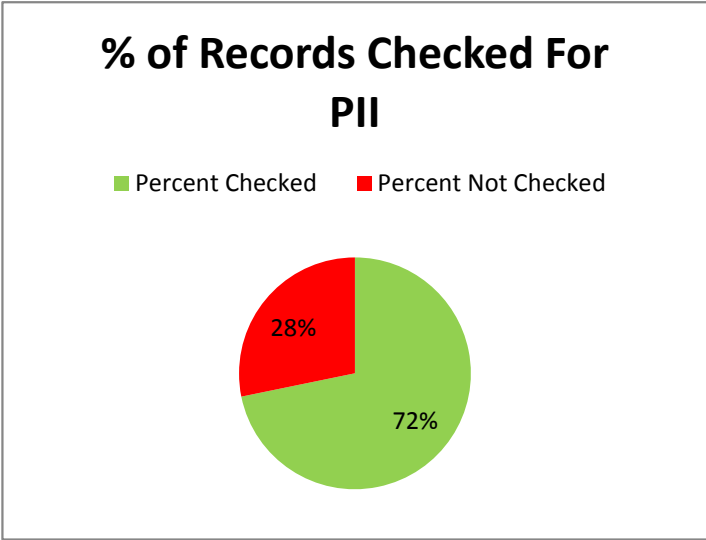
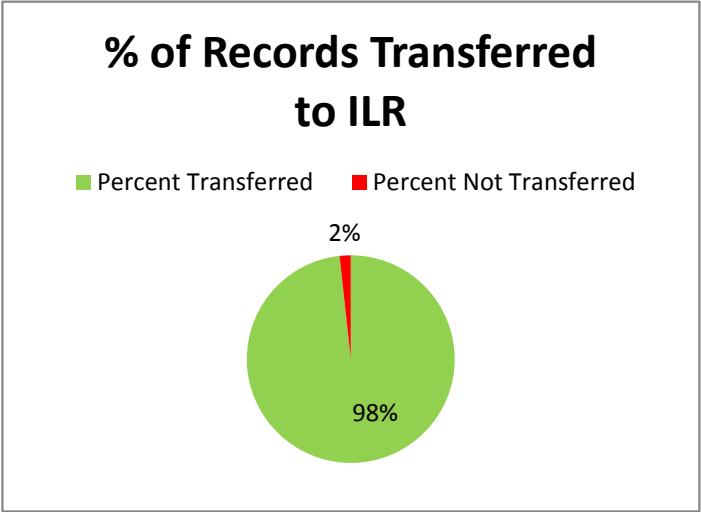
Public Access Status

Total Number of Records Accessible to Registered Users:	188,258
Percentage of Total County Records Accessible to Registered Users:	51.56%
Percent Not Public	48.44%

Redactions

Total Number of Document Images With Redactions:	2013
Percentage of Total County Records With Redactions:	0.55%

County Land Record Status Summary



Davis County

General Status: Partially Complete

Summary

Davis County has completed the transfer of 90 percent of the archived images and index information to Iowa Land Records back to 1980. Transferred documents from 1997-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Davis County has over 4800 records remaining to be transferred to Iowa Land Records. The County Recorder and the county service provider are working together to upload the missing images. This is the primary issue affecting the processing of Davis County Records.

Notes: Redacted records for 1980-2000 will need to be reviewed by the County Recorder when redaction is complete.

Electronic Index Begins:	1/2/1980
Limited Additional Index Information Available:	1953-1979
Document Image Archive Begins:	1/2/1980

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	45,139
Total Incomplete Records Not Transferred to Iowa Land Records:	4,860
Total Number of County Records:	49999
Percentage of County Records Transferred to Iowa Land Records:	90.28%
Percent Not Transferred	9.72%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	29,660
Total Records Not Yet Checked For Personally Identifiable Information:	13924
Percentage of Total Records Checked For Personally Identifiable Information:	59.32%
Percent Not Checked	40.68%

Public Access Status

Total Number of Records Accessible to Registered Users:	15,614
Percentage of Total County Records Accessible to Registered Users:	31.23%
Percent Not Public	68.77%

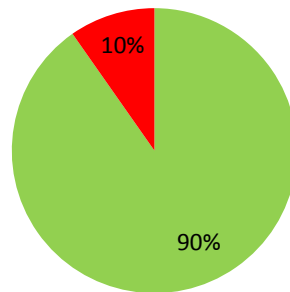
Redactions

Total Number of Document Images With Redactions:	241
Percentage of Total County Records With Redactions:	0.48%

County Land Record Status Summary

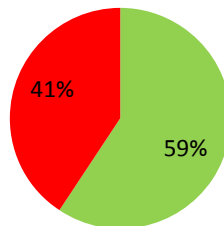
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



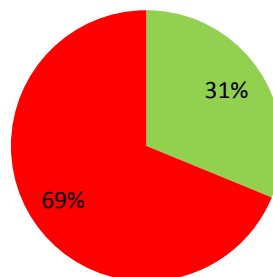
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Decatur County

General Status: Incomplete

Summary

Decatur County has completed the transfer of 81 percent of the archived images and index information to Iowa Land Records back to 2000. Almost all transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Decatur County has over 4,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Decatur County Records.

Notes:

Electronic Index Begins:	4/8/1999
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	5/3/1999

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	17,395
Total Incomplete Records Not Transferred to Iowa Land Records:	4,012
Total Number of County Records:	21407
Percentage of County Records Transferred to Iowa Land Records:	81.26%
Percent Not Transferred	18.74%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	17,389
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	81.23%
Percent Not Checked	18.77%

Public Access Status

Total Number of Records Accessible to Registered Users:	15,183
Percentage of Total County Records Accessible to Registered Users:	70.93%
Percent Not Public	29.07%

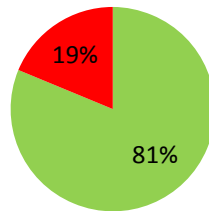
Redactions

Total Number of Document Images With Redactions:	92
Percentage of Total County Records With Redactions:	0.43%

County Land Record Status Summary

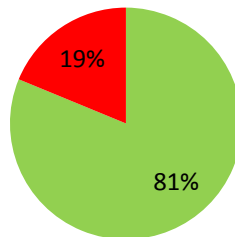
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



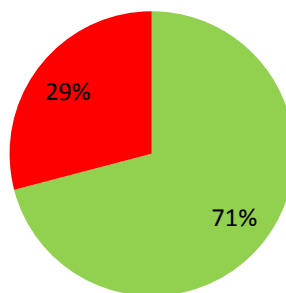
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Delaware County

General Status: Complete

Summary

Delaware County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 1990. Most transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Delaware County has nearly 1400 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Delaware County Records.

Notes: Redacted records for 2003 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1990
Limited Additional Index Information Available:	1953-1989
Document Image Archive Begins:	5/1/1990

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	90,111
Total Incomplete Records Not Transferred to Iowa Land Records:	1,362
Total Number of County Records:	91473
Percentage of County Records Transferred to Iowa Land Records:	98.51%
Percent Not Transferred	1.49%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	82,480
Total Records Not Yet Checked For Personally Identifiable Information:	2857
Percentage of Total Records Checked For Personally Identifiable Information:	90.17%
Percent Not Checked	9.83%

Public Access Status

Total Number of Records Accessible to Registered Users:	42,259
Percentage of Total County Records Accessible to Registered Users:	46.20%
Percent Not Public	53.80%

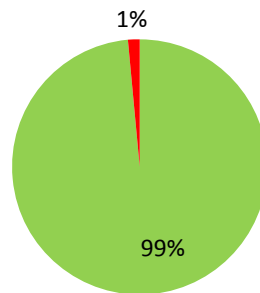
Redactions

Total Number of Document Images With Redactions:	727
Percentage of Total County Records With Redactions:	0.79%

County Land Record Status Summary

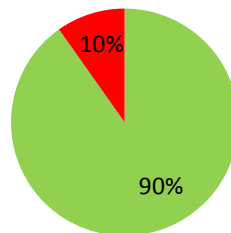
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



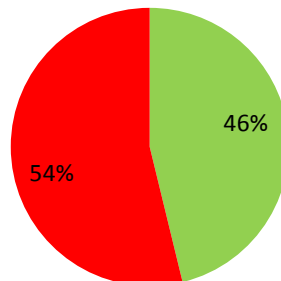
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Des Moines County

General Status: Complete

Summary

Des Moines County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1994. Documents for all years have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues for Des Moines County.

Notes:

Electronic Index Begins:	1/1/1994
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1994

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	149,075
Total Incomplete Records Not Transferred to Iowa Land Records:	166
Total Number of County Records:	149241
Percentage of County Records Transferred to Iowa Land Records:	99.89%
Percent Not Transferred	0.11%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	149,050
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.87%
Percent Not Checked	0.13%

Public Access Status

Total Number of Records Accessible to Registered Users:	73,040
Percentage of Total County Records Accessible to Registered Users:	48.94%
Percent Not Public	51.06%

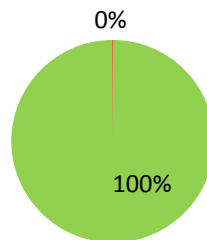
Redactions

Total Number of Document Images With Redactions:	4498
Percentage of Total County Records With Redactions:	3.01%

County Land Record Status Summary

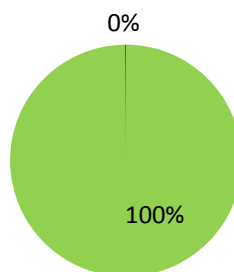
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



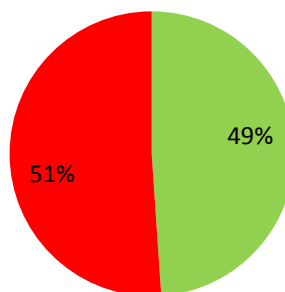
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Dickinson

General Status: Partially Complete

Summary

Dickinson County has completed the transfer of 96 percent of the archived images and index information to Iowa Land Records back to 2004. Documents for 2004 forward have been processed for redaction and are available to registered users.

Issues: Dickinson County has over 2600 records, primarily images which are incomplete and need to be transferred to Iowa Land Records. This is the primary issue affecting Dickinson County Records.

Notes: Redacted documents will need to be inspected by the County Recorder.

Electronic Index Begins:	1/1/2004
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	61,231
Total Incomplete Records Not Transferred to Iowa Land Records:	2,635
Total Number of County Records:	63866
Percentage of County Records Transferred to Iowa Land Records:	95.87%
Percent Not Transferred	4.13%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	61,231
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	95.87%
Percent Not Checked	4.13%

Public Access Status

Total Number of Records Accessible to Registered Users:	60,997
Percentage of Total County Records Accessible to Registered Users:	95.51%
Percent Not Public	4.49%

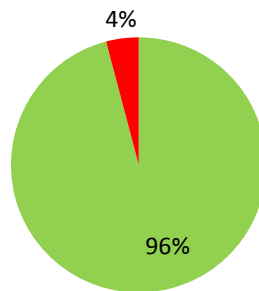
Redactions

Total Number of Document Images With Redactions:	255
Percentage of Total County Records With Redactions:	0.40%

County Land Record Status Summary

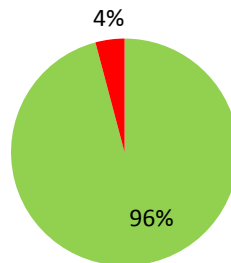
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



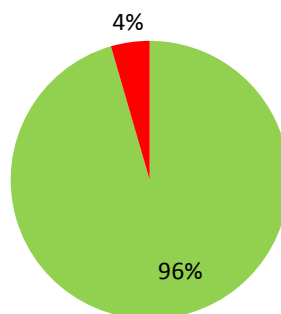
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Dubuque County

General Status: Complete

Summary

Dubuque County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1997. Documents have been processed for redaction the records from 2003 forward are available to registered users.

Issues: There are no issues in Dubuque County.

Notes: Redacted documents need to be reviewed by the County Recorder.

Electronic Index Begins:	1/1/1997
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1997

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	323,310
Total Incomplete Records Not Transferred to Iowa Land Records:	1
Total Number of County Records:	323311
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	323,196
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	99.96%
Percent Not Checked	0.04%

Public Access Status

Total Number of Records Accessible to Registered Users:	203,962
Percentage of Total County Records Accessible to Registered Users:	63.09%
Percent Not Public	36.91%

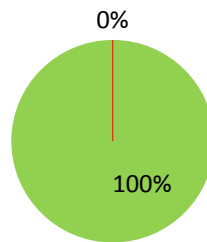
Redactions

Total Number of Document Images With Redactions:	6759
Percentage of Total County Records With Redactions:	2.09%

County Land Record Status Summary

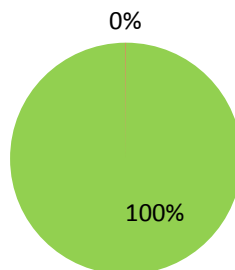
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



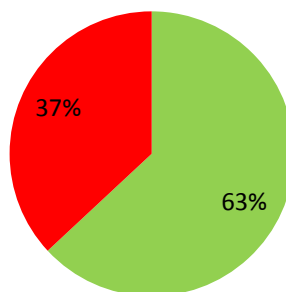
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Emmet County

General Status: Partially Complete

Summary

Emmet County has completed the transfer of 96 percent of the archived images and index information to Iowa Land Records back to 2000. Documents for all years have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Emmet County has over 1100 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Emmet County Records.

Notes: Redacted images will need to be reviewed by the County Recorder in the future. A deferment request is pending for indexes for 1996-1999.

Electronic Index Begins:	1/1/2000
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	29,156
Total Incomplete Records Not Transferred to Iowa Land Records:	1,137
Total Number of County Records:	30293
Percentage of County Records Transferred to Iowa Land Records:	96.25%
Percent Not Transferred	3.75%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	29,156
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	96.25%
Percent Not Checked	3.75%

Public Access Status

Total Number of Records Accessible to Registered Users:	21,705
Percentage of Total County Records Accessible to Registered Users:	71.65%
Percent Not Public	28.35%

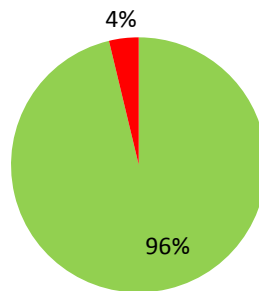
Redactions

Total Number of Document Images With Redactions:	575
Percentage of Total County Records With Redactions:	1.90%

County Land Record Status Summary

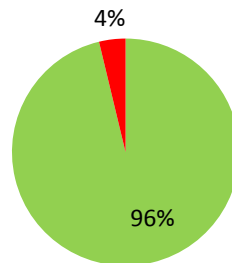
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



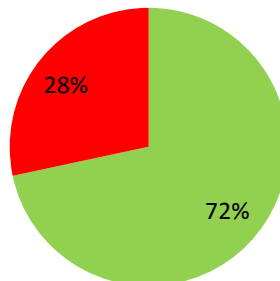
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Fayette County

General Status: Partially Complete

Summary

Fayette County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2004. All transferred documents have been processed for redaction. Documents from 2004 forward are available to registered users.

Issues: The records from 1997 to 2003 have been withheld from transfer to CLRIS

Notes: The County Recorder is working on parsing records from 1997 to 2003. Redacted records from 2004 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	7/1/1997
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	32,166
Total Incomplete Records Not Transferred to Iowa Land Records:	13
Total Number of County Records:	32179
Percentage of County Records Transferred to Iowa Land Records:	99.96%
Percent Not Transferred	0.04%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	32,163
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.95%
Percent Not Checked	0.05%

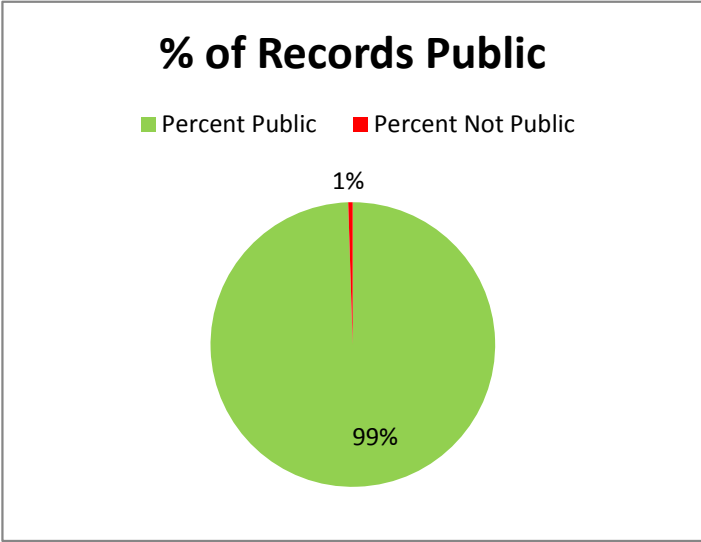
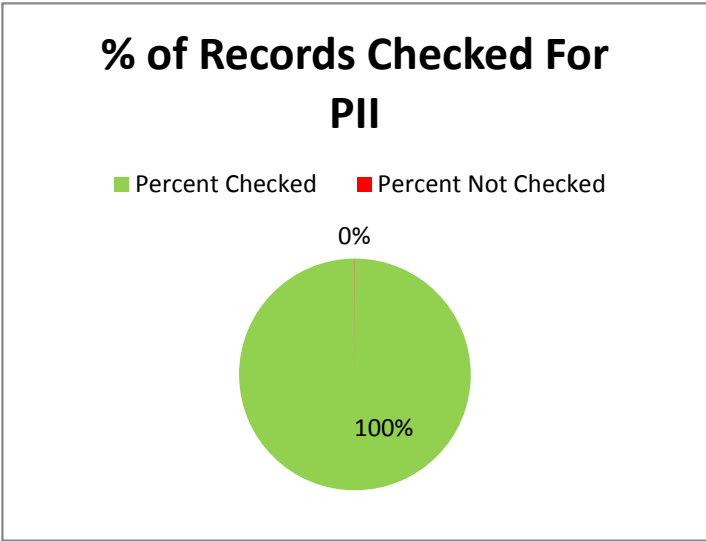
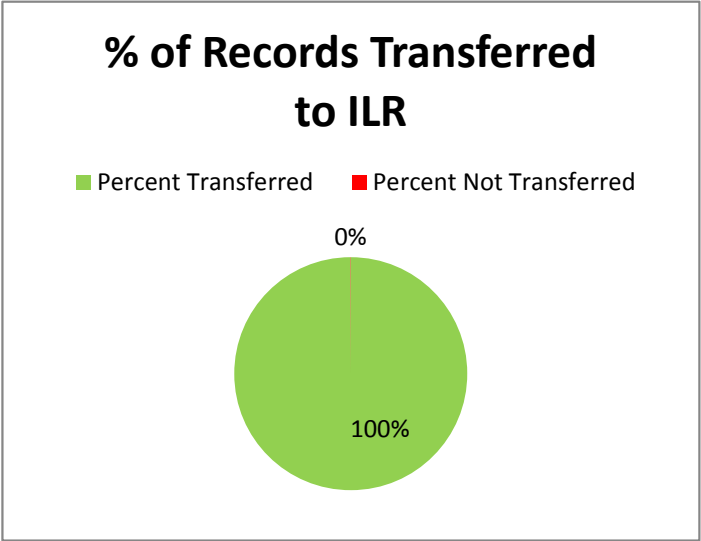
Public Access Status

Total Number of Records Accessible to Registered Users:	32,007
Percentage of Total County Records Accessible to Registered Users:	99.47%
Percent Not Public	0.53%

Redactions

Total Number of Document Images With Redactions:	181
Percentage of Total County Records With Redactions:	0.56%

County Land Record Status Summary



Floyd County

General Status: Complete

Summary

Floyd County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 1993. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Floyd County has over 500 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Floyd County Records.

Notes: Redacted records from 1998 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	7/1/1987
Limited Additional Index Information Available:	1987-1993
Document Image Archive Begins:	7/10/1993

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	63,303
Total Incomplete Records Not Transferred to Iowa Land Records:	524
Total Number of County Records:	63827
Percentage of County Records Transferred to Iowa Land Records:	99.18%
Percent Not Transferred	0.82%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	62,826
Total Records Not Yet Checked For Personally Identifiable Information:	455
Percentage of Total Records Checked For Personally Identifiable Information:	98.43%
Percent Not Checked	1.57%

Public Access Status

Total Number of Records Accessible to Registered Users:	32,017
Percentage of Total County Records Accessible to Registered Users:	50.16%
Percent Not Public	49.84%

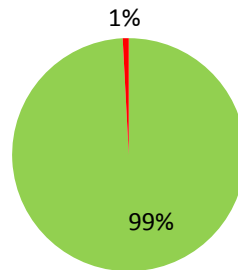
Redactions

Total Number of Document Images With Redactions:	3028
Percentage of Total County Records With Redactions:	4.74%

County Land Record Status Summary

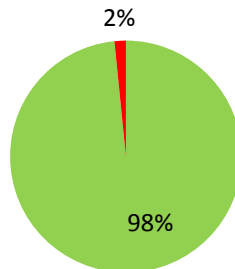
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



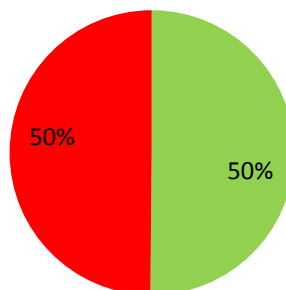
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Franklin

General Status: Complete

Summary

Franklin County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 2000. Documents for all years have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: Declaration of Value documents were uploaded in error and need to be deleted from Iowa Land Records. When delete is complete the correct conveyance documents will be uploaded by Imagetek.

Notes:

Electronic Index Begins:	1/1/2000
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	34,145
Total Incomplete Records Not Transferred to Iowa Land Records:	143
Total Number of County Records:	34288
Percentage of County Records Transferred to Iowa Land Records:	99.58%
Percent Not Transferred	0.42%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	31,081
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	90.65%
Percent Not Checked	9.35%

Public Access Status

Total Number of Records Accessible to Registered Users:	22,934
Percentage of Total County Records Accessible to Registered Users:	66.89%
Percent Not Public	33.11%

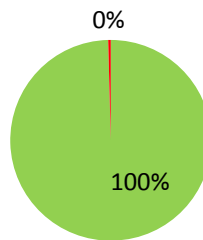
Redactions

Total Number of Document Images With Redactions:	3028
Percentage of Total County Records With Redactions:	8.83%

County Land Record Status Summary

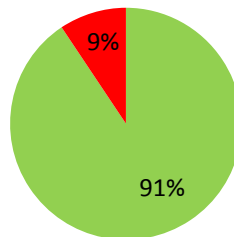
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



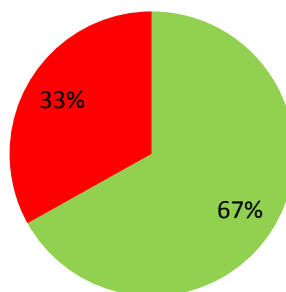
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Fremont County

General Status: Partially Complete

Summary

Fremont County has completed the transfer of nearly 98 percent of the archived images and index information to Iowa Land Records back to 1980. More than half of the transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Fremont County.

Notes: Redacted records from 1994 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1980
Limited Additional Index Information Available:	1950-1979
Document Image Archive Begins:	1/1/1980

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	56,074
Total Incomplete Records Not Transferred to Iowa Land Records:	1,361
Total Number of County Records:	57,435
Percentage of County Records Transferred to Iowa Land Records:	97.63%
Percent Not Transferred	2.37%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	35,449
Total Records Not Yet Checked For Personally Identifiable Information:	20,524
Percentage of Total Records Checked For Personally Identifiable Information:	61.72%
Percent Not Checked	38.28%

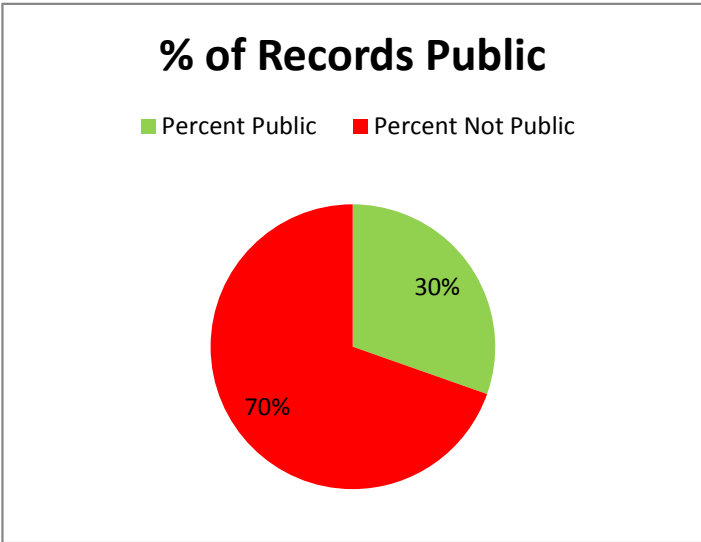
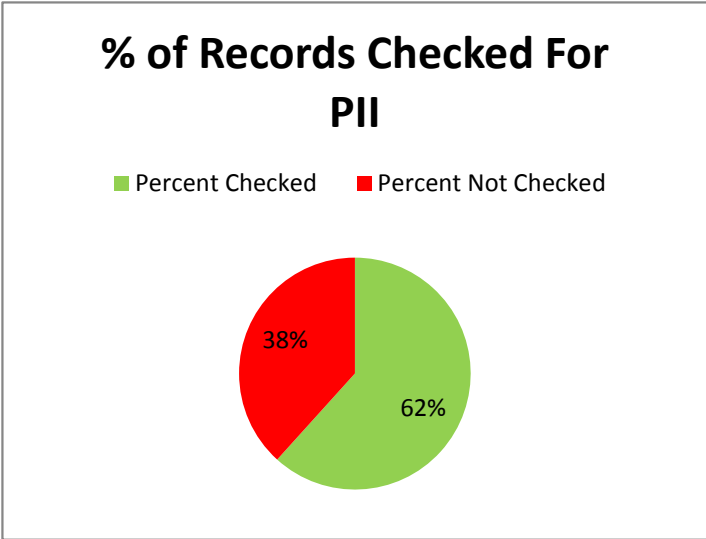
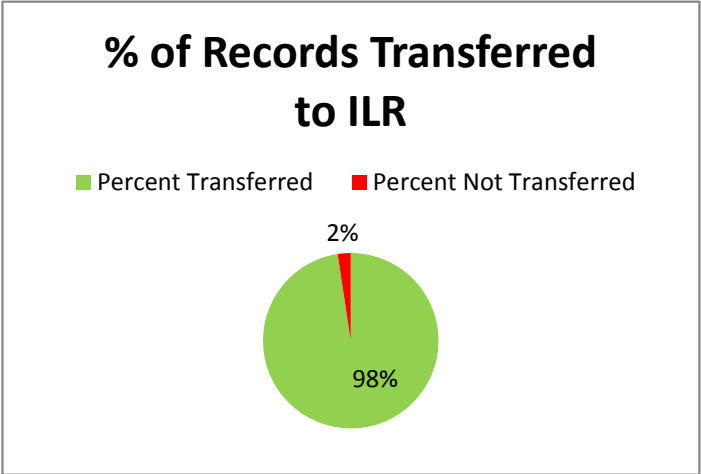
Public Access Status

Total Number of Records Accessible to Registered Users:	17,465
Percentage of Total County Records Accessible to Registered Users:	30.41%
Percent Not Public	69.59%

Redactions

Total Number of Document Images With Redactions:	1,036
Percentage of Total County Records With Redactions:	1.80%

County Land Record Status Summary



Greene County

General Status: Complete

Summary

Greene County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 1988. Documents for 1998-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Over 500 incomplete documents, primarily indexes need to be uploaded to Iowa Land Records.

Notes: Redacted records for years prior to 2000 will need to be reviewed by the County Recorder.

Electronic Index Begins:	1/1/1988
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1988

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	55,866
Total Incomplete Records Not Transferred to Iowa Land Records:	644
Total Number of County Records:	56510
Percentage of County Records Transferred to Iowa Land Records:	98.86%
Percent Not Transferred	1.14%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	33,388
Total Records Not Yet Checked For Personally Identifiable Information:	19139
Percentage of Total Records Checked For Personally Identifiable Information:	59.08%
Percent Not Checked	40.92%

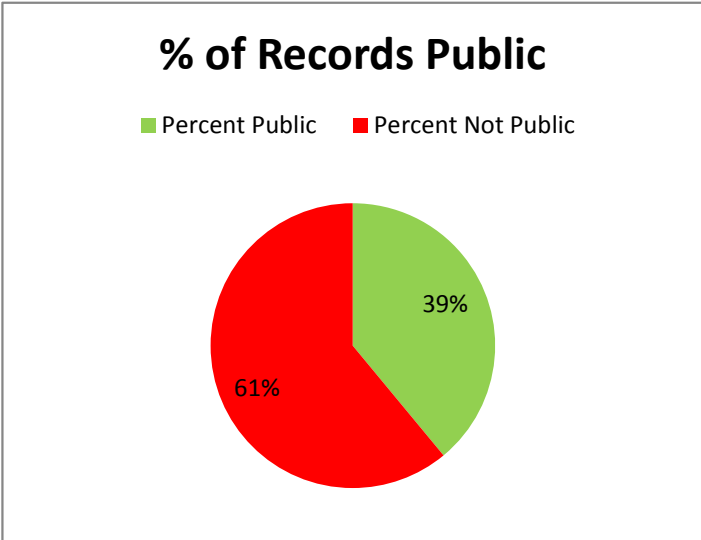
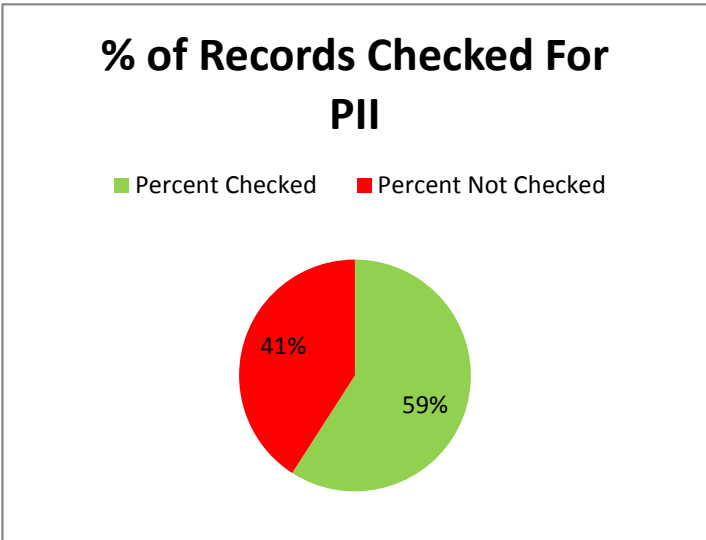
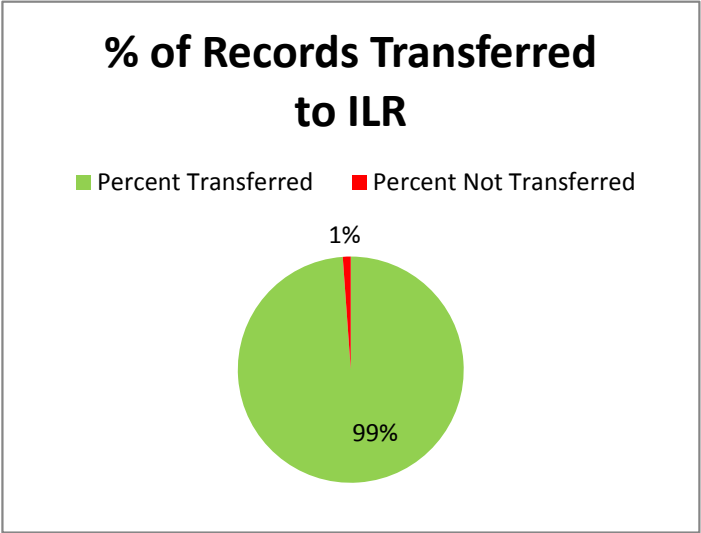
Public Access Status

Total Number of Records Accessible to Registered Users:	22,040
Percentage of Total County Records Accessible to Registered Users:	39.00%
Percent Not Public	61.00%

Redactions

Total Number of Document Images With Redactions:	557
Percentage of Total County Records With Redactions:	0.99%

County Land Record Status Summary



Grundy County

General Status: Complete

Summary

Grundy County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1999. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Grundy County.

Notes: Redacted records from 1999 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1999
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/1999

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	42,682
Total Incomplete Records Not Transferred to Iowa Land Records:	4
Total Number of County Records:	42686
Percentage of County Records Transferred to Iowa Land Records:	99.99%
Percent Not Transferred	0.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	42,669
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.96%
Percent Not Checked	0.04%

Public Access Status

Total Number of Records Accessible to Registered Users:	29,191
Percentage of Total County Records Accessible to Registered Users:	68.39%
Percent Not Public	31.61%

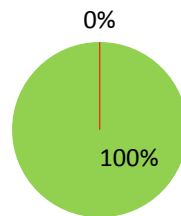
Redactions

Total Number of Document Images With Redactions:	551
Percentage of Total County Records With Redactions:	1.29%

County Land Record Status Summary

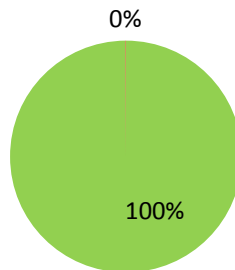
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



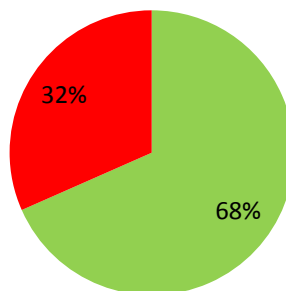
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Guthrie County

General Status: Incomplete

Summary

Guthrie County has completed the transfer of 31 percent of the archived images and index information to Iowa Land Records back to 1987. Documents for 2004-2011 have been processed for redaction and are available to registered users.

Issues: County Recorder advises archived images begin 01/01/2004 but ILR has valid images beginning in February, 1987. A deferment request for these indexes is pending. State & Federal tax liens are not being uploaded to ILR; GWH documents will be reindexed by the County Recorder in January 2012 to allow correct upload to ILR.

Notes: Redacted documents for all years will need to be reviewed by the County Recorder.

Electronic Index Begins:	1/2/2004
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1987

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	28,392
Total Incomplete Records Not Transferred to Iowa Land Records:	63,324
Total Number of County Records:	91716
Percentage of County Records Transferred to Iowa Land Records:	30.96%
Percent Not Transferred	69.04%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	28,386
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	30.95%
Percent Not Checked	69.05%

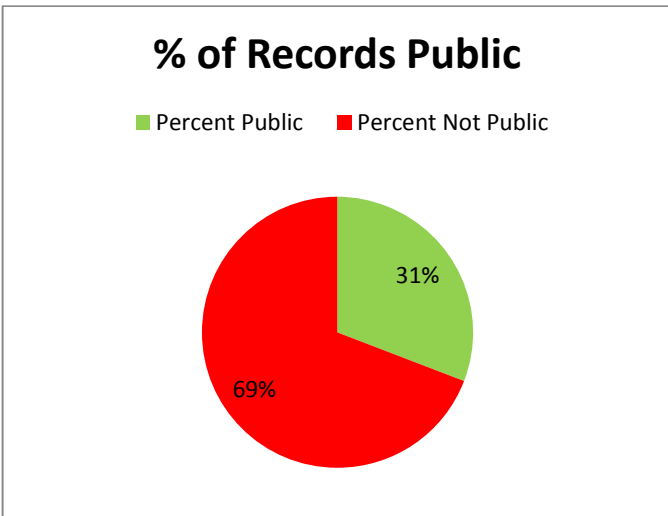
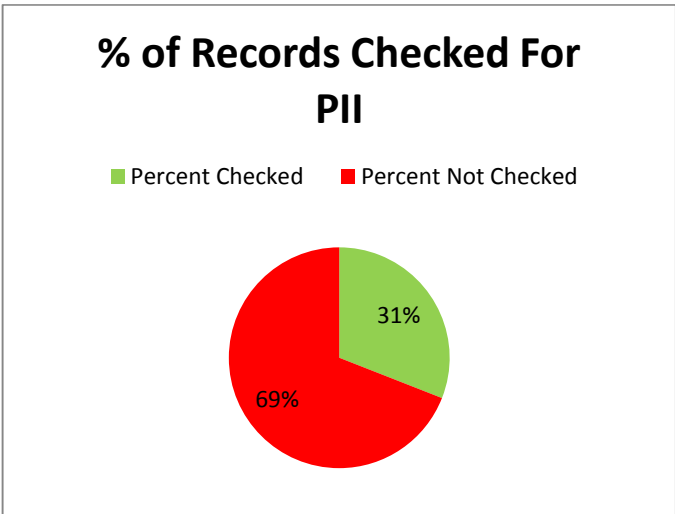
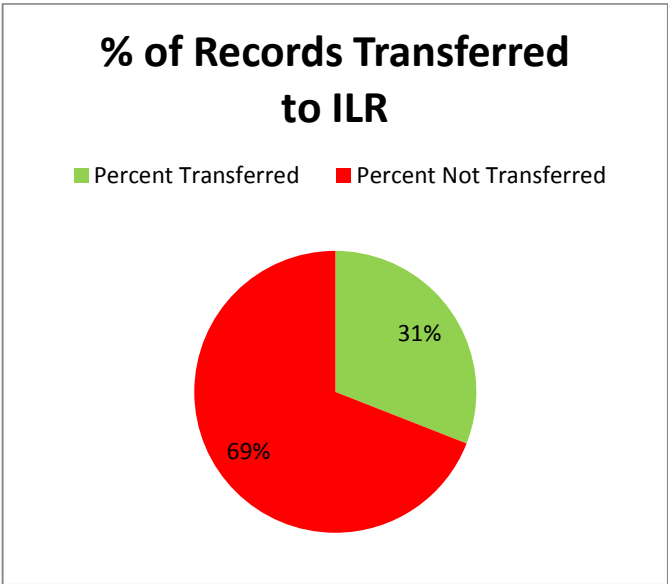
Public Access Status

Total Number of Records Accessible to Registered Users:	28,290
Percentage of Total County Records Accessible to Registered Users:	30.85%
Percent Not Public	69.15%

Redactions

Total Number of Document Images With Redactions:	103
Percentage of Total County Records With Redactions:	0.11%

County Land Record Status Summary



Hamilton County

General Status: Incomplete

Summary

No records have been transferred to Iowa Land Records for Hamilton County.

Issues:

Notes:

Electronic Index Begins:

Limited Additional Index Information Available:

Document Image Archive Begins:

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	0
Total Incomplete Records Not Transferred to Iowa Land Records:	0
Total Number of County Records:	0
Percentage of County Records Transferred to Iowa Land Records:	0
Percent Not Transferred	

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	0
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	0
Percent Not Checked	

Public Access Status

Total Number of Records Accessible to Registered Users:	0
Percentage of Total County Records Accessible to Registered Users:	0
Percent Not Public	0

Redactions

Total Number of Document Images With Redactions:	0
Percentage of Total County Records With Redactions:	0

County Land Record Status Summary

% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred

0%



% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked

0%



% of Records Public

■ Percent Public ■ Percent Not Public

0%



Hancock

General Status: Complete

Summary

Hancock County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 1991. Documents for 1997-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: A deferment has been granted for the upload of indexes for 1984-1990 to allow the County Recorder to time to index documents converted from microfiche.

Notes: Redacted documents prior to 2002 will need to be reviewed by County Recorder.

Electronic Index Begins:	1/1/1991
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	61,068
Total Incomplete Records Not Transferred to Iowa Land Records:	828
Total Number of County Records:	61896
Percentage of County Records Transferred to Iowa Land Records:	98.66%
Percent Not Transferred	1.34%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	45,986
Total Records Not Yet Checked For Personally Identifiable Information:	15070
Percentage of Total Records Checked For Personally Identifiable Information:	74.30%
Percent Not Checked	25.70%

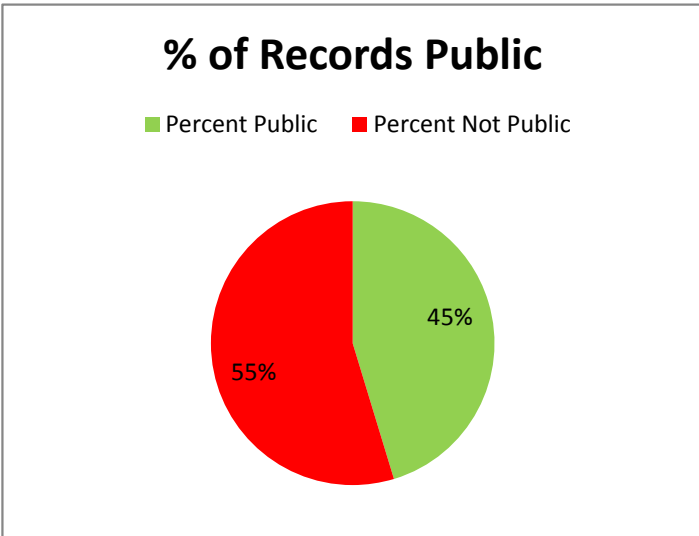
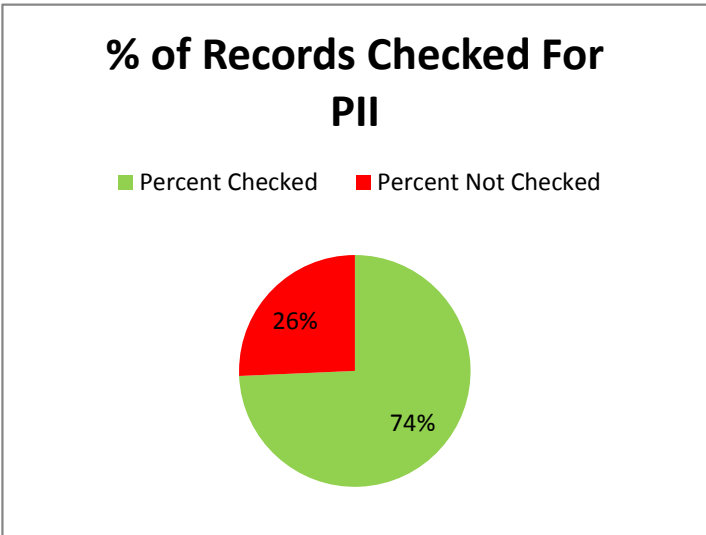
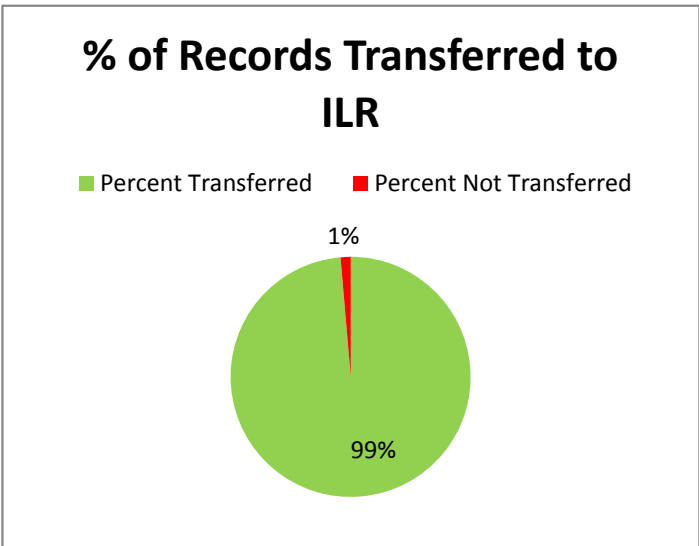
Public Access Status

Total Number of Records Accessible to Registered Users:	28,047
Percentage of Total County Records Accessible to Registered Users:	45.31%
Percent Not Public	54.69%

Redactions

Total Number of Document Images With Redactions:	1320
Percentage of Total County Records With Redactions:	2.13%

County Land Record Status Summary



Hardin County

General Status: Incomplete

Summary

No records have been transferred to Iowa Land Records for Hardin County.

Notes:

Issues:

Electronic Index Begins:

Limited Additional Index Information Available:

Document Image Archive Begins:

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	0
Total Incomplete Records Not Transferred to Iowa Land Records:	0
Total Number of County Records:	0
Percentage of County Records Transferred to Iowa Land Records:	0.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	0
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	0.00%
Percent Not Checked	0

Public Access Status

Total Number of Records Accessible to Registered Users:	0
Percentage of Total County Records Accessible to Registered Users:	0.00%
Percent Not Public	0.00%

Redactions

Total Number of Document Images With Redactions:	0
Percentage of Total County Records With Redactions:	#DIV/0!

County Land Record Status Summary

% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred

0%



% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked

0%



% of Records Public

■ Percent Public ■ Percent Not Public

0%



Harrison County

General Status: Partially Complete

Summary

Harrison County has completed the transfer of 94 percent of the archived images and index information to Iowa Land Records back to 2002. Documents for 2002-2011 have been processed for redaction. Documents for 2003-2011 are available for access by registered users.

Issues: There are no issues in Harrison County.

Notes: Redacted records for 2002-2003 will need to be inspected by County Recorder for quality assurance. Images for 2001 will be uploaded to ILR in December 2011.

Electronic Index Begins:	1/1/2001
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	43,200
Total Incomplete Records Not Transferred to Iowa Land Records:	2,264
Total Number of County Records:	45464
Percentage of County Records Transferred to Iowa Land Records:	95.02%
Percent Not Transferred	4.98%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	40,516
Total Records Not Yet Checked For Personally Identifiable Information:	2265
Percentage of Total Records Checked For Personally Identifiable Information:	89.12%
Percent Not Checked	10.88%

Public Access Status

Total Number of Records Accessible to Registered Users:	35,897
Percentage of Total County Records Accessible to Registered Users:	78.96%
Percent Not Public	21.04%

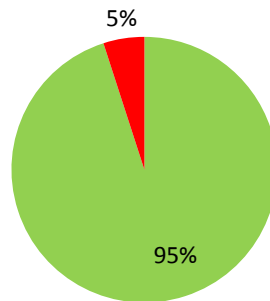
Redactions

Total Number of Document Images With Redactions:	357
Percentage of Total County Records With Redactions:	0.79%

County Land Record Status Summary

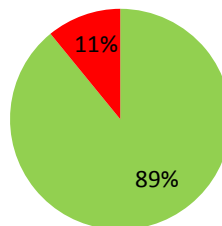
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



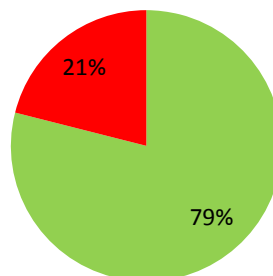
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Henry County

General Status: Partially Complete

Summary

Henry County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 2001. All documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Over 58,000 images prior to 2001 have been transferred to Iowa Land Records; the corresponding indexes have not been transferred. Recorder advised images prior to 2001 were converted from microfiche and page order is not correct. A deferment request for these records is pending.

Notes: County Recorder needs to review redacted documents for 2001-2009.

Electronic Index Begins:	1/2/2001
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	42,907
Total Incomplete Records Not Transferred to Iowa Land Records:	109
Total Number of County Records:	43016
Percentage of County Records Transferred to Iowa Land Records:	99.75%
Percent Not Transferred	0.25%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	42,894
Total Records Not Yet Checked For Personally Identifiable Information:	8
Percentage of Total Records Checked For Personally Identifiable Information:	99.72%
Percent Not Checked	0.28%

Public Access Status

Total Number of Records Accessible to Registered Users:	33,999
Percentage of Total County Records Accessible to Registered Users:	79.04%
Percent Not Public	20.96%

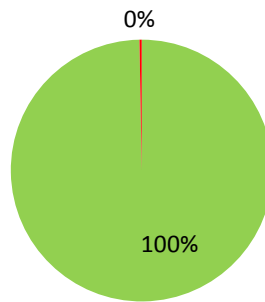
Redactions

Total Number of Document Images With Redactions:	557
Percentage of Total County Records With Redactions:	1.29%

County Land Record Status Summary

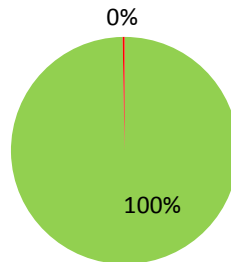
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



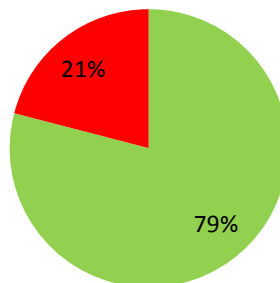
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Howard County

General Status: Incomplete

Summary

Howard County has completed the transfer of nearly 46 percent of the archived images and index information to Iowa Land Records back to 2000. All completed documents have been processed for redaction. Documents from 2006 forward are available to registered users.

Issues: Howard County has over 12,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Howard County Records.

Notes: Redacted records from 2007 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	8/9/2000
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/3/2005

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	14,248
Total Incomplete Records Not Transferred to Iowa Land Records:	12,066
Total Number of County Records:	26314
Percentage of County Records Transferred to Iowa Land Records:	54.15%
Percent Not Transferred	45.85%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	13,927
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	52.93%
Percent Not Checked	47.07%

Public Access Status

Total Number of Records Accessible to Registered Users:	13,914
Percentage of Total County Records Accessible to Registered Users:	52.88%
Percent Not Public	47.12%

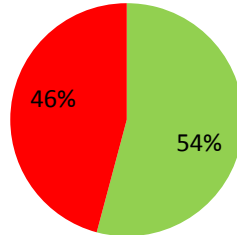
Redactions

Total Number of Document Images With Redactions:	15
Percentage of Total County Records With Redactions:	0.06%

County Land Record Status Summary

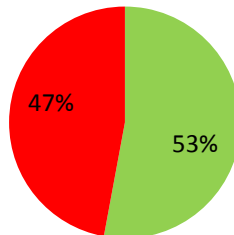
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



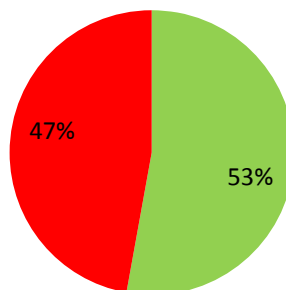
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Humboldt County

General Status: Complete

Summary

Humboldt County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2001. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues in Humboldt County.

Notes: The County Recorder is working on scanning images from 1997 to 2000. Redacted records for 2001 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	7/1/1997
Limited Additional Index Information Available:	1997-2001
Document Image Archive Begins:	1/1/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	28,204
Total Incomplete Records Not Transferred to Iowa Land Records:	6
Total Number of County Records:	28210
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	28,204
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.98%
Percent Not Checked	0.02%

Public Access Status

Total Number of Records Accessible to Registered Users:	22,253
Percentage of Total County Records Accessible to Registered Users:	78.88%
Percent Not Public	21.12%

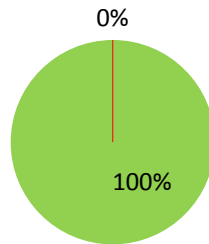
Redactions

Total Number of Document Images With Redactions:	370
Percentage of Total County Records With Redactions:	1.31%

County Land Record Status Summary

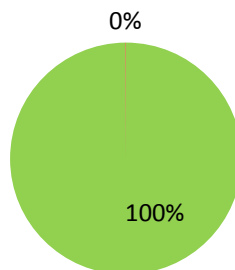
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



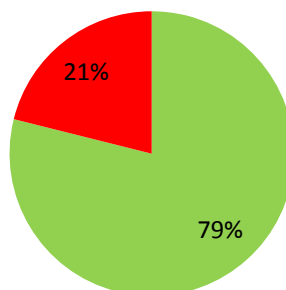
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Ida County

General Status: Complete

Summary

Ida County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2005. All documents from 2005 forward have been processed for redaction and are available to registered users.

Issues: There are no issues in Ida County.

Notes: County Recorder will upload indexes from March 2002-August 2005.

Electronic Index Begins:	3/12/2002
Limited Additional Index Information Available:	2002-2005
Document Image Archive Begins:	8/25/2005

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	10,796
Total Incomplete Records Not Transferred to Iowa Land Records:	7
Total Number of County Records:	10803
Percentage of County Records Transferred to Iowa Land Records:	99.94%
Percent Not Transferred	0.06%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	10,796
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.94%
Percent Not Checked	0.06%

Public Access Status

Total Number of Records Accessible to Registered Users:	10,763
Percentage of Total County Records Accessible to Registered Users:	99.63%
Percent Not Public	0.37%

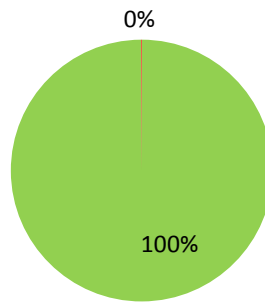
Redactions

Total Number of Document Images With Redactions:	23
Percentage of Total County Records With Redactions:	0.21%

County Land Record Status Summary

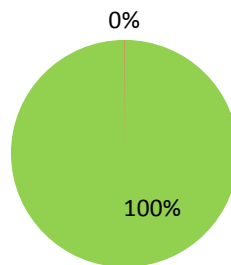
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



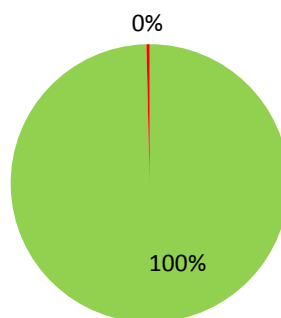
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Iowa County

General Status: Incomplete

Summary

Iowa County has completed the transfer of 70 percent of the archived images and index information to Iowa Land Records back to 2004. All completed documents have been processed for redaction. Documents from 2006 forward are available to registered users.

Issues: Iowa County has over 7,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Iowa County Records.

Notes:

Electronic Index Begins:	1/2/2004
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	18,340
Total Incomplete Records Not Transferred to Iowa Land Records:	7,683
Total Number of County Records:	26023
Percentage of County Records Transferred to Iowa Land Records:	70.48%
Percent Not Transferred	29.52%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	18,332
Total Records Not Yet Checked For Personally Identifiable Information:	4
Percentage of Total Records Checked For Personally Identifiable Information:	70.45%
Percent Not Checked	29.55%

Public Access Status

Total Number of Records Accessible to Registered Users:	18,297
Percentage of Total County Records Accessible to Registered Users:	70.31%
Percent Not Public	29.69%

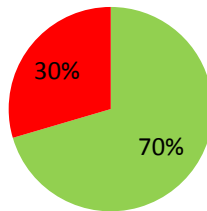
Redactions

Total Number of Document Images With Redactions:	26
Percentage of Total County Records With Redactions:	0.10%

County Land Record Status Summary

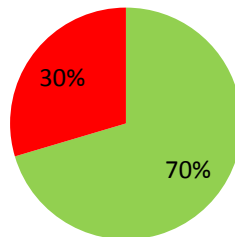
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



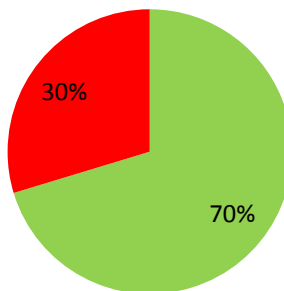
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Jackson County

General Status: Complete

Summary

Jackson County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1997. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Jackson County.

Notes: Redacted records for 2004 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1987
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1997

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	65,665
Total Incomplete Records Not Transferred to Iowa Land Records:	0
Total Number of County Records:	65665
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	65,626
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.94%
Percent Not Checked	0.06%

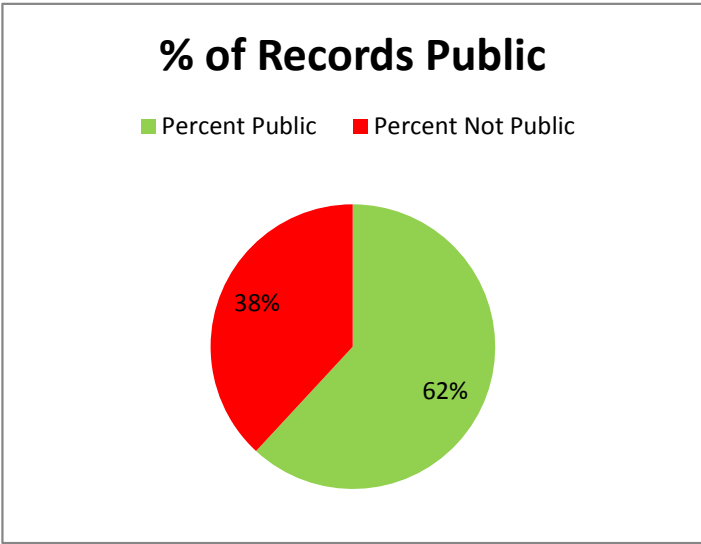
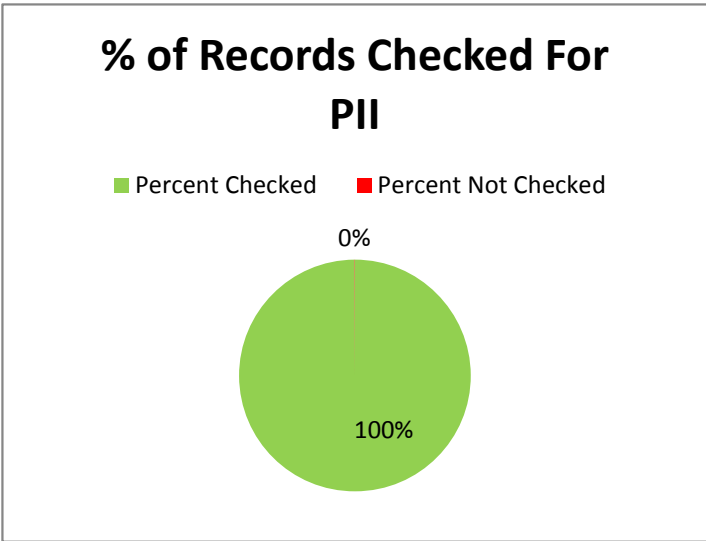
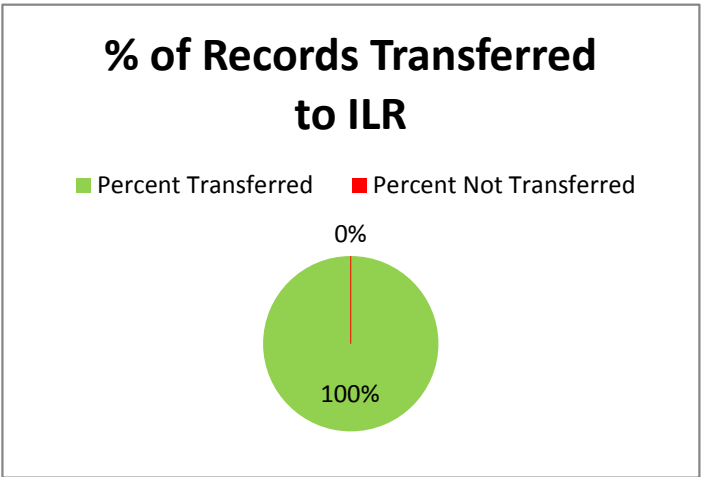
Public Access Status

Total Number of Records Accessible to Registered Users:	40,633
Percentage of Total County Records Accessible to Registered Users:	61.88%
Percent Not Public	38.12%

Redactions

Total Number of Document Images With Redactions:	1299
Percentage of Total County Records With Redactions:	1.98%

County Land Record Status Summary



Jasper County

General Status: Complete

Summary

Jasper County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1999. All Documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Jasper County.

Notes: Redacted records for 1999-2001 currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1987
Limited Additional Index Information Available:	1987-1999
Document Image Archive Begins:	7/1/1999

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	113,501
Total Incomplete Records Not Transferred to Iowa Land Records:	1
Total Number of County Records:	113502
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	113,410
Total Records Not Yet Checked For Personally Identifiable Information:	3
Percentage of Total Records Checked For Personally Identifiable Information:	99.92%
Percent Not Checked	0.08%

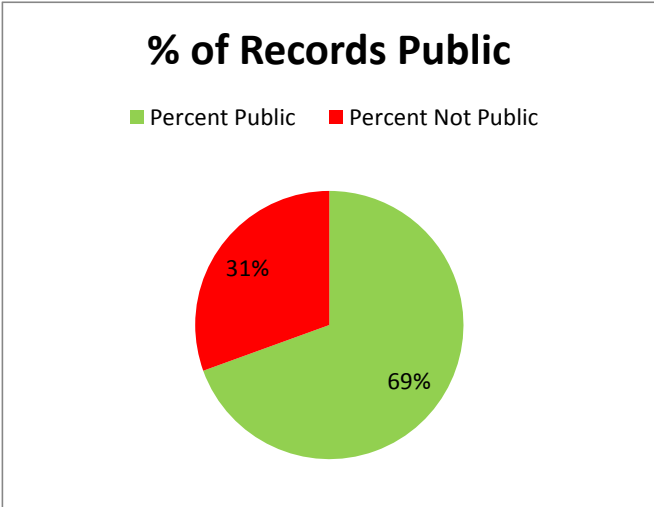
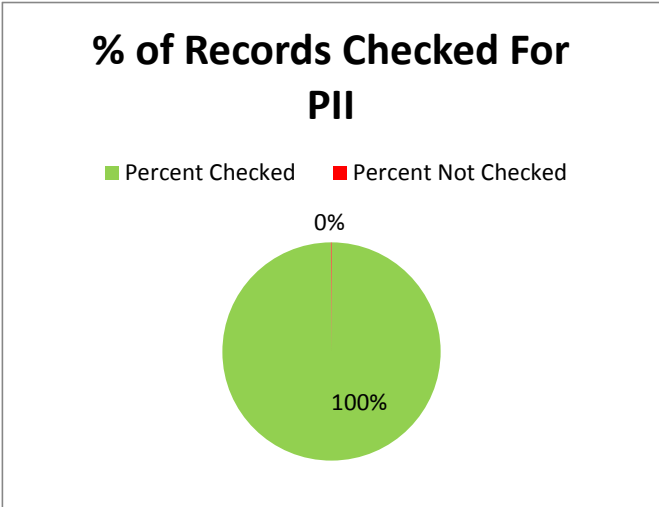
Public Access Status

Total Number of Records Accessible to Registered Users:	78,837
Percentage of Total County Records Accessible to Registered Users:	69.46%
Percent Not Public	30.54%

Redactions

Total Number of Document Images With Redactions:	1407
Percentage of Total County Records With Redactions:	1.24%

County Land Record Status Summary



Jefferson County

General Status: Complete

Summary

Jefferson County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 2004. All documents from 2004 forward have been processed for redaction and are available to registered users.

Issues: There are no issues in Jefferson County.

Notes: Redacted records currently being inspected by County Recorder for quality assurance. Records are parsed from 2004 forward per County Recorder. A deferment has been granted for the transfer of records prior to 2004.

Electronic Index Begins:	1/1/2004
Limited Additional Index Information Available:	2000-2003
Document Image Archive Begins:	1/1/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	27,181
Total Incomplete Records Not Transferred to Iowa Land Records:	169
Total Number of County Records:	27350
Percentage of County Records Transferred to Iowa Land Records:	99.38%
Percent Not Transferred	0.62%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	26,856
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	98.19%
Percent Not Checked	1.81%

Public Access Status

Total Number of Records Accessible to Registered Users:	26,176
Percentage of Total County Records Accessible to Registered Users:	95.71%
Percent Not Public	4.29%

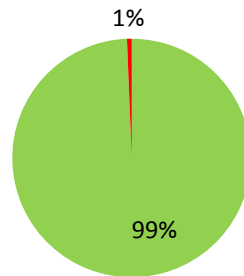
Redactions

Total Number of Document Images With Redactions:	238
Percentage of Total County Records With Redactions:	0.87%

County Land Record Status Summary

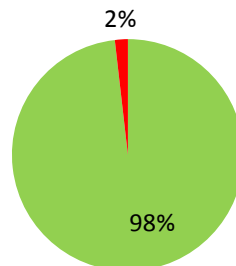
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



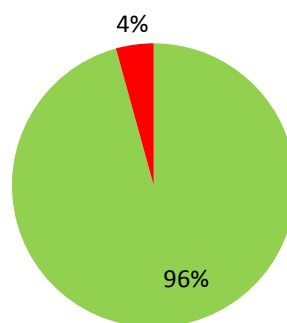
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Johnson County

General Status: Complete

Summary

Johnson County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1983. All documents from 1995-2011 have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: There are no issues in Johnson County.

Notes: Redacted documents will need to be reviewed by the County Recorder in the future.

Electronic Index Begins:	6/2/1983
Limited Additional Index Information Available:	1901-1983
Document Image Archive Begins:	11/1/1983

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	747,293
Total Incomplete Records Not Transferred to Iowa Land Records:	225
Total Number of County Records:	747518
Percentage of County Records Transferred to Iowa Land Records:	99.97%
Percent Not Transferred	0.03%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	459,055
Total Records Not Yet Checked For Personally Identifiable Information:	228955
Percentage of Total Records Checked For Personally Identifiable Information:	61.41%
Percent Not Checked	38.59%

Public Access Status

Total Number of Records Accessible to Registered Users:	313,200
Percentage of Total County Records Accessible to Registered Users:	41.90%
Percent Not Public	58.10%

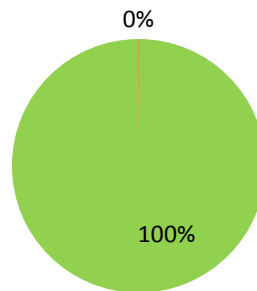
Redactions

Total Number of Document Images With Redactions:	3476
Percentage of Total County Records With Redactions:	0.47%

County Land Record Status Summary

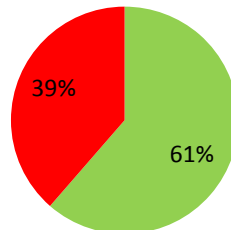
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



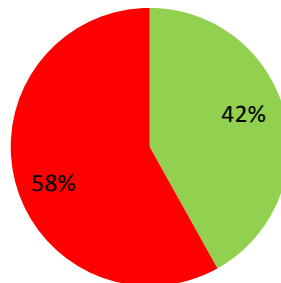
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Jones County

General Status: Complete

Summary

Jones County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1993. All documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Notes:

Electronic Index Begins:	1/2/1987
Limited Additional Index Information Available:	1991-2003
Document Image Archive Begins:	9/3/1993

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	81,668
Total Incomplete Records Not Transferred to Iowa Land Records:	6
Total Number of County Records:	81674
Percentage of County Records Transferred to Iowa Land Records:	99.99%
Percent Not Transferred	0.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	81,643
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.96%
Percent Not Checked	0.04%

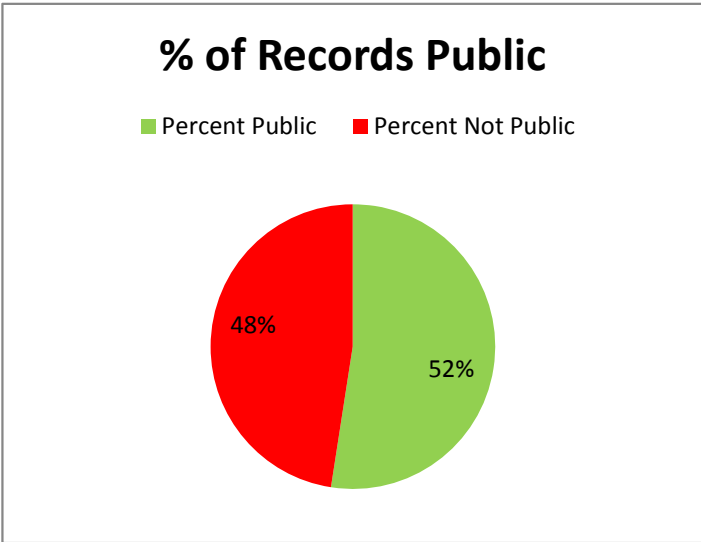
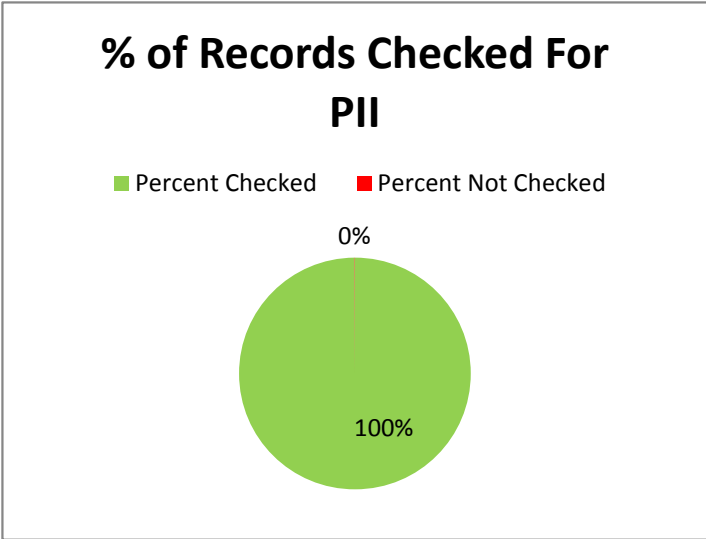
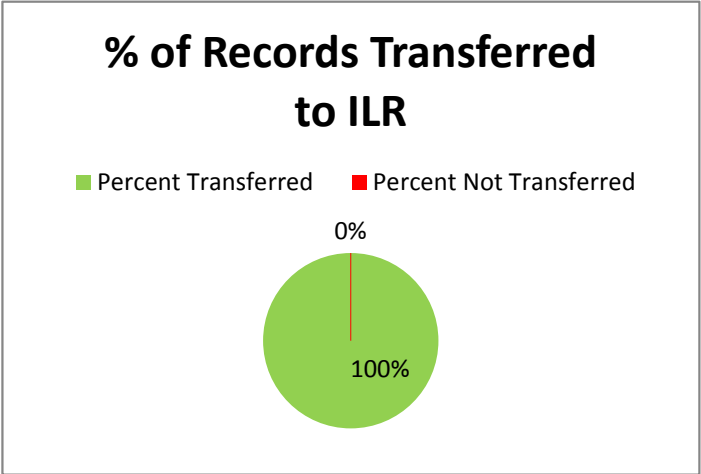
Public Access Status

Total Number of Records Accessible to Registered Users:	42,835
Percentage of Total County Records Accessible to Registered Users:	52.45%
Percent Not Public	47.55%

Redactions

Total Number of Document Images With Redactions:	1887
Percentage of Total County Records With Redactions:	2.31%

County Land Record Status Summary



Keokuk County

General Status: Complete

Summary

Keokuk County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1989. All documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: There are no issues in Keokuk County.

Notes: Redacted documents prior to 1997 will need to be reviewed by the recorder prior to being made public.

Electronic Index Begins:	1/2/1989
Limited Additional Index Information Available:	1900-1988
Document Image Archive Begins:	1/1/1989

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	59,245
Total Incomplete Records Not Transferred to Iowa Land Records:	27
Total Number of County Records:	59272
Percentage of County Records Transferred to Iowa Land Records:	99.95%
Percent Not Transferred	0.05%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	57,995
Total Records Not Yet Checked For Personally Identifiable Information:	1241
Percentage of Total Records Checked For Personally Identifiable Information:	97.85%
Percent Not Checked	2.15%

Public Access Status

Total Number of Records Accessible to Registered Users:	23,212
Percentage of Total County Records Accessible to Registered Users:	39.16%
Percent Not Public	60.84%

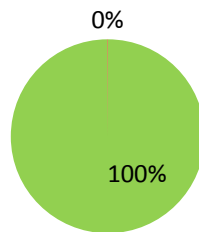
Redactions

Total Number of Document Images With Redactions:	1768
Percentage of Total County Records With Redactions:	2.98%

County Land Record Status Summary

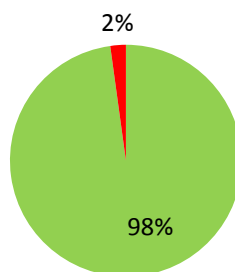
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



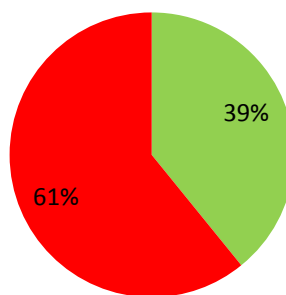
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Kossuth County

General Status: Partially Complete

Summary

Kossuth County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2002. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Documents from 1999 to 2001 have been withheld from transfer to CLRIS.

Notes: The County Recorder is working on parsing records from 1999 to 2001. Redacted records from 2002 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	6/1/1993
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	6/16/1999

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	42,632
Total Incomplete Records Not Transferred to Iowa Land Records:	2
Total Number of County Records:	42634
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	42,629
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.99%
Percent Not Checked	0.01%

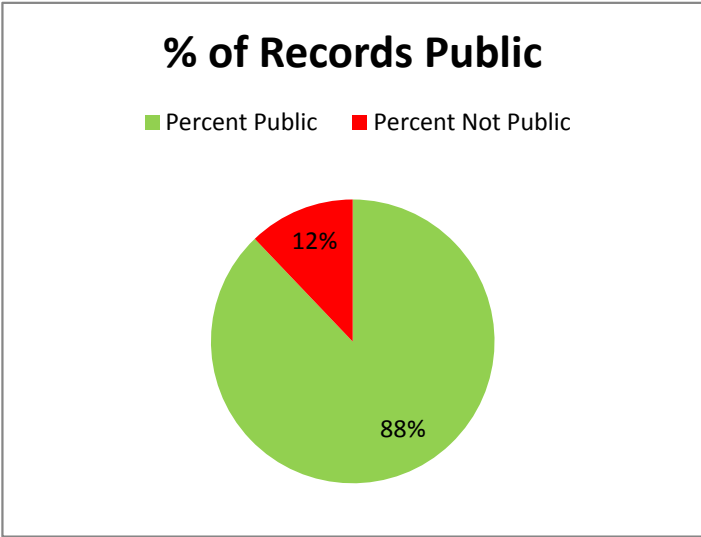
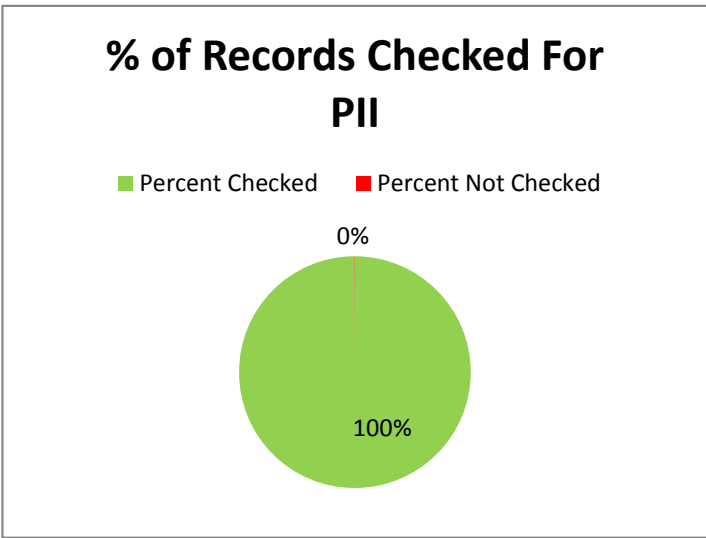
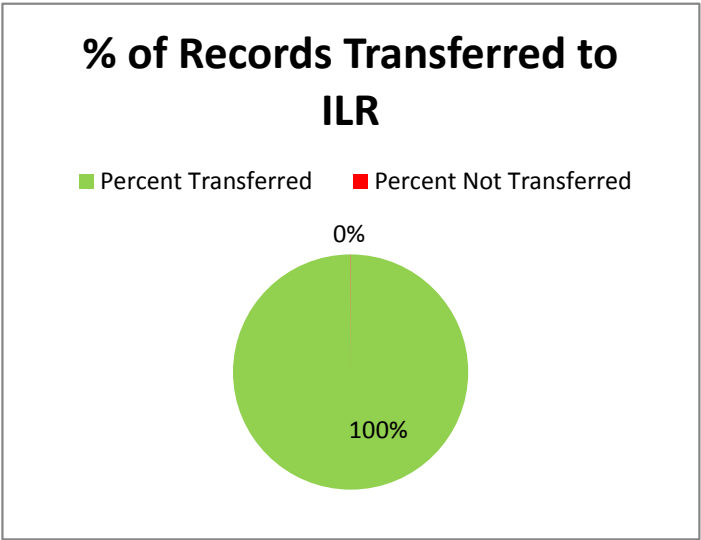
Public Access Status

Total Number of Records Accessible to Registered Users:	37,456
Percentage of Total County Records Accessible to Registered Users:	87.85%
Percent Not Public	12.15%

Redactions

Total Number of Document Images With Redactions:	239
Percentage of Total County Records With Redactions:	0.56%

County Land Record Status Summary



Lee County

General Status: Incomplete

Summary

Lee County has completed the transfer of 87 percent of the archived images and index information to Iowa Land Records back to 2001. All transferred documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: Approximately 9500 incomplete records for years 2000-2011 have been uploaded to Iowa Land Records; either the image or index is missing. County Recorder and staff are reviewing and will upload to Iowa Land Records.

Notes: Redacted documents will need to be reviewed by the County Recorder before being made public.

Electronic Index Begins:	1/1/2001
Limited Additional Index Information Available:	1987-2001
Document Image Archive Begins:	1/1/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	63,608
Total Incomplete Records Not Transferred to Iowa Land Records:	9,516
Total Number of County Records:	73124
Percentage of County Records Transferred to Iowa Land Records:	86.99%
Percent Not Transferred	13.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	63,606
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	86.98%
Percent Not Checked	13.02%

Public Access Status

Total Number of Records Accessible to Registered Users:	55,807
Percentage of Total County Records Accessible to Registered Users:	76.32%
Percent Not Public	23.68%

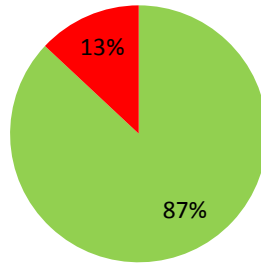
Redactions

Total Number of Document Images With Redactions:	606
Percentage of Total County Records With Redactions:	0.83%

County Land Record Status Summary

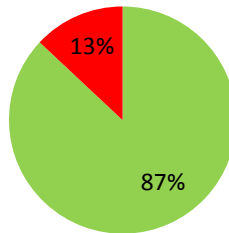
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



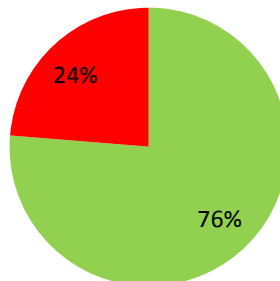
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Linn County

General Status: Complete

Summary

Linn County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1976. Documents from 1996-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Linn County.

Notes: Redacted records currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1975
Limited Additional Index Information Available:	1900-1975
Document Image Archive Begins:	1/1/1975

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	964,982
Total Incomplete Records Not Transferred to Iowa Land Records:	204
Total Number of County Records:	965186
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	557,477
Total Records Not Yet Checked For Personally Identifiable Information:	407322
Percentage of Total Records Checked For Personally Identifiable Information:	57.76%
Percent Not Checked	42.24%

Public Access Status

Total Number of Records Accessible to Registered Users:	329,196
Percentage of Total County Records Accessible to Registered Users:	34.11%
Percent Not Public	65.89%

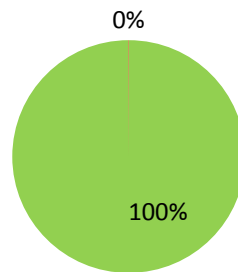
Redactions

Total Number of Document Images With Redactions:	19467
Percentage of Total County Records With Redactions:	2.02%

County Land Record Status Summary

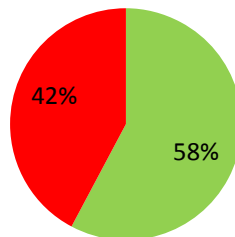
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



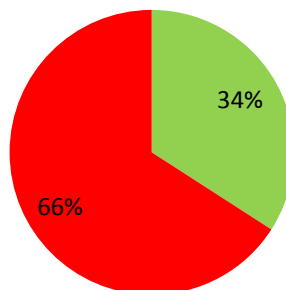
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Louisa County

General Status: Incomplete

Summary

Louisa County has completed the transfer of 89 percent of the archived images and index information to Iowa Land Records back to 1980. Documents from 1996-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Louisa County has over 8500 records, both indexes & images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Louisa County Records. The County Recorder and staff continue to work with ILR team to resolve all issues.

Notes: Redacted records will need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1980
Limited Additional Index Information Available:	1925-1979
Document Image Archive Begins:	1/1/1980

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	71,149
Total Incomplete Records Not Transferred to Iowa Land Records:	8,513
Total Number of County Records:	79662
Percentage of County Records Transferred to Iowa Land Records:	89.31%
Percent Not Transferred	10.69%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	33,564
Total Records Not Yet Checked For Personally Identifiable Information:	34611
Percentage of Total Records Checked For Personally Identifiable Information:	42.13%
Percent Not Checked	57.87%

Public Access Status

Total Number of Records Accessible to Registered Users:	21,966
Percentage of Total County Records Accessible to Registered Users:	27.57%
Percent Not Public	72.43%

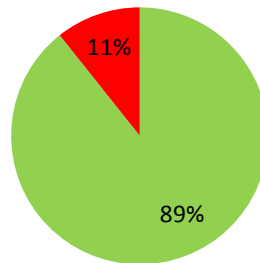
Redactions

Total Number of Document Images With Redactions:	510
Percentage of Total County Records With Redactions:	0.64%

County Land Record Status Summary

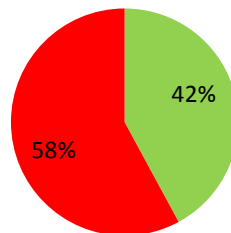
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



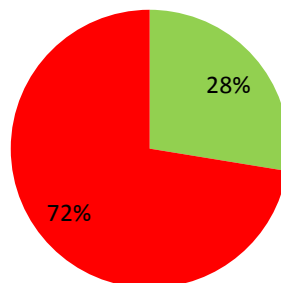
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Lucas County

General Status: Partially Complete

Summary

Lucas County has completed the transfer of nearly 97 percent of the archived images and index information to Iowa Land Records back to 2001. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Lucas County has over 700 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Lucas County Records.

Notes: Redacted records from 2001 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/2001
Limited Additional Index Information Available:	1985-2000
Document Image Archive Begins:	1/2/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	23,255
Total Incomplete Records Not Transferred to Iowa Land Records:	781
Total Number of County Records:	24036
Percentage of County Records Transferred to Iowa Land Records:	96.75%
Percent Not Transferred	3.25%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	23,230
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	96.65%
Percent Not Checked	3.35%

Public Access Status

Total Number of Records Accessible to Registered Users:	18,331
Percentage of Total County Records Accessible to Registered Users:	76.26%
Percent Not Public	23.74%

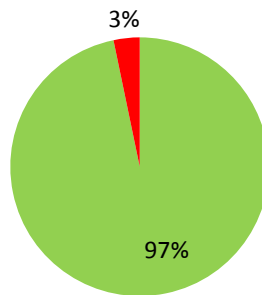
Redactions

Total Number of Document Images With Redactions:	192
Percentage of Total County Records With Redactions:	0.80%

County Land Record Status Summary

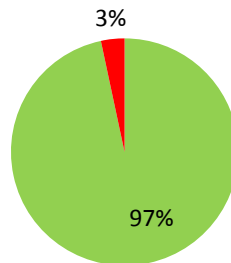
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



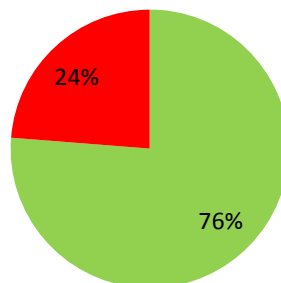
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Lyon County

General Status: Complete

Summary

Lyon County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1994. All documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Lyon County.

Notes:

Electronic Index Begins:	5/2/1994
Limited Additional Index Information Available:	1994
Document Image Archive Begins:	5/2/1994

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	49,323
Total Incomplete Records Not Transferred to Iowa Land Records:	111
Total Number of County Records:	49434
Percentage of County Records Transferred to Iowa Land Records:	99.78%
Percent Not Transferred	0.22%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	49,320
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	99.77%
Percent Not Checked	0.23%

Public Access Status

Total Number of Records Accessible to Registered Users:	30,040
Percentage of Total County Records Accessible to Registered Users:	60.77%
Percent Not Public	39.23%

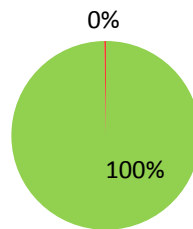
Redactions

Total Number of Document Images With Redactions:	1070
Percentage of Total County Records With Redactions:	2.16%

County Land Record Status Summary

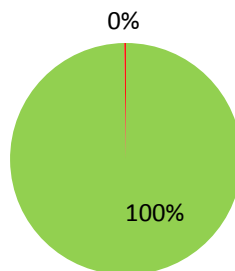
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



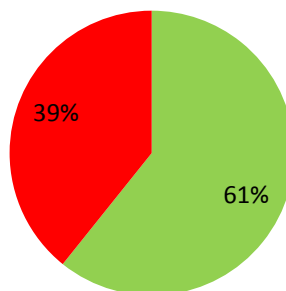
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Madison County

General Status: Partially Complete

Summary

Madison County has completed the transfer of nearly 97 percent of the archived images and index information to Iowa Land Records back to 1985. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Madison County has over 3400 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Madison County Records.

Notes: Redacted records for 2000 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1987
Limited Additional Index Information Available:	1985-1986
Document Image Archive Begins:	1/11/1987

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	95,057
Total Incomplete Records Not Transferred to Iowa Land Records:	3,430
Total Number of County Records:	98487
Percentage of County Records Transferred to Iowa Land Records:	96.52%
Percent Not Transferred	3.48%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	62,534
Total Records Not Yet Checked For Personally Identifiable Information:	24964
Percentage of Total Records Checked For Personally Identifiable Information:	63.49%
Percent Not Checked	36.51%

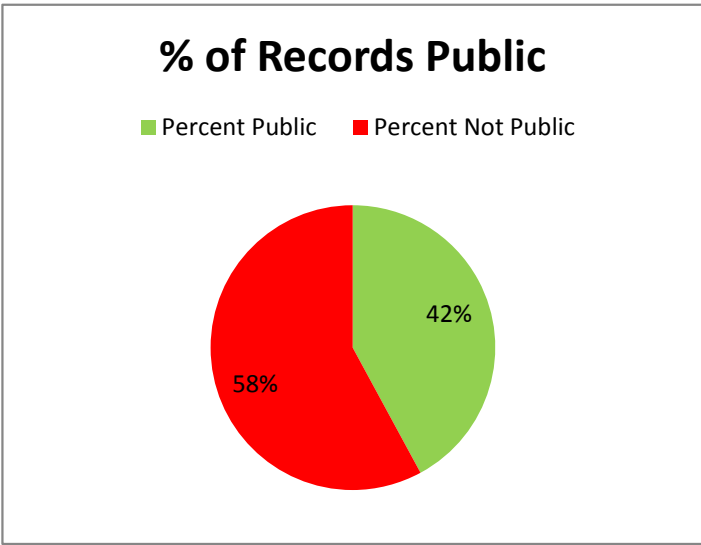
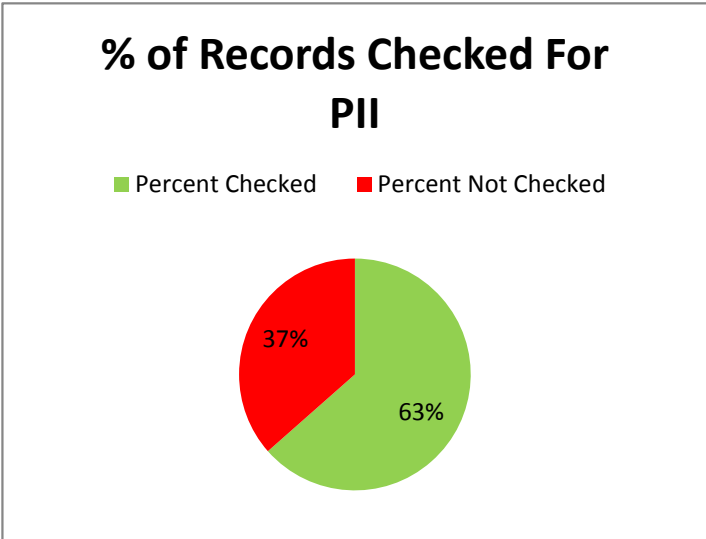
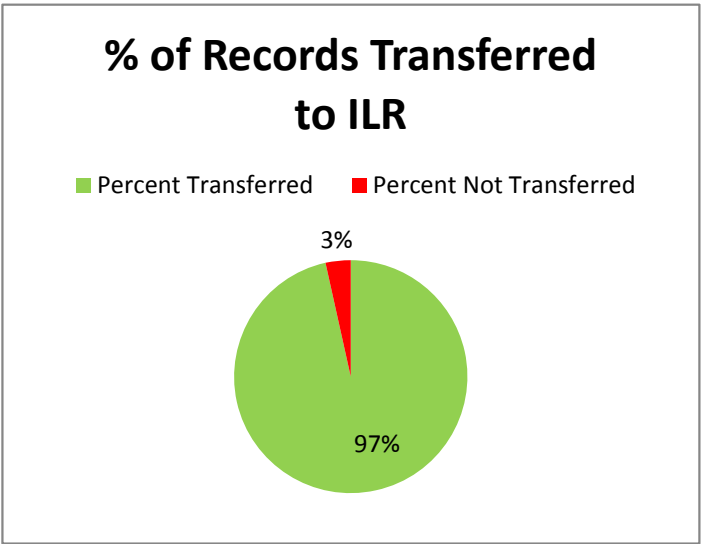
Public Access Status

Total Number of Records Accessible to Registered Users:	41,466
Percentage of Total County Records Accessible to Registered Users:	42.10%
Percent Not Public	57.90%

Redactions

Total Number of Document Images With Redactions:	681
Percentage of Total County Records With Redactions:	0.69%

County Land Record Status Summary



Mahaska County

General Status: Complete

Summary

Mahaska County has completed the transfer of 99 percent of the archived images and index information to Iowa Land Records back to 2003. All documents have been processed for redaction and are available to registered users.

Issues: There are no issues in Mahaska County

Notes: Redacted records have been inspected by County Recorder

Electronic Index Begins:	7/1/2003
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	7/1/2003

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	39,030
Total Incomplete Records Not Transferred to Iowa Land Records:	524
Total Number of County Records:	39554
Percentage of County Records Transferred to Iowa Land Records:	98.68%
Percent Not Transferred	1.32%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	39,002
Total Records Not Yet Checked For Personally Identifiable Information:	4
Percentage of Total Records Checked For Personally Identifiable Information:	98.60%
Percent Not Checked	1.40%

Public Access Status

Total Number of Records Accessible to Registered Users:	38,933
Percentage of Total County Records Accessible to Registered Users:	98.43%
Percent Not Public	1.57%

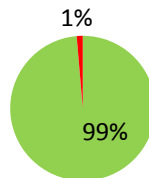
Redactions

Total Number of Document Images With Redactions:	77
Percentage of Total County Records With Redactions:	0.19%

County Land Record Status Summary

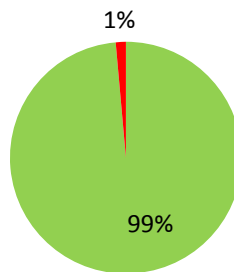
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



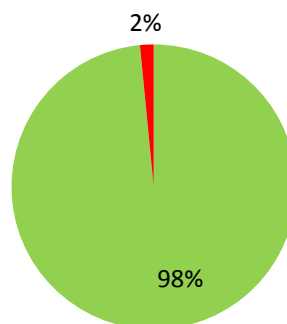
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Marion County

General Status: Complete

Summary

Marion County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2003. All documents from 2003 forward have been processed for redaction are available to registered users.

Issues: Indexes from 1983-2003 are being parsed by the County Recorder and will be uploaded to Iowa Land Records upon completion. A deferment request has been approved for these records.

Notes: Redacted records will need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1986
Limited Additional Index Information Available:	1983-1985
Document Image Archive Begins:	1/1/1986

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	64,041
Total Incomplete Records Not Transferred to Iowa Land Records:	24
Total Number of County Records:	64065
Percentage of County Records Transferred to Iowa Land Records:	99.96%
Percent Not Transferred	0.04%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	64,041
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.96%
Percent Not Checked	0.04%

Public Access Status

Total Number of Records Accessible to Registered Users:	63,989
Percentage of Total County Records Accessible to Registered Users:	99.88%
Percent Not Public	0.12%

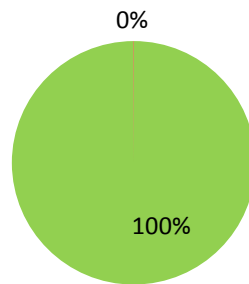
Redactions

Total Number of Document Images With Redactions:	77
Percentage of Total County Records With Redactions:	0.12%

County Land Record Status Summary

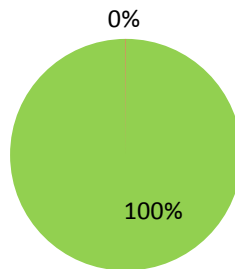
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



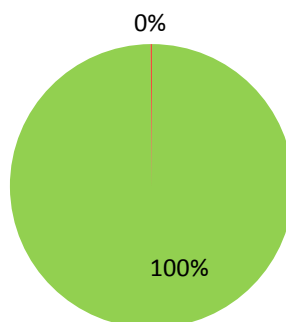
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Marshall County

General Status: Complete

Summary

Marshall County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1980. All documents from have been processed for redaction. Document from 2003-2011 are available to registered users.

Issues: There are no issues in Marshall Count.

Notes: Redacted records currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1980
Limited Additional Index Information Available:	1975-1979
Document Image Archive Begins:	1/1/1980

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	225,168
Total Incomplete Records Not Transferred to Iowa Land Records:	14
Total Number of County Records:	225182
Percentage of County Records Transferred to Iowa Land Records:	99.99%
Percent Not Transferred	0.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	225,077
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.95%
Percent Not Checked	0.05%

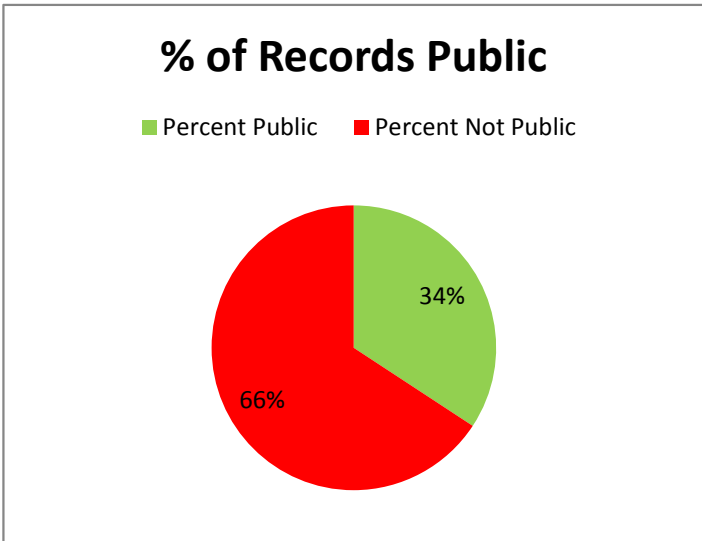
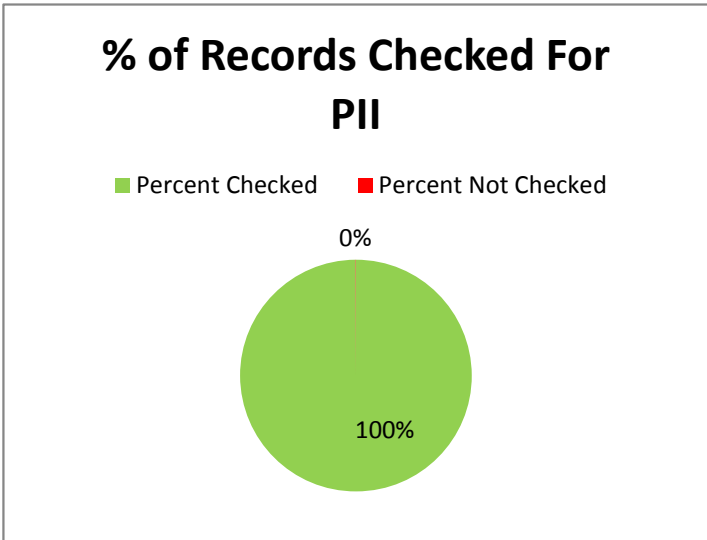
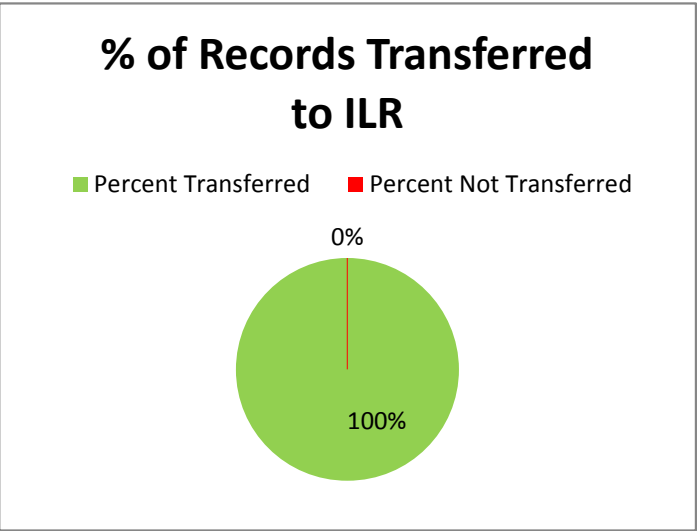
Public Access Status

Total Number of Records Accessible to Registered Users:	77,109
Percentage of Total County Records Accessible to Registered Users:	34.24%
Percent Not Public	65.76%

Redactions

Total Number of Document Images With Redactions:	7149
Percentage of Total County Records With Redactions:	3.17%

County Land Record Status Summary



Mills County

General Status: Incomplete

Summary

Mills County has completed the transfer of nearly 86 percent of the archived images and index information to Iowa Land Records back to 1995. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Mills County has over 8,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Madison County Records.

Notes: The County Recorder is working on rescanning documents from 1996 to 1999. Redacted records from 2001 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	2/1/1995
Limited Additional Index Information Available:	1995-1999
Document Image Archive Begins:	1/2/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	48,337
Total Incomplete Records Not Transferred to Iowa Land Records:	8,230
Total Number of County Records:	56567
Percentage of County Records Transferred to Iowa Land Records:	85.45%
Percent Not Transferred	14.55%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	47,661
Total Records Not Yet Checked For Personally Identifiable Information:	3
Percentage of Total Records Checked For Personally Identifiable Information:	84.26%
Percent Not Checked	15.74%

Public Access Status

Total Number of Records Accessible to Registered Users:	34,786
Percentage of Total County Records Accessible to Registered Users:	61.50%
Percent Not Public	38.50%

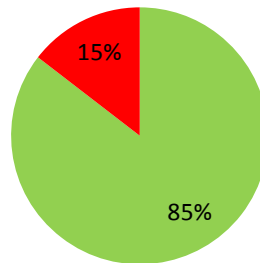
Redactions

Total Number of Document Images With Redactions:	733
Percentage of Total County Records With Redactions:	1.30%

County Land Record Status Summary

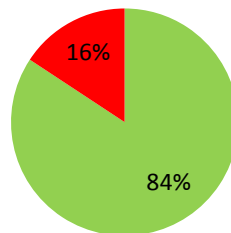
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



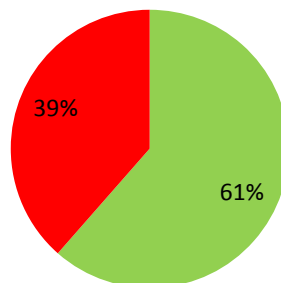
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Mitchell County

General Status: Complete

Summary

Mitchell County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2004. All documents from 2004 forward have been processed for redaction and are available to registered users.

Issues: There are no issues in Mitchell County.

Notes:

Electronic Index Begins:	1/1/2004
Limited Additional Index Information Available:	1999-2003
Document Image Archive Begins:	1/1/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	20,275
Total Incomplete Records Not Transferred to Iowa Land Records:	7
Total Number of County Records:	20282
Percentage of County Records Transferred to Iowa Land Records:	99.97%
Percent Not Transferred	0.03%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	20,204
Total Records Not Yet Checked For Personally Identifiable Information:	59
Percentage of Total Records Checked For Personally Identifiable Information:	99.62%
Percent Not Checked	0.38%

Public Access Status

Total Number of Records Accessible to Registered Users:	20,201
Percentage of Total County Records Accessible to Registered Users:	99.60%
Percent Not Public	0.40%

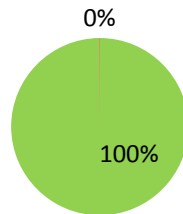
Redactions

Total Number of Document Images With Redactions:	66
Percentage of Total County Records With Redactions:	0.33%

County Land Record Status Summary

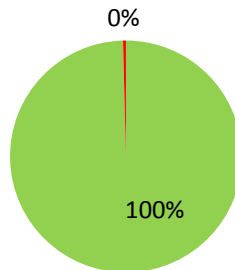
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



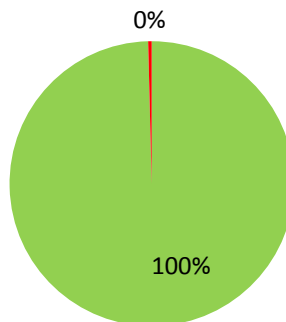
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Monona County

General Status: Incomplete

Summary

Monona County has completed the transfer of nearly 75 percent of the archived images and index information to Iowa Land Records back to 2004. Most of the transferred documents have been processed and are available for access to registered users.

Issues: Monona County has nearly 4700 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Monona County Records.

Notes: Redacted records from 2004 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	2/9/2004
Limited Additional Index Information Available:	1991-2003
Document Image Archive Begins:	2/9/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	12,938
Total Incomplete Records Not Transferred to Iowa Land Records:	4,744
Total Number of County Records:	17682
Percentage of County Records Transferred to Iowa Land Records:	73.17%
Percent Not Transferred	26.83%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	12,938
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	73.17%
Percent Not Checked	26.83%

Public Access Status

Total Number of Records Accessible to Registered Users:	12,845
Percentage of Total County Records Accessible to Registered Users:	72.64%
Percent Not Public	27.36%

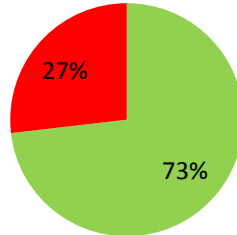
Redactions

Total Number of Document Images With Redactions:	97
Percentage of Total County Records With Redactions:	0.55%

County Land Record Status Summary

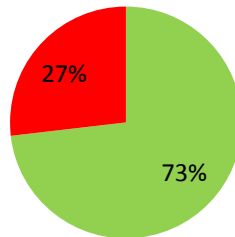
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



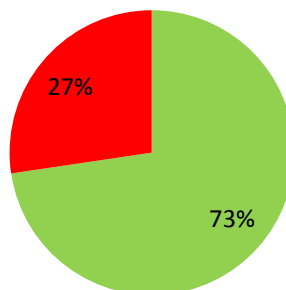
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Monroe County

General Status: Complete

Summary

Monroe County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2005. All documents from 2005 forward have been processed for redaction and are available to registered users.

Issues: There are no issues in Monroe County

Notes:

Electronic Index Begins:	1/3/2000
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/4/2005

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	13,415
Total Incomplete Records Not Transferred to Iowa Land Records:	9
Total Number of County Records:	13424
Percentage of County Records Transferred to Iowa Land Records:	99.93%
Percent Not Transferred	0.07%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	13,383
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	99.69%
Percent Not Checked	0.31%

Public Access Status

Total Number of Records Accessible to Registered Users:	13,380
Percentage of Total County Records Accessible to Registered Users:	99.67%
Percent Not Public	0.33%

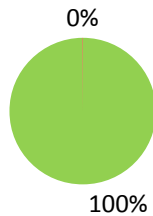
Redactions

Total Number of Document Images With Redactions:	25
Percentage of Total County Records With Redactions:	0.19%

County Land Record Status Summary

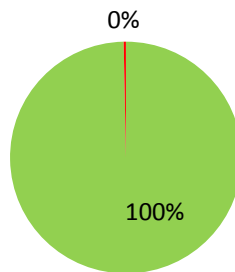
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



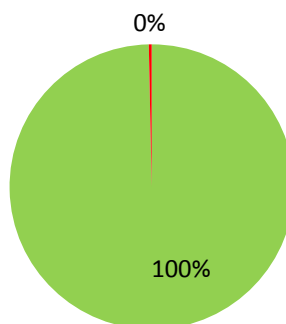
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Montgomery County

General Status: Complete

Summary

Montgomery County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 1987. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Montgomery County has over 300 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Montgomery County Records.

Notes: Redacted records for 1999 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1987
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/1987

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	60,956
Total Incomplete Records Not Transferred to Iowa Land Records:	317
Total Number of County Records:	61273
Percentage of County Records Transferred to Iowa Land Records:	99.48%
Percent Not Transferred	0.52%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	38,477
Total Records Not Yet Checked For Personally Identifiable Information:	21424
Percentage of Total Records Checked For Personally Identifiable Information:	62.80%
Percent Not Checked	37.20%

Public Access Status

Total Number of Records Accessible to Registered Users:	23,321
Percentage of Total County Records Accessible to Registered Users:	38.06%
Percent Not Public	61.94%

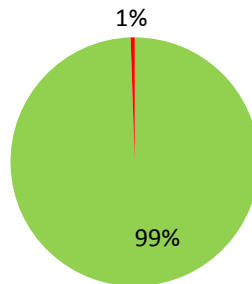
Redactions

Total Number of Document Images With Redactions:	856
Percentage of Total County Records With Redactions:	1.40%

County Land Record Status Summary

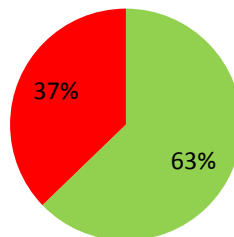
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



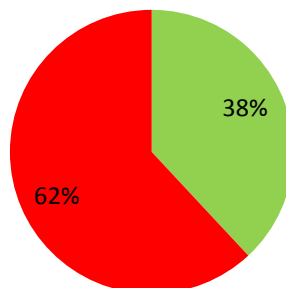
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Muscatine County

General Status: Complete

Summary

Muscatine County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1989. All documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Muscatine County.

Notes: Redacted records are currently being inspected by County Recorder for quality assurance for 1989--1997.

Electronic Index Begins:	1/3/1989
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/3/1989

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	193,728
Total Incomplete Records Not Transferred to Iowa Land Records:	10
Total Number of County Records:	193738
Percentage of County Records Transferred to Iowa Land Records:	99.99%
Percent Not Transferred	0.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	193,628
Total Records Not Yet Checked For Personally Identifiable Information:	44
Percentage of Total Records Checked For Personally Identifiable Information:	99.94%
Percent Not Checked	0.06%

Public Access Status

Total Number of Records Accessible to Registered Users:	83,536
Percentage of Total County Records Accessible to Registered Users:	43.12%
Percent Not Public	56.88%

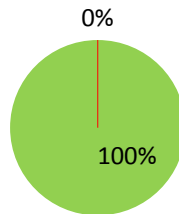
Redactions

Total Number of Document Images With Redactions:	856
Percentage of Total County Records With Redactions:	0.44%

County Land Record Status Summary

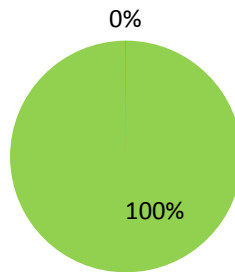
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



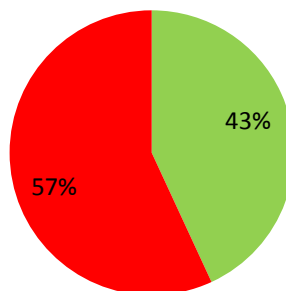
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



O'Brien County

General Status: Partially Complete

Summary

O'Brien County has completed the transfer of nearly 94 percent of the archived images and index information to Iowa Land Records back to 1988. Most of the transferred documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: Over 2900 indexes need to be transferred to Iowa Land Records to complete the processing of O'Brien County's records.

Notes: Redacted records are currently being inspected by County Recorder for quality assurance. Images begin 04/08/04 for all documents; some document types were imaged prior to this date.

Electronic Index Begins:	1/1/1988
Limited Additional Index Information Available:	1975-1987
Document Image Archive Begins:	4/8/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	47,414
Total Incomplete Records Not Transferred to Iowa Land Records:	2,991
Total Number of County Records:	50405
Percentage of County Records Transferred to Iowa Land Records:	94.07%
Percent Not Transferred	5.93%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	39,122
Total Records Not Yet Checked For Personally Identifiable Information:	8252
Percentage of Total Records Checked For Personally Identifiable Information:	77.62%
Percent Not Checked	22.38%

Public Access Status

Total Number of Records Accessible to Registered Users:	28,209
Percentage of Total County Records Accessible to Registered Users:	55.96%
Percent Not Public	44.04%

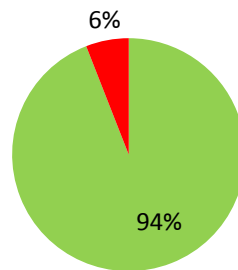
Redactions

Total Number of Document Images With Redactions:	387
Percentage of Total County Records With Redactions:	0.77%

County Land Record Status Summary

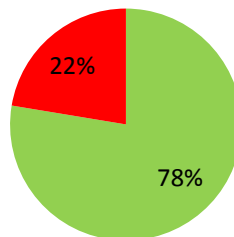
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



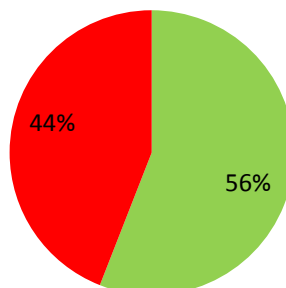
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Osceola County

General Status: Partially Complete

Summary

Osceola County has completed the transfer of nearly 88 percent of the archived images and index information to Iowa Land Records back to 1984. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Osceola County has over 5,000 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Osceola County Records.

Notes: Redacted records from 2001 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/3/2000
Limited Additional Index Information Available:	1984-1999
Document Image Archive Begins:	12/9/1985

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	40,984
Total Incomplete Records Not Transferred to Iowa Land Records:	5,799
Total Number of County Records:	46783
Percentage of County Records Transferred to Iowa Land Records:	87.60%
Percent Not Transferred	12.40%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	23,957
Total Records Not Yet Checked For Personally Identifiable Information:	15325
Percentage of Total Records Checked For Personally Identifiable Information:	51.21%
Percent Not Checked	48.79%

Public Access Status

Total Number of Records Accessible to Registered Users:	16,941
Percentage of Total County Records Accessible to Registered Users:	36.21%
Percent Not Public	63.79%

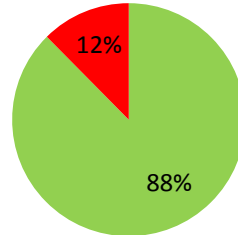
Redactions

Total Number of Document Images With Redactions:	295
Percentage of Total County Records With Redactions:	0.63%

County Land Record Status Summary

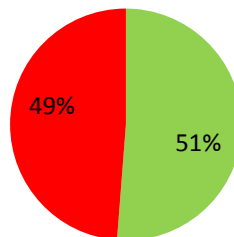
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



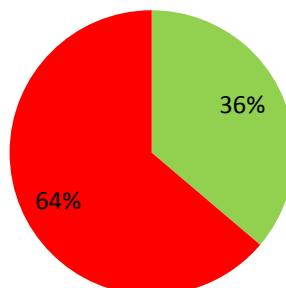
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Page County

General Status: Partially Complete

Summary

Page County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2003. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Images from 1986 through 2002 are being withheld from transfer to CLRIS.

Notes: The County Recorder is working on parsing records from 1986 to 2002. Redacted records from 2004 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	7/1/1986
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/2003

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	27,619
Total Incomplete Records Not Transferred to Iowa Land Records:	49
Total Number of County Records:	27668
Percentage of County Records Transferred to Iowa Land Records:	99.82%
Percent Not Transferred	0.18%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	27,619
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.82%
Percent Not Checked	0.18%

Public Access Status

Total Number of Records Accessible to Registered Users:	27,517
Percentage of Total County Records Accessible to Registered Users:	99.45%
Percent Not Public	0.55%

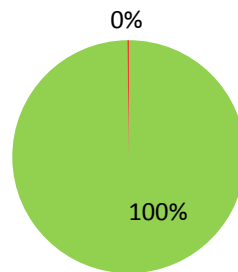
Redactions

Total Number of Document Images With Redactions:	109
Percentage of Total County Records With Redactions:	0.39%

County Land Record Status Summary

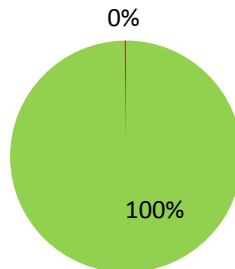
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



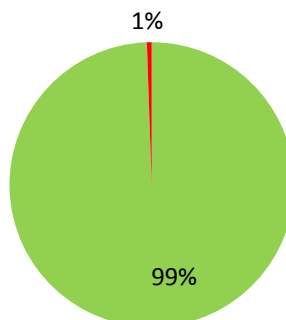
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Palo Alto County

General Status: Complete

Summary

Palo Alto County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2003. All transferred documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Palo Alto County.

Notes: Redacted records from 2004 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	7/1/2003
Limited Additional Index Information Available:	1975-2002
Document Image Archive Begins:	7/1/2003

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	22,465
Total Incomplete Records Not Transferred to Iowa Land Records:	86
Total Number of County Records:	22551
Percentage of County Records Transferred to Iowa Land Records:	99.62%
Percent Not Transferred	0.38%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	21,995
Total Records Not Yet Checked For Personally Identifiable Information:	116
Percentage of Total Records Checked For Personally Identifiable Information:	97.53%
Percent Not Checked	2.47%

Public Access Status

Total Number of Records Accessible to Registered Users:	21,011
Percentage of Total County Records Accessible to Registered Users:	93.17%
Percent Not Public	6.83%

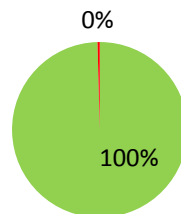
Redactions

Total Number of Document Images With Redactions:	124
Percentage of Total County Records With Redactions:	0.55%

County Land Record Status Summary

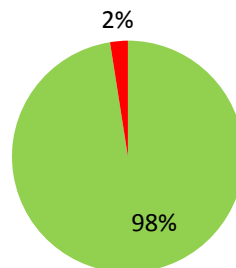
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



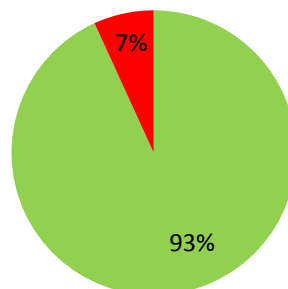
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Plymouth County

General Status: Complete

Summary

Plymouth County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1991. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Plymouth County.

Notes: Redacted records for 2008 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1991
Limited Additional Index Information Available:	1991-1996
Document Image Archive Begins:	1/1/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	126,676
Total Incomplete Records Not Transferred to Iowa Land Records:	24
Total Number of County Records:	126700
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	102,808
Total Records Not Yet Checked For Personally Identifiable Information:	23851
Percentage of Total Records Checked For Personally Identifiable Information:	81.14%
Percent Not Checked	18.86%

Public Access Status

Total Number of Records Accessible to Registered Users:	59,422
Percentage of Total County Records Accessible to Registered Users:	46.90%
Percent Not Public	53.10%

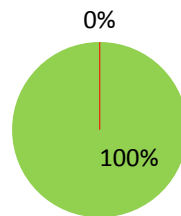
Redactions

Total Number of Document Images With Redactions:	2717
Percentage of Total County Records With Redactions:	2.14%

County Land Record Status Summary

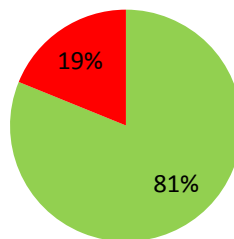
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



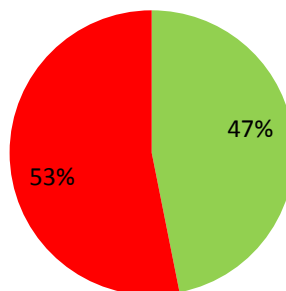
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Pocahontas County

General Status: Incomplete

Summary

E-Submission documents have been uploaded to date.

Issues: The County agreed to transfer documents from 2011 forward but that has not yet occurred.

Notes: A deferment for the transfer of documents recorded prior to 2011 has been granted.

Electronic Index Begins:	1/1/1997
Limited Additional Index Information Available:	1991-2003
Document Image Archive Begins:	1/1/2009

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	192
Total Incomplete Records Not Transferred to Iowa Land Records:	1,876
Total Number of County Records:	2068
Percentage of County Records Transferred to Iowa Land Records:	9.28%
Percent Not Transferred	90.72%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	192
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	9.28%
Percent Not Checked	90.72%

Public Access Status

Total Number of Records Accessible to Registered Users:	36
Percentage of Total County Records Accessible to Registered Users:	1.74%
Percent Not Public	98.26%

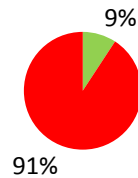
Redactions

Total Number of Document Images With Redactions:	0
Percentage of Total County Records With Redactions:	0.00%

County Land Record Status Summary

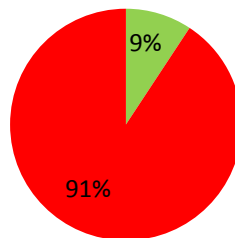
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



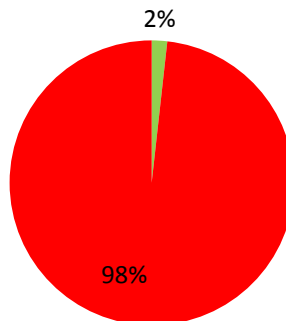
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Polk County

General Status: Complete

Summary

Polk County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1992. Nearly all transferred documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: There are no issues for Polk County.

Notes: Redacted documents will need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1992
Limited Additional Index Information Available:	1903-1991
Document Image Archive Begins:	1/1/1992

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	2,132,931
Total Incomplete Records Not Transferred to Iowa Land Records:	74
Total Number of County Records:	2133005
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	2,107,102
Total Records Not Yet Checked For Personally Identifiable Information:	6816
Percentage of Total Records Checked For Personally Identifiable Information:	98.79%
Percent Not Checked	1.21%

Public Access Status

Total Number of Records Accessible to Registered Users:	1,001,396
Percentage of Total County Records Accessible to Registered Users:	46.95%
Percent Not Public	53.05%

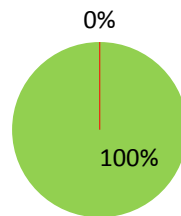
Redactions

Total Number of Document Images With Redactions:	71515
Percentage of Total County Records With Redactions:	3.35%

County Land Record Status Summary

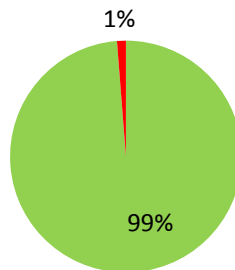
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



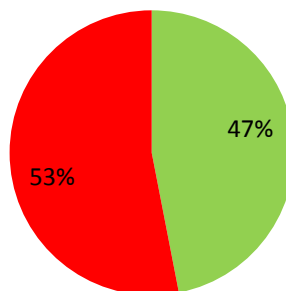
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Pottawattamie County

General Status: Complete

Summary

Monona County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to October 2002. All of the transferred documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: There are no issues in Pottawattamie County.

Notes: Redacted records need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/11/2002
Limited Additional Index Information Available:	1989-2002
Document Image Archive Begins:	1/11/2002

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	199,373
Total Incomplete Records Not Transferred to Iowa Land Records:	48
Total Number of County Records:	199421
Percentage of County Records Transferred to Iowa Land Records:	99.98%
Percent Not Transferred	0.02%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	199,327
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.95%
Percent Not Checked	0.05%

Public Access Status

Total Number of Records Accessible to Registered Users:	192,569
Percentage of Total County Records Accessible to Registered Users:	96.56%
Percent Not Public	3.44%

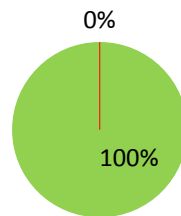
Redactions

Total Number of Document Images With Redactions:	1015
Percentage of Total County Records With Redactions:	0.51%

County Land Record Status Summary

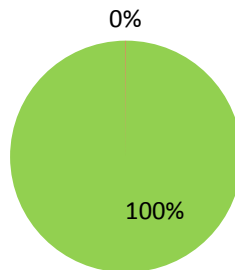
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



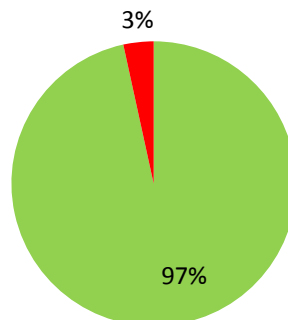
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Poweshiek County

General Status: Partially Complete

Summary

Poweshiek County has completed the transfer of nearly 97 percent of the archived images and index information to Iowa Land Records back to 2001. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Poweshiek County has over 1,500 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Poweshiek County Records.

Notes: Records from 1994 to 2000 have been withheld from transfer to CLRIS.

Electronic Index Begins:	9/27/1994
Limited Additional Index Information Available:	1984-1995
Document Image Archive Begins:	9/27/1994

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	51,000
Total Incomplete Records Not Transferred to Iowa Land Records:	1,656
Total Number of County Records:	52656
Percentage of County Records Transferred to Iowa Land Records:	96.86%
Percent Not Transferred	3.14%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	45,162
Total Records Not Yet Checked For Personally Identifiable Information:	3013
Percentage of Total Records Checked For Personally Identifiable Information:	85.77%
Percent Not Checked	14.23%

Public Access Status

Total Number of Records Accessible to Registered Users:	40,902
Percentage of Total County Records Accessible to Registered Users:	77.68%
Percent Not Public	22.32%

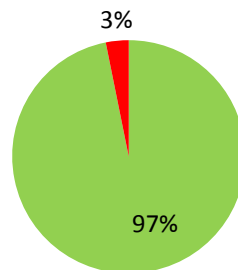
Redactions

Total Number of Document Images With Redactions:	308
Percentage of Total County Records With Redactions:	0.58%

County Land Record Status Summary

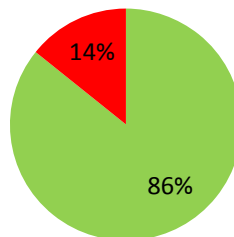
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



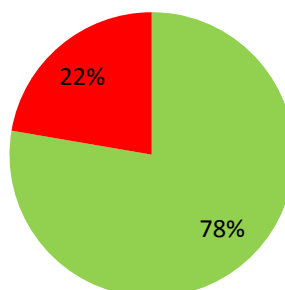
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Ringgold County

General Status: Partially Complete

Summary

Ringgold County has completed the transfer of 100% percent of the archived images and index information to Iowa Land Records back to 2000. All documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Documents from 1997 to 1999 have been withheld from transfer to CLRIS.

Notes: Redacted records currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	7/1/1996
Limited Additional Index Information Available:	1984-1995
Document Image Archive Begins:	7/1/1996

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	20,785
Total Incomplete Records Not Transferred to Iowa Land Records:	3
Total Number of County Records:	20788
Percentage of County Records Transferred to Iowa Land Records:	99.99%
Percent Not Transferred	0.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	20,766
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.89%
Percent Not Checked	0.11%

Public Access Status

Total Number of Records Accessible to Registered Users:	15,796
Percentage of Total County Records Accessible to Registered Users:	75.99%
Percent Not Public	24.01%

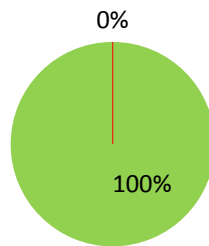
Redactions

Total Number of Document Images With Redactions:	145
Percentage of Total County Records With Redactions:	0.70%

County Land Record Status Summary

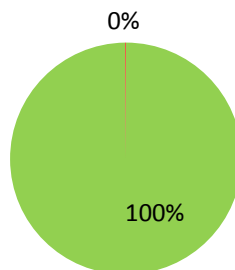
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



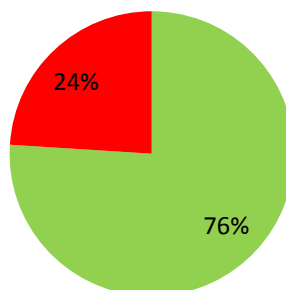
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Sac County

General Status: Complete

Summary

Sac County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 1998. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Sac County has over 300 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Sac County Records.

Notes: Redacted records from 2003 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1998
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/1998

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	39,945
Total Incomplete Records Not Transferred to Iowa Land Records:	382
Total Number of County Records:	40327
Percentage of County Records Transferred to Iowa Land Records:	99.05%
Percent Not Transferred	0.95%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	39,344
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	97.56%
Percent Not Checked	2.44%

Public Access Status

Total Number of Records Accessible to Registered Users:	25,927
Percentage of Total County Records Accessible to Registered Users:	64.29%
Percent Not Public	35.71%

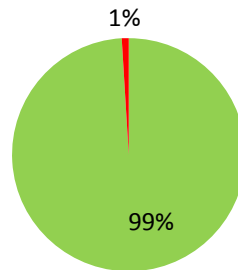
Redactions

Total Number of Document Images With Redactions:	352
Percentage of Total County Records With Redactions:	0.87%

County Land Record Status Summary

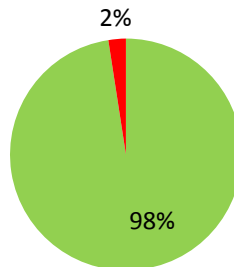
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



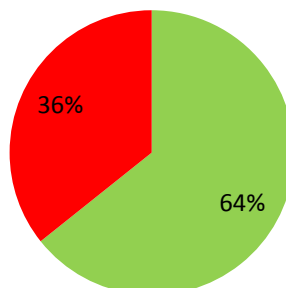
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Scott County

General Status: Partially Complete

Summary

Scott County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1989. Transferred documents from 1997-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: Scott County's mapping table is being updated; corrected indexes will be uploaded to Iowa Land Records when this is complete. This is the primary issue affecting the processing of Scott County's documents.

Notes: Redacted records require inspection for quality assurance.

Electronic Index Begins:	1/1/1989
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1989

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	891,109
Total Incomplete Records Not Transferred to Iowa Land Records:	27
Total Number of County Records:	891136
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	651,555
Total Records Not Yet Checked For Personally Identifiable Information:	239024
Percentage of Total Records Checked For Personally Identifiable Information:	73.12%
Percent Not Checked	26.88%

Public Access Status

Total Number of Records Accessible to Registered Users:	385,398
Percentage of Total County Records Accessible to Registered Users:	43.25%
Percent Not Public	56.75%

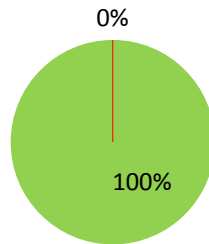
Redactions

Total Number of Document Images With Redactions:	8550
Percentage of Total County Records With Redactions:	0.96%

County Land Record Status Summary

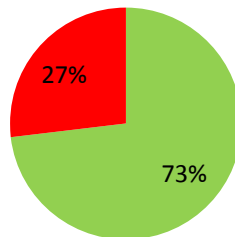
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



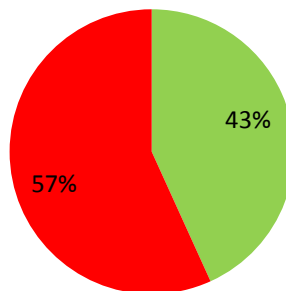
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Shelby County

General Status: Complete

Summary

Shelby County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2000. Transferred documents from 2003-2011 have been processed for redaction and are available for access by registered users.

Issues: Approximately 200 incomplete documents need to be reviewed by the County Recorder and uploaded to Iowa Land Records.

Notes: A deferment of the transfer of documents from 1998 to 2000 has been granted.

Electronic Index Begins:	1/1/2000
Limited Additional Index Information Available:	1996-2000
Document Image Archive Begins:	1/1/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	38,792
Total Incomplete Records Not Transferred to Iowa Land Records:	191
Total Number of County Records:	38983
Percentage of County Records Transferred to Iowa Land Records:	99.51%
Percent Not Transferred	0.49%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	38,790
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.50%
Percent Not Checked	0.50%

Public Access Status

Total Number of Records Accessible to Registered Users:	29,368
Percentage of Total County Records Accessible to Registered Users:	75.34%
Percent Not Public	24.66%

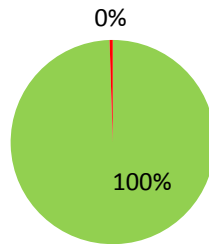
Redactions

Total Number of Document Images With Redactions:	454
Percentage of Total County Records With Redactions:	1.16%

County Land Record Status Summary

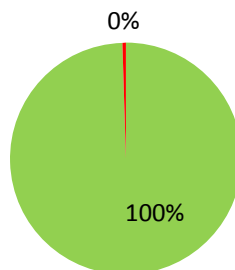
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



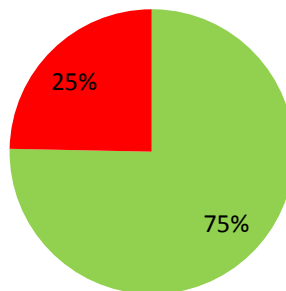
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Sioux County

General Status: Incomplete

Summary

Sioux County has completed the transfer of nearly 71 percent of the archived images and index information to Iowa Land Records back to 2000. Transferred documents for 2004-2011 have been processed for redaction and are available to registered users.

Issues: Sioux County has over 28,000 records, primarily indexes, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Sioux County Records.

Notes: Redacted records will require inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/2000
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/2/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	69,023
Total Incomplete Records Not Transferred to Iowa Land Records:	28,307
Total Number of County Records:	97330
Percentage of County Records Transferred to Iowa Land Records:	70.92%
Percent Not Transferred	29.08%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	69,014
Total Records Not Yet Checked For Personally Identifiable Information:	3
Percentage of Total Records Checked For Personally Identifiable Information:	70.91%
Percent Not Checked	29.09%

Public Access Status

Total Number of Records Accessible to Registered Users:	65,059
Percentage of Total County Records Accessible to Registered Users:	66.84%
Percent Not Public	33.16%

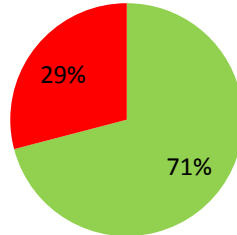
Redactions

Total Number of Document Images With Redactions:	405
Percentage of Total County Records With Redactions:	0.42%

County Land Record Status Summary

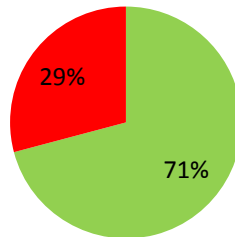
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



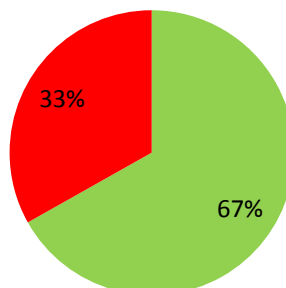
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Story County

General Status: Complete

Summary

Story County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1994. Transferred documents for 1996-2011 have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Story County

Notes: Redacted records currently being inspected by County Recorder for quality assurance. A deferment for the transfer of records from 1978 to 1993 has been granted.

Electronic Index Begins:	1/1/2000
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2000

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	286,312
Total Incomplete Records Not Transferred to Iowa Land Records:	334
Total Number of County Records:	286646
Percentage of County Records Transferred to Iowa Land Records:	99.88%
Percent Not Transferred	0.12%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	219,476
Total Records Not Yet Checked For Personally Identifiable Information:	33889
Percentage of Total Records Checked For Personally Identifiable Information:	76.57%
Percent Not Checked	23.43%

Public Access Status

Total Number of Records Accessible to Registered Users:	150,078
Percentage of Total County Records Accessible to Registered Users:	52.36%
Percent Not Public	47.64%

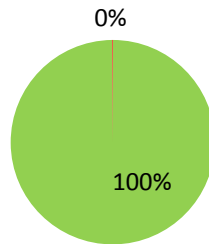
Redactions

Total Number of Document Images With Redactions:	215
Percentage of Total County Records With Redactions:	0.08%

County Land Record Status Summary

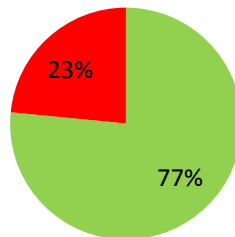
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



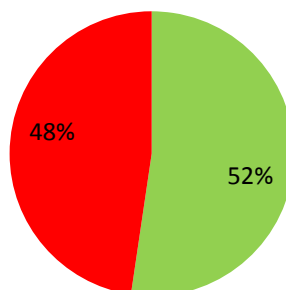
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Tama County

General Status: Complete

Summary

Tama County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2004. All transferred documents from 2004 forward have been processed and are available to registered users.

Issues: Approximately 150 images need to be converted to TIF format and then uploaded to ILR.

Notes: Redacted records for 2004 need to be inspected by County Recorder for quality assurance. A deferment of the transfer of records from 1997 to 2003 has been granted.

Electronic Index Begins:	1/2/1998
Limited Additional Index Information Available:	1997-2003
Document Image Archive Begins:	1/2/2004

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	30,619
Total Incomplete Records Not Transferred to Iowa Land Records:	152
Total Number of County Records:	30771
Percentage of County Records Transferred to Iowa Land Records:	99.51%
Percent Not Transferred	0.49%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	30,586
Total Records Not Yet Checked For Personally Identifiable Information:	18
Percentage of Total Records Checked For Personally Identifiable Information:	99.40%
Percent Not Checked	0.60%

Public Access Status

Total Number of Records Accessible to Registered Users:	30,502
Percentage of Total County Records Accessible to Registered Users:	99.13%
Percent Not Public	0.87%

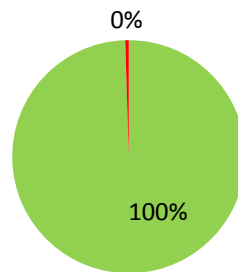
Redactions

Total Number of Document Images With Redactions:	194
Percentage of Total County Records With Redactions:	0.63%

County Land Record Status Summary

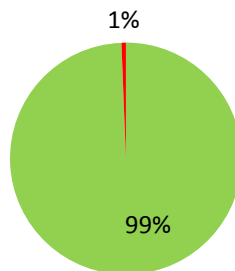
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



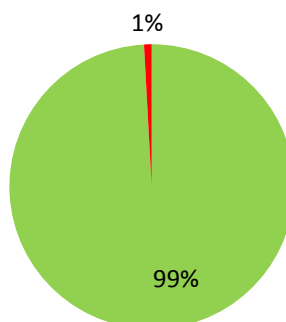
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Taylor County

General Status: Complete

Summary

Taylor County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 2005. All transferred documents have been processed for redaction. Documents from 2005 forward are available to registered users.

Issues: There are no issues for Taylor County.

Notes: Redacted records from 2005 to present are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/2004
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	7/8/2005

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	10,050
Total Incomplete Records Not Transferred to Iowa Land Records:	123
Total Number of County Records:	10173
Percentage of County Records Transferred to Iowa Land Records:	98.79%
Percent Not Transferred	1.21%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	10,027
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	98.56%
Percent Not Checked	1.44%

Public Access Status

Total Number of Records Accessible to Registered Users:	9,984
Percentage of Total County Records Accessible to Registered Users:	98.14%
Percent Not Public	1.86%

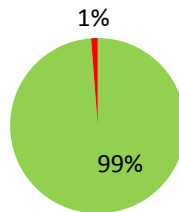
Redactions

Total Number of Document Images With Redactions:	54
Percentage of Total County Records With Redactions:	0.53%

County Land Record Status Summary

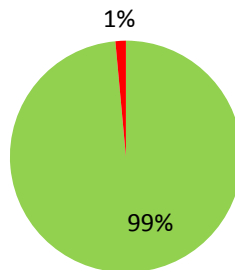
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



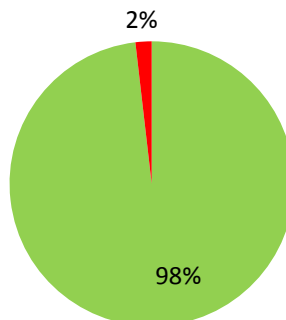
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Union County

General Status: Complete

Summary

Union County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 1996. All transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Union County.

Notes: Redacted records 1996-2002 currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1996
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1996

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	47,645
Total Incomplete Records Not Transferred to Iowa Land Records:	3
Total Number of County Records:	47648
Percentage of County Records Transferred to Iowa Land Records:	99.99%
Percent Not Transferred	0.01%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	47,627
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	99.96%
Percent Not Checked	0.04%

Public Access Status

Total Number of Records Accessible to Registered Users:	27,029
Percentage of Total County Records Accessible to Registered Users:	56.73%
Percent Not Public	43.27%

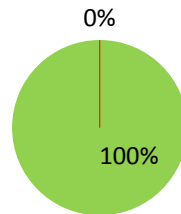
Redactions

Total Number of Document Images With Redactions:	1059
Percentage of Total County Records With Redactions:	2.22%

County Land Record Status Summary

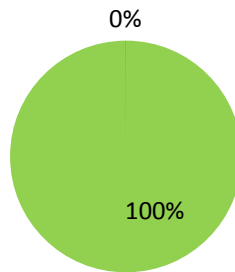
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



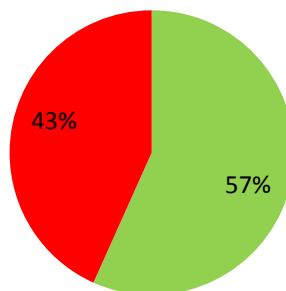
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Van Buren County

General Status: Complete

Summary

Van Buren County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 2006. All transferred documents have been processed for redaction. Documents from 2006 forward are available to registered users.

Issues: There are no issues for Van Buren County.

Notes: Redacted records for 2006 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/2004
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2006

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	10,381
Total Incomplete Records Not Transferred to Iowa Land Records:	26
Total Number of County Records:	10407
Percentage of County Records Transferred to Iowa Land Records:	99.75%
Percent Not Transferred	0.25%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	10,376
Total Records Not Yet Checked For Personally Identifiable Information:	0
Percentage of Total Records Checked For Personally Identifiable Information:	99.70%
Percent Not Checked	0.30%

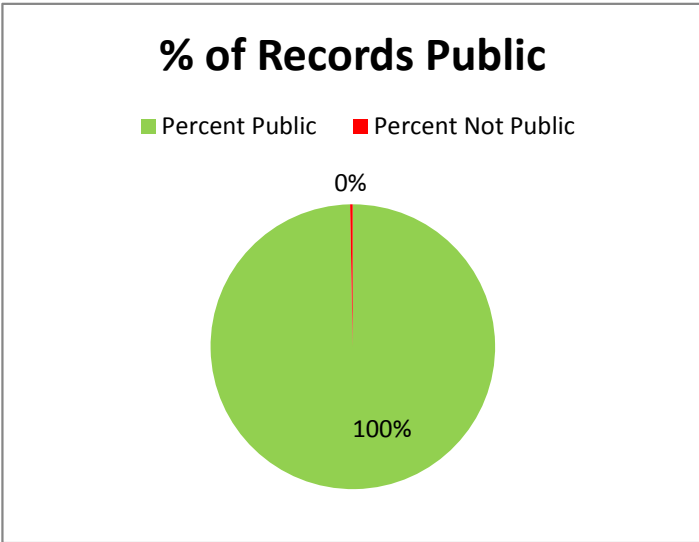
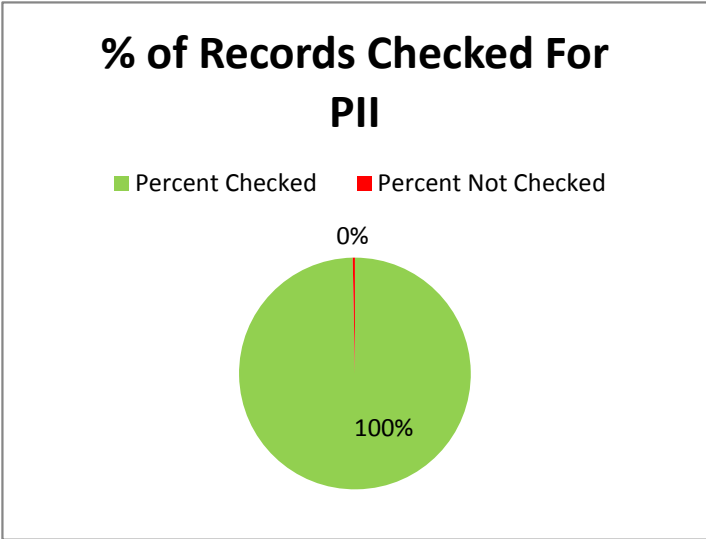
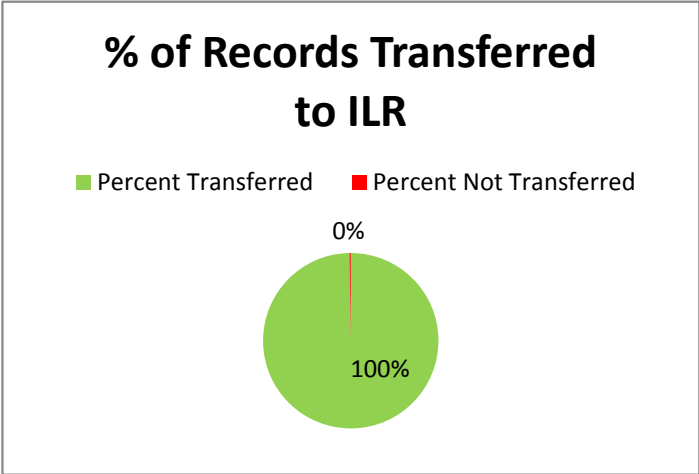
Public Access Status

Total Number of Records Accessible to Registered Users:	10,375
Percentage of Total County Records Accessible to Registered Users:	99.69%
Percent Not Public	0.31%

Redactions

Total Number of Document Images With Redactions:	39
Percentage of Total County Records With Redactions:	0.37%

County Land Record Status Summary



Wapello County

General Status: Partially Complete

Summary

Wapello County has completed the transfer of nearly 95 percent of the archived images and index information to Iowa Land Records back to 2003. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Wapello County has over 3,000 records, primarily images, remaining to be transferred to Iowa Land Records. There are also incomplete records for 1996 to 2002. These are the primary issues affecting the processing of Wapello County Records.

Notes: Redacted records for 2003 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1990
Limited Additional Index Information Available:	1990-1998
Document Image Archive Begins:	1/2/2003

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	60,667
Total Incomplete Records Not Transferred to Iowa Land Records:	3,214
Total Number of County Records:	63881
Percentage of County Records Transferred to Iowa Land Records:	94.97%
Percent Not Transferred	5.03%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	60,625
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	94.90%
Percent Not Checked	5.10%

Public Access Status

Total Number of Records Accessible to Registered Users:	60,623
Percentage of Total County Records Accessible to Registered Users:	94.90%
Percent Not Public	5.10%

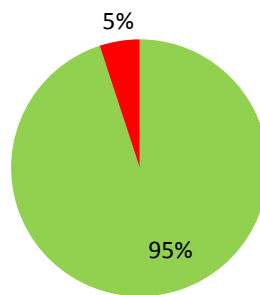
Redactions

Total Number of Document Images With Redactions:	307
Percentage of Total County Records With Redactions:	0.48%

County Land Record Status Summary

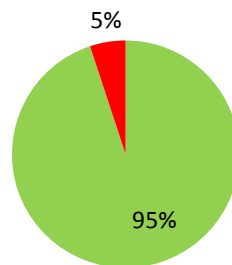
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



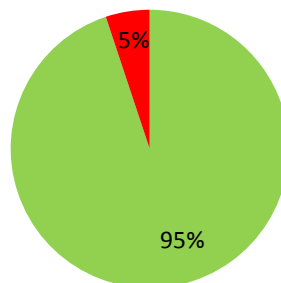
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Warren County

General Status: Complete

Summary

Warren County has completed the transfer of nearly 99 percent of the archived images and index information to Iowa Land Records back to 1991. Transferred documents for 1996-2011 have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: Warren County has nearly 2900 images remaining to be transferred to Iowa Land Records.

Notes: Redacted records are currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1991
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1991

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	237,453
Total Incomplete Records Not Transferred to Iowa Land Records:	3,145
Total Number of County Records:	240598
Percentage of County Records Transferred to Iowa Land Records:	98.69%
Percent Not Transferred	1.31%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	170,825
Total Records Not Yet Checked For Personally Identifiable Information:	56983
Percentage of Total Records Checked For Personally Identifiable Information:	71.00%
Percent Not Checked	29.00%

Public Access Status

Total Number of Records Accessible to Registered Users:	107,700
Percentage of Total County Records Accessible to Registered Users:	44.76%
Percent Not Public	55.24%

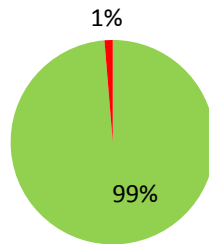
Redactions

Total Number of Document Images With Redactions:	2811
Percentage of Total County Records With Redactions:	1.17%

County Land Record Status Summary

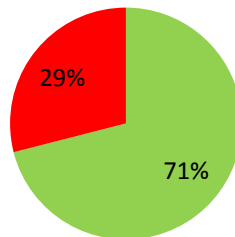
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



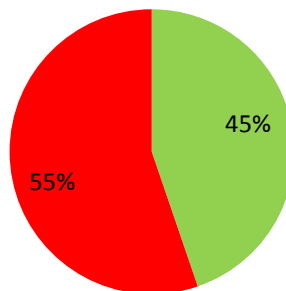
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Washington County

General Status: Complete

Summary

Washington County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1994. Transferred documents for 1997-2011 have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: Esubmission documents in 2007-2008 require converting to TIFF images to upload to Iowa land Records.

Notes: Redacted records currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1993
Limited Additional Index Information Available:	1992
Document Image Archive Begins:	1/1/1993

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	100,976
Total Incomplete Records Not Transferred to Iowa Land Records:	269
Total Number of County Records:	101245
Percentage of County Records Transferred to Iowa Land Records:	99.73%
Percent Not Transferred	0.27%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	82,958
Total Records Not Yet Checked For Personally Identifiable Information:	18004
Percentage of Total Records Checked For Personally Identifiable Information:	81.94%
Percent Not Checked	18.06%

Public Access Status

Total Number of Records Accessible to Registered Users:	51,371
Percentage of Total County Records Accessible to Registered Users:	50.74%
Percent Not Public	49.26%

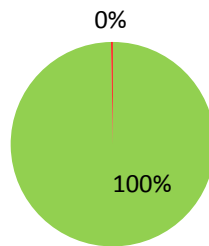
Redactions

Total Number of Document Images With Redactions:	2301
Percentage of Total County Records With Redactions:	2.27%

County Land Record Status Summary

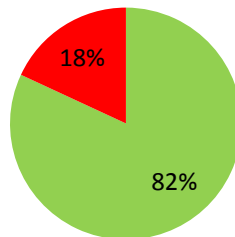
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



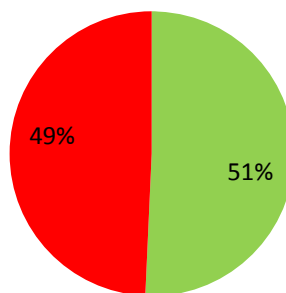
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Wayne County

General Status: Partially Complete

Summary

Wayne County has completed the transfer of nearly 97 percent of the archived images and index information to Iowa Land Records back to 1994. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: Wayne County has over 900 records, primarily images, remaining to be transferred to Iowa Land Records. This is the primary issue affecting the processing of Wayne County Records.

Notes:

Electronic Index Begins:	1/1/1988
Limited Additional Index Information Available:	1988-1997
Document Image Archive Begins:	1/1/1994

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	28,786
Total Incomplete Records Not Transferred to Iowa Land Records:	984
Total Number of County Records:	29770
Percentage of County Records Transferred to Iowa Land Records:	96.69%
Percent Not Transferred	3.31%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	21,701
Total Records Not Yet Checked For Personally Identifiable Information:	3675
Percentage of Total Records Checked For Personally Identifiable Information:	72.90%
Percent Not Checked	27.10%

Public Access Status

Total Number of Records Accessible to Registered Users:	15,547
Percentage of Total County Records Accessible to Registered Users:	52.22%
Percent Not Public	47.78%

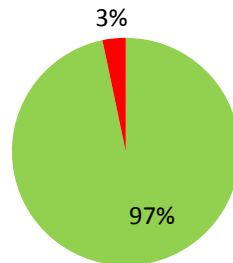
Redactions

Total Number of Document Images With Redactions:	168
Percentage of Total County Records With Redactions:	0.56%

County Land Record Status Summary

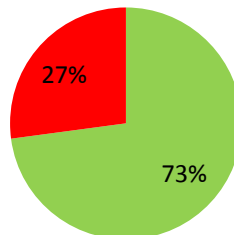
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



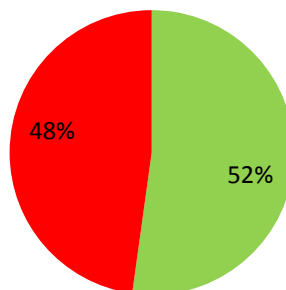
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Webster County

General Status: Complete

Summary

Webster County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1999. All of the transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Webster County.

Notes: Redacted records for 1999 need to be inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1999
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1999

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	110,188
Total Incomplete Records Not Transferred to Iowa Land Records:	394
Total Number of County Records:	110582
Percentage of County Records Transferred to Iowa Land Records:	99.64%
Percent Not Transferred	0.36%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	110,126
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.59%
Percent Not Checked	0.41%

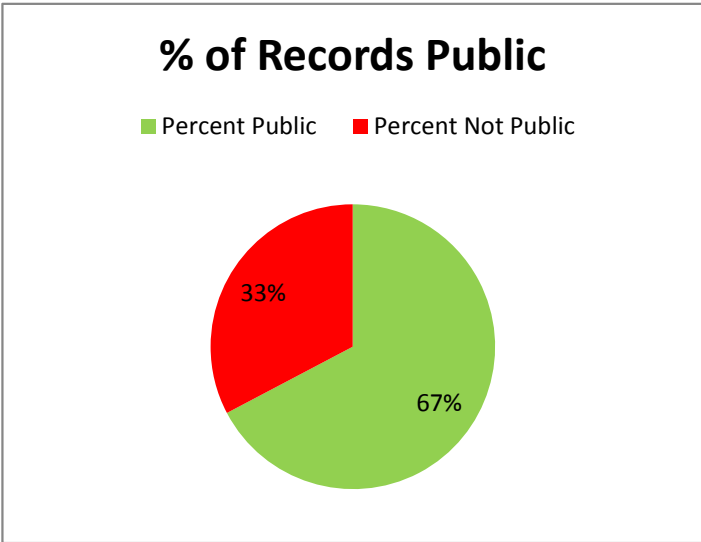
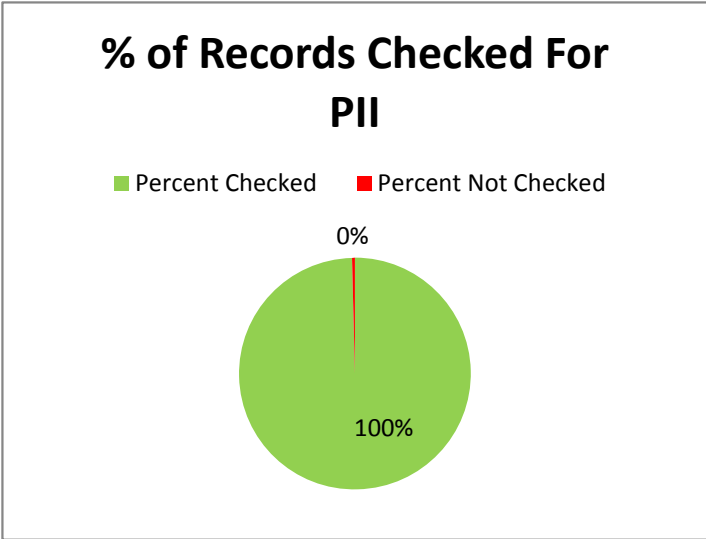
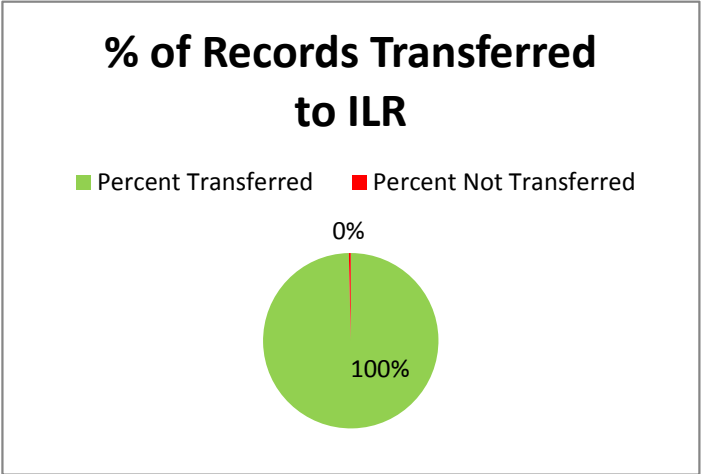
Public Access Status

Total Number of Records Accessible to Registered Users:	74,414
Percentage of Total County Records Accessible to Registered Users:	67.29%
Percent Not Public	32.71%

Redactions

Total Number of Document Images With Redactions:	3014
Percentage of Total County Records With Redactions:	2.73%

County Land Record Status Summary



Winnebago County

General Status: Complete

Summary

Winnebago County has completed the transfer of nearly 100 percent of the archived images and index information to Iowa Land Records back to 1992. All transferred documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Issues: There are no issues in Winnebago County.

Notes: Redacted records prior to 2000 currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/1992
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/1992

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	50,459
Total Incomplete Records Not Transferred to Iowa Land Records:	171
Total Number of County Records:	50630
Percentage of County Records Transferred to Iowa Land Records:	99.66%
Percent Not Transferred	0.34%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	48,001
Total Records Not Yet Checked For Personally Identifiable Information:	2317
Percentage of Total Records Checked For Personally Identifiable Information:	94.81%
Percent Not Checked	5.19%

Public Access Status

Total Number of Records Accessible to Registered Users:	22,750
Percentage of Total County Records Accessible to Registered Users:	44.93%
Percent Not Public	55.07%

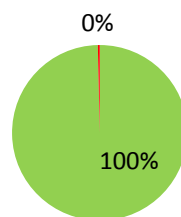
Redactions

Total Number of Document Images With Redactions:	1387
Percentage of Total County Records With Redactions:	2.74%

County Land Record Status Summary

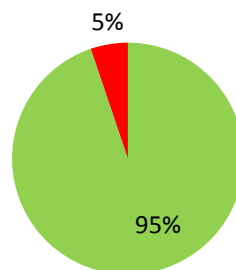
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



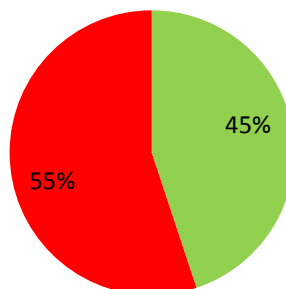
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Winneshiek County

General Status: Complete

Summary

Winneshiek County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2003. All transferred documents from 2003 forward have been processed for redaction and are available to registered users.

Issues: There are no issues in Winneshiek County.

Notes: Redacted records currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/1/2003
Limited Additional Index Information Available:	N/A
Document Image Archive Begins:	1/1/2003

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	42,028
Total Incomplete Records Not Transferred to Iowa Land Records:	0
Total Number of County Records:	42028
Percentage of County Records Transferred to Iowa Land Records:	100.00%
Percent Not Transferred	0.00%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	42,022
Total Records Not Yet Checked For Personally Identifiable Information:	2
Percentage of Total Records Checked For Personally Identifiable Information:	99.99%
Percent Not Checked	0.01%

Public Access Status

Total Number of Records Accessible to Registered Users:	40,652
Percentage of Total County Records Accessible to Registered Users:	96.73%
Percent Not Public	3.27%

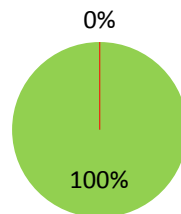
Redactions

Total Number of Document Images With Redactions:	125
Percentage of Total County Records With Redactions:	0.30%

County Land Record Status Summary

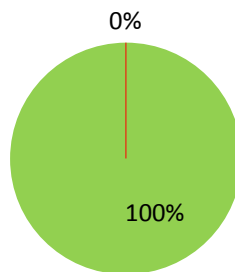
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



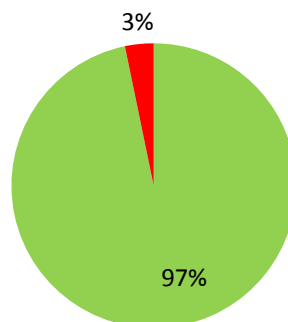
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Woodbury County

General Status: Complete

Summary

Woodbury County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2002. All of the transferred documents have been processed for redaction. Documents from 2003-2011 are available to registered users.

Issues: There are no issues in Woodbury County.

Notes: Redacted records currently being inspected by County Recorder for quality assurance.

Electronic Index Begins:	6/1/1994
Limited Additional Index Information Available:	
Document Image Archive Begins:	3/13/2002

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	30,456
Total Incomplete Records Not Transferred to Iowa Land Records:	77
Total Number of County Records:	30533
Percentage of County Records Transferred to Iowa Land Records:	99.75%
Percent Not Transferred	0.25%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	26,563
Total Records Not Yet Checked For Personally Identifiable Information:	2206
Percentage of Total Records Checked For Personally Identifiable Information:	87.00%
Percent Not Checked	13.00%

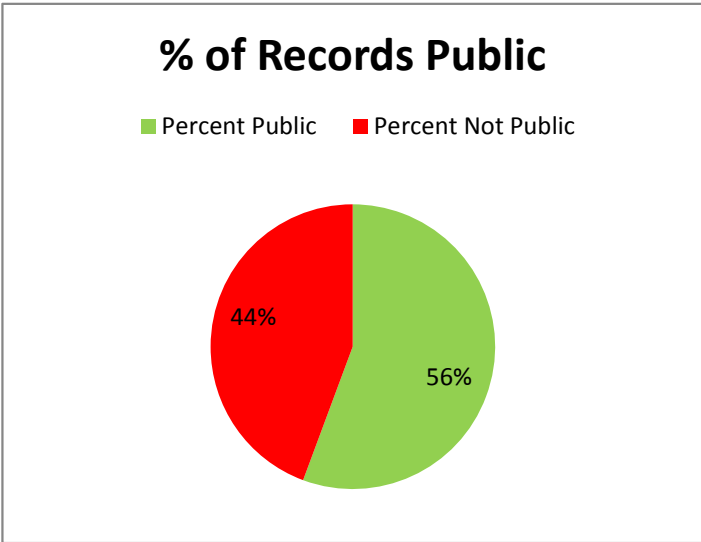
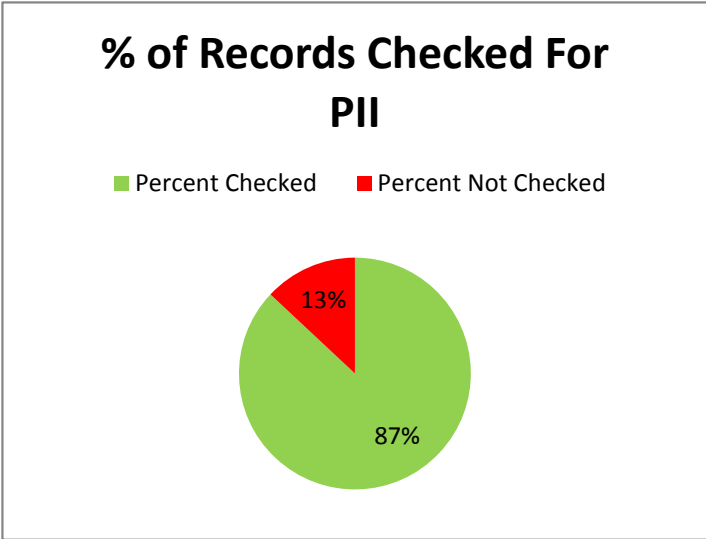
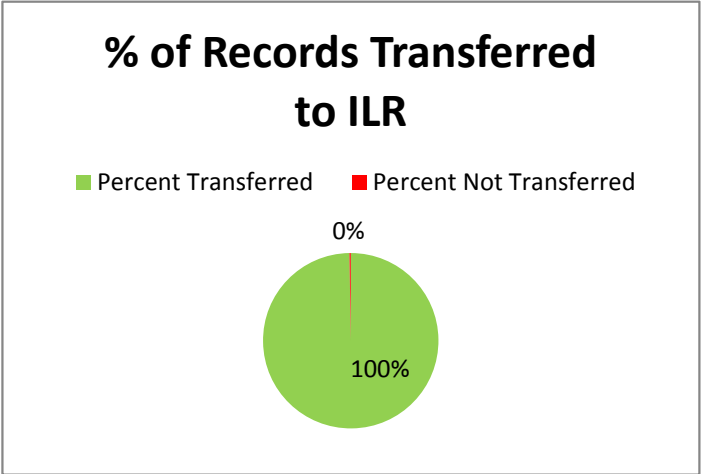
Public Access Status

Total Number of Records Accessible to Registered Users:	16,996
Percentage of Total County Records Accessible to Registered Users:	55.66%
Percent Not Public	44.34%

Redactions

Total Number of Document Images With Redactions:	447
Percentage of Total County Records With Redactions:	1.46%

County Land Record Status Summary



Worth County

General Status: Complete

Summary

Worth County has completed the transfer of nearly 100% percent of the archived images and index information to Iowa Land Records back to 1996. Completed documents have been processed for redaction. Documents from 2003 forward are available to registered users.

Issues: There are no issues for Worth County.

Notes: Redacted records for 2001 to present have been inspected by County Recorder for quality assurance.

Electronic Index Begins:	1/2/1996
Limited Additional Index Information Available:	1998-2002
Document Image Archive Begins:	1/2/1996

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	30,456
Total Incomplete Records Not Transferred to Iowa Land Records:	77
Total Number of County Records:	30533
Percentage of County Records Transferred to Iowa Land Records:	99.75%
Percent Not Transferred	0.25%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	26,563
Total Records Not Yet Checked For Personally Identifiable Information:	2206
Percentage of Total Records Checked For Personally Identifiable Information:	87.00%
Percent Not Checked	13.00%

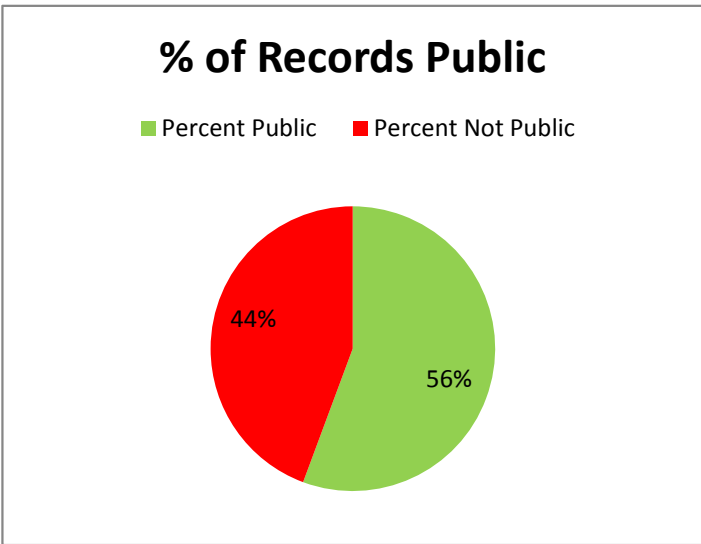
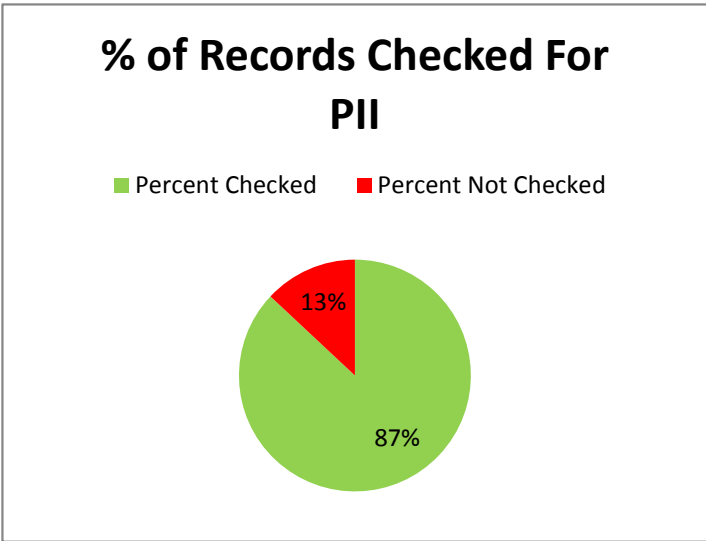
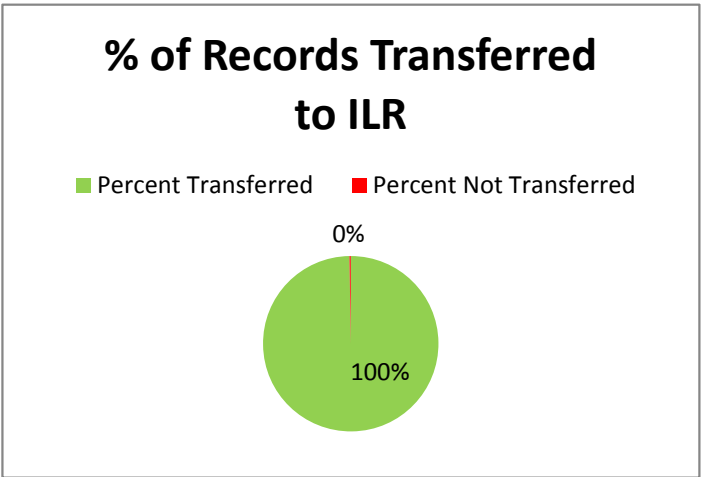
Public Access Status

Total Number of Records Accessible to Registered Users:	16,996
Percentage of Total County Records Accessible to Registered Users:	55.66%
Percent Not Public	44.34%

Redactions

Total Number of Document Images With Redactions:	447
Percentage of Total County Records With Redactions:	1.46%

County Land Record Status Summary



Wright County

General Status: Partially Complete

Summary

Wright County has completed the transfer of 100 percent of the archived images and index information to Iowa Land Records back to 2001. All transferred documents have been processed for redaction. Documents for 2003-2011 are available to registered users.

Notes: Images from 1997 to 2000 have been withheld from transfer to CLRIS.

Electronic Index Begins:	5/2/1992
Limited Additional Index Information Available:	1991-2003
Document Image Archive Begins:	4/2/2001

County Record Summary

Total Complete Records Transferred To Iowa Land Records:	33,518
Total Incomplete Records Not Transferred to Iowa Land Records:	34
Total Number of County Records:	33552
Percentage of County Records Transferred to Iowa Land Records:	99.90%
Percent Not Transferred	0.10%

Status of Checks for Personally Identifiable Information

Total Records Checked For Personally Identifiable Information:	33,517
Total Records Not Yet Checked For Personally Identifiable Information:	1
Percentage of Total Records Checked For Personally Identifiable Information:	99.90%
Percent Not Checked	0.10%

Public Access Status

Total Number of Records Accessible to Registered Users:	27,182
Percentage of Total County Records Accessible to Registered Users:	81.01%
Percent Not Public	18.99%

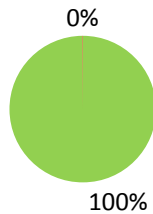
Redactions

Total Number of Document Images With Redactions:	365
Percentage of Total County Records With Redactions:	1.09%

County Land Record Status Summary

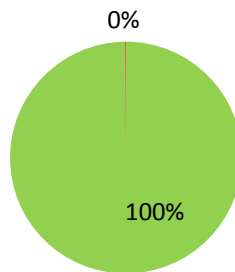
% of Records Transferred to ILR

■ Percent Transferred ■ Percent Not Transferred



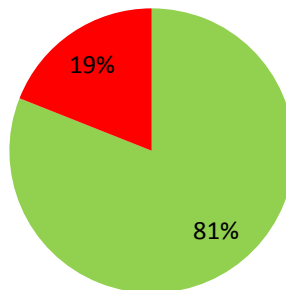
% of Records Checked For PII

■ Percent Checked ■ Percent Not Checked



% of Records Public

■ Percent Public ■ Percent Not Public



Document Upload Status Report

[illegible]

Document Upload Status Report

[illegible]

Document Upload Status Report

[illegible]

Redaction/Public Release Status Report

[illegible]

Redaction/Public Release Status Report

[illegible]

Redaction/Public Release Status Report

[illegible]

Redaction/Public Release Status Report

[illegible]

APPENDICES

Redaction

Redaction Policies

Senate File 465

Redaction Assumptions and Guidelines

Redaction RFP Specifications Excerpt

CLRIS Redaction Rules

Senate File 465 - Enrolled

PAG LIN

1 1 SENATE FILE 465
 1 2
 1 3 AN ACT
 1 4 RELATING TO IDENTITY THEFT PROTECTION BY REQUIRING REPORTING
 1 5 AND BY MAKING CHANGES TO THE DUTIES OF COUNTY RECORDERS,
 1 6 THE FEES COLLECTED BY THE COUNTY RECORDERS, AND THE COUNTY
 1 7 LAND RECORD INFORMATION SYSTEM.
 1 8
 1 9 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:
 1 10
 1 11 Section 1. Section 331.601A, Code 2009, is amended by
 1 12 adding the following new subsections:
 1 13 NEW SUBSECTION. 0A. "Batch basis" means the delivery of
 1 14 an accumulation of electronic documents or records recorded or
 1 15 maintained by the county recorder.
 1 16 NEW SUBSECTION. 1A. "Electronic document" means a
 1 17 document or instrument that is received, processed,
 1 18 disseminated, or maintained in an electronic format. The
 1 19 submission of an electronic document through the county land
 1 20 record information system electronic submission service shall
 1 21 be equivalent to delivery of a document through the United
 1 22 States postal service or by personal delivery at designated
 1 23 offices in each county. Persons who submit electronic
 1 24 documents for recording are responsible for ensuring that the
 1 25 electronic documents comply with all requirements for
 1 26 recording.
 1 27 Sec. 2. Section 331.603, Code 2009, is amended by adding
 1 28 the following new subsection:
 1 29 NEW SUBSECTION. 5. a. The governing board of the county
 1 30 land record information system shall not enter into an
 1 31 agreement to provide access to electronic documents or records
 1 32 on a batch basis. The county recorder may collect reasonable
 1 33 fees for access to electronic documents and records pursuant
 1 34 to an agreement. The fees shall not exceed the actual cost of
 1 35 providing access to the electronic documents and records.
 2 1 "Actual cost" means only those expenses directly attributable
 2 2 to providing access to electronic documents and records.
 2 3 "Actual cost" shall not include costs such as employment
 2 4 benefits, depreciation, maintenance, electricity, or insurance
 2 5 associated with the administration of the office of the county
 2 6 recorder or the county land record information system.
 2 7 b. Electronic documents and records made available under
 2 8 this subsection shall not include personally identifiable
 2 9 information and shall be subjected to a redaction process
 2 10 prior to the transfer of the electronic documents or records
 2 11 to another person pursuant to an agreement under paragraph
 2 12 "a".
 2 13 Sec. 3. Section 331.604, subsection 3, Code 2009, as
 2 14 amended by 2009 Iowa Acts, Senate File 288, section 6, is
 2 15 amended to read as follows:
 2 16 3. a. The Each county shall participate in the county
 2 17 land record information system and shall comply with the
 2 18 policies and procedures established by the governing board of

2 19 the county land record information system.

2 20 b. (1) For the period beginning July 1, 2004, and ending
2 21 June 30, 2009, the county recorder shall also collect a fee of
2 22 one dollar for each recorded transaction, regardless of the
2 23 number of pages, for which a fee is paid pursuant to
2 24 subsection 1 to be used for the purpose set forth in paragraph
2 25 ~~the~~ "d".

2 26 (2) For the period beginning July 1, 2009, and ending June
2 27 30, 2011, the recorder shall also collect a fee of three
2 28 dollars for each recorded transaction, regardless of the
2 29 number of pages, for which a fee is paid pursuant to
2 30 subsection 1 to be used for the following purposes:

2 31 (a) Maintaining the statewide internet website and the
2 32 county land record information system.

2 33 (b) Integrating information contained in documents and
2 34 records maintained by the recorder and other land record
2 35 information from other sources with the county land record
3 1 information system.

3 2 (c) Implementing and maintaining a process for redacting
3 3 personally identifiable information contained in electronic
3 4 documents that are displayed for public access through an
3 5 internet website or that are transferred to another person.

3 6 (3) Beginning July 1, 2011, the recorder shall also
3 7 collect a fee of one dollar for each recorded transaction,
3 8 regardless of the number of pages, for which a fee is paid
3 9 pursuant to subsection 1 to be used for the purposes in
3 10 subparagraph (2) and for the following purposes:

3 11 (a) Establishing and implementing standards for recording,
3 12 processing, and archiving electronic documents and records.

3 13 (b) Expanding access to records by encouraging electronic
3 14 indexing and scanning of documents and instruments recorded in
3 15 prior years.

3 16 (4) Notwithstanding subparagraph (2), the fee collected by
3 17 the recorder under this subsection for recording a plat of
3 18 survey is one dollar, regardless of the number of pages. For
3 19 purposes of this subparagraph, "plat of survey" means the same
3 20 as defined in section 355.1, subsection 9.

3 21 (5) Fees collected in excess of the amount needed for the
3 22 purposes specified in this subsection shall be used by the
3 23 county land record information system to reduce or eliminate
3 24 service fees for electronic submission of documents and
3 25 instruments.

3 26 ~~b.~~ c. The county treasurer, on behalf of the recorder,
3 27 shall establish and maintain a county recorder's electronic
3 28 transaction fund into which all moneys collected pursuant to
3 29 paragraph ~~"a"~~ "b" shall be deposited. Interest earned on
3 30 moneys deposited in this fund shall be computed based on the
3 31 average monthly balance in the fund and shall be credited to
3 32 the county recorder's electronic transaction fund.

3 33 ~~c.~~ d. The local government electronic transaction fund is
3 34 established in the office of the treasurer of state under the
3 35 control of the treasurer of state. Moneys deposited into the
4 1 fund are not subject to section 8.33. Notwithstanding section
4 2 12C.7, interest or earnings on moneys in the local government
4 3 electronic transaction fund shall be credited to the fund.
4 4 Moneys in the local government electronic transaction fund are
4 5 not subject to transfer, appropriation, or reversion to any
4 6 other fund, or any other use except as provided in this
4 7 paragraph ~~"c"~~ subsection. On a monthly basis, the county
4 8 treasurer shall pay ~~each fee collected pursuant to paragraph~~

~~4 9 "a" the fees deposited into the county recorder's electronic~~
~~4 10 transaction fund to the treasurer of state for deposit into~~
 4 11 the local government electronic transaction fund. Moneys
 4 12 credited to the local government electronic transaction fund
 4 13 are appropriated to the treasurer of state for the payment of
 4 14 claims approved by the governing board of the county land
 4 15 record information system. ~~Expenditures~~ Except as otherwise
~~4 16 provided in this subsection, expenditures~~ from the fund shall
 4 17 be for the purpose of planning and implementing electronic
 4 18 recording and electronic transactions in each county, ~~and~~
 4 19 developing county and statewide internet websites to provide
 4 20 electronic access to records and information, and to pay the
 4 21 ongoing costs of integrating and maintaining the statewide
 4 22 internet website.

~~4 23 d.~~ e. The recorder shall make available any information
 4 24 required by the county auditor or auditor of state concerning
 4 25 the fees collected under this subsection for the purposes of
 4 26 determining the amount of fees collected and the uses for
 4 27 which such fees are expended.

4 28 Sec. 4. Section 331.605B, subsection 2, Code 2009, is
 4 29 amended to read as follows:

4 30 2. A recorder or the governing board of the county land
~~4 31 record information system~~ shall collect only statutorily
 4 32 authorized fees for land records management. A recorder or
~~4 33 the governing board of the county land record information~~
~~4 34 system~~ shall not collect a fee for viewing, accessing, or
 4 35 printing documents in the county land record information
 5 1 system unless specifically authorized by statute. However, a
 5 2 recorder or the governing board of the county land record
~~5 3 information system~~ may collect actual third-party fees
 5 4 associated with accepting and processing statutorily
 5 5 authorized fees, including credit card fees, treasury
 5 6 management fees, and other transaction fees required to enable
 5 7 electronic payment. For the purposes of this subsection, the
 5 8 term "third-party" does not include the county land record
 5 9 information system, the Iowa state association of counties, or
 5 10 any of the association's affiliates.

5 11 Sec. 5. Section 331.606, Code 2009, is amended by adding
 5 12 the following new subsection:

5 13 NEW SUBSECTION. 4. The recorder shall permanently archive
 5 14 an unaltered version of each recorded document or instrument.
 5 15 A document or instrument may be archived in its original
 5 16 format, as an electronic document, or in another format
 5 17 suitable for preserving information in the document or
 5 18 instrument. A person may view and copy an original or
 5 19 unaltered document or instrument in the office of the
 5 20 recorder.

5 21 Sec. 6. Section 331.606A, subsection 1, paragraph c, Code
 5 22 2009, is amended to read as follows:

5 23 c. "Redact" or "redaction" means the process of
 5 24 permanently removing all or a portion of personally
 5 25 identifiable information from documents.

5 26 Sec. 7. Section 331.606A, subsection 2, Code 2009, is
 5 27 amended to read as follows:

5 28 2. INCLUSION OF PERSONALLY IDENTIFIABLE INFORMATION. The
 5 29 preparer of a document shall not include an individual's
 5 30 personally identifiable information in a document that is
 5 31 prepared and presented for recording in the office of the
 5 32 recorder. This subsection shall not apply to documents that
 5 33 were executed by an individual prior to July 1, 2007. ~~Unless~~

~~5 34 provided otherwise by law, all documents described by this~~
~~5 35 section are subject to inspection and copying by the public.~~

6 1 Sec. 8. Section 331.606A, subsection 3, Code 2009, is
6 2 amended by striking the subsection and inserting in lieu
6 3 thereof the following:

6 4 3. REDACTION FROM ELECTRONIC DOCUMENTS. Personally
6 5 identifiable information that is contained in electronic
6 6 documents that are displayed for public access on a website,
6 7 or which are transferred to any person, shall be redacted
6 8 prior to displaying or transferring the documents. Each
6 9 recorder that displays electronic documents and the county
6 10 land record information system that displays electronic
6 11 documents on behalf of a county shall implement a system for
6 12 redacting personally identifiable information. The recorder
6 13 and the governing board of the county land record information
6 14 system shall establish a procedure by which individuals may
6 15 request that personally identifiable information contained in
6 16 an electronic document displayed on a website be redacted, at
6 17 no fee to the requesting individual. The requirements of this
6 18 subsection shall be fully implemented not later than December
6 19 31, 2011.

6 20 Sec. 9. Section 331.606A, Code 2009, is amended by adding
6 21 the following new subsection:

6 22 NEW SUBSECTION. 3A. DISSEMINATION OF DOCUMENTS. Persons
6 23 who have contracted with a county recorder or the governing
6 24 board of the county land record information system to redact
6 25 personally identifiable information from electronic documents
6 26 pursuant to subsection 3 shall not sell, transfer, or
6 27 otherwise disseminate the electronic documents in an unaltered
6 28 or redacted form, except as provided for in the contract.

6 29 Sec. 10. Section 331.606A, subsection 5, Code 2009, is
6 30 amended to read as follows:

6 31 5. APPLICABILITY.

6 32 a. ~~This section~~ Subsection 2 shall not apply to a preparer
6 33 of a state or federal tax lien or release, a military
6 34 separation or discharge record, or a death certificate that is
6 35 prepared for recording in the office of county recorder.

7 1 b. Subsection 3 shall not apply to a military separation
7 2 or discharge record, a birth record, a death certificate, or
7 3 marriage certificate unless such record or certificate is
7 4 incorporated within another document or instrument that is
7 5 recorded and displayed for public access on a website.

7 6 c. If a military separation or discharge record or a death
7 7 certificate is recorded in the office of the county recorder,
7 8 the military separation or discharge record or the death
7 9 certificate shall not be ~~accessible through the internet~~
7 10 displayed for public access on an internet website, public
7 11 access terminal or other medium, or be transferred to any
7 12 person.

7 13 Sec. 11. Section 331.606A, Code 2009, is amended by adding
7 14 the following new subsection:

7 15 NEW SUBSECTION. 6. LIMITATION OF LIABILITY. The county
7 16 land record information system is a unit of local government
7 17 for purposes of chapter 670, relating to tort liability of
7 18 governmental subdivisions. However, persons who have
7 19 contracted with the governing board of the county land record
7 20 information system to carry out the duties of the board are
7 21 not employees for purposes of chapter 670, relating to tort
7 22 liability of governmental subdivisions.

7 23 Sec. 12. Section 331.606B, subsection 1, Code 2009, is

7 24 amended by adding the following new paragraph:

7 25 NEW PARAGRAPH. g. Each document or instrument presented
7 26 for recording shall meet the requirements of section 331.606A,
7 27 subsection 2.

7 28 Sec. 13. REPORT TO THE GENERAL ASSEMBLY. On or before
7 29 January 1, 2012, the governing board of the county land record
7 30 information system shall submit a report to the general
7 31 assembly. The report shall include a summary of the actions
7 32 taken by the county recorders and the county land record
7 33 information system relating to the redaction of personally
7 34 identifiable information, a detailed financial accounting of
7 35 the county land record information system, a detailed summary
8 1 of expenditures made from the local government electronic
8 2 transaction fund, and an analysis and recommendation regarding
8 3 the continuance or discontinuance of the fee collected under
8 4 section 331.604, subsection 3.

8 5 Sec. 14. Section 598.21, subsection 2, Code 2009, as
8 6 amended by 2009 Iowa Acts, Senate File 288, section 36, is
8 7 amended to read as follows:

8 8 2. DUTIES OF COUNTY RECORDER. The county recorder shall
8 9 record each quitclaim deed or change of title and shall
8 10 collect the ~~fees~~ fee specified in section 331.507, subsection
8 11 2, paragraph "a", and the ~~fee~~ fees specified in section
8 12 331.604.

8 13 Sec. 15. IMPLEMENTATION OF ACT. Section 25B.2, subsection
8 14 3, shall not apply to this Act.

8 15

8 16

8 17

8 18

JOHN P. KIBBIE

8 19

President of the Senate

8 20

8 21

8 22

8 23

PATRICK J. MURPHY

8 24

Speaker of the House

8 25

8 26 I hereby certify that this bill originated in the Senate and
8 27 is known as Senate File 465, Eighty-third General Assembly.

8 28

8 29

8 30

8 31

MICHAEL E. MARSHALL

8 32

Secretary of the Senate

8 33 Approved _____, 2009

8 34

8 35

9 1

9 2 CHESTER J. CULVER

9 3 Governor

Redaction Assumptions and Guidelines

I move that the Iowa Land Records Project Office be directed to prepare a request for proposals for redaction services based on the assumptions and guidelines presented as "Redaction and Image Handling – Option 1." Option 1 provides that the redaction process will be implemented by the Iowa Land Records system, and individual counties will not be required to redact images. Redacted images will be made available to counties if desired.

Assumptions

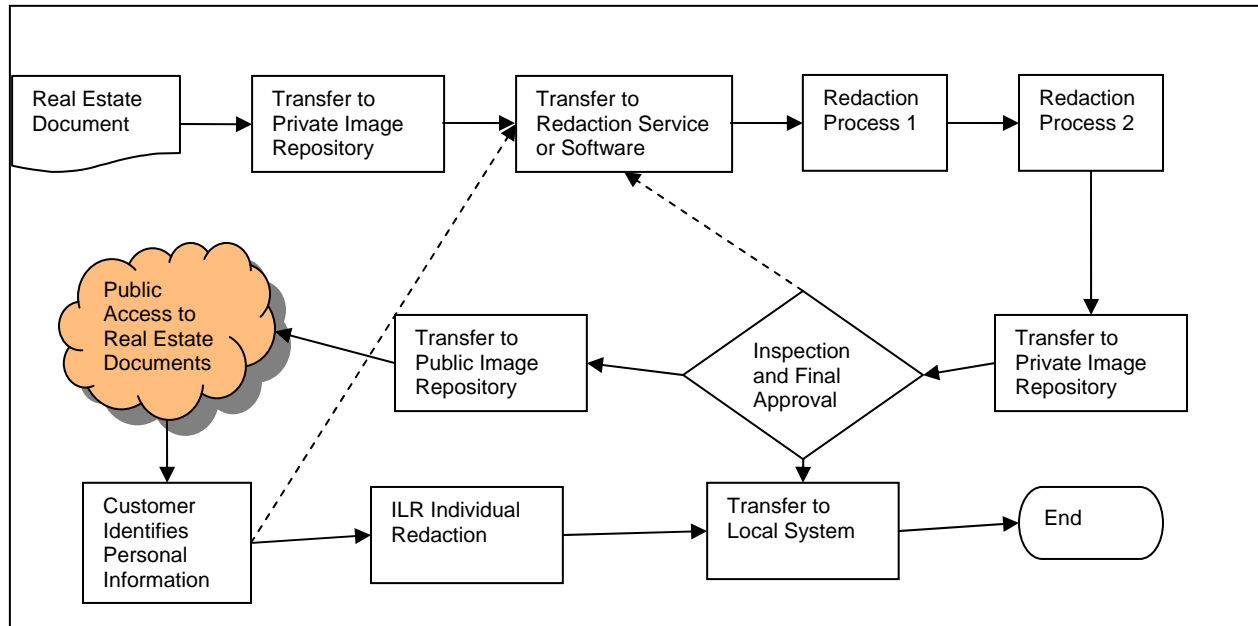
1. Policies and procedures relating to public real estate records and redaction processes will be based on the current Iowa definition of personal information: social security numbers and account numbers (bank, debit and credit card numbers)
2. Access to all images of real estate records (local terminals, county web sites, Iowa Land Records and electronic files) will be restricted in some manner unless personal information is permanently redacted.
3. County Recorders will be required to retain an unaltered copy of the original record, and access to unaltered images of real estate records in the County Recorder's office will be restricted to designated personnel.
4. Iowa Land Records will be expected to serve as disaster recovery resource for local county real estate archives.
5. Iowa Land Records must independently ensure that images of real estate records displayed through the ILR web site(s) are redacted.
6. Iowa Land Records will establish a secure means for redacting individual documents which may be missed by any external redaction process.
7. A new public image repository will be established to provide internet access to redacted images of real estate documents.
8. Counties will continue to upload new and historical records except that images will be "sequestered" and not posted to the public image repository until they are redacted.
9. Supplemental resources will be identified for new equipment, redaction services, and necessary development required of Iowa Land Records and local service providers.
10. Image conversion function assigned to ILR and selected redaction service provider.

Guidelines

1. The complete redaction process must have an error rate of less than 5%.
2. The completed redaction process must result in redacted documents which are accessible to both the ILR portal and local county systems in formats which are compatible with the respective systems.
3. Priority will be given to documents recorded after January 1, 2003.
4. Evaluation criteria will include the following items: cost, redaction capability/track record, xml service capability or redaction software license access, image handling/conversion capability.
5. Proposals will be evaluated to make one award in service to the Iowa Land Records portal, but permit multiple awards in service to individual counties, state agencies, etc.

Redaction Assumptions and Guidelines

Redaction and Image Handling Strategy - Adopted



Portal

1. A new ILR private and public image repository will be established to archive real estate records.
2. Local County Recorders and service providers will be instructed to update ALL records – and images shall be provided in unaltered form. Updated records may be provided in either PDF or TIF format (to be determined).
3. All images will be sequestered in a private image repository and will not be accessible via the internet until they are inspected and approved in some manner.
4. An XMLservice or redaction software will be established through an external redaction service provider. The redaction service will return a redacted version of each document to the ILR system which will then be posted in the public image repository.
5. Redacted documents which retain personal information will be directed back through the XML service or through an individual redaction process when identified.

E-Submission Service

1. Electronically submitted and recorded documents will be returned to the local service provider in the specified local TIF format.
2. Locally archived E-Submission documents will be routed through the private image repository and redaction service prior to posting on the portal.

SECTION 4 SPECIFICATIONS AND TECHNICAL REQUIREMENTS

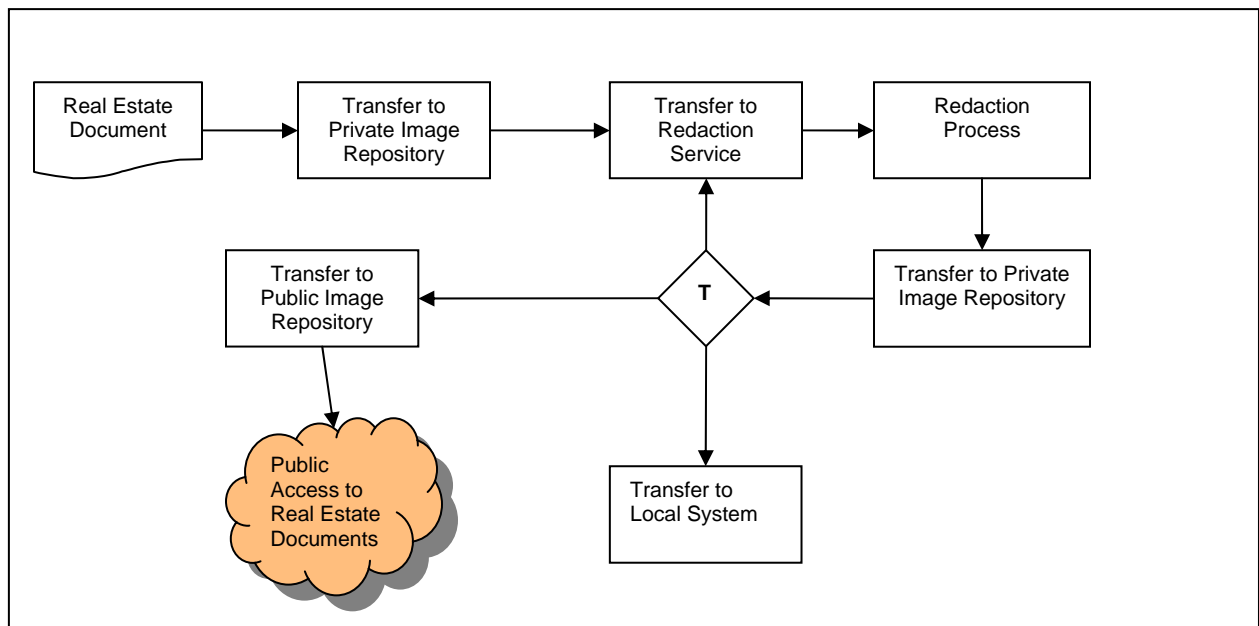
4.1 Overview

Iowa Land Records is a statewide system for searching and retrieving land record information in the state of Iowa. The system is administered through the Iowa County Recorders Association and the Electronic Services System Coordinating Committee, an organization created under Chapter 28E of the Iowa Code. Public concern has recently been expressed about the disclosure of personal information such as social security numbers and various account numbers which may be embedded within the document images. The Electronic Services System Coordinating Committee is seeking software and/or services to redact certain personal information from the document images.

All document images archived in the Iowa Land Records system are provided by local county land record information systems. Index information and document images are uploaded from county systems to the Iowa Land Records system for public access. Due to the recent privacy concerns, the Iowa Land Records system will be required to reconfigure the process for archiving images to ensure that only redacted versions of images are available for public access.

Generally, all document images received from the county systems will be directed to a private image repository. The images will then be routed through a redaction process.

Redaction Process Overview



Following the redaction process the images will be inspected and either transferred to a public image repository or directed back through the redaction process. Successfully redacted images will also be provided to the designated local county system or other public agency for archiving.

The transfer of document images to the redaction process is expected to occur in two forms. Archived records will be aggregated and provided to the selected Contractor(s) in media such as an external hard drive. The redacted and converted records will then be returned to the Iowa Land Records system in the same media format. Recently recorded documents will be provided via an XML service to be established in collaboration with the selected Contractor(s). The redacted and converted records will then be returned to the Iowa Land Records system through the same XML service. Alternatively, recently recorded documents may be processed through software licensed to and integrated with the Iowa Land Records system through the selected Contractor(s).

All document images presented to the selected Contractor(s) will be in TIF format based on the standards of each participating public agency. All redacted document images returned to the Iowa Land Records system must be provided in the same TIF format as presented.

An optional component of the scope of work may include a conversion of all document images to PDF format. If implemented, the selected Contractor(s) would be expected to provide both a TIF and PDF version of each redacted document image, and a PDF version of each document image which is not redacted.

4.2 Proposal Components

Electronic Services System Coordinating Committee is seeking services from a Contractor with the capability to provide all of the redaction and image conversion services described above. However, prospective Contractor(s) shall address each of the following three components separately in the Technical Proposal and Cost Proposal.

Archived Documents

Specify the proposed process and cost for redacting personal information from document images presented in bulk storage media.

Recently Recorded Documents

Specify the proposed process and cost for redacting personal information from images of recently recorded documents. Provide detailed information about the processing of documents through an XML service or through software integrated with the Iowa Land Records system, if applicable.

Image Conversion

For both archived documents and recently recorded documents, specify how document images will be converted from TIF to PDF format.

Assumptions

For the purposes of developing a cost proposal, assume that the annual number of documents to be processed for each year is 700,000, and that the average number of pages is 3.5 per document.

For the purposes of developing a cost proposal, assume that the information to be redacted shall include personal information defined as follows.

"Personally identifiable information" means one or more of the following specific unique identifiers when combined with an individual's name:

- (1) Social security number.
- (2) Checking, savings, or share account number, credit, debit, or charge card number

For the purposes of developing a cost proposal, identify any cost variances which may result from either a decision to truncate numbers, or to expand the definition of personally identifiable information.

4.3 Mandatory Requirements

All items listed in section 4.3 are Mandatory Requirements. Contractors must mark either "yes" or "no" to each requirement in their Bid Proposals. By indicating "yes", a Contractor agrees that it shall comply with that requirement throughout the full term of the Resulting Contract, if the Contractor is successful. In addition, for specific requirements, the Contractor shall provide specific references and/or supportive materials to verify the Contractor's compliance with the requirement. Failure to provide this information may cause the Bid Proposal to be deemed non-responsive and therefore rejected. A pass/fail evaluation will be utilized for all Mandatory Requirements. The Lead Agency reserves the right to determine whether the supportive materials submitted by the Contractor demonstrate the Contractor will be able to comply with the Mandatory Requirements. If the Agency determines the supportive materials do not demonstrate the Supplier will be able to comply with the Mandatory Requirements, the Lead Agency may disqualify the Bid Proposal.

1. The proposed redaction process must have an error rate of less than 3% (97% accuracy rate). The proposal shall specify the methods used to determine the error/accuracy rate including personal information which is not redacted and any "false positives."
2. Any redaction of personal information must be permanent. Methods which "mask" or otherwise obscure personal information will not be accepted.

3. The redaction technique shall be capable of replacing an image segment with black space, white space or other substitute information such as redaction codes used to specify the reason for the redaction – as specified by the Committee.
4. The redaction technique shall be capable of truncating information - retaining certain information such as the last four digits of a number.
5. The software or service shall be capable of processing document images in PDF, TIF Group 4, or other image formats.
6. The redaction or image conversion process shall be capable of retaining annotation or “pop up” notes when applicable. (insert language from CLRIS contracts)
7. The redaction or image conversion process shall retain the image quality and resolution when compared with the original image presented to the Contractor(s).
8. Procedures for storing or transferring document images which may include personally identifiable information shall provide for the necessary security to prevent the unintentional disclosure of the information.
9. Following the completion of the redaction and/or image conversion process, and following the successful delivery of document images to the Iowa Land Records system, the Contractor shall permanently destroy the images within 60 days, and shall not transmit or use the images for any purpose.
10. The redaction or image conversion process shall preserve any reference numbers or other identifiers which are used to associate the document image with other information about the document within a database managed by the ESS Committee or by the local county or other public agency.
11. The method for exchanging information between systems and equipment shall conform to the XML dtd standards established by the ESS Committee.
12. To the extent determined by the Committee, Contractor(s) shall be prepared to work cooperatively and interdependently with other service providers selected for various activities to ensure the necessary level of integration and seamless delivery of services.

4.4 Other Specifications

In addition to the Mandatory Requirements specified in Section 4.3, the following Specifications will be included in the evaluation of each proposal.

1. The redaction or image conversion process for recently recorded documents should be capable of processing returning documents to the Iowa Land Records system within a period of no greater than 48 hours.

SECTION 5 EVALUATION AND SELECTION

5.1 Introduction

The Electronic Services System Coordinating Committee intends to conduct a fair and impartial evaluation of proposals received in response to this RFP. The ESS Committee will select an Evaluation Committee to review and evaluate the proposals.

5.2 Evaluation Steps

The evaluation and award process shall consist of the following:

1. Review of the proposals to assess compliance with mandatory requirements.
2. Scoring of the technical and cost proposals as specified in Section 5.3.
3. Evaluation Committee recommendations to the Project Task Force. Proposals must receive a score of 700 points or greater to be forwarded to the ESS Committee for review.

The Evaluation Committee will make a recommendation to the Electronic Services System Coordinating Committee. The ESS Committee will select the Contractor(s) to receive the award. The ESS Committee is not bound by the Evaluation Committee's recommendation.

This recommendation may include, but is not limited to, the name of one or more Contractor(s) recommended for selection, or a recommendation that no service Contractor(s) be selected.

All service providers submitting proposals will receive either a written acceptance or rejection of the proposal submitted.

5.3 Evaluation Criteria

The Evaluation Committee will evaluate all proposals that meet all mandatory requirements and make awards using the following criteria:

Demonstrated ability of a Contractor(s) to implement and sustain redaction or image conversion services over the long term as illustrated by one or more of the following:

- Successful implementation of an XML service to receive document images, and to return redacted or converted images to the client in a specified format with associated reference information.
- Successful integration of software, licensed to a client, which is used to process document images with respect to redaction or image conversion.
- Successful implementation of a system of processing document images in various formats, preserving the integrity and quality of the images, and converting the images to alternative formats.
- Successful implementation of a multi-year redaction project, receiving and returning document images in bulk storage media.

(Up to 200 Points)

The Contractor's overall background, qualifications, experience and track record in producing similar work products for other clientele.

(Up to 200 Points)

The overall value and cost effectiveness of a Contractor's proposal as indicated by one or more of the following:

- The overall value of the service when examined in comparison with proposals for similar services offered by other Contractors.
- The cost of the services, given the assumptions specified in Section 4.2, when examined in comparison with proposals for similar services offered by other Contractors.
- The extent to which the proposed services can be effectively integrated with the Iowa Land Records XML service and related systems.

(Up to 500 Points)

The thoroughness, completeness and comprehension level of required service provider(s) responses to the requirements specified in Section 4.

(Up to 100 Points)

Redaction Project Checklist

Project: Iowa Land Records Redaction

CSI Approval: _____

Date: _____

Client Approval: *Mr. Danaher*

Date: 10/7/10

Validation Vendor Approval: _____

Date: _____

Field Description	Redact this Field?	Save Coordinates for future use?	Special Instructions
Social Security Numbers <ul style="list-style-type: none"> • <i>nnn-nn-nnnn</i> format (e.g., 123-45-6789) • Masked format (e.g., XXX-XX-6789) 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See notes on 2 nd page
Federal Tax ID Numbers (e.g., 12-3456789)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
State ID Numbers <ul style="list-style-type: none"> • State Tax IDs • State ID Card numbers • State business numbers 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Financial Institution IDs – All <ul style="list-style-type: none"> • Bank Accounts (including commercial, credit unions, savings & loan, investment, private, etc.)¹ • Mutual Fund Accounts² • Brokerage Accounts (stock/bond/discount)³ • Financial Services Accounts (asset mgmt, etc.)⁴ 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	See notes on 2 nd page
Credit Card / Debit Card Numbers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	See notes on 2 nd page
Date of Birth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's License Numbers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	See notes on 2 nd page (change order asked on 9-30-10)
Signatures <ul style="list-style-type: none"> • Handwritten cursive • Digital (e.g. public and private cryptographic keys) 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Names <ul style="list-style-type: none"> • Maiden names • Minor children names and ages 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
PIN Numbers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only when associated with Financial Institutions
Passwords	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Fingerprints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Biometric Data (Please supply specific identifiers)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Examples:

¹ Wachovia Bank, SunTrust, Bank of America, Citibank, JPMorgan Chase

² Fidelity, Vanguard, T. Rowe Price

³ Merrill Lynch, Morgan Stanley, Smith Barney, Charles Schwab, Ameritrade, Edward Jones

⁴ Mellon, BlackRock, UBS, PNC

Additional Elements to Redact:

For Social Security Numbers:

General Redaction Rule for SSN is a Perfect format (3-2-4) or 9 digit number associated with a person or with a Social Security keyword.

To extend that definition was:

Perfect format (3-2-4) numbers that have a keyword other than a Social Security Keyword are redactable. Examples included but not limited to: IBSA #'s, Parcel #'s, Loan #, Account #, etc.

Perfect format (3-2-4) numbers that do not have a keyword associated or next to a person's name are redactable.

For Handling Federal and State Tax Liens and Lien Release:

- Federal and State tax liens with a SSN that is not truncated (showing all 9 digits) will have only the 1st 5 digits redacted.
 - They will be classified as a SSN not as a SSN masked.
- Federal and State tax liens with a SSN that is truncated will be future proofed as a SSN masked.
 - They will not be redacted.
- A truncated SSN not found on a Federal or State tax lien will be redacted fully (including the X's) and classified as a SSN.
 - They will not be future proofed as a SSN masked.

For Bank Account Numbers:

That standard definition is as follows:

CSI redacts bank and investment company account numbers associated with a person or business. Banking Institutions are defined as Banks, Credit Unions, Savings and Loan, Savings and Trusts. Common Investment companies are Morgan Stanley, Charles Schwab, Smith Barney, T.D. Waterhouse, Fidelity, Ameritrade, etc. Redactable bank accounts are listed as Checking, Savings, and Money Market. Routing numbers and SWIFT (international routing numbers) are also redacted. CSI redacts Trust accounts listed as Depository, Estate, Conservatorship, and Restricted from banks and investment companies. Mutual fund accounts, brokerage accounts, and financial services accounts (such as asset management, hedge funds, IRAs, 401Ks, and Annuities) from investment companies are redacted. CSI does not redact accounts associated with loan agencies or collection agencies. CSI does not redact any type of loan accounts, including mortgages, or loan numbers. CSI does not redact numbers belonging to Stocks, Shares, Bonds, Securities, Annuity Contracts, Certificate of Deposits, Timed Deposits, Savings Certificates, or CUSIP Ids unless specified as being part of an account.

The current amendment to that rule is as follows:

All account numbers found on a Bankruptcy document associated with a Creditor will be redacted.

For Credit Cards:

That standard definition is as follows:

CSI finds credit cards by keywords (such as credit card, debit card, charge card, MasterCard, Visa, etc.), by the starting prefix of the credit card number, number length, and format.

All digits of a credit card are redacted including whether the credit card is showing only a partial number or last 4 digits.

For Driver's License Numbers: (change order in processing took effect on TBD)

That standard definition is as follows:

CSI redacts Driver's License Numbers by keywords and abbreviations (such as drivers license, DL, dr lic, etc.), and by flagging for review pages within a document with a high probability for handwritten driver's license numbers (such as notarization page).

Any number explicitly identified as a driver's license number, no matter the length of digits or format of number (including 3-2-4 format), will be redacted and classified as a Driver's License Number. All digits of a Driver's License Number will be redacted, even if it is truncated.

All documents that have been processed before TBD that have DL candidates, either with redactions or with keywords found, will be reprocessed.

pd 10/7/10

*** Any elements not specified in this checklist are not to be redacted. ***

APPENDICES

CLRIS Financial Reports

Fund 255

PL Statement – FY 2010

PL Statement – FY 2011

PL Statement – FY 2010 and FY 2011 (Combined)

Balance Sheet – July 1, 2011

Budget – FY 2012

Iowa Land Records - Fund 255
Profit & Loss
July 2009 through June 2010

	Jul '09 - Jun 10
Ordinary Income/Expense	
Income	
E-Recording Fee	1,601,729.26
Interest	4,741.83
Total Income	1,606,471.09
Expense	
Administration	
Accounting	3,560.00
Computer Equipment	2,430.02
ESS Meetings	493.44
Insurance	
Errors and Omissions	6,794.27
Property and General Liability	1,150.00
Total Insurance	7,944.27
Personnel Recruitment	375.00
Professional Fees	
Merit Resources	2,844.95
Total Professional Fees	2,844.95
Project Management	119,047.50
Total Administration	136,695.18
Customer Support	
Account Manager	52,765.08
Computer Equipment	2,456.51
Total Customer Support	55,221.59
Education and Outreach	
Graphics and Images	1,030.00
IALA Membership	150.00
ICRA Conference	79.75
IMA Membership	200.00
Misc. Color Printing	249.60
Online Educational Tools	10,996.00
PRIA Meetings	1,676.93
PRIA Membership	500.00
Tradeshow - Meeting Exhibit	
Exhibit Drawing	100.00
Printing	204.53
Travel	151.00
Tradeshow - Meeting Exhibit - Other	1,300.00
Total Tradeshow - Meeting Exhibit	1,755.53
Workshops	
Equipment Rental	311.01
Lodging	322.56
Parking	20.50
Travel	767.04
Total Workshops	1,421.11
Total Education and Outreach	18,058.92
Hosting	
Bandwidth	83,639.60
Computer Equipment	
Firewall	1,397.67
NAS Storage Devices	103,682.52
Recycling Fees	64.00
Servers	27,747.75
Total Computer Equipment	132,891.94
Digital Certificate	2,739.00
Domain Registration	673.40
Software	
DB 2 Maintenance	30,094.23

Iowa Land Records - Fund 255
Profit & Loss
July 2009 through June 2010

	Jul '09 - Jun 10
VMWare	39,478.26
Total Software	69,572.49
Total Hosting	289,516.43
ILR External Develo-Programming	
Redaction Services	224,099.71
Software-System Development	374,372.65
SysAdmn-DB Support	21,815.00
Total ILR External Develo-Programming	620,287.36
ILR Internal Develo-Programming	
Computer Equipment	7,939.35
Computer Maintenance	240.00
Developer	51,966.30
Development Software	543.66
Technical Lead	38,082.99
Total ILR Internal Develo-Programming	98,772.30
Local Software Dev. and Maint.	160,226.71
Office Operations	
Accounting Software	2,544.00
B&W copying-printing	25.87
Office Space Lease	6,750.00
Office Supplies	79.66
Postage	654.23
Teleconference	2,529.76
Telephone	1,639.42
Total Office Operations	14,222.94
Total Expense	1,393,001.43
Net Ordinary Income	213,469.66
Net Income	213,469.66

Iowa Land Records - Fund 255

Profit & Loss

July 2010 through June 2011

	Jul '10 - Jun 11
Ordinary Income/Expense	
Income	
E-Recording Fee	1,918,481.30
Interest	3,021.76
Total Income	1,921,503.06
Expense	
Administration	
Accounting	7,330.00
Administrative Assistant	31,917.27
Computer Equipment	1,086.19
ESS Meetings	354.08
Insurance	
Directors and Officers	1,425.00
Errors and Omissions	7,985.06
Property and General Liability	1,050.00
Insurance - Other	12,376.16
Total Insurance	22,836.22
Legal Fees	16,110.00
Personnel Recruitment	403.50
Professional Fees	
Merit Resources	6,766.48
Total Professional Fees	6,766.48
Project Management	119,935.00
Total Administration	206,738.74
Customer Support	
Account Manager	55,037.37
Computer Equipment	5,344.20
Total Customer Support	60,381.57
Education and Outreach	
IALA Membership	150.00
ICRA Conference	915.60
IMA Membership	200.00
Misc. Color Printing	472.75
Online Educational Tools	10,857.00
PRIA Meetings	1,734.49
PRIA Membership	500.00
Tradeshow - Meeting Exhibit	
Catering	15.70
Exhibit Drawing	100.00
Parking	22.75
Travel	131.00
Tradeshow - Meeting Exhibit - Other	750.00
Total Tradeshow - Meeting Exhibit	1,019.45
Workshops	
Lodging	156.80
Parking	11.00
Travel	1,445.28
Total Workshops	1,613.08
Total Education and Outreach	17,462.37
Hosting	
Bandwidth	53,382.00
Computer Equipment	
NAS Storage Devices	95,594.85
Server Memory	7,539.72
Servers	11,611.31
Total Computer Equipment	114,745.88
Digital Certificate	249.00
Domain Registration	831.66

Iowa Land Records - Fund 255
Profit & Loss
July 2010 through June 2011

	Jul '10 - Jun 11
Software	
DB 2 Maintenance	5,100.00
VMWare	15,296.48
Total Software	20,396.48
Total Hosting	189,605.02
ILR External Develo-Programming	
Redaction Services	651,957.68
Software-System Development	43,654.15
SysAdmn-DB Support	9,391.60
Total ILR External Develo-Programming	705,003.43
ILR Internal Develo-Programming	
Computer Maintenance	180.00
Developer	71,711.99
Developer 2	36,345.22
Development Software	1,189.63
Technical Lead	111,429.91
Training	350.00
Total ILR Internal Develo-Programming	221,206.75
Local Software Dev. and Maint.	116,844.83
Meeting Publication	19.24
Office Operations	
B&W copying-printing	159.71
Internet - ISP	1,225.00
Office Computer Equipment	300.00
Office Space Lease	25,065.00
Office Supplies	402.06
Official Publication Expense	18.66
Parking	7.00
Postage	316.00
Teleconference	2,148.59
Telephone	1,376.21
Travel	127.50
Total Office Operations	31,145.73
Total Expense	1,548,407.68
Net Ordinary Income	373,095.38
Other Income/Expense	
Other Income	
Overpayment Adjustment	0.03
Total Other Income	0.03
Net Other Income	0.03
Net Income	373,095.41

Iowa Land Records - Fund 255

Profit & Loss

July 2009 through June 2011

	Jul '09 - Jun 11
Ordinary Income/Expense	
Income	
E-Recording Fee	3,520,210.56
Interest	7,763.59
Total Income	3,527,974.15
Expense	
Administration	
Accounting	10,890.00
Administrative Assistant	31,917.27
Computer Equipment	3,516.21
ESS Meetings	847.52
Insurance	
Directors and Officers	1,425.00
Errors and Omissions	14,779.33
Property and General Liability	2,200.00
Insurance - Other	12,376.16
Total Insurance	30,780.49
Legal Fees	16,110.00
Personnel Recruitment	778.50
Professional Fees	
Merit Resources	9,611.43
Total Professional Fees	9,611.43
Project Management	238,982.50
Total Administration	343,433.92
Customer Support	
Account Manager	107,802.45
Computer Equipment	7,800.71
Total Customer Support	115,603.16
Education and Outreach	
Graphics and Images	1,030.00
IALA Membership	300.00
ICRA Conference	995.35
IMA Membership	400.00
Misc. Color Printing	722.35
Online Educational Tools	21,853.00
PRIA Meetings	3,411.42
PRIA Membership	1,000.00
Tradeshow - Meeting Exhibit	
Catering	15.70
Exhibit Drawing	200.00
Parking	22.75
Printing	204.53
Travel	282.00
Tradeshow - Meeting Exhibit - Other	2,050.00
Total Tradeshow - Meeting Exhibit	2,774.98
Workshops	
Equipment Rental	311.01
Lodging	479.36
Parking	31.50
Travel	2,212.32
Total Workshops	3,034.19
Total Education and Outreach	35,521.29
Hosting	
Bandwidth	137,021.60
Computer Equipment	
Firewall	1,397.67
NAS Storage Devices	199,277.37
Recycling Fees	64.00
Server Memory	7,539.72

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Accrual Basis

Iowa Land Records - Fund 255

Profit & Loss

July 2009 through June 2011

	Jul '09 - Jun 11
Servers	39,359.06
Total Computer Equipment	247,637.82
Digital Certificate	2,988.00
Domain Registration	1,505.06
Software	
DB 2 Maintenance	35,194.23
VMWare	54,774.74
Total Software	89,968.97
Total Hosting	479,121.45
ILR External Develo-Programming	
Redaction Services	876,057.39
Software-System Development	418,026.80
SysAdmn-DB Support	31,206.60
Total ILR External Develo-Programming	1,325,290.79
ILR Internal Develo-Programming	
Computer Equipment	7,939.35
Computer Maintenance	420.00
Developer	123,678.29
Developer 2	36,345.22
Development Software	1,733.29
Technical Lead	149,512.90
Training	350.00
Total ILR Internal Develo-Programming	319,979.05
Local Software Dev. and Maint.	277,071.54
Meeting Publication	19.24
Office Operations	
Accounting Software	2,544.00
B&W copying-printing	185.58
Internet - ISP	1,225.00
Office Computer Equipment	300.00
Office Space Lease	31,815.00
Office Supplies	481.72
Official Publication Expense	18.66
Parking	7.00
Postage	970.23
Teleconference	4,678.35
Telephone	3,015.63
Travel	127.50
Total Office Operations	45,368.67
Total Expense	2,941,409.11
Net Ordinary Income	586,565.04
Other Income/Expense	
Other Income	
Overpayment Adjustment	0.03
Total Other Income	0.03
Net Other Income	0.03
Net Income	586,565.07

Iowa Land Records - Fund 255
Balance Sheet
As of July 1, 2011

	Jul 1, 11
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer	
Equipment Replacement Fund	350,000.00
Redaction Reserve Account	564,370.49
State Treasurer - Other	100,000.00
Total State Treasurer	1,014,370.49
Total Checking/Savings	1,014,370.49
Total Current Assets	1,014,370.49
TOTAL ASSETS	1,014,370.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	74,127.53
Total Accounts Payable	74,127.53
Total Current Liabilities	74,127.53
Total Liabilities	74,127.53
Equity	
Opening Bal Equity	433,569.23
Retained Earnings	542,612.63
Net Income	-35,938.90
Total Equity	940,242.96
TOTAL LIABILITIES & EQUITY	1,014,370.49

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Accrual Basis

Iowa Land Records - Fund 255

Profit & Loss Budget Overview

July 2011 through June 2012

	Jul '11 - Jun 12
Ordinary Income/Expense	
Income	
E-Recording Fee	636,000.00
Interest	1,200.00
Total Income	637,200.00
Expense	
Administration	
Accounting	10,500.00
Administrative Assistant	42,835.36
ESS Meetings	1,200.00
Insurance	15,000.00
Legal Fees	12,000.00
Professional Fees	
Merit Resources	9,000.00
Total Professional Fees	9,000.00
Project Management	60,000.00
Total Administration	150,535.36
Customer Support	
Account Manager	59,336.50
Total Customer Support	59,336.50
Education and Outreach	17,124.00
Hosting	
Bandwidth	54,000.00
Computer Equipment	
Recycling Fees	300.00
Total Computer Equipment	300.00
Digital Certificate	300.00
Domain Registration	900.00
Software	
DB 2 Maintenance	8,000.00
Total Software	8,000.00
Total Hosting	63,500.00
ILR External Develo-Programming	
Redaction Services	90,000.00
SysAdmn-DB Support	21,000.00
Total ILR External Develo-Programming	111,000.00
ILR Internal Develo-Programming	
Developer	79,900.00
Technical Lead	118,225.00

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Accrual Basis

Iowa Land Records - Fund 255
Profit & Loss Budget Overview
July 2011 through June 2012

	Jul '11 - Jun 12
Total ILR Internal Develo-Programming	198,125.00
Office Operations	
B&W copying-printing	240.00
Internet - ISP	2,100.00
Office Space Lease	27,000.00
Office Supplies	420.00
Postage	300.00
Teleconference	2,700.00
Telephone	1,260.00
Total Office Operations	34,020.00
Total Expense	633,640.86
Net Ordinary Income	3,559.14
Net Income	3,559.14

APPENDICES

CLRIS Financial Reports

Fund 823

Balance Sheet – June 30, 2011

Iowa Land Records - Fund 823
Balance Sheet
As of June 30, 2011

	<u>Jun 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
State Treasurer - Fund 823	45,879.92
Total Checking/Savings	<u>45,879.92</u>
Total Current Assets	<u>45,879.92</u>
TOTAL ASSETS	<u>45,879.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,867.12
Total Accounts Payable	<u>1,867.12</u>
Total Current Liabilities	<u>1,867.12</u>
Total Liabilities	1,867.12
Equity	
Opening Bal Equity	524,087.10
Retained Earnings	-465,348.38
Net Income	<u>-14,725.92</u>
Total Equity	<u>44,012.80</u>
TOTAL LIABILITIES & EQUITY	<u>45,879.92</u>

APPENDICES

CLRIS Financial Reports

Bank of America – Treasury Management Account

PL Statement – Calendar Year 2010

Balance Sheet – December 31, 2010

Audit – Calendar Year 2008

Audit – Calendar Year 2009

Audit – Calendar Year 2010

Iowa County Recorders Association

Profit & Loss

January through December 2010

	Jan - Dec 10
Ordinary Income/Expense	
Income	
Local Redaction Archive Reimb.	34,500.00
Credit Card Setup-Support	3,300.00
Expense Reimbursement - CLRIS	317,858.50
PMTSERVICEFEE	28,116.27
HPPAYMENT	574,208.24
Local Serv. Prov. Maint. Acct.	114,046.90
Bad Payment Fee	22.25
SERVICEFEE	
DDCC	885.58
CC	3,372.36
ACH	92,972.50
DRAWDOWN	4,790.40
Total SERVICEFEE	102,020.84
Misc. Income	431.00
ERECORDING	
AUDITORFEE	30,405.00
TRANSFERTAX	324,260.80
ERECORDING - Other	1,615,402.00
Total ERECORDING	1,970,067.80
Total Income	3,144,571.80
Gross Profit	3,144,571.80
Expense	
Advertising	485.00
Teleconference	1,144.87
Education and Outreach	2,331.00
ESS Committee	345.47
ICRA Executive Committee	91.17
Reimbursed Expense	1,612.97
Merit Resources	
Payroll Costs	19,536.82
Benefits	15,281.03
PEO Service Fee	6,292.56
Gross Payroll	223,348.75
Total Merit Resources	264,459.16
EDS Credit Card Setup-Support	
Local Credit Card Equipment	12,386.96
Total EDS Credit Card Setup-Support	12,386.96
PMTDISTRIBUTION	574,250.49
Local Service Maintenance	117,092.32
EDS Gateway Transaction Fees	
EDS Online Transaction Fees	12,004.20
EDS OTC Transaction Fees	4,727.40
Total EDS Gateway Transaction Fees	16,731.60
COUNTYDISTRIBUTION	1,964,920.40
Bank Service Charges	
Bank Account Analysis Fee	10,087.90
BOA Merchant Service Charge	
BOAOLN 430132313509772 Mer Acct	4,055.06
BOAOTC 430132313849862 Mer Acct	9,320.87
Total BOA Merchant Service Charge	13,375.93
Bank Service Charges - Other	66.00
Total Bank Service Charges	23,529.83
Depreciation Expense	70,089.26
Dues and Subscriptions	2,029.76

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12/20/11
Accrual Basis

Iowa County Recorders Association
Profit & Loss
January through December 2010

	Jan - Dec 10
Insurance	
Liability Insurance	0.00
Total Insurance	0.00
Meals and Entertainment	329.85
Office Supplies	146.23
Postage and Delivery	352.00
Professional Development	350.00
Professional Fees	
Legal Fees	4,000.00
Total Professional Fees	4,000.00
Repairs	
Computer Repairs	300.00
Total Repairs	300.00
Telephone	1,419.38
Travel	580.20
Total Expense	3,058,977.92
Net Ordinary Income	85,593.88
Other Income/Expense	
Other Income	
Other Income	0.00
Total Other Income	0.00
Other Expense	
Other Expenses	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	85,593.88

Iowa County Recorders Association

Balance Sheet

As of December 31, 2010

	<u>Dec 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	183,540.47
Total Checking/Savings	183,540.47
Accounts Receivable	
Accounts Receivable	9,582.38
Total Accounts Receivable	9,582.38
Total Current Assets	193,122.85
Fixed Assets	
Accumulated Depreciation	-109,812.53
Computer Equipment	228,458.23
Total Fixed Assets	118,645.70
TOTAL ASSETS	<u>311,768.55</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.30
Total Accounts Payable	0.30
Credit Cards	
BOA Visa	468.73
Total Credit Cards	468.73
Other Current Liabilities	
DRAWDOWN	10,553.70
NAS EMC Monthly Lease Payment	27,166.96
Over Charge	29.50
Total Other Current Liabilities	37,750.16
Total Current Liabilities	38,219.19
Total Liabilities	38,219.19
Equity	
Iowa County Recorders Assoc	4,936.55
Retained Earnings	183,018.93
Net Income	85,593.88
Total Equity	273,549.36
TOTAL LIABILITIES & EQUITY	<u>311,768.55</u>

**Iowa Land Records
Johnston, Iowa**

FINANCIAL INFORMATION

December 31, 2008

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Schedules of activities	5
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	7-8

INDEPENDENT AUDITOR'S REPORT

To the Electronic Services System Coordinating Committee
Iowa Land Records
Johnston, Iowa

We have audited the accompanying schedules of net assets and activities of Iowa Land Records as of and for the years ended December 31, 2008 and 2007. These schedules are the responsibility of Iowa Land Records' management. Our responsibility is to express an opinion on these schedules based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the schedules of net assets and activities of Iowa Land Records are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedules of net assets and activities. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audits provide a reasonable basis for our opinion.

We have been informed that Iowa Land Records is governed by the County Electronic Services System, as executed within the meaning of Iowa Code Chapter 28E.

In our opinion, the schedules of net assets and activities referred to above present fairly, in all material respects, net assets and activities of Iowa Land Records as of and for the years ended December 31, 2008 and 2007, in accordance with the provisions of the agreement referred to above.

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee, management of Iowa Land Records, members of the Iowa County Recorders Association and other parties to whom they report. This report is not intended to be used and should not be used by anyone other than these specified parties.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 26, 2009 on our consideration of Iowa Land Records' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
May 26, 2009

**Iowa Land Records
SCHEDULES OF NET ASSETS**

ASSETS	December 31	
	<u>2008</u>	<u>2007</u>
CURRENT ASSETS		
Cash	\$ 39,325	\$ 21,762
Accounts receivable	<u>4,308</u>	<u>75</u>
Total current assets	<u>43,633</u>	<u>21,837</u>
CAPITAL ASSETS		
Computer equipment	480,789	480,789
Accumulated depreciation	<u>(453,096)</u>	<u>(397,709)</u>
Total capital assets	<u>27,693</u>	<u>83,080</u>
Total assets	<u>71,326</u>	<u>104,917</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	644	—
Customer deposits	2,896	299
Payable to Iowa County Records Association	<u>—</u>	<u>8,000</u>
Total current liabilities	<u>3,540</u>	<u>8,299</u>
NET ASSETS		
Invested in capital assets	27,693	83,080
Unrestricted	<u>40,093</u>	<u>13,538</u>
Net assets	<u>\$ 67,786</u>	<u>\$ 96,618</u>

**Iowa Land Records
SCHEDULES OF ACTIVITIES**

	Year ended December 31	
	<u>2008</u>	<u>2007</u>
REVENUES		
Submitting fees	\$ 35,988	\$ 15,787
Recording fees	860,721	321,289
Local service maintenance fees	<u>228,450</u>	<u>—</u>
Total revenues	<u>1,125,159</u>	<u>337,076</u>
EXPENSES		
Recording distributions	861,288	320,851
Local service maintenance distributions	227,725	—
Service charges	9,591	4,987
Depreciation	<u>55,387</u>	<u>55,387</u>
Total expenses	<u>1,153,991</u>	<u>381,225</u>
DECREASE IN NET ASSETS	(28,832)	(44,149)
NET ASSETS , beginning of year	<u>96,618</u>	<u>140,767</u>
NET ASSETS , end of year	<u>\$ 67,786</u>	<u>\$ 96,618</u>

**Iowa Land Records
NOTE TO SCHEDULES
December 31, 2008**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Iowa Land Records (ILR) was formed as a result of legislation adopted by the Iowa General Assembly. ILR is managed under an agreement (County Electronic Services System 28E Agreement), as executed within the meaning of Iowa Code Chapter 28E, between Iowa's ninety-nine counties and Iowa County Records Association (ICRA). ILR was formed to facilitate the submitting of real estate and other legal documents electronically to Iowa County Recorders for official recording. The executed 28E agreement appoints ICRA with the authority to administer the operations of ILR.

Specified Unit

ILR is a specified unit of ICRA, as defined by American Institute of Certified Public Accountant's Statement of Auditing Standards No. 62, *Special Reports*.

Use of Estimates

The preparation of schedules require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the schedules, and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Computer Equipment

Computer equipment is stated at cost. Depreciation is computed using accelerated methods over their estimated useful lives.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Electronic Services System Coordinating Committee
Iowa Land Records
Johnston, Iowa

We have audited the schedules of net assets and activities of Iowa Land Records as of and for the year ended December 31, 2008, and have issued our report thereon dated May 26, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Iowa Land Records' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the schedules of net assets and activities, but not for the purpose of expressing an opinion on the effectiveness of the Iowa Land Records' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Iowa Land Records' internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Iowa Land Records' schedules of net assets and activities are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee, management of Iowa Land Records, members of the Iowa County Recorders Association and other parties to whom they report. This report is not intended to be and should not be used by anyone other than these specified parties.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
May 26, 2009

**Iowa Land Records
Johnston, Iowa
FINANCIAL INFORMATION
December 31, 2009**

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INDEPENDENT AUDITOR'S REPORT

To the Electronic Services System Coordinating Committee
Iowa Land Records
Johnston, Iowa

We have audited the accompanying schedules of net assets and activities of Iowa Land Records as of and for the years ended December 31, 2009 and 2008. These schedules are the responsibility of Iowa Land Records' management. Our responsibility is to express an opinion on these schedules based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the schedules of net assets and activities of Iowa Land Records are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedules of net assets and activities. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audits provide a reasonable basis for our opinion.

We have been informed that Iowa Land Records is governed by the County Electronic Services System, as executed within the meaning of Iowa Code Chapter 28E.

In our opinion, the schedules of net assets and activities referred to above present fairly, in all material respects, net assets and activities of Iowa Land Records as of and for the years ended December 31, 2009 and 2008, in accordance with the provisions of the agreement referred to above.

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee, management of Iowa Land Records, members of the Iowa County Recorders Association and other parties to whom they report. This report is not intended to be used and should not be used by anyone other than these specified parties.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2010 on our consideration of Iowa Land Records' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
June 29, 2010

**Iowa Land Records
SCHEDULES OF NET ASSETS**

ASSETS	December 31	
	<u>2009</u>	<u>2008</u>
CURRENT ASSETS		
Cash	\$ 74,729	\$ 39,325
Accounts receivable	<u>24,070</u>	<u>4,308</u>
Total current assets	<u>98,799</u>	<u>43,633</u>
CAPITAL ASSETS		
Computer equipment	205,194	480,789
Accumulated depreciation	<u>(39,723)</u>	<u>(453,096)</u>
Total capital assets	<u>165,471</u>	<u>27,693</u>
Total assets	<u>264,270</u>	<u>71,326</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	1,137	644
Customer deposits	931	2,896
Current portion of capital lease payable	<u>47,052</u>	<u>—</u>
Total current liabilities	<u>49,120</u>	<u>3,540</u>
CAPITAL LEASE PAYABLE , less current portion	<u>27,195</u>	<u>—</u>
Total liabilities	<u>76,315</u>	<u>3,540</u>
NET ASSETS		
Invested in capital assets, net of related debt	91,224	27,693
Unrestricted	<u>96,731</u>	<u>40,093</u>
Net assets	<u>\$ 187,955</u>	<u>\$ 67,786</u>

**Iowa Land Records
SCHEDULES OF ACTIVITIES**

	Year ended December 31	
	<u>2009</u>	<u>2008</u>
REVENUES		
Submitting fees	\$ 89,649	\$ 35,988
Recording fees	1,490,115	860,721
Local service maintenance fees	237,624	228,450
Credit card setup fees	12,300	—
Reimbursements from Fund 255 for capital assets	<u>142,835</u>	<u>—</u>
Total revenues	<u>1,972,523</u>	<u>1,125,159</u>
EXPENSES		
Payroll expense	25,241	—
Recording distributions	1,492,105	861,288
Local service maintenance distributions	241,347	227,725
Credit card setup distributions	4,428	—
Service charges	21,509	9,591
Depreciation	67,417	55,387
Miscellaneous	<u>307</u>	<u>—</u>
Total expenses	<u>1,852,354</u>	<u>1,153,991</u>
INCREASE (DECREASE) IN NET ASSETS	120,169	(28,832)
NET ASSETS , beginning of year	<u>67,786</u>	<u>96,618</u>
NET ASSETS , end of year	<u>\$ 187,955</u>	<u>\$ 67,786</u>

**Iowa Land Records
NOTES TO SCHEDULES
December 31, 2009**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Iowa Land Records (ILR) was formed as a result of legislation adopted by the Iowa General Assembly. ILR is managed under an agreement (County Electronic Services System 28E Agreement), as executed within the meaning of Iowa Code Chapter 28E, between Iowa's ninety-nine counties and Iowa County Records Association (ICRA). ILR was formed to facilitate the submitting of real estate and other legal documents electronically to Iowa County Recorders for official recording. The executed 28E agreement appoints ICRA with the authority to administer the operations of ILR.

Specified Unit

ILR is a specified unit of ICRA, as defined by American Institute of Certified Public Accountant's Statement of Auditing Standards No. 62, *Special Reports*.

Use of Estimates

The preparation of schedules require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the schedules, and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Computer Equipment

Computer equipment is stated at cost. Depreciation is computed using accelerated methods over their estimated useful lives.

NOTE 2 CAPITAL LEASE PAYABLE

ILR leases equipment from a leasing company. The lease bears no interest, and monthly payments of \$3,921 are due through July, 2011. The equipment leased is as follows:

Computer equipment	\$ 130,388
Less accumulated depreciation	<u>(26,078)</u>
Net capital lease assets	<u>\$ 104,310</u>

The following is a schedule by year of future minimum lease payments:

Year ending December 31

2010	\$ 47,052
2011	<u>27,195</u>
	<u>\$ 74,247</u>

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Electronic Services System Coordinating Committee
Iowa Land Records
Johnston, Iowa

We have audited the schedules of net assets and activities of Iowa Land Records as of and for the year ended December 31, 2009, and have issued our report thereon dated June 29, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Iowa Land Records' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the schedules of net assets and activities, but not for the purpose of expressing an opinion on the effectiveness of the Iowa Land Records' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Iowa Land Records' internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Iowa Land Records' schedules of net assets and activities are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee, management of Iowa Land Records, members of the Iowa County Recorders Association and other parties to whom they report. This report is not intended to be and should not be used by anyone other than these specified parties.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
June 29, 2010

**Iowa Land Records
Johnston, Iowa
FINANCIAL INFORMATION
December 31, 2010**

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INDEPENDENT AUDITOR'S REPORT

To the Electronic Services System Coordinating Committee
Iowa Land Records
Johnston, Iowa

We have audited the accompanying schedules of net assets and activities of Iowa Land Records as of and for the years ended December 31, 2010 and 2009. These schedules are the responsibility of Iowa Land Records' management. Our responsibility is to express an opinion on these schedules based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the schedules of net assets and activities of Iowa Land Records are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedules of net assets and activities. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audits provide a reasonable basis for our opinion.

We have been informed that Iowa Land Records is governed by the County Electronic Services System, as executed within the meaning of Iowa Code Chapter 28E.

In our opinion, the schedules of net assets and activities referred to above present fairly, in all material respects, net assets and activities of Iowa Land Records as of and for the years ended December 31, 2010 and 2009, in accordance with the provisions of the agreement referred to above.

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee, management of Iowa Land Records, members of the Iowa County Recorders Association and other parties to whom they report. This report is not intended to be used and should not be used by anyone other than these specified parties.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 18, 2011 on our consideration of Iowa Land Records' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
July 18, 2011

**Iowa Land Records
SCHEDULES OF NET ASSETS**

ASSETS	December 31	
	2010	2009
CURRENT ASSETS		
Cash	\$ 183,540	\$ 74,729
Accounts receivable	<u>11,704</u>	<u>24,070</u>
Total current assets	<u>195,244</u>	<u>98,799</u>
CAPITAL ASSETS		
Computer equipment	228,458	205,194
Accumulated depreciation	<u>(109,813)</u>	<u>(39,723)</u>
Total capital assets	<u>118,645</u>	<u>165,471</u>
Total assets	<u>313,889</u>	<u>264,270</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	498	1,137
Customer deposits	10,554	931
Current portion of capital lease payable	<u>27,167</u>	<u>47,052</u>
Total current liabilities	<u>38,219</u>	<u>49,120</u>
CAPITAL LEASE PAYABLE , less current portion	<u>—</u>	<u>27,195</u>
Total liabilities	<u>38,219</u>	<u>76,315</u>
NET ASSETS		
Invested in capital assets, net of related debt	91,478	91,224
Unrestricted	<u>184,192</u>	<u>96,731</u>
Net assets	<u>\$ 275,670</u>	<u>\$ 187,955</u>

**Iowa Land Records
SCHEDULES OF ACTIVITIES**

	Year ended December 31	
	2010	2009
REVENUES		
Submitting fees	\$ 130,159	\$ 89,649
Recording fees	2,544,276	1,490,115
Local service maintenance fees	151,100	237,624
Credit card setup fees	3,300	12,300
Reimbursements from Fund 255	<u>317,858</u>	<u>142,835</u>
Total revenues	<u>3,146,693</u>	<u>1,972,523</u>
EXPENSES		
Payroll expense	264,459	25,241
Recording distributions	2,539,171	1,492,105
Local service maintenance distributions	117,092	241,347
Credit card setup distributions	12,387	4,428
Service charges	40,261	21,509
Depreciation	70,089	67,417
Project reimbursed expenses	15,519	—
Miscellaneous	<u>—</u>	<u>307</u>
Total expenses	<u>3,058,978</u>	<u>1,852,354</u>
INCREASE IN NET ASSETS	87,715	120,169
NET ASSETS , beginning of year	<u>187,955</u>	<u>67,786</u>
NET ASSETS , end of year	<u>\$ 275,670</u>	<u>\$ 187,955</u>

**Iowa Land Records
NOTES TO SCHEDULES
December 31, 2010**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Iowa Land Records (ILR) was formed as a result of legislation adopted by the Iowa General Assembly. ILR is managed under an agreement (County Electronic Services System 28E Agreement), as executed within the meaning of Iowa Code Chapter 28E, between Iowa's ninety-nine counties and Iowa County Records Association (ICRA). ILR was formed to facilitate the submitting of real estate and other legal documents electronically to Iowa County Recorders for official recording. The executed 28E agreement appoints ICRA with the authority to administer the operations of ILR.

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Use of Estimates

The preparation of schedules requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the schedules, and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Computer Equipment

Computer equipment is stated at cost. Depreciation is computed using accelerated methods over their estimated useful lives.

NOTE 2 CAPITAL LEASE PAYABLE

ILR leases equipment from a leasing company. The lease bears no interest, and monthly payments of \$3,921 are due through July, 2011. The equipment leased is as follows:

Computer equipment	\$ 130,388
Less accumulated depreciation	<u>(67,802)</u>
Net capital lease assets	<u>\$ 62,586</u>

The following is a schedule by year of future minimum lease payments:

Year ending December 31

2011	\$ <u>27,167</u>
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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Electronic Services System Coordinating Committee
Iowa Land Records
Johnston, Iowa

We have audited the schedules of net assets and activities of Iowa Land Records as of and for the year ended December 31, 2010, and have issued our report thereon dated July 18, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Iowa Land Records' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the schedules of net assets and activities, but not for the purpose of expressing an opinion on the effectiveness of Iowa Land Records' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Iowa Land Records' internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Iowa Land Records' schedules of net assets and activities are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee, management of Iowa Land Records, members of the Iowa County Recorders Association and other parties to whom they report. This report is not intended to be and should not be used by anyone other than these specified parties.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
July 18, 2011

APPENDICES

Electronic Recording

PRIA Electronic Recording Report – July 14, 2009

Table of Electronic Recording Volume

Department of Revenue E-Submission Report



The Models of eRecording

A Continuum of Electronic Recording

Updated

Adopted by the PRIA Board on July 14, 2009

<http://www.pria.us>

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The Models of eRecording – A Continuum of Electronic Recording – Updated

PRIA Technology Committee Business Requirements Workgroup

Abstract

This paper examines the evolving nature and definition of the models of electronic recording of land records (eRecording) which were initially defined and characterized by Carl Ernst in 2000. Some confusion has developed around the models of eRecording—which model is best, how to deploy systems that utilize the various models, and the technological advancement of each model. As eRecording evolved, it became apparent that no one model predominated. Instead, a continuum of eRecording models evolved that accommodated processes and systems enhancements. This paper analyzes and explains how the continuum of eRecording makes the models relevant to the adoption of eRecording today.

In the United States, land document recording may take place at the State, City, Town, County, Borough, or Parish level. Depending on the jurisdiction, the Office of the Recorder may also be known as Recorder of Deeds, Registrar-General, Register of Deeds, Registrar of Deeds, Registrar of Titles, Deeds Registry, Auditor, or Deeds Office. In some states, the recording function is part of the county clerk's responsibilities. Throughout this paper, the term utilized for this role will simply be "Recorder." The term utilized for the role of the person or entity sending and receiving documents to and from the Recorder will be "Submitter."

It is an important supposition of this paper that a particular method of eRecording is not inherently "better" than any other method of eRecording. Methods must be matched to business needs. An abundance of technology features that do not improve the process of document recording is of little practical value.

Introduction

In December 2000, Carl Ernst published an article entitled "The Three (or more) Models of E-Recording." The article sought to clarify and categorize the various implementations of electronic recording which were in use at that time. This seminal article quickly became the accepted delineation for eRecording implementations and has been used as reference material for discussions, rules, and implementations of electronic recording over the past eight years.

Even though the article was widely circulated and frequently referenced, emerging implementations of eRecording did not always fit neatly into one of the defined models—or at least regional variations and parochial understandings made it seem that way. As time passed, technology related to eRecording advanced. Concurrently, more Submitters and Recorders adopted this technology. Through this evolution, it became apparent that not all implementations and discussions around eRecording easily fit into one of the originally defined models.

Additional confusion emerged based largely on what role a party played in the eRecording process, and where that party entered it. For example, a Submitter may have utilized a completely electronic process to create, complete, and sign a document. In that case, the Submitter considered its document to be a Model 3 document.¹ However, due to innovative vendor solutions, these documents were being submitted to Recorders that could only accept Model 2 submissions. In other words, a document would start its life as a Model 3 document only to become a Model 2 document at the receiving end.

The purpose of this paper is to re-visit Mr. Ernst's original models and, in so doing, to help clarify the various implementations available in the marketplace today. This paper will attempt to demonstrate that the variations of eRecording are best understood as a progression that should be approached methodically along a technology continuum rather than a "once and done" selection.

In preparation for this paper, the PRIA Business Requirements Workgroup contacted Mr. Ernst for his thoughts on the "models" eight years after his original thoughts were penned. He graciously provided us an update that bolstered our thinking regarding evaluating various implementations on a progressive scale. Once again, PRIA is grateful for his insights.

Summary of Original Premise – Three Models of eRecording

It is instructive to note that the first sentence in Mr. Ernst's article states "four counties accept some form of electronic recording." As of the writing of this paper, PRIA has confirmed more than 500 recording jurisdictions in the United States with some form of electronic recording capability – a more than one hundred fold increase in about eight years. While some growth and variation was envisioned in the original article, this paper traces the evolution of and variation from the original three models of eRecording.

First, we must re-visit the original definitions to see if they still apply to eRecording as it exists today.

- Model 1 – scanned paper
 - This model consists of paper documents with wet ink signatures that are scanned by the Submitter creating an electronic image of the paper documents. The Submitter then sends the scanned image of the paper documents to the Recorder for recordation rather than the paper documents.
 - Model 1 documents are static images and do not include any indexing data in any electronic format (other than what is viewable in the image file). All data entry at the Recorder's office is manually created, just as it is for documents submitted on paper.

¹ See definition of Model 3 on page 3.

- While Model 1 documents may leverage XML² as a delivery mechanism (although this is optional), Model 1 does not utilize tagged data that is formatted according to a predefined DTD³ or schema.
- Model 2 – scanned paper with XML or electronic document with XML, but XML is not “embedded”
 - This model encompasses both scanned paper and natively electronic documents. It also allows for wet ink signatures and electronic signatures. The core of this model is that in addition to the image of the document, Model 2 documents also include some indexing data in an XML format.
 - A key feature of Model 2 documents is that the indexing data does not interact with the image file, i.e. the indexing data is contained in a separate XML file that is associated with the image file, but the XML file does not control the view of the image. Thus the data in the XML file and the information in the image file may differ.
 - The use of tagged XML data in Model 2 documents does allow for indexing data entry to be automated. However, due to the possibility for variance between the image and the indexing data file, a careful human review is a recommended best practice.
- Model 3 – XML embedded into electronic documents
 - This model represents truly electronic documents with interactive view and data sections. (Mr. Ernst referred to them as “layers,” today we label them “sections” or “folders.”)
 - The data in the data section is used to populate the view section of the document assuring that any changes in the data are automatically reflected in an updated view.
 - Like Model 2, the use of tagged XML data allows for data entry to be automated.
 - The coupling of the data and view sections in Model 3 documents allows business-rule-processing technology to be used to assist with the review of recording requirements that previously required human evaluation.
 - While human review is still a necessary part of the overall process, this review can now be focused on exception processing and quality control.

The following chart illustrates various eRecording features and the models of eRecording that might utilize them.

Feature/Function	Model 1	Model 2	Model 3
Paper documents / static images	X	X	
Wet-ink signatures	X	X	
Automated index population		X	X
Electronic signatures		X	X
Tagged data (XML)		X	X
Interactive data & view sections			X
Rules-based processing			X

² eXtensible Markup Language. See PRIA Glossary for more information.

³ Document Type Definition. See PRIA Glossary for more information.

Persistent Confusion Surrounding the Models

While the intent of Mr. Ernst's 2000 article was to add clarity to conversations about eRecording, some confusion still remains. Some individuals thought the models were distinguished by use of digital certificates for legal signatures. Others felt that the models were distinguished based on how much XML was used and what fields were included. Some argued that a determination could be made based on whether the Recorder utilized fully automated "lights out" processing or whether the process was only partially automated. Additionally, as mentioned above, technology vendors took Model 3 documents from Submitters and converted them into Model 2 documents for submission to Recorders; or technology vendors took Model 2 documents from Submitters and converted them into Model 1 documents for submission to Recorders.

Feature-Focused Progressive View

In his original article Mr. Ernst stated, "It may be said that the goal of an electronic recording system is not necessarily 100% automated acceptance, but reliably swifter acceptance of documents." Building on that idea, this paper suggests that eRecording be viewed as an additive process and system improvement. The goal of eRecording was not and is not to make a radical paradigm shift in a short time. Rather, the goal of eRecording is to enhance the recording process through the use of electronic systems and move the recording process ever closer toward a fully automated process.

Anything that helps to create "reliably swifter acceptance" in the recording process is a step along a continuum of process improvement. The scanned paper of Models 1 and 2 reduce processing time at the Recorder's office. Non-embedded XML in Model 2 reduces keystrokes and enables database population as well as quality assurance review to occur simultaneously. Lastly, embedded XML can eliminate the possibility of discrepancies between data and view. An electronic recording implementation based on the PRIA XML Schema allows business rules logic to assist with recordability review and final recording.

Each step along the way improves the performance and reliability of the public land records system. As more industry participants embrace each aspect of eRecording, the process is strengthened.

What about Model 4?

In his article, Mr. Ernst discussed a possible Model 4. This model would allow the submission of only data and signature information that would then be associated with a previously recorded master form. To date there has been very little interest in this type of submission. Even in the paper paradigm where existing legislation allows for the recording of "master forms," few Submitters or Recorders rely upon "master forms" to any extent.

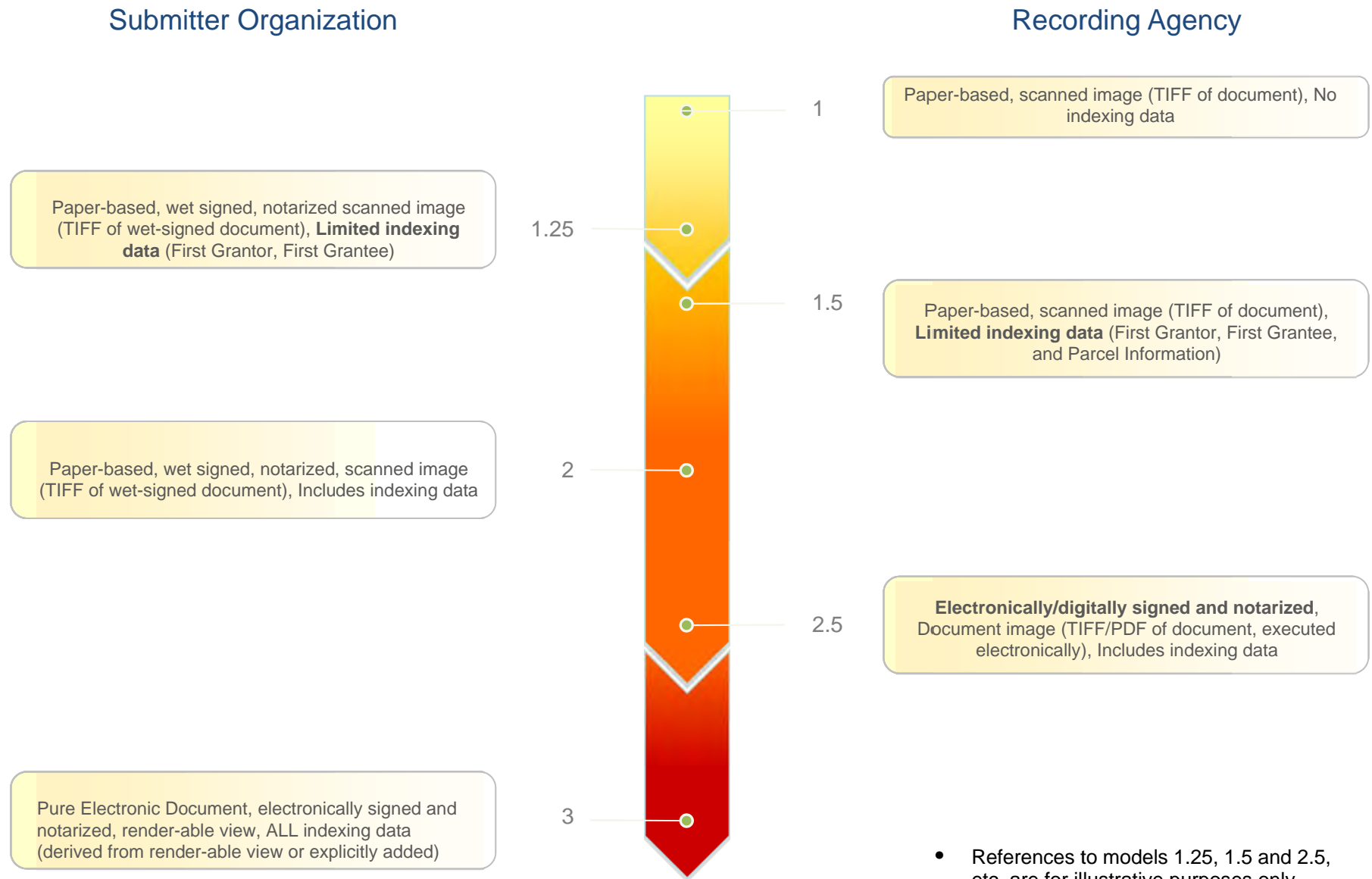
The Continuum of eRecording

As eRecording has been adopted by Recorders and Submitters, there have been varied implementation methods. Some methods readily map to the models as they were originally defined. Other methods prove the need for additional clarification of the models of eRecording. In examining the different electronic recording implementations that have taken shape across the United States, it is evident that both Recorders and Submitters like to take a measured approach by easing into the practice of eRecording. A “One-Step-at-a-Time” approach to electronic recording is recommended, as there are many considerations to be addressed. It is for this reason that this paper effectively illustrates the models of electronic recording and can add clarity to what has, in the past, had the potential to be confusing.

Figure 1 illustrates that there are distinct levels of electronic recording. The Figure also illustrates that a Recorder and a Submitter may be using, or may have implemented, completely different models of electronic recording, or that they may have chosen to implement and use elements of multiple electronic recording models thereby creating mid-way points or a “Model Ratio.” Though the Submitters and Recorders use different models of electronic recording, delivery and receiving vendors on the one hand and land records management system software vendors on the other ensure that the documents submitted for electronic recording arrive at the Recorder in the format that the Recorder’s system can accept. An example of this would be XYZ Title Company submitting a scanned image of a deed along with only the first grantor and first grantee XML information to ABC Recorder. This type of recording may be seen as having a Model Ratio of Model 1.25 since it is basically a Model 1 scanned image that contains a few, but not all, XML data elements of a Model 2 document. Thus, the electronic recording continuum can be viewed as being based on a separation of model elements. In other words, each model has different elements that define that model, and a document that combines elements of two models could be classified as a “new” model between the two models whose elements have been incorporated.

Figure 1

Electronic Recording Continuum – Where The Models Fall



As can be seen in Figure 1, there are multiple players in the electronic recording process. All of the parties involved can be generally categorized into one of two categories: Recorder parties or Submitter parties. The parties' view of the eRecording process is based upon their role in the process as illustrated in Figure 1.1.

Continuum of eRecording – Recorders

For each of the more than 500 Recorders that are eRecording at the time of this writing, there are also probably more than 500 different implementations being utilized. Implementations vary from no index data to completely automated indexing, from manual processing to fully automated “lights out” processing, and from scanned paper to an image template. There is essentially no limit to the available implementation options.

A Recorder considering implementing an eRecording project would be well served to first review the PRIA paper “How to Get Ready for Electronic Recording – Part 1: The Recorder’s Guide.” After the Recorder determines its business processing model, there will be a defined location somewhere on the continuum of eRecording that will define the starting point for that Recorder’s eRecording. This reference point will also provide the Submitters with a clarification of where the Recorder is on the continuum, so they are better prepared to understand and support the Recorder’s needs. As the business needs of a Recorder change over time, so too will its location on the continuum.

In the years since Mr. Ernst’s article first categorized eRecording models, Recorders have been challenged with the limitations of one particular eRecording model versus another, and have posed questions about the different models hoping to “legitimize” their position. Examples of questions include:

- Is Model 1 an acceptable eRecording model, especially when considering the sanctity of land records?
- Is Model 2 a “secure” method of eRecording?
- Is my land records system capable of accepting Model 3 documents?
- Is there something in between Model 1 and Model 2 that would better define what I want my office to do?

It is likely that each Recorder asked similar questions as it defined the business processing needs that would make possible its initial entrance into the eRecording world.

The continuum of eRecording provides a Recorder with the methodology to identify itself at a point on the continuum based on the business processing model that it has defined. For the Recorders that have been eRecording for some time, the continuum also provides an ongoing reference for assessment of where that Recorder is with its implementation.

Consider also the reality that a Recorder may eRecord at more than one reference point on the continuum on any given day. An example would be the recording of a paper-based, wet-signed, scanned image with First Grantor, First Grantee (Model 1.25), followed by the recordation of a similar document, but with the additional component of Parcel Information (Model 1.5).

The location of a Recorder's processes on the continuum of eRecording is therefore not necessarily a static position, but a dynamic one.

Continuum of eRecording – Submitters

Submitters of electronic recordings have a singular focus when examining why they use electronic recording systems. They want to record a document as quickly as possible in an efficient manner. For some Submitters, this may mean that they will simply execute documents with their clients or on behalf of their clients as an agent. These documents may be executed by a wet ink signing ceremony or may be signed electronically, depending on the laws of the jurisdiction in which the documents are executed as well as the policies and procedures that the Submitter has embraced. The Submitter then uses an eRecording system to send the document to a Recorder for recordation.

While some Submitters may take a very simple and straightforward approach to electronic recording, others integrate electronic recording with electronic document generation, electronic signing, and automatic submission into their process. The Submitters may integrate electronic transactions so deeply into their processes that they develop proprietary systems or use customized vendor software in automating the document preparation and submission process. In most cases, this approach is taken to gain efficiencies for the Submitter.

There are many more scenarios and permutations of electronic recording and automation processes employed by Submitters than can be addressed in this paper. Suffice it to say that any implementation, whether proprietary or open source, is adopted to achieve some level of overall system efficiency or reliability.

The continuum of eRecording provides a Submitter with a method by which it can identify the model of eRecording that it has embraced. The continuum provides Submitters with an ongoing reference for assessment of where they are with their current systems. As was the case for Recorders, the location of a Submitter's processes on the eRecording continuum is not a static position, but a dynamic one changing with time.

Conclusion

Carl Ernst's original idea regarding multiple methods of eRecording is still valid and useful for today's implementations, especially when considered in a "crawl, walk, then run" context. Users are best served by carefully analyzing the features of an eRecording system and then placing it on the continuum of eRecording rather than attempting to force local implementation of one of three models—none of which may fit.

As was noted at the outset, the models and implementations must be matched to local business and recording needs. Even though some of the early adopting Recorders pioneered Model 3 systems, Submitters did not have the necessary capabilities to produce these complex documents, submission volumes were limited, and widespread adoption did not take place.

It will also be useful for document preparers, Submitters, and Recorders to be mindful of the eRecording continuum as their systems and technologies are developed. Providing flexibility in the output of these systems will maximize the number of Recorders to whom they can submit electronic documents.

About

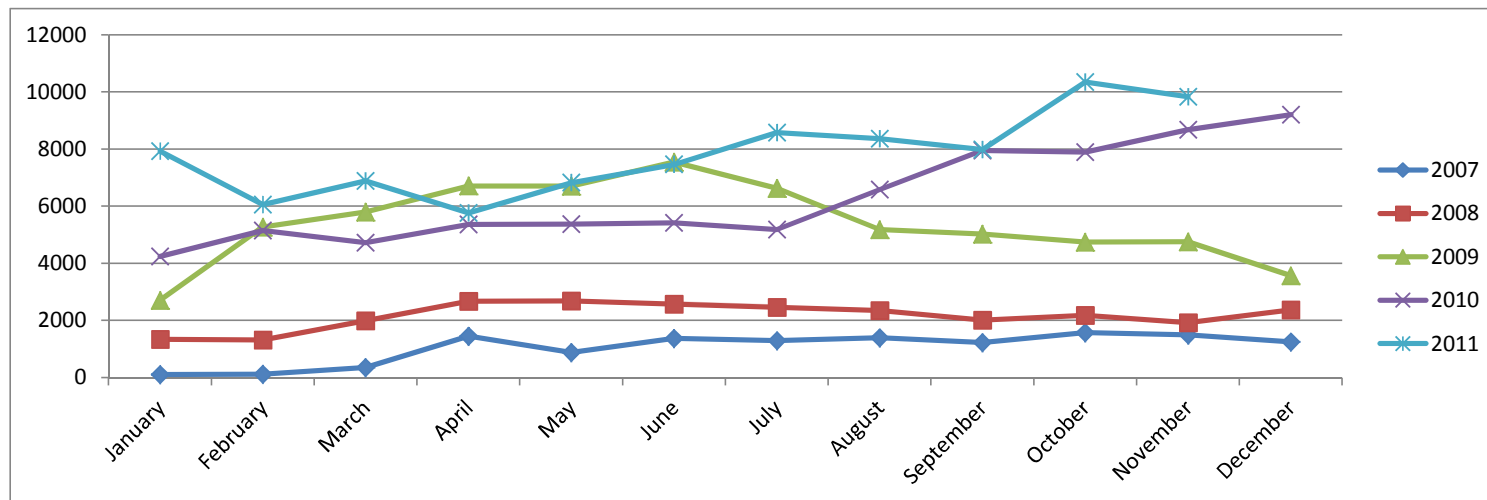
The Business Requirements Workgroup is one of three workgroups organized under the PRIA Technology Committee. As its name implies, this workgroup focuses on business processes and develops the practical requirements that guide the development of PRIA's XML standards.

Carl Ernst is the President of Ernst Publishing and is one of the founding members of PRIA. Mr. Ernst has dedicated countless hours to improving the quality and reliability of the public land records system in the United States.

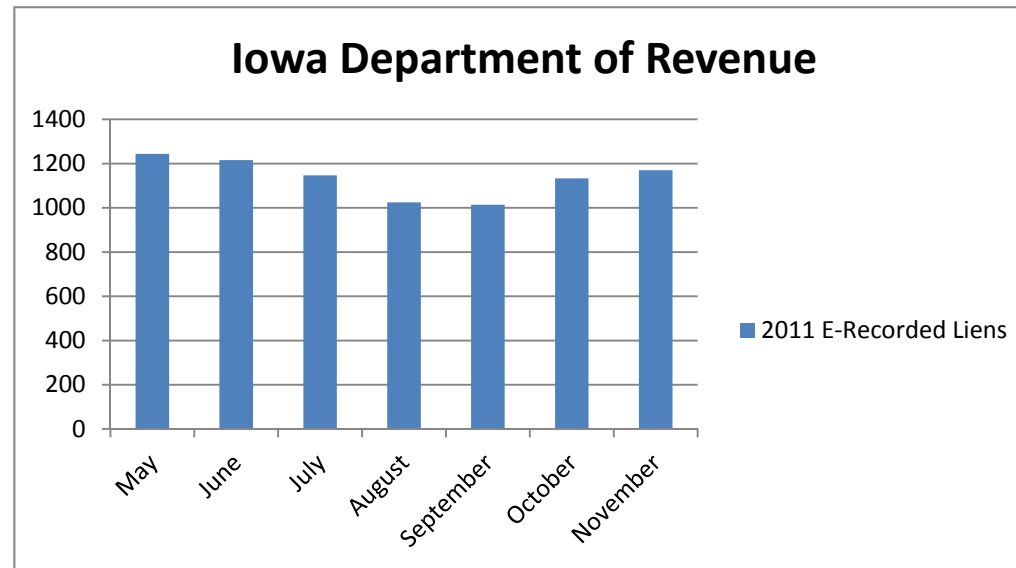
For additional information regarding this paper or any other PRIA work product, send an email to brwg@pria.us.

**Iowa
E-Recording History
2007-2011**

2006	2007	2008	2009	2010	2011
310 January	105	1338	2708	4248	7935
February	122	1314	5275	5156	6058
March	353	1993	5798	4726	6885
April	1453	2674	6715	5360	5767
May	878	2685	6712	5379	6827
June	1378	2572	7549	5423	7466
July	1302	2462	6630	5190	8582
August	1398	2354	5182	6585	8363
September	1233	2011	5030	7958	7987
October	1572	2177	4751	7898	10347
November	1504	1923	4756	8681	9840
December	1251	2378	3575	9206	
Total	12549	25881	64681	75810	86057



2011 E-Recorded Liens	
May	1244
June	1216
July	1147
August	1025
September	1014
October	1133
November	1170



APPENDICES

Policies and Procedures

28E Agreement

CLRIS Timeline

CLRIS Policies and Procedures

Prepared By and Return To: Phil Dunshee, 5408 NW 88th Street, Suite 120, Johnston, IA 50131
515-309-0140

COUNTY ELECTRONIC SERVICES SYSTEM 28E AGREEMENT

WHEREAS, Iowa counties and the Iowa County Recorders Association (hereinafter "ASSOCIATION") are required to implement electronic recording and electronic transactions in each county and develop county and statewide internet web sites to provide electronic access to records and information; and

WHEREAS, the board of supervisors of each county is required to execute a chapter 28E agreement with the Iowa county recorders association for the implementation of the county land record information systems as provided in House File 882, 2005 Acts; and

WHEREAS, Iowa counties and the Iowa County Recorders Association have created an Iowa Land Record information system and electronic services web portal in order to comply with the requirement for a statewide web site and electronic recording ; and

WHEREAS, Iowa counties and the Iowa County Recorders Association require the means to receive authorized fees for electronic recording and other services; and

WHEREAS, Iowa counties and the Iowa County Recorders Association are required to implement and maintain the county land record information system, and to develop a plan for integrating the system with electronic government and internet applications of other governmental entities; and

WHEREAS, the Iowa Land Record information system and electronic services web portal could potentially have beneficial applications for counties far beyond land record information; and

WHEREAS, each county is a public agency within the meaning of Iowa Code Chapter 28E (2005), and the Iowa County Recorders Association is a private agency within the meaning of Iowa Code Chapter 28E (2005);

THEREFORE, the Association and the undersigned counties enter into this 28E Agreement for the creation of an organization to govern and coordinate the Iowa Land Record information system and electronic services web portal under the following terms and conditions:

1. CREATION. The undersigned counties, on behalf of the county recorder and other elected county officials, each having adopted this Agreement by motion of its board of supervisors, and the Association, having adopted this Agreement by vote of its members, hereby join together to form and create a public body corporate and politic and separate legal entity under Iowa Code Chapter 28E (2005), known as the Electronic Services System (ESS). This entity shall have the power, privileges, and authority as hereinafter set forth in this Agreement.

2. DUTIES. As provided in House File 882, 2005 Acts, the Iowa County Recorders Association shall have the duty to execute contracts necessary for implementation of the county land record information system.

3. DURATION. This Agreement shall become effective at such time as the undersigned counties and the Association execute this Agreement in the manner hereinafter provided, and this Agreement is filed and recorded as required by Iowa Code section 28E.8 (2005). Copies of the filed and recorded Agreement shall be provided to the Association and member counties. The operations of ESS shall be perpetual unless ESS is abolished by a two-thirds vote of the Association.

4. ORGANIZATION. ESS shall be under the direction and control of the ASSOCIATION Board of Directors.

5. POWERS OF THE ASSOCIATION BOARD. The ASSOCIATION Board of Directors shall have each and all of the following powers regarding ESS:

- (a) To provide Iowa counties with an electronic services system for land record information.
- (b) To receive and disburse electronically into bank accounts designated by the ASSOCIATION and each County Recorder authorized fees for electronic recording and other services.
- (c) To provide Iowa counties with an electronic services system for other services provided through the Office of the County Recorder;
- (d) To provide Iowa counties with an electronic services system for other services subject to the approval of the Board of Directors of an affiliate of the Iowa State Association of Counties, other local government association or other organization;
- (e) To contract with any public or private entity to provide all necessary services;
- (f) To rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of this Agreement;
- (g) To establish a system of accounting and budgeting, and a system for receiving payments;
- (h) To retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of this Agreement; and
- (i) To exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of this Agreement.

6. COORDINATING COMMITTEE. The ASSOCIATION Board of Directors shall establish an ESS Coordinating Committee made up of county officials representing ISAC affiliate organizations which choose to participate in ESS, county employees and selected stakeholders to coordinate efforts to deliver services and information through ESS, provide advice and technical assistance to the ASSOCIATION, and to make policy recommendations regarding the operations of ESS. The Committee shall initially consist of no more than 15 members. The ASSOCIATION may adjust the size of the Committee as circumstances require.

7. BUDGET. The ASSOCIATION Board of Directors shall, prior to July 1 of each year, prepare and adopt a budget for the operation of ESS for the next fiscal year. The ASSOCIATION Board of Directors shall make a copy of the ESS budget available to each member county. The ASSOCIATION Board of Directors may amend the ESS budget during the fiscal year.

The accounts of ESS shall be audited and verified by a certified public accountant within two hundred seventy (270) days of each fiscal year and a copy thereof provided to each member of the ASSOCIATION Board of Directors, the Auditor of the State of Iowa and, upon request, to any county that is a party to this Agreement.

8. FUNDING. ESS shall provide the services referred to in this Agreement to each member county. Funding for the operation of ESS shall be provided through the ELECTRONIC TRANSACTION FEE as provided in Section 331.605C of the Iowa Code, any transaction service or user fees, and other sources deemed appropriate by the Association and its members.

9. ADDITIONAL MEMBERSHIP. After September 1, 2005, any Iowa county may become party to this Agreement and gain membership in ESS by adoption of this Agreement, as it may have been amended, by motion of its board of supervisors. Membership shall be effective upon filing and recording of the Agreement as required by Iowa Code section 28E.8 (2005), with a copy of the filed and recorded Agreement to be provided to the ASSOCIATION and the new member county.

10. WITHDRAWAL. Any county, by motion of its board of supervisors, may withdraw from ESS by giving written notice to the ASSOCIATION Board of Directors no later than November 15; preceding the fiscal year of withdrawal. Services of ESS shall continue to be provided to the withdrawing county until the date of withdrawal.

11. STANDARDS. Members shall comply with all standards, policies and requirements for the delivery of electronic services adopted by the ASSOCIATION.

12. AMENDMENTS. The ASSOCIATION Board of Directors may submit an amendment to this agreement to the ASSOCIATION for approval. Upon adoption of the amendment by the ASSOCIATION, it will be submitted to the Board of Supervisors in each ESS member county. A separate explanation of the reasons for the amendment shall be included. Each county desiring to vote upon the amendment shall do so by motion and return to ASSOCIATION a certified copy of the motion stating the county's vote within thirty (30) days of the date that the county received a copy of the proposed amendment. Any county not voting upon the amendment within this time shall be considered to have approved the amendment.

If the amendment receives a majority of the votes of all ESS member counties, it shall become effective ten (10) days following the date the vote is tabulated. Amendments shall be filed and recorded as required by Iowa Code section 28E.8 (2005).

13. NON-LIABILITY. ESS is a public corporation. The ASSOCIATION and individual counties shall not be liable for any acts, deeds, resolutions or other actions of ESS. Each individual county, and its assets and taxing authority may not be reached, attached or executed upon by any creditor or claimant of ESS. The ASSOCIATION and its assets may not be reached, attached or executed upon by any creditor or claimant of ESS.

14. THIRD PARTY BENEFIT. Neither the provisions of this Agreement nor the provisions of any agreement that ESS may have with any public or private agency shall inure to the benefit of any other third party or any individual resident or taxpayer of any county and neither this Agreement nor any agreement that ESS may have with any public or private agency may be the basis of a claim or cause of action on behalf of any other third party or any individual resident or taxpayer of any county.

15. DISPOSITION OF ASSETS. In the event this Agreement is terminated and ESS is abolished, all property of ESS shall be delivered, assigned and conveyed to the ESS member counties in equal shares, after payment of all just debts, obligations and liabilities of ESS.

16. SEVERABILITY. If any portion of this Agreement or the application of this Agreement to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provisions or applications, and to this end, the provisions of this Agreement are declared to be severable.

THE EXECUTION OF THIS AGREEMENT BY THE ASSOCIATION AND BY EACH UNDERSIGNED COUNTY SHALL CONSTITUTE ADOPTION OF THIS AGREEMENT. FOR EACH UNDERSIGNED COUNTY, SUCH EXECUTION SHALL BE PURSUANT TO AUTHORITY GRANTED BY MOTION OF THE BOARD OF SUPERVISORS.

A COPY OF THIS AGREEMENT, EXECUTED BY EACH PARTICIPATING COUNTY, WILL BE FILED WITH THE SECRETARY OF STATE PURSUANT TO 28E.8.

ELECTRONIC SERVICES SYSTEM
28E AGREEMENT
IOWA COUNTY RECORDERS ASSOCIATION

Date _____

Joan McCalmant
ASSOCIATION President
STATE OF IOWA)

) ss

COUNTY OF POLK

I, Joan McCalmant, being first duly sworn on oath depose and state that I am the President of the Iowa County Recorders Association (ASSOCIATION), and that I executed the foregoing instrument as President of the private, nonprofit corporation and that the statements contained therein are true.

Joan McCalmant
ASSOCIATION President
Subscribed and sworn to before me this _____ day of _____, 2005.

Notary Public in the State of Iowa

ELECTRONIC SERVICES SYSTEM
28E AGREEMENT

_____ County, Iowa

Signature Date

Chairperson _____ County Board of Supervisors
(SEAL)

ATTEST:

County Auditor

STATE OF IOWA)

) ss

COUNTY OF _____)

On this _____ day of _____, 2005, before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____ and _____, to me personally known, who, being by me duly sworn, did say that they are the Chairperson of the Board of Supervisors and Auditor, respectively, of _____ County, Iowa; that this instrument was signed and sealed on behalf of said county by authority of its Board of Supervisors; and that the said _____ and _____ as such officers acknowledged the execution of the said instrument to be the voluntary act and deed of _____ County by it and by them voluntarily executed.

(Seal) _____
Notary Public in and for the State of Iowa

Iowa Land Records – A Brief History

1997-1999

The Iowa State Bar Association advances a plan to create an Iowa Electronic Recording System (IERS). The Iowa County Recorders Association and the newly created ISAC Real Estate Modernization Committee work to develop a process of electronic recording and to develop a system to make all county records available to public users over the internet.

2000

The Legislature passes HF 2205, the Uniform Electronic Transactions Act (UETA). The legislation legalized electronic records and signatures and provided for a means to electronically notarize signatures. The bill also authorized an advisory committee representative of the various stakeholder groups including the Iowa State Bar Association, the Iowa Bankers Association, and the Iowa Realtors Association. Sue Vande Kamp was appointed chair of the committee, who made recommendations to the legislature concerning electronic recording, statewide access of records, standardization of Parcel Identification Numbers (PINs), and the electronic submission of Declaration of Value documents (DOV) and Groundwater Hazard Statements (GWH).

2001

Iowa State University's Community Vitality Center reports on the growing need to accommodate the advances in technology being developed in national and global banking services and the emerging secondary market.

The Iowa State Bar Association introduces SSB 1167 – the IERS bill.

ISAC recommends to the Iowa legislature a \$5.00 technology fee on recorded documents to support e-government initiatives including electronic recording and online access to records. The various real estate-related ISAC affiliates formed a task force aimed at standardizing records and procedures.

2002

The Iowa County Recorders Association acquires a grant and hires the Community Vitality Center to do a study of the 99 county recorder offices to determine each county's readiness for electronic access.

The ISAC real estate task force established to standardize records and procedures began their work. The standards for indexing grantor/grantee names were approved by the Iowa County Recorders Association in November, 2003 (fall school). The standards for indexing government units and agencies were approved in 2004 (summer school).

Legislation relating to either the IERS proposal, or the ISAC technology fee proposal was not enacted in 2002.

2003

The Iowa General Assembly considers local government reform legislation. Included in the so-called "standings" bill is a provision which creates the technology fee proposed by ISAC. The legislation is approved and signed by the Governor.

A Task Force is established by the Iowa County Recorders Association in the summer of 2003 to develop a plan for implementing the legislation. Bob Rafferty is asked to facilitate the initial planning process.

The Task Force continues with the planning process and develops a strategic plan and design specifications in the fall of 2003. The Task Force proposes to create a statewide system and web

Iowa Land Records – A Brief History

site, integrated with the individual county systems based on standards developed by the Property Records Industry Association (PRIA). Some members of the Task Force were active leaders in the PRIA organization. Stakeholder groups and other ISAC affiliates are invited to participate in the planning and design process.

The Task Force decides that resources distributed to individual counties from the \$5 technology fee should be pooled to support the creation of the statewide system. A formal Request For Proposals from technical service providers to build or implement a statewide system is developed and published in December, 2003. Phil Dunshee was hired by the Task Force to act as Project Manager during this design and procurement phase of the project. A web site under the domain name of clris.com is created to inform stakeholders about project activities, and the phrase “county land record information system” is coined.

2004

Vendor proposals are received and four companies are invited to interview with the Task Force. Two vendors proposed a software licensing model for the web site and land record database. Two vendors proposed to develop the software and system. The Task Force felt strongly that the participating public organizations should control the entire system including the hardware, software (intellectual property), and the data so that the system would not be captive to a single private service provider. ABC Virtual was selected by the Task Force to be the system developer. The recommendation was presented to the Association membership at spring school, and a contract was executed in March, 2004 to begin work. Contracts with local service providers were executed in May, 2004 in support of their work to integrate with the new statewide system. Phil Dunshee was retained to continue as Project Manager through implementation.

Objections to the proposed system were raised by the Polk County Recorder. ISAC affiliate organizations declined to participate in the system or integrate data under their control with the web site.

2005

The Iowa Land Records web site goes into production, and document index information and images become accessible to registered users.

Iowa Land Records is recognized as the Internet Initiative of the year by the Software and Information Technology association of Iowa (now the Technology Association of Iowa).

The objections of the Polk County Recorder and some affiliate representatives gain the attention of some legislators including the Joint Government Oversight Committee. Legislation is enacted which directs the Association and all counties to establish a 28E organization to provide ongoing governance and management of the system. The 28E organization (Electronic Services System – or ESS) for the county land record information system is organized and approved by 98 Counties in October, 2005.

The legislation also directed that any funds generated through the technology fee (set at \$1 per document) be managed through the Office of the State Treasurer. An agreement was established with the State Treasurer to provide for the monthly processing of project funds. The project is prohibited from charging fees for online records access.

The CLRIS Task Force discusses privacy concerns and in April 2005 adopts a policy to redact social security numbers and/or birth dates posted on the Iowa Land Records web site upon request. The Task Force also decided to not display state and federal tax liens on the Iowa Land Records system until further notice.

The State Auditor conducts a full audit of project accounts and funds, and releases a report on October 7, 2005. There are no material findings, and the results verified that the Task Force had properly managed and accounted for all project funds.

Iowa Land Records – A Brief History

The County Real Estate Electronic Government Advisory Committee (CREEGAC) is created in the legislation, and an organizational meeting is held on September 26, 2005. The purpose of the Committee was to study the feasibility of all county offices participating in and sharing real estate information.

The ESS Coordinating Committee convenes its inaugural meeting on October 11, 2005.

The Iowa County Recorders Association submits a long term business plan for Iowa Land Records to the Joint Government Oversight Committee on November 1, 2005.

An independent peer review of the Iowa Land Records system is conducted through the Technology Association of Iowa. A final report is submitted to the Oversight Committee on December 1, 2005. The consultants who performed the peer review and security audit found that the Iowa County Recorders Association and its primary subcontractors were following standard industry practices.

December 22, 2005. Allamakee County records the first electronically submitted document through the Iowa Land Records E-Submission service.

2006

Iowa Land Records is recognized by the National Association of Counties and receives a 2006 NACo Achievement Award for the County Land Record Information System project.

The Iowa Land Records E-Submission service establishes the first web service integration with third party e-recording service providers; Simplifile and Ingeo in November, 2006.

Iowa Land Records moves from a phase of active development to a focus on long term sustainability. Additional records are added to the system for public access, and additional document types are enabled for electronic submission. This focus is maintained from 2006 through the fall of 2008.

The ESS Coordinating Committee issues a Request For Information to vendors for the purpose of gathering information and preliminary cost estimates relating to Historical Scanning, Redaction, Parcel Identification Number Integration, and Legal Description Parsing activities.

2007

CREEGAC is dissolved and replaced with a new Committee - County Real Estate Web site (CREW) in May, 2007.

Iowa Land Records and the ESS Coordinating Committee approve an agreement with the Department of Natural Resources to provide for electronic filing of Groundwater Hazard Statements in May, 2007.

2008

The ESS Coordinating Committee discusses an integration agreement to provide for the bulk transfer of records to Data Tree in January, 2008. The proposed integration agreement with Data Tree is deferred in April, 2008 due to concerns from some stakeholders about out of state competition. It is decided that clarification from the General Assembly will be explored.

The "Privacy Event" occurs on September 2, 2008. A citizen complains to the Des Moines Register about social security numbers which are visible on records displayed on the web site. Despite procedures for restricting access to tax liens and redacting other records upon request, pressure grows from the media, legislators and the Governor to restrict access to images.

Iowa Land Records – A Brief History

Access to Mortgages and UCC documents is restricted on September 4, 2008.

Access to all images is restricted on September 10, 2008.

The Association and the ESS Coordinating Committee regroups and prepares a plan for a comprehensive redaction process and system reconfiguration. The plan is presented to the Association at the ISAC fall school on November 18, 2008. The Assumptions and Guidelines for redaction and system reconfiguration are used to develop an RFI and RFP for redaction services.

Association and ESS Coordinating Committee representatives present proposed redaction and privacy protection legislation to an interim legislative committee in early December, 2008.

A formal RFP for redaction services is published on December 22, 2008.

2009

Redaction proposals are evaluated, and a notice of intent to award a contract for redaction services to Computing System Innovations (CSI) is published on April 13, 2009.

Senate File 465 is enacted. The legislation clarifies requirements relating to personally identifiable information, and establishes a temporary two year increase in recording fees to provide resources for a comprehensive redaction project and system reconfiguration.

Iowa Land Records equipment and systems are migrated to a new secure hosting facility in July, 2009. The county land record information system is reconfigured, and the process of transferring images from counties to the new system begins.

A long term sustainability plan is developed, and Iowa Land Records transitions to an internal technical support team employed by the Iowa County Records Association. Dependence on third-party technical contractors and associated costs are reduced.

2010

An integration agreement with the Iowa Department of Revenue is approved in March, 2010. The agreement enables the Department to electronically submit tax liens and releases to Iowa counties – improving efficiency and reducing overall collection costs.

CSI begins processing documents and redacting personally identifiable information in April, 2010. “Forward file” documents, documents recorded on or after January 1, 2010 are again accessible to registered users.

“Back file” documents, documents recorded before January 1, 2010, begin to be processed and displayed on the Iowa Land Records web site. This activity continued into 2011.

The CREW project was terminated in December, 2010.

2011

The Iowa Land Records web site establishes a new Terms of Use, and increases requirements for users to report and protect any personally identifiable information found in document images. The updated policy is adopted in February, 2011, and a new registration process is implemented in April, 2011.

The ESS Coordinating Committee and the ICRA Executive Board restructure and consolidate policies relating to Iowa Land Records. The updated policies and procedures are adopted in September, 2011.

Iowa Land Records – A Brief History

2012

The “back file” redaction process is expected to be substantially completed. Ongoing activities to protect personally identifiable information will be undertaken, and the focus of activities will shift to improved service and data quality and increasing electronic recording.

Electronic Services System

Policies and Procedures

September, 2011

Foreword

ESS Policies and Procedures

The Electronic Services System is a public entity established under the authority of Chapter 28E of the Iowa Code, and its mission is to administer a county land record information system and other electronic services. The purpose of the policies and procedures and the associated operating standards and guidelines is to ensure consistent and quality services for citizens and customers. The Electronic Services System and the county land record information system are subject to various provisions of Iowa law, and generally the authority to establish the policies and procedures is derived from the Code of Iowa. The following conventions are used for the organization of the policies and procedures and for citing any applicable references to Iowa law.

The policies and procedures are organized into numbered Chapters to address topics which are similar in nature. Each Chapter is organized into numbered sections and subsections for the purpose of addressing various elements of a subject. Each Section of the policies and procedures includes a reference to the Iowa Code which provides the basis and authority for establishing the policy and procedure. Each Section also includes a Title which is intended to convey the topic being addressed in the Section.

The following is an example of a typical section heading.

ESS – 8.1 Definitions.

(Iowa Code Section 331.604, 3(a))

“**ESS**” means that the policy and procedure relates to the Electronic Services System, and it is included as a standard element of each Section.

In this example, “**8.1**” means that the policies and procedures are a part of Chapter 8, Section 1.

“**Definitions**” is an example of a Title given to the Section to help convey the topic or subject matter.

The parenthetical reference “(Iowa Code Section 331.604, 3(a))” is the primary section of the Iowa Code which provides the authority for the establishment of the policies and procedures for the county land record information system. This Iowa Code citation is frequently referenced. Other sections of the Iowa Code which relate to specific subject matter may also be referenced as a part of the Section title. For example “Iowa Code Section 331.606A” may be referenced when the policies and procedures address topics relating to personally identifiable information or redaction.

Where applicable, a subsection number is provided in parenthesis to help set the subsection apart from other subject matter. For example: “1.2(2)” means Chapter 1, Section 2, Subsection 2.

Questions about the policies and procedures may be directed to the Iowa Land Records office at (888) 790-2246, or support@clris.com.

Chapter 1 County Land Record Information System Governance

ESS – 1.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

28E Agreement – An agreement between a public agency with one or more public or private agencies for joint or cooperative action pursuant to the provisions of Chapter 28E of the Iowa Code, including the creation of a separate entity to carry out the purpose of the agreement.

ACH – Automated Clearing House; an electronic banking network often used for direct deposit and electronic bill payment.

Bank Service Charges – Fees charged by a financial institution for the maintenance of an account or services associated with the account.

Batch Transfer - The delivery or transfer of an accumulation of electronic documents or records recorded or maintained by a County Recorder.

CLRIS – See county land record information system.

County – A political subdivision of the State of Iowa as defined in Chapter 331 of the Iowa Code.

County Land Record Information System (CLRIS) – The activities and organization created to for the purpose of planning and implementing electronic recording and electronic transactions in each county and developing county and statewide internet websites to provide electronic access to records and information as provided in 2003 Iowa Acts, Chapter 178, Section 25, Subsection 4; and 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1.

County Official – An official defined in Section 331.101 of the Iowa Code including an Auditor, Board, Clerk, County Attorney, Recorder, Sheriff, Supervisor or Treasurer.

County Project Assessments – An assessment or fee which is levied by the ESS Coordinating Committee to a County for expenses associated with the operation of the county land record information system.

Electronic Document - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic

submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

Electronic Recording Convenience Fee – A fee levied by ESS Coordinating Committee to a Submitter for the service of enabling the review and transfer of electronic documents submitted for official recording in a County.

Electronic Services System (ESS) – The entity established under Chapter 28E to provide Iowa counties with an electronic services system for land record information, electronic recording and other services.

ESS Coordinating Committee (ESS Coordinating Committee) –The committee established under the Electronic Services System 28E Agreement to coordinate efforts to deliver services and information through ESS, provide advice and technical assistance to the Association, to make policy recommendations regarding the operations of ESS, and to perform other duties as delegated by the ICRA Executive Board.

ICRA Executive Board – The Executive Board of the Iowa County Recorders Association.

Iowa Counties Information Technology Affiliate – An affiliate of the Iowa State Association of Counties representing information technology professionals who work for a County.

Iowa County Recorders Association (ICRA) or (Association) – A private, nonprofit corporation established to represent elected County Recorders in the State of Iowa.

Iowa State Association of Counties (ISAC) – A private, nonprofit corporation established to promote effective and responsible county government for the people of Iowa.

Merchant Service Charges - Fees charged by an organization to merchants for facilitating customer payment through credit, debit or charge cards.

Payment Gateway Fees – Fees charged by an e-commerce application service provider which facilitates the implementation of electronic payment systems. The service provider authorizes payments for e-businesses, online retailers, or traditional businesses. Payment gateways protect credit card details by encrypting sensitive information, such as credit card numbers, to ensure that information is passed securely between the customer and the merchant and also between merchant and the payment processor.

Qualified County Recorder – A County Recorder from a County which is a member of the Electronic Services System 28E organization.

Registered User – A person or organization which establishes an account at <http://iowalandrecords.org/portal/> for the purpose of accessing information including images of recorded documents.

Revolving Fund Cash Flow Balance – The balance of funds maintained to ensure that sufficient funds are available to timely distribute recording fees and other funds to a County.

Submitter – A person or organization which is authorized to submit electronic documents for recording through the county land record information system at <http://iowalandrecords.org/esubmission>.

Treasury Management Service Charges - Fees charged by a financial institution for services associated with electronic funds transfers or other specialized services.

Unregistered User – A person or organization which accesses information at <http://iowalandrecords.org/portal/> or <http://iowalandrecords.org/esubmission> excluding images of recorded documents and other detailed document information.

Web Site Promotion – Promotional or advertising services provided by the Electronic Services System on behalf of a person or organization. Services may include but are not limited to web site banner or pop up advertisements.

ESS – 1.2 Authority and Purpose.

(Iowa Code Section 331.604, Subsection 3(a); Section 331.604, Subsection 3(b); 2003 Iowa Acts, Chapter 178, Section 25, Subsection 4; 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1; and 2009 Iowa Acts, Chapter 159)

1.2(1) The county land record information system is governed by Electronic Services System, a public entity established under the authority of Chapter 28E of the Iowa Code. As provided in the Electronic Services System 28E agreement, the Iowa County Recorders Association Executive Board is the governing board of the county land record information system. The ESS Coordinating Committee shall carry out the duties specified in the Electronic Services System 28E agreement and any duties delegated to the Committee by the ICRA Executive Board.

1.2(2) Each County and County Official shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system.

1.2(3) County representation in the governance of the county land record information system is contingent upon the execution of a 28E agreement between the board of supervisors of each county and the Iowa County Recorders Association for the implementation of the county land record information system as required by 2005 Iowa Acts, Chapter 179, Section 101, Subsection 1. Participation in the county land record information system, and compliance with the policies and procedures adopted by the governing board of the county land recording information is required notwithstanding the absence of a 28E agreement between a County board of supervisors and the Iowa County Recorders Association.

1.2(4) The Electronic Services System has the responsibility to develop, implement, and maintain a statewide internet website for purposes of providing electronic access to records and information and to implement electronic recording and electronic transactions in each County. The ICRA Executive Board and the ESS Coordinating Committee, subject to the duties delegated to it by the ICRA Executive Board, are therefore authorized to establish policies and procedures relating to or affecting the maintenance, transfer, storage, or utilization of land record information which may be incorporated with the Electronic Services System and the county land record information system.

1.2(5) Policies and procedures established by the Electronic Services System shall apply to all counties, County Officials and staff, any third party service providers engaged in activities affecting the operations of the Electronic Services System and the county land record information system, and to Registered Users and Unregistered Users.

1.2(6) Policies and procedures which may be addressed by Electronic Services System include but are not limited to the following.

- a. Requirements for maintaining and operating the statewide internet website and the county land record information system.
- b. Requirements relating to the use of the county land record information system and the associated web sites.
- c. Standards for recording, processing, indexing and archiving electronic documents and records.
- d. Requirements for integrating, accessing, transferring and archiving information contained in documents and records from other sources with the county land record information system.
- e. Requirements for redacting personally identifiable information contained in electronic documents that are displayed for public access through an internet website or that are transferred to another person.
- f. Requirements for implementing electronic recording.
- g. Initiatives to expand access to records by encouraging electronic indexing and scanning of documents and instruments recorded in prior years.

ESS – 1.3 Other Powers and Duties.

(Iowa Code Section 331.604, Subsection 3(a))

1.3(1) The ICRA Executive Board, and/or the ESS Coordinating Committee, shall have the following additional powers and duties.

- a. Provide Iowa counties with an electronic services system for land record information including but not limited to associated web sites, databases, search engines and electronic document management and submission services;
- b. Receive and disburse electronically into bank accounts designated by the ASSOCIATION and each County authorized fees for electronic recording and other services.
- c. Provide Iowa counties with an electronic services system for other services provided through the Office of the County Recorder.
- d. Provide Iowa counties with an electronic services system for other services subject to the approval of the appropriate parties.
- e. Contract with any public or private entity to provide all necessary services.
- f. Rent, lease or purchase any tangible personal property, real estate or services reasonably necessary to fulfill the purposes of the Electronic Services System.
- g. Establish a system of accounting and budgeting, and a system for receiving payments.
- h. Retain legal counsel, accountants and other professional individuals needed in order to fulfill the purposes of the Electronic Services System.
- i. Exercise any other power or do any other legal act necessary to discharge its obligations and fulfill the purposes of the Electronic Services System.
- j. Take other routine or ministerial action as needed to provide for the successful operation of the Electronic Services System and the county land record information system.
- k. Establish Bylaws to provide for the operation of the ESS Coordinating Committee.
- l. Establish subcommittees as needed to carry out the duties and responsibilities.

ESS – 1.4 Limitation of Liability.

(Iowa Code Section 331.606A, Subsection 6)

1.4(1) The Electronic Services System and the county land record information system is a unit of local government for purposes of chapter 670, relating to tort liability of governmental subdivisions.

ESS – 1.5 Funding.

(Iowa Code Section 331.603, Subsection 5a; Section 331.604, Subsection 3; Section 331.605B, Subsection 2; Section 331.606A, Subsection 6)

1.5(1) Funding for the operation of the Electronic Services System and the county land record information system shall be provided through the county land record information system fee as provided in Section 331.604, Subsection 3 of the Iowa Code, any transaction service or user fees, and other sources specified herein.

1.5(2) Electronic Recording Convenience Fee. The Electronic Services System and the county land record information system is authorized to collect actual third-party fees associated with accepting and processing statutorily authorized fees, including but not limited to credit card fees, treasury management fees, and other transaction fees required to enable electronic payment.

1.5(2-1) Electronic Recording Convenience Fee Schedule.

The Electronic Recording Convenience Fee shall be as follows.

For ACH Payments the base service fee is \$1.50 per recorded document. However, the Electronic Recording Convenience Fee may be adjusted to provide a discount for higher volume electronic recording customers. The adjustment shall be implemented according to the following table.

Number of Documents Submitted and Recorded Per Month	Service Fee Per Document
0 - 3000	\$1.5
3,001 - 10,000	\$1.25
10,001 - 20,000	\$1.00
Greater Than 20,000	\$0.90

An adjusted Electronic Recording Convenience Fee shall be applicable in the month following the achievement of the specified monthly number of submitted and recorded documents.

For Credit/Debit Card Payments the Electronic Recording Convenience Fee shall be \$1.50 per recorded document plus the product of .01865 times the transaction amount.

For a deposit into a Draw Down account, if payment is made by a credit or debit card, then the fee for Credit/Debit Card Payments shall apply. For transactions paid from a Draw Down account, the base service fee shall be in the range of from \$0.90 to \$1.50 per recorded document.

Notwithstanding the Electronic Recording Convenience Fee Schedule specified in this Section, designated administrative personnel for the Electronic Services System and the county land record information system may authorize promotional discounts or otherwise negotiate alternative fee structures with electronic recording customers. subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.5(2-2) Electronic Recording Convenience Fee Uses.

The following are authorized uses for revenue or income generated from the Electronic Recording Convenience Fee. These uses and expenses are authorized, because they are third-party fees associated with accepting and processing recording fees or required to enable electronic payment. Authorized uses for revenue or income generated from the Electronic Recording Convenience Fee include but are not limited to the following.

- a. Payment Gateway Fees
- b. Bank Service Charges
- c. Treasury Management Service Charges
- d. Merchant Service Charges
- e. Revolving Fund Cash Flow Balance
- f. Accounting and Audit Fees
- g. Project Management Fees

1.5(3) Credit/Debit Card Convenience Fee. The Electronic Services System has established an over the counter (OTC) credit/debit card payment system for customers of County Recorders or other County offices. A convenience fee is established to provide for the operation of the OTC system. For Credit/Debit Card Payments the service fee shall be \$1.50 per transaction plus the product of .01865 times the transaction amount, or \$2.00 per transaction, whichever is greater.

1.5(4) Online Access Fees Prohibited. The Electronic Services System and the county land record information system shall not collect a fee for viewing, accessing, or printing documents in the county land record information system.

1.5(5) Batch Transfer Fees Prohibited. The Electronic Services System and the county land record information system shall not enter into an agreement or collect a fee for providing access to electronic documents or records on a batch basis. Access to accumulated documents shall be limited to the user interfaces provided through the county land record information system web site and online search functions.

1.5(6) Interest Income. Income from interest associated with the deposit of funds managed by the Electronic Services System and the county land record information system may be used for operational purposes.

1.5(7) Web Site Promotion Fees. The Electronic Services System and the county land record information system may provide promotional or advertising services through the county land record information system web site. Income from any web site promotional fees may be used for operational purposes. Web site

promotional fees are subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.5(8) County Project Assessments. As necessary the Electronic Services System and the county land record information system may assess an amount from each County to secure necessary funds for the maintenance and operation of the county land record information system. The amount of an assessment may be based on the proportionate share of land records in each County, on an equal basis, or any other basis, subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.5(9) Other Funding Sources. The Electronic Services System and the county land record information system may seek funding from other sources including but not limited to grants and charitable contributions, subject to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

ESS – 1.6 ESS Coordinating Committee.

(Iowa Code Section 331.604, Subsection 3(a); 2005 Iowa Acts, Chapter 179, Division VII, Section 101, Subsection 1; Section 28E, Subsection 6, paragraph 3)

1.6(1) Committee Established. An ESS Coordinating Committee is established to coordinate efforts to deliver services and information through the Electronic Services System and the county land record information system, and to carry out the duties delegated to it by the ICRA Executive Board. The Committee shall consist of no more than 15 members, and the number of members may be adjusted as circumstances require.

1.6(2) Qualification of Members. Members of the ESS Coordinating Committee shall consist of eight County Recorders who shall be representative of the Electronic Services System membership as follows:

- a. One County Recorder shall be appointed from each of the six geographic districts established by the Iowa County Recorders Association.
- b. One County Recorder shall be appointed from one of five counties with the highest population based on the most recent official U.S. census.
- c. One County Recorder who is a member of the Iowa County Recorders Association Executive Board.

To the extent practicable, the County Recorders should be representative of the various indexing and imaging systems utilized throughout Iowa. Deputy Recorders shall be eligible to serve on the ESS Coordinating Committee. Members of the Coordinating Committee may include representatives of stakeholders and professionals who develop, originate or process official real estate documents. These members shall be qualified as follows:

- a. One representative of Iowa financial institutions including banks, credit unions or mortgage companies.
- b. One member who is representative of professionals active in the practice of real estate law.
- c. One member who is representative of professional realtors or brokers.
- d. One member who is representative of professionals in abstracting and land title management.

Members of the Coordinating Committee may include representatives of affiliates of the Iowa State Association of Counties which are actively cooperating in efforts to include land record and real estate information under their control in the statewide Electronic Services System. These members shall be qualified as follows: One representative of the Iowa Counties Information Technology affiliate.

1.6(3) Nominations and Elections. Nominations shall be submitted to the Executive Board of the Iowa County Recorders Association not less than sixty (60) days prior to the expiration of the term of office for each position on the ESS Coordination Committee.

Nominations for each position shall be made as follows.

The County Recorders from each district may nominate up to two Qualified County Recorders from the district.

The County Recorders representing the five largest counties may nominate up to two qualified County Recorders.

Individuals representative of stakeholders and professionals who develop, originate or process official real estate documents may be nominated by an organization or association representing the profession.

Individuals representative of designated affiliates of the Iowa State Association of Counties shall be nominated by the Executive Board or governing board of the affiliate organization.

The Executive Board of the Iowa County Recorders Association shall designate its representative to the ESS Coordinating Committee. The Executive Board shall appoint the members of the ESS Coordinating Committee from the qualified nominations submitted.

1.6(4) Term of Office. The term of office for each position shall be two (2) years. ESS Coordinating Committee members will begin serving their terms on January 1st of the year following their election to the ESS Committee. The term of office for County Recorders representing even-numbered Districts will begin in even-

numbered years. The term of office for County Recorders representing odd-numbered Districts will begin in odd-numbered years. The term of office for the County Recorder representing the highest population counties begins in odd-numbered years. The representative of the Executive Board shall serve at the discretion of the Executive Board.

The term of office for representatives of stakeholders, professionals and affiliates shall be initially established by the Executive Board to ensure that expiration of terms is balanced among the Committee members.

ESS Coordinating Committee members shall be eligible for nomination and appointment to additional terms of office.

1.6(5) Time and Place of Meetings. The ESS Coordinating Committee shall meet monthly at a time specified by the chair. The Committee may meet in person or by electronic means. Additionally, the ESS Coordinating Committee shall meet as necessary in joint session with Iowa County Recorders' Association Executive Board at a place determined by the Executive Board. Other meetings may be called by the Chair or Vice Chair of the Committee, or by the President of the Iowa County Recorders Association.

Meetings shall be conducted in accordance with the requirements of Chapter 21 of the Iowa Code. Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Welcome and Introductions
- Approval of Meeting Summary
- Accounts Payable
- Financial Reports
- Action and Discussion Items
- Informal Discussion and Public Comment

By general consent of the Committee, items may be considered out of order.

1.6(6) Quorum and Voting. All members of the ESS Coordinating Committee shall have equal voting privileges. The members present at any properly announced meeting shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

The Committee shall proceed by motion. Any member, including the chair, may make a motion. A second is required to proceed with action on a motion.

1.6(7) Officers. There shall be three officers of the ESS Coordinating Committee, consisting of a chair, vice-chair and secretary/treasurer.

The ESS Coordinating Committee shall nominate and elect a chair, vice-chair and secretary/treasurer from the ESS membership. The term of Office for the Chair, Vice Chair & Secretary/Treasurer shall be one year. However an Officer may serve successive terms with no limit to the number of terms.

The Chair shall convene and preside over all meetings, or shall arrange for other members of the Coordinating Committee to preside at each meeting in the following order: Vice Chair, Secretary/Treasurer. The Chair shall also appoint members of any subcommittees established by the Coordinating Committee.

The Secretary/Treasurer shall be responsible for keeping records of ESS Committee actions, including overseeing the preparation of meeting summaries and financial reports, and ensuring that corporate records are maintained.

1.6(8) Vacancy. In the event of a vacancy prior to the expiration of a term of office, the Iowa County Recorders Association Executive Board shall accept nominations and make appointments as necessary.

1.6(9) Termination of Appointment. The Executive Board of the Iowa County Recorders Association may terminate the appointment of a member of the ESS Coordinating Committee if the member is habitually absent, fails to participate constructively in the deliberations of the ESS Committee or for other reasons.

1.6(10) Compensation of Members. The members of the ESS Coordinating Committee shall not receive compensation or expense reimbursement from the Electronic Services System or the county land record information system.

1.6(11) Meeting Notices. Public notice of meetings of the ESS Coordinating Committee are posted at <http://www.clris.com/ILRESSMeetingSummaries.htm> and at the offices of the Iowa State Association of Counties, 501 SW 7th St # Q Des Moines, IA 50309-4540.

1.6(12) Meeting Summaries. A summary of the proceedings of each regular, adjourned, or special meeting of the ESS Coordinating Committee, including a schedule of bills allowed, shall be published after adjournment of the meeting in one newspaper of general circulation within the geographic area served by the joint board of the entity created in the agreement. The summary of the proceedings shall include the date, time, and place the meeting was held, the members present, and the actions taken at the meeting. A summary of the proceedings of the ESS Coordinating Committee are also posted at <http://www.clris.com/ILRESSMeetingSummaries.htm>.

1.6(13) Other Project Information. Operational information such as the project budget, financial reports, audits, project status reports and other information shall be posted at <http://iowalandrecords.org/portal/>. This subsection shall be effective January 1, 2012.

1.6(14) Administrative Offices. The administrative offices of the Electronic Services System and the county land record information system are located at 8711 Windsor Parkway, Suite 2, Johnston, IA 50131.

ESS – 1.7 Financial Procedures.

(Iowa Code Section 331.604, Subsection 3(a))

1.7(1) ESS Finance Subcommittee. An ESS Finance Subcommittee is established to review the financial activities of the Electronic Services System. The Subcommittee shall perform the following duties.

- a. Assist with the development of an annual budget for ESS and the county land record information system.
- b. Review monthly invoices and claims for payment.
- c. Review financial reports, meeting summaries and other information as necessary.
- d. Assist the ESS Coordinating Committee with financial matters.

1.7(2) Review and Approval of Expenditures. Accounts payable (invoices and claims for payment) shall be reviewed by the ESS Finance Subcommittee prior to each meeting of the ESS Coordinating Committee. The Subcommittee shall advise the ESS Coordinating Committee of issues and activities which require formal action. Accounts payable shall be reviewed and approved by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.7(3) Review and Approval of Financial Reports. Financial reports shall be reviewed by the ESS Finance Subcommittee prior to each meeting of the ESS Coordinating Committee. The Subcommittee shall advise the ESS Coordinating Committee of issues and activities which require formal action. Financial reports shall be reviewed and approved by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

1.7(4) Annual Budget. The ESS Finance Subcommittee shall assist the ESS Coordinating Committee with the development of an annual budget and any budget amendments. An annual budget and any amendments to the budget shall be reviewed and approved by the ICRA Executive Board,.

1.7(5) Annual Audit. Financial accounts managed directly by ESS Coordinating Committee shall be audited annually by an independent auditor. Financial accounts managed through the Office of the State Treasurer shall be subject to the auditing procedures of the State Auditor.

1.7(6) Allocation and Expenditure of Reserve Funds. Any reserve funds managed through the Office of the State Treasurer shall be reviewed at least annually by the ESS Coordinating Committee. The expenditure of reserve funds shall be subject

to the approval of the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it. As needed the reserve funds may be adjusted or rebalanced by the ICRA Executive Board, or the ESS Coordinating Committee if such authority is delegated to it.

ESS – 1.8 Administration.

(Iowa Code Section 331.604, Subsection 3(a))

1.8(1) Designation of Administrator/Project Manager. An administrator or Project Manager shall be designated by the ESS Coordinating Committee to oversee and manage the operations of the Electronic Services System and the county land record information system.

1.8(2) Duties of the Administrator/Project Manager. The administrator or Project Manager designated by the ESS Coordinating Committee shall perform the following duties.

- a. Oversee the operation and maintenance of the Iowa Land Records system.
- b. Manage and direct the work of all service providers and ensure the appropriate administration of contracts, deliverables and project plans.
- c. Manage and direct the work of all employees assigned to the Electronic Services System and the county land record information system.
- d. Work with the ESS Coordinating Committee and Subcommittees to address ongoing financial, management and standards issues.
- e. Handle all financial aspects of the ILR, including accounts receivable and accounts payable and work with the financial service providers and the Association Treasurer as required. Provide for the monthly reconciliation of bank accounts and preparation of monthly financial statements.
- f. Oversee customer service support systems.
- g. Serve as the ILR primary administrative point of contact, and act to direct inquiries to Association leaders as appropriate.
- h. Act as the administrative agent on behalf of the ICRA Executive Board and the ESS Coordinating Committee concerning matters relating to compliance with policies and procedures adopted by the Electronic Services System. The Project Manager is authorized and directed to take appropriate progressive action, subject to consultation with the President of the Iowa County Records Association and the Chairperson of the ESS Coordinating Committee, to secure compliance by a County or County Official concerning ESS policies and procedures.
- i. Perform other administrative or project management duties as assigned by the ICRA Executive Board or the ESS Coordinating Committee

ESS – 1.9 Development of Policies and Procedures.

(Iowa Code Section 331.604, Subsection 3(a))

1.9(1) ESS Standards Subcommittee. An ESS Standards Subcommittee is established to assist with the review and development of policies and procedures

for county indexing, imaging and archiving systems and standards for the Electronic Service System and the county land record information system. The Subcommittee shall perform the following duties.

- a. Assist with the review and development of policies and procedures for the following:
 - i. Operating policies for the county land record information system
 - ii. Policies relating to the transfer of information from county systems to the county land record information system
 - iii. Policies relating to indexing systems
 - iv. Policies relating to document images
 - v. Policies relating to local indexing and imaging systems
- b. Assist with the review or development of other policies and procedures as requested by the ESS Coordinating Committee

ESS – 1.10 Management and Technology Subcommittee.

(Iowa Code Section 331.604, Subsection 3(a))

1.10(1) ESS Management Subcommittee. An ESS Management Subcommittee is established to assist with contract, personnel and technology issues. The Subcommittee shall perform the following duties.

- a. Assist with the review of contracts, amendments, contract extensions and work authorizations as necessary.
- b. Assist with the review of personnel policies and procedures relating to the staff for the Electronic Services System and the county land record information system.
- c. Assist with the review of the technology systems and architecture for the Electronic Services System and the county land record information system. As appropriate, the Subcommittee shall secure input and guidance from the Iowa Counties Information Technology Affiliate.

Chapter 2

CLRIS Data and Information Standards

ESS – 2.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Document Types – A title or name given to a document which is officially recorded in a County document indexing system, and subsequently associated with a document type in the CLRIS document indexing system. A document type represents the purpose or function of the instrument such as “mortgage” or “deed” and it may be used as the criteria for submitting or retrieving information about the instrument.

Electronic Documents - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

Mortgage Industry Standards Maintenance Organization (MISMO) – A technology standards development body for the residential and commercial real estate finance industries, and a wholly owned subsidiary of the Mortgage Bankers Association.

Open Source (OSS) - Computer software that is available in source code form: the source code and certain other rights normally reserved for copyright holders are provided under a software license that permits users to study, change, improve and at times also to distribute the software. Some open source software is available within the public domain.

Property Records Industry Association (PRIA) - A private, nonprofit corporation which provides a forum for the identification, research, discussion, development, drafting and implementation of national standards, best practices and new technology solutions to promote the integrity of the public records system, the efficiency of industry operations and the effectiveness of interfaces between the two.

Proprietary - Material licensed under an exclusive legal right of the copyright holder. For example, a licensee is given the right to use the software under certain conditions, but restricted from other uses, such as modification, further distribution, or reverse engineering.

Submitter - A person or organization which is authorized to submit electronic documents for recording through the county land record information system.

XML - Extensible Markup Language (XML); a set of rules for encoding documents in machine-readable form.

ESS – 2.2 Authority and Purpose.

(Iowa Code Section 331.604, 3(a))

2.2(1) The Electronic Services System (ESS) is required to implement electronic recording in each county, and to maintain a statewide internet web site to provide electronic access to records and information. In order to provide the required services and functions it is necessary to establish data and information standards and other technical requirements. These standards provide a common basis which serves to normalize and make consistent a wide variety of information from different counties and different third party indexing and imaging systems, and helps ensure that citizens and customers receive high quality and consistent services through the county land record information systems.

ESS – 2.3 XML Data and Messaging.

(Iowa Code Section 331.604, 3(a))

2.3(1) The county land record information system is based upon standards published by the Property Records Industry Association (PRIA) and the Mortgage Industry Standards Maintenance Organization (MISMO). While based on these nationally established standards, the Electronic Services System and the county land record information system is designed and developed with both open source and proprietary methods which may deviate from those standards. Therefore, the structure and form of the data and information as well as the communications and information transfer methods specified the Electronic Services System are the standards for the county land record information system.

2.3(2) Counties, County Recorders and the indexing, document management and document imaging systems employed or used by them shall comply with the published XML Data and Messaging specifications when transferring or receiving information through the Electronic Services System and the county land record information system.

2.3(3) Specifications for XML messages and the contained PRIA_DOCUMENT content (including embedded files) are published as follows.

PRIA Document

http://iowalandrecords.org/portal/dtd/CLRIS_PRIA_DOCUMENT.dtd

PRIA Request

http://iowalandrecords.org/portal/dtd/CLRIS_PRIA_Request.dtd

PRIA Response

http://iowalandrecords.org/portal/dtd/CLRIS_PRIA_Response.dtd

ESS – 2.4 PRIA Document Types.

(Iowa Code Section 331.604, 3(a))

2.4(1) A commonly referenced component of the CLRIS PRIA DOCUMENT is the list of document types which are included in the county land record information system database. The document types provide one means for citizens and customers to use when either searching for records or submitting records for recording. The following document types are established for the Electronic Services System and the county land record information system.

- a. AbstractOfJudgment
- b. Assignment
- c. AssignmentOfDeedOfTrust
- d. AssignmentOfMortgage
- e. Deed
- f. DeedOfTrust
- g. FederalTaxLien
- h. ModificationAgreementOrConsolidationAgreement
- i. Mortgage
- j. Other
- k. PartialSatisfactionOfLien
- l. PowerOfAttorney
- m. QuitClaimDeed
- n. ReleaseOfFederalTaxLien
- o. ReleaseOfStateTaxLien
- p. SatisfactionOfLien
- q. SatisfactionOfMortgage
- r. StateTaxLien
- s. SubordinateLienAgreement
- t. WarrantyDeed
- u. Type "Other" Doctype descriptions:
 - i. AffidavitNonTransfer
 - ii. AffidavitTransfer
 - iii. Condemnations
 - iv. Condominiums
 - v. ContractOrContractRelated
 - vi. CornerCertificates
 - vii. Covenants
 - viii. DeclarationofValue
 - ix. Easements
 - x. GroundwtrHazardStmt
 - xi. Heritage
 - xii. Other
 - xiii. SurveysAndPlats
 - xiv. UCC
 - xv. 28E

ESS – 2.5 Modification Of Data and Information Standards.

(Iowa Code Section 331.604, 3(a))

2.5(1) The standards for XML Data and Messaging, PRIA Document Types, and other data and information standards published by the Electronic Services System will change and evolve over time. It is recognized that changes in standards may affect individual Counties, County Recorders and the indexing, document management and document imaging systems employed or used by them. To the extent practicable, the Electronic Services System and the county land record information system shall provide advance notice to Counties and County Recorders concerning pending or future modifications to published standards.

2.5(2) Modifications shall be published as specified in Section 2.3(3).

2.5(3) Notification of third-party service providers who provide indexing, document management and document imaging services to a county shall be implemented according to the terms of any service contract or agreement between the service provider and the Electronic Services System and county land record information system when applicable.

Chapter 3

County Data and Information Standards

ESS – 3.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Associated Document Reference – The Unique Code Values assigned to related documents, such as a mortgage and a satisfaction of mortgage. The Unique Code Values are used to quickly retrieve information about related or associated documents.

Business Day – A business day generally represents a period of time which includes eight or more consecutive business hours. For example, a business with office hours from 8:00 A.M. to 5:00 P.M. is considered one business day. Alternatively, a business day could be considered as the consecutive business hours within one twenty-four hour period. For example, one business day could be represented as the office hours between 2:00 P.M. on day 1, and 2:00 P.M. on day 2. In either representation, a business day is intended to help define a minimum time frame in which a service should be reasonably performed.

Capacity or Role – The description given to a person who performs a function when a party to a transaction such as Executor or Trustee.

Complete – The status of a document after it has been recorded, represented by the inclusion of all pertinent information about the document in a database or index including but not limited to the parsed names of the parties, the date of the instrument, document type, associated references, and the parsed legal description if applicable. A status of complete also implies that a permanent unaltered image of the instrument has been archived.

Cover Page – A page submitted with a document for recording which includes required information and which conforms to requirements for recording such as the appropriate top margin on the first page. A cover page facilitates the recording of a non-standard or non-conforming document.

Document Reference Number – A unique reference number assigned to a document in a County indexing system which ensures that the document will not be mistaken for another document.

Document Type Mapping – A one-to-one relationship between a document type in a County indexing system and the appropriate ILR PRIA document type used by the county land record information system.

Electronic Document - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

Grantor and Grantee – The names of the transferor and transferee in the transaction used to create the recording index. Grantor is any party that grants an interest in real property and includes affiants. Grantee is any party that is receiving an interest in property or put on notice by a grantor. The Grantee title is typically assigned to the purchaser of property. The Grantor title is typically assigned to the seller of property.

Human Name – A parsed name of an individual, including last name, middle name, first name, suffix, and Capacity or Role.

Indexed and Filed – The process whether by manual, mechanical, electronic, optical, magnetic, microfilm, or other methods of storage, after filing or submission, to incorporate a document or instrument into an archival system for a business purpose or for transfer to another party.

Instrument Date – The date on which a real estate or other document is signed and executed by the parties specified in the document.

Legal Description - A detailed written description of real property that discloses the location of the real property with reference to the United States government land survey or land subdivision made in accordance with chapters 354 and 355 of the Code of Iowa. This may include an unparsed text description of metes and bounds or subdivision references; a parsed legal description of platted land such as lot, block and section; or a parsed legal description of unplatted land such as section, township, range.

Lineage/Suffix – An indicator of an individual's lineage such as Sr, Jr, Second or Third.

Non-Human Name - A name of a company, organization or association.

Parcel Identification Number – A unique alphanumeric identifier assigned to a parcel of property by a County Official at the time the property is conveyed.

Parsed or Parsing – The separation of names or identifiers into distinct elements for an index or database such as the separation of names into first, middle and last, or the separation of legal description identifiers such as lot, block, unit. Parsing names or identifiers enables more granular retrieval and analysis of information.

Personally Identifiable Information - One or more of the following specific unique identifiers when combined with an individual's name:

- (1) Social security number.
- (2) Checking, savings, or share account number, credit, debit, or charge card number.

Record – The process whether by manual, mechanical, electronic, optical, magnetic, microfilm, or other methods of storage, after filing or submission, to incorporate a document or instrument into the public record.

Traditional Paper Document – A real estate or other document presented for recording in a letter or legal sized paper format which may include ink signatures, embossed seals, stamps or other features associated with the processing of paper instruments.

Unaltered – A representation of an original document when presented for recording; archived as either a paper document, electronic document, or other media, which does not include any mark, stamp, redaction or other modification which would obscure or alter the content or meaning of the original document.

Unique Code Value – A reference value assigned to a document by a County, County Recorder or information technology service provider which uniquely identifies each document within a County and which associates indexed document information with an archived image of the document or instrument.

ESS – 3.2 Authority and Purpose.

(Iowa Code Section 331.604, 3(a))

3.2(1) The Electronic Services System (ESS) and the county land record information system is required to implement electronic recording in each County, and to maintain a statewide internet web site to provide electronic access to records and information. ESS aggregates information from multiple jurisdictions and local electronic indexing and imaging systems, and implements methods for managing transactions and messaging among those systems. Data, information, communication protocols, and business processes must be aligned in order to fulfill the mission and purpose of the Electronic Services System and the county land record information system as set forth in Chapter 1. In order to provide the required services and functions consistently and with high quality it is necessary to establish mandatory standard operating policies and procedures

3.2(2) The ICRA Executive Board and the Electronic Services System Coordinating Committee are authorized to establish policies and procedures affecting the mission, purpose and operation of the Electronic Services System and the county land record information system. The authority to establish policies and procedures extends to County data and information standards, business processes and other issues when those issues affect the mission, purpose and

operation of the Electronic Services System and the county land record information system. Each County shall comply with the policies and procedures established by the ICRA Executive Board and the ESS Coordinating Committee.

ESS – 3.3 Document Formatting.

(Iowa Code Section 331.604, 3(a); 331.606A, subsection 2; and 331.606B)

3.3(1) Documents which are submitted to a County and County Recorder shall conform to formatting standards to ensure that the documents are legible and contain the information required for recording. The standards specified herein apply to both traditional paper documents and electronic documents. Additional standards relating to the format of electronic documents submitted for recording are specified in Chapter 5.

3.3(2) Each document or instrument shall consist of one or more individual pages not permanently bound or in a continuous form. The document or instrument shall not have any attachment stapled or otherwise affixed to any page except as necessary to comply with statutory requirements. However, the individual pages of a document or instrument may be stapled together for presentation for recording. A label that is firmly attached with a bar code or return address may be accepted for recording.

3.3(3) All preprinted text shall be at least eight point in size and no more than twenty characters and spaces per inch. All other text typed or computer generated, including but not limited to all names of parties to an agreement, shall be at least ten point in size and no more than sixteen characters and spaces per inch. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, presented for recording contains type smaller than eight point type for the preprinted text and ten point type for all other text, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the requirements of this section.

3.3(4) Each document shall be of sufficient legibility to produce a clear reproduction. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, is not sufficiently legible to produce a clear reproduction, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the type size requirements of specified in Section 3.3(3) and shall be recorded contemporaneously as additional pages of the document or instrument.

3.3(5) Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall be on white paper of not less than twenty-pound weight without watermarks or other visible inclusions. All text within the document or instrument shall be of sufficient color and clarity to ensure that the text is readable when reproduced from the record.

3.3(6) All signatures on a document or instrument shall be in black or dark blue ink and of sufficient color and clarity to ensure that the signatures are readable when the document or instrument is reproduced from the record. The corresponding name shall be typed, printed, or stamped beneath the original signature. The typing or printing of a name or the application of an embossed or inked stamp shall not cover or otherwise materially interfere with any part of the document or instrument except where provided by law. Failure to print or type signatures as provided in this paragraph does not invalidate the document or instrument.

3.3(7) The first page of each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall have a top margin of at least three inches of vertical space from left to right which shall be reserved for the recorder's use. All other margins on the document or instrument shall be a minimum of three-fourths of one inch. Nonessential information including but not limited to form numbers, page numbers, or customer notations may be placed in a margin except the top margin. The recorder shall not incur any liability for not showing a seal or information that extends beyond the margin of the permanent archival record.

3.3(8) A document or instrument presented for recording shall not include an individual's personally identifiable information.

3.3(9) Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, that is presented for recording shall contain the following information on the first page below the three-inch margin:

- a. The name, address, and telephone number of the individual who prepared the document.
- b. For any instrument of conveyance, the name of the taxpayer and a complete mailing address.
- c. A return address.
- d. The title of the document or instrument.
- e. All grantors' names.
- f. All grantees' names.
- g. Any address required by statute.
- h. The legal description of the property and parcel identification number, if required.
- i. A document or instrument number for statutory requirements, if applicable.

3.3(10) If insufficient space exists on the first page for all of the information described herein, the page reference of the document or instrument where the information is located shall be noted on the first page.

3.3(11) If insufficient space exists on the first page for all of the information described herein, the document may include a Cover Page which includes

required information. An approved template for a Cover Page is published at iowalandrecords.org.

3.3(12) The following documents are exempt from the format requirements of this section:

- a. A document or instrument that was signed before July 1, 2005.
- b. A military separation document or instrument.
- c. A document or instrument executed outside the United States.
- d. A certified copy of a document or instrument issued by a governmental agency, including a vital record.
- e. A document or instrument where one of the original parties is deceased or otherwise incapacitated.
- f. A document or instrument formatted to meet court requirements.
- g. A federal tax lien.
- h. A filing under the uniform commercial code, chapter 554.

ESS – 3.4 Indexing of Grantor/Grantee Names.

(Iowa Code Section 331.604, 3(a))

3.4(1) Time of Recording. A County Recorder shall review and process any document submitted within two business days. The result of the review and process will either be the official recording of the document in the County, or the rejection and return of the document to the Submitter.

3.4(2) Indexing Goals and Objectives. The purpose of establishing standards, policies and procedures for recording and indexing is to ensure that the recording process is timely, accurate, complete, and consistent, and to ensure that records are accessible, easy to use and readable. The following summarize the goals and objectives of the recording process.

3.4(2a) Accuracy. An index to provide public notice of recordings is useful only to the extent that it accurately replicates the grantor and grantee names that appear in documents. Errors and inconsistencies in keying party names can create breaks in the chain of title and hidden liens.

3.4(2b) Completeness. An index to provide public notice of recordings is useful only to the extent that it is complete. “Complete” means both that all documents recorded are indexed and that all grantors and grantees in documents are indexed.

3.4(2c) Consistency. An index to provide public notice of recordings is useful only to the extent that the names are consistent. Names should be keyed and entered into the index in a consistent fashion. For example, entry of “national” as either “natl” or “national” can create hidden records and liens. Consistency rules are some of the most difficult to develop, yet they are a necessity.

3.4(2d) Accessibility. An index to provide public notice of recordings is useful only to the extent that the index is accessible, through on-site terminals, internet web sites, and sales of bulk data to title plants and private vendors who program different ways of searching and using the information.

3.4(2e) Ease of Use. An index to provide public notice of recordings is useful only to the extent that access to it is logical and easy for the user to access. The grantor/grantee index should be divided and ordered alphabetically in such a way that searchers can find what they are looking for with a minimum of special instructions.

3.4(2f) Readability. An index to provide public notice of recordings is useful only to the extent that the information provided in a search of the index is readable. This involves not only placing in the index information necessary to identify the type and location of the actual document, but, using modern technologies, also making images of documents readily available to the public.

3.4(3) Requirements for indexing when there are spelling variations or illegibility. When instruments contain variations between the typed or printed portions and signatures, partially illegible signatures, or information in the typed or printed portion not given by signatures, then the following procedures shall govern the indexing:

- a. If the signature is legible it governs.
- b. If the printed version of a human name spells out a name that is only initials in the signature, and the printed name is not in conflict with the signature, the printed or typed name governs.
- c. When one or more words in the signature is legible, it governs for that word.
- d. If none of the words in the signature are legible, the printed or typed name governs.

3.4(4) Names shall be indexed in all the ways that a searcher might try to find it.

- a. Enter names so that it will be indexed in all possible ways.
- b. Enter human and non-human names in different field structures as specified herein.
- c. Enter each name on a separate line.

3.4(5) The following punctuation standards shall apply to all documents.

- a. Punctuation shall not be used in human names.

- b. It shall be assumed that all signatures on a document are in the United States signature convention of given name(s) followed by surname.
- c. Punctuation such as hyphen, apostrophe, comma, slash, colon, semi-colon, parentheses, quotation marks, brackets, or period shall not be used for non-human names.
- d. When a non-human name contains words separated by a comma, period, colon, or semi-colon the punctuation shall be dropped.
- e. When a non-human name contains an apostrophe, the apostrophe shall be dropped. If the apostrophe is between two letters, no space shall separate the letters.
- f. When a non-human name contains two words separated by a hyphen(-) or a slash(/), the hyphen or slash shall be dropped. A space shall separate the two words.
- g. Quotation marks, brackets, and parentheses shall be dropped from non-human names.
- h. The following characters and symbols may be used for indexing and sorting non-human names:

English alphabet letters
 Arabic numerals
 ! (when used as a symbol and not as punctuation)
 ? (when used as a symbol and not as punctuation)
 : (when used in time such as 8:30 AM Café)
 #
 \$
 %
 &
 *
 +
 =
 / (for fractions and date)
 @

- i. If a non-human name contains a character or symbol not listed herein, the symbol shall be dropped.

3.4(6) The following standards shall apply to human names.

- a. Index character set is A-Z only. Blank is not a character. Numbers (2nd, II, 3rd, IV) may appear in suffixes, but they are not part of the index entry.
- b. American name sequence is assumed.
- c. Split names into five fields: First, Middle, Surname, Lineage/suffix and Capacity/role.
- d. Enter all forms of name appearing on the document: signature and printed names.

- e. Separate multiple names (including AKA, FKA etc.) into separate entries: John and Mary Smith = 2 entries= John Smith, Mary Smith.
- f. Surnames. For the purpose of alphabetizing, the surname shall be considered as one word except for compound names as defined later. If the name contains blank spaces, apostrophes, or hyphens they will be dropped and ignored in the indexing process.
- g. Prefix- A name with a prefix is one that begins with a separately written particle consisting of an article (La Crosse, L'Estrange), a preposition (De Morgan), a combination of a preposition and an article(Van der Veer) or a term which expressed a relationship (O'Brien) for indexing the prefix and the name shall be considered as one name and shall not contain blank spaces or apostrophes, etc.
- h. Compound Surname – A compound surname is a name consisting of two or more names which are separated by a hyphen. Hyphens are always dropped from compound surnames and will be replaced with a space. Compound surnames composed of more than one proper name with a hyphen shall also be indexed by the last name in the compound surname. Index the name twice if it is unclear whether the name is a hyphenated compound surname.
- i. If it is unknown or unclear if a name is the last given name or is part of a multi-name surname, the name may be treated as the last given name and also as a part of the multi-name surname.
- j. Given names. Given names shall be listed in the order of first given name or initial, second given name (middle name) or initial, third given name or initial etc. An initial shall be considered as a given name, and a space shall separate given names and initials that are given names. Commas shall not be used to separate given names.
- k. Suffix. A suffix denoting lineage such as Junior, Jr, Sr, II, III, etc. shall be placed after the last given name. No comma shall be placed between the last given names and the suffix.

3.4(7) The following standards shall apply to non-human names.

- a. Index character set is A-Z, 0-9, and the conjunction “&”.
- b. Key as seen. Enter name sequence as shown on the document. Do not alter the name.
- c. Separate multiple names into separate entries: ABC Inc. DBA Jones Company = 2 entries= ABC Inc and Jones Company.
- d. Key the name as it appears in the document, including all special characters.
- e. Change all instances of the conjunction “and” to “&”
- f. Delete “THE” at beginning of names. The first letter, number, or special character immediately following the word “THE” shall be used for indexing. When the first word is “The”, the word “The” shall appear at the end of the entry or may be dropped.

- g. Human Name/Initials. The names or words in a non-human entry shall not be reversed even when the non-human entry contains a human name/initials.
- h. Numbers.
 - 1) When the first word of a non-human name is a number and the number is spelled (six), the number shall be treated as a word.
 - 2) When the first word of a non-human name is a number and the number is in numeric form (6), the number shall be placed in alphanumeric character sequence in the index as it appears on the document.
 - 3) When a non-human names contains a fraction in numeric form, the numerator and the denominator of the fraction shall be separated by a slash(/) with no space on either side of the slash.
 - 4) If a whole number is associated with the fraction, a space shall separate the whole number from the fraction. When an ordinal number is in numeric form, a space shall not separate the numeral from the ordinal suffix.
 - 5) When a non-human name contains a series of two or more single numerals, no space shall separate the single numerals.

3.4(8) All County indexing systems shall provide for parsed human names and include separate data elements for First, Middle, Surname, Lineage/suffix and Capacity/role.

3.4(9) All County indexing systems shall provide a separate data element for non-human names.

3.4(10) Separation of Unparsed Human Names and Non-Human Names. If an index includes a data element for unparsed human name, it shall be separate from any data element for non-human names.

3.4(11) Trusts and Estates. Trusts and estates should be indexed as human names. If a county has indexed them as non-human names, then index them both ways. Use separate lines for each name.

ESS – 3.5 Document Types.

(Iowa Code Section 331.604, 3(a))

3.5(1) Document types for County indexing systems shall be specified by the County Recorder. However, each County indexing system shall include the following document types or their equivalent.

- a. AbstractOfJudgment
- b. Assignment
- c. AssignmentOfDeedOfTrust
- d. AssignmentOfMortgage
- e. BargainAndSaleDeed

- f. Deed
- g. DeedOfTrust
- h. FederalTaxLien
- i. Judgment
- j. ModificationAgreementOrConsolidationAgreement
- k. Mortgage
- l. Other
- m. PartialSatisfactionOfLien
- n. PowerOfAttorney
- o. QuitClaimDeed
- p. Reconveyance
- q. ReleaseOfFederalTaxLien
- r. ReleaseOfStateTaxLien
- s. ReleaseOfTreasurersTaxLien
- t. SatisfactionOfLien
- u. SatisfactionOfMortgage
- v. StateTaxLien
- w. SubordinateLienAgreement
- x. SubstitutionOfTrustee
- y. TreasurersTaxLien
- z. WarrantyDeed
- aa. Type "Other" Doctype descriptions:
 - i. AffidavitNonTransfer
 - ii. AffidavitTransfer
 - iii. Condemnations
 - iv. Condominiums
 - v. ContractOrContractRelated
 - vi. CornerCertificates
 - vii. CourtOrder
 - viii. CourtOrderTransfer
 - ix. Covenants
 - x. DeclarationofValue
 - xi. Easements
 - xii. GroundwtrHazardStmnt
 - xiii. Heritage
 - xiv. Other
 - xv. SurveysAndPlats
 - xvi. UCC
 - xvii. 28E

ESS – 3.6 Document Type Mapping.

(Iowa Code Section 331.604, 3(a))

3.6(1) The purpose of establishing standards, policies and procedures for the mapping of document types from local indexing systems to the county land record information system is to ensure that the information is accurate, complete, consistent and accessible through the county land record information system. While the assignment of document types may vary from County to County, consistent definitions must apply when records are transferred to the county land record information system. Similarly, when citizens and customers of electronic recording services submit documents through the county land record information system, consistent definitions must apply to ensure that County Recorders can correctly review and process the documents.

3.6(2) Document types or codes implemented by individual County indexing, document management or image archive systems shall map or associate the local document type with the correct PRIA document type according to the following mapping table.

Document Type	PRIA Doc Type
28E	28E
Abstract of Judgment	Abstract of Judgment
Access Rights Deed	Deed
Affidavit - Non-Judicial Voluntary Foreclosure	Affidavit - Transfer
Affidavit - Transfer Document Error Correction	Affidavit - Non-Transfer
Affidavit By Tax Title Holder	Affidavit - Non-Transfer
Affidavit Explanatory of Title	Affidavit - Non-Transfer
Affidavit in Support of Forfeiture of Judgment Lien	Affidavit - Non-Transfer
Affidavit in Support of Forfeiture of Real Estate Contract	Contract or Contract Related
Affidavit of Adverse Possession Under Tax Deed	Affidavit - Non-Transfer
Affidavit of Compliance with Section 624.23(2)	Affidavit - Non-Transfer
Affidavit of Death Terminating Life Estate	Affidavit - Transfer
Affidavit of Identity	Affidavit - Non-Transfer
Affidavit of Possession	Affidavit - Non-Transfer
Affidavit of Surviving Spouse for Change of Title to Real Estate	Affidavit - Transfer
Affidavit Regarding Non-Judicial Voluntary Foreclosure	Affidavit - Non-Transfer
Affidavit Regarding Security Assignment	Affidavit - Non-Transfer
Affidavit Regarding Surviving Joint Tenant	Affidavit - Transfer
Affidavit-Waiver Right of First Refusal	Affidavit - Non-Transfer
Assignment (General)	Assignment
Assignment of Deed of Trust	Assignment of Deed of Trust

Assignment of Easement	Easement
Assignment of Ground Lease	Assignment
Assignment of Leases and Rents	Assignment
Assignment of Mortgage	Assignment of Mortgage
Blanket Assignment	Assignment
Cemetery Deed	Deed
Change of County Auditor's Real Estate Taxation Record	Affidavit - Transfer
Condemnations	Condemnations
Condominiums	Condominiums
Contracts	Contract/Contract Related
Corner Certificates	Corner Certificates
Court Officer Deed	Deed
Court Order/Transfer	Court Order/Transfer
Declaration of Value	Declaration of Value
Deed of Trust	Deed of Trust
Deeds (General)	Deed
Easements	Easements
Estoppel Affidavit	Affidavit - Non-Transfer
Extension of Tax Lien	State Tax Lien
Federal Tax Lien	Federal Tax Lien
Groundwater Hazard Statements	Groundwater Hazard Statements
Iowa Workforce Dev. Lien	State Tax Lien
Iowa Workforce Dev. Sat. of Lien	Release of State Tax Lien
Judgment	Judgment
Lien	Other
Lot Line Fence Agreement	Other
Modification of Home Equity LOC	Modification Agreement
Modification of Mortgage	Modification Agreement
Modification of Mortgage	Modification Agreement
Modification of Mortgage and Assignment	Modification Agreement
Mortgage	Mortgage
Notice of Special Use Valuation Lien	State Tax Lien
Offer To Buy And Acceptance	Contract/Contract Related
Other	Other
Partial Satisfaction of Deed of Trust	Partial Satisfaction of Lien
Partial Satisfaction of Lien	Partial Satisfaction of Lien
Partial Satisfaction of Mortgage	Partial Satisfaction of Lien
Power of Attorney	Power of Attorney
Purchaser's Affidavit	Affidavit - Non-Transfer
Quit Claim Deed	Quit Claim Deed
Real Estate Contract Amendment	Contract/Contract Related
Real Estate Contract Assignment - Collateral Only	Contract/Contract Related
Real Estate Contract Assignment - Transfer	Contract/Contract Related

Real Estate Contract Installments	Contract/Contract Related
Real Estate Contract Modification	Contract/Contract Related
Real Estate Contract Short Form	Contract/Contract Related
Record of Entry of Foreclosure of Mortgage	Affidavit - Non-Transfer
Release of Assignment of Leases and Rents	Satisfaction of Lien
Release of Federal Tax Lien	Release of Federal Tax Lien
Release of State Tax Lien	Release of State Tax Lien
Satisfaction of Deed of Trust	Satisfaction of Mortgage
Satisfaction of Mortgage	Satisfaction of Mortgage
Sheriff's Deed	Deed
State Tax Lien	State Tax Lien
Subordinate Lien Agreement	Subordinate Lien Agreement
Surveys and Plats	Surveys and Plats
Tax Sale Deed	Deed
Trustee Warranty Deed	Warranty Deed
Trustee's Affidavit	Affidavit - Non-Transfer
UCC	UCC
Warranty Deed	Warranty Deed

3.6(3) A mapping table established by each County shall be provided to the ESS Coordinating Committee for review. If required by the ICRA Executive Board or the ESS Coordinating Committee, a County shall modify the County mapping table to ensure that transferred records are consistent within the county land record information system.

ESS – 3.7 Document Reference Numbers.

(Iowa Code Section 331.604, 3(a))

3.7(1) The purpose of establishing standards, policies and procedures for document reference numbers is to ensure that a unique reference number, code value or other identifier is assigned to each recorded document in Iowa. A document reference number should enable a citizen or customer to find a document without regard to the County in which the document is recorded. Document reference numbers should not be duplicated within a County or among multiple counties.

3.7(2) Document reference numbers assigned by a County should conform to generally accepted database management practices and conform to the objectives of Section 3.7(1) as soon as practicable.

3.7(3) Each County, County Recorder and County indexing system shall uniquely identify each document recorded. Reference numbers, book and page numbers or other unique identifiers shall be determined by the County Recorder.

3.7(4) Each County, County Recorder and County indexing system shall assign a Unique Code Value to each recorded document mapped to a PRIA document type

as specified in Section 3.6. The Unique Code Value shall be used to identify each document transferred to the county land record information system, and the Unique Code Value shall conform to the specifications established by the county land record information system. If a County is served by separate indexing and imaging service provider, the County and County Recorder shall ensure that the same Unique Code Value for a document shall be assigned to both the index information and the document image.

3.7(5) The county land record information system shall establish a standard specification of Unique Code Values for documents recorded on or after January 1, 2013. The Unique Code Values shall incorporate the following elements: County number, year of recording, and a document reference number assigned to each document in the County document indexing system.

3.7(6) When recorded, a Groundwater Hazard Statement shall be assigned a unique document reference number.

3.7(7) When indexed and filed, a Declaration of Value document shall be assigned a unique document reference number.

3.7(8) When recorded, or when indexed and filed, the instrument date of a document shall be specified in the County indexing system.

3.7(9) In the event that a County changes the indexing or imaging service, as applicable, the County and the new service provider shall retain any previously assigned Unique Code Value for each document and any Unique Code Value for associated documents. A County shall notify the county land record information system concerning any service provider changes.

ESS – 3.8 Legal Descriptions.

(Iowa Code Section 331.604, 3(a))

3.8(1) The purpose of establishing standards, policies and procedures for indexing legal descriptions is to ensure that the information is accurate, complete, consistent and accessible through the county land record information system.

3.8(2) Each County indexing system shall provide for archiving data relating to property legal descriptions. Methods for recording or archiving abbreviated, unparsed legal descriptions, or full metes and bounds legal descriptions shall be determined by the County Recorder. However, abbreviated, unparsed legal descriptions, or full metes and bounds legal descriptions shall be maintained in a separate text field and shall not be substituted for a correctly parsed legal description.

3.8(3) Each County indexing system shall provide for archiving data relating to property legal descriptions. Methods for recording or archiving abbreviated,

unparsed legal descriptions, or full metes and bounds legal descriptions shall be determined by the County Recorder.

3.8(4) Each County indexing system shall provide for archiving parsed legal description information, and the parsed legal description information shall be archived as specified herein. Parsed legal description information for incorporated areas shall include lot, block and unit information. Parsed legal description information for unincorporated areas shall include section, township, range. Sections shall be archived by quarter section or quarter quarter section, and shall not be archived by half section.

3.8(5) This section shall be effective January 1, 2014.

ESS – 3.9 Associated Document References.

(Iowa Code Section 331.604, 3(a))

3.9(1) The purpose of establishing standards, policies and procedures for Associated Document References is to ensure that the information is accurate, complete, consistent and accessible through the county land record information system, and to ensure that information about associated documents including index information and document images can be retrieved. In some cases, the retrieval of associated document information will be implemented through a search link using the document reference information for the associated document or documents. Therefore, the format of associated document reference information must be maintained in a format which is identical to the original document reference number for the associated document.

3.9(2) Each County indexing system shall provide for archiving associated document reference information. Each County shall archive associated document reference information for all associated and electronically indexed documents. Associated document references include but are not limited to the following.

- a. Index references between conveyance documents, e.g., deeds, contracts or bills of sale, and Declaration of Value documents.
- b. Index references between mortgage and satisfaction of mortgage documents.
- c. Index references between state and federal tax liens and releases of federal and state tax liens.
- d. Index references between other associated documents such as Groundwater Hazard statements, re-recorded documents, etc..

3.9(3) The associated reference information shall be as follows:

- a. The Unique Code Value for each document

3.9(4) Each associated document reference shall be transferred to the county land record information system when the reference is created in the County indexing system as specified in Chapter 4.

ESS – 3.10 Parcel Identification Numbers.

(Iowa Code Section 331.604, 3(a))

3.10(1) The purpose of establishing standards, policies and procedures for Parcel Identification Numbers is to ensure that the information is accurate, complete, consistent and accessible through the county land record information system, and to ensure that information about Parcel Identification Numbers can be used as a search criteria when searching for information in the county land record information system. In some cases, the retrieval of document or property information will be implemented through a search link using the parcel identification number. Therefore, the format of Parcel Identification Number information must be maintained in a format which is identical to the format used in other County systems which maintain Parcel Identification Number information.

3.10(2) Each County indexing system shall provide for archiving parcel identification numbers as specified herein. All parcel identification numbers associated with a property which is described in a recorded conveyance document shall be archived. The parcel identification number shall be the number assigned by the County or City Assessor to the property at the time of recording.

3.10(3) Parcel identification numbers shall be archived in exactly the same format as the parcel identification numbers archived in the applicable County or City Assessor database.

3.10(4) In the event that parcel identification numbers associated with a property are subsequently changed by a County or City Assessor, the County shall not modify the parcel identification number associated with the recording of a document. The indexed parcel identification number is intended to be a historical reference concerning the property at the time of recording.

3.10(5) This section shall be effective January 1, 2014.

ESS – 3.11 Permanent Unaltered Archive.

(Iowa Code Section 331.604, 3(a) and Section 331.606, Subsection 4)

3.11(1) The purpose of establishing standards, policies and procedures for maintaining a permanent unaltered archive of a recorded document is to ensure that document archive is an accurate and complete representation of the document prior to recording.

3.11(2) A County shall permanently archive an unaltered version of each recorded document or instrument. A document or instrument may be archived in its original format, as an electronic document, or in another format suitable for preserving information in the document or instrument.

ESS – 3.12 Archive Back Up.

(Iowa Code Section 331.604, 3(a) and Section 331.601A)

3.12(1) The purpose of establishing standards, policies and procedures for maintaining a back-up copy of the County archive of recorded documents is to ensure that information about recorded documents can be recovered and accessed in the event that the primary archive is damaged or destroyed by an event or natural disaster.

3.12(2) A County Recorder shall provide for a complete backup copy of any electronic index or image archive, and one copy of the archive shall be stored in a secure location outside of the County. If a County Recorder has transferred original, unaltered information to the county land record information system, the requirement for maintaining a copy outside of the County shall be deemed satisfied with respect to the information transferred.

3.12(3) A County Recorder shall develop a written business continuity and disaster recovery plan to ensure that recording services, including electronic recording, are maintained, and to ensure that the recorded documents remain accessible to the public.

Chapter 4 County and CLRIS Operational Requirements

ESS – 4.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Back File – Documents which have been recorded prior to January 1, 2010.

Document Image – A digital representation of a recorded document, usually archived as either a TIF or PDF file.

Document Information – Data associated with a recorded document including the date of the instrument, document type, parties, associated document references, legal descriptions, note or redaction annotation information, and any appropriate metadata.

Electronic Index – The electronic data base and system used by a County, County Recorder or information technology service provider to permanently archive information about recorded documents.

Forward File – Documents which have been recorded on or after January 1, 2010.

ILR PRIA Document Type – The document types specified in Section 3.5(1).

Image Archive - The electronic data base and system used by a County, County Recorder or information technology service provider to permanently archive images of recorded documents.

Index Data – The Document Information stored in the Electronic Index.

Scheduled Automatic Transfer – A process implemented by a County, County Recorder or information technology service provider which would periodically schedule and execute the transfer of information between the county land record information system and either the Electronic Index or Image Archive.

Service Provider – An internal information technology unit within a County, or a private third-party information technology organization which provides Electronic Index or Image Archive systems and services to a County or County Recorder.

Unaltered - A representation of an original document when presented for recording; archived as either a paper document, electronic document, or other media, which does not include any mark, stamp, redaction or other modification which would obscure or alter the content or meaning of the original document.

ESS – 4.2 Authority and Purpose.

(Iowa Code Section 331.604, 3(a))

4.2(1) The Electronic Services System (ESS) is required to maintain a statewide internet web site to provide electronic access to records and information. ESS integrates information from multiple jurisdictions and local electronic indexing and imaging systems, and implements methods for managing transactions and messaging among those systems. In order to provide the required services and functions consistently and with high quality it is necessary to establish mandatory standard operating policies and procedures. When applicable, standards relating to County business processes affecting services to citizens and customers through the county land record information system shall be established.

ESS – 4.3 Transfer of Recorded Documents.

(Iowa Code Section 331.604, 3(a))

4.3(1) A County shall transfer to the county land record information system all recorded document information which is archived in an electronic format. Document information includes all index data and document images contained in a PRIA Document as specified in Section 2.3(3). Images shall be transferred in an original unaltered form, and shall be in an image format consistent with the format used in the local county image archive system and as otherwise specified in Section 5.4(1). Required documents include all real estate records and records which are specified in the ILR PRIA Document Type Table. This section applies to all documents except for those specified in subsection 4.3(3).

4.3(2) A County shall transfer any and all index updates for required documents to the county land record information system. Index updates include index error corrections, parsed human names, parsed legal descriptions, and new associated document reference information added to previously recorded documents. Index updates shall be transferred within the time frame specified in Section 4.6.

4.3(3) Military separation or discharge records, birth records, death certificates and marriage certificates shall not be transferred unless such record or certificate is incorporated within another document or instrument that is recorded. Records relating to recreational vehicles shall not be transferred. Records relating to fee book transactions which are not associated with a recorded document, voided documents, or other information not associated with a recorded document shall not be transferred.

4.3(4) A County Recorder shall review information transferred to and published by ESS and the county land record information system to ensure that the information is being correctly and accurately processed, or when applicable to identify and correct errors which may exist in the local county indexing or imaging archive.

4.3(5) A County Recorder shall respond to questions or concerns from citizens and customers concerning information transferred to and published by the county land record information system, and shall take action to address issues relating to missing, incomplete or inaccurate data. As needed the County Recorder shall collaborate with ESS and the county land record information system to correct or update information.

4.3(6) Notwithstanding the requirement in Section 4.3(1) that a County shall transfer to the county land record information system all recorded document information which is archived in an electronic format, a County may request a deferment of the transfer of a portion of the information. The basis for a deferment request shall be related to county activities intended to improve the quality of the information or to complete information which may be missing. A deferment is subject to the approval of the ESS Coordinating Committee, and shall be for a limited period of time.

ESS – 4.4 Method of Transfer.

(Iowa Code Section 331.604, 3(a))

4.4(1) Back File and Forward File records shall be transferred to the county land record information system through a Recorder's Association File Transfer Module developed and implemented by the applicable Service Provider which provides archiving services relating to county document index information and images. The method of transfer is subject to the approval of the Electronic Services System Coordinating Committee, and may include the use of the ILR API, LCM, or ILR Web Service as described in Section 2.3.

ESS – 4.5 Time of Transfer – Back File Records.

(Iowa Code Section 331.604, 3(a))

4.5(1) Back File records shall be transferred to the county land record information system as soon as practicable after they are archived by a county in electronic format. Back File documents which have been recorded and archived prior to December 31, 2010 shall be transferred to the county land record information system not later than June 30, 2012 except when a County is granted a deferral as provided in Section 4.3(6). Back File document information which is added to the electronic index or the image archive shall be transferred within a period of ninety days following the addition of the information to the electronic index or image archive.

ESS – 4.6 Time of Transfer – Forward File Records.

(Iowa Code Section 331.604, 3(a))

4.6(1) Forward File records shall be transferred to the county land record information system not later than three business days after the time of recording by a county. If feasible, a scheduled automatic transfer of Forward File records

shall be enabled with the consent of a County Recorder. Such consent shall not be unreasonably withheld.

Chapter 5

County and CLGIS Operational Requirements – Electronic Recording

ESS – 5.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Business Day - A business day generally represents a period of time which includes eight or more consecutive business hours. For example, a business with office hours from 8:00 A.M. to 5:00 P.M. is considered one business day. Alternatively, a business day could be considered as the consecutive business hours within one twenty-four hour period. For example, one business day could be represented as the office hours between 2:00 P.M. on day 1, and 2:00 P.M. on day 2. In either representation, a business day is intended to help define a minimum time frame in which a service should be reasonably performed.

Condensed – The process of scaling or shrinking an image to fit a smaller area, such as scaling a legal-sized document for printing on letter-sized paper.

Cover Page - A page submitted with a document for recording which includes required information and which conforms to requirements for recording such as the appropriate top margin on the first page. A cover page facilitates the recording of a non-standard or non-conforming document.

Electronic Document - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

External Submitter – A Submitter authorized to submit documents through the county land record information system web service. Typically, an External Submitter has more advanced information technology capabilities, and handles a larger volume of documents.

ILR E-Submission Service – A component of the county land record information system which facilitates the submission of electronic documents for recording in a County.

Irregular or Nonconforming Document – A document which does not conform to the specifications described in Section 3.3.

PDF - Portable Document Format; an open standard for document exchange created by Adobe Systems.

Submitter - A person or organization which is authorized to submit electronic documents for recording through the county land record information system.

Text Area - A text box, text field or text entry box used when building a graphical user interface (GUI). A text box's purpose is to allow the user to input text information to be used by a program. For example, a PDF document which is formatted as a fillable form.

TIF - Tagged Image File Format; a file format for storing images, popular among graphic artists, now under the control of Adobe Systems.

Traditional Paper Document - A real estate or other document presented for recording in a letter or legal sized paper format which may include ink signatures, embossed seals, stamps or other features associated with the processing of paper instruments.

ESS – 5.2 Authority and Purpose.

(Iowa Code Section 331.604, 3(a))

5.2(1) The Electronic Services System (ESS) is required to implement electronic recording in each county. ESS integrates information from multiple jurisdictions and local electronic indexing and imaging systems, and implements methods for managing transactions and messaging among those systems. In order to provide the required services and functions consistently and with high quality it is necessary to establish mandatory standard operating policies and procedures. When applicable, standards relating to County business processes affecting services to citizens and customers through the county land record information system shall be established.

ESS – 5.3 Authorized Submitters.

(Iowa Code Section 331.604, 3(a) and 331.601A)

5.3(1) A person or organization who is engaged in the preparation of documents for recording may apply for authorization to submit electronic documents through the county land record information system for recording in any County which is a member of the Electronic Services System. An application shall specify information about the person or organization including name, address, and phone number, and information about the person seeking to be the designated administrator for and electronic document submission account. The person or organization shall also provide appropriate information concerning their financial institution and accounts when applicable, and reference information concerning any prior experience in submitting documents for recording in an Iowa County.

5.3(2) Personnel designated by the Electronic Services System and the county land record information system shall review information submitted by an

applicant person or organization and shall verify the accuracy of any information included in the application. If the information provided by an applicant is correct and provides the basis for establishing the person as having a legitimate and legal role in the preparation and submittal of documents for recording, then the applicant may be set up as an authorized submitter.

5.3(3) An applicant person or organization shall review and agree to the published Terms of Use and Privacy Policies for the Electronic Services System and the county land record information system prior to the activation of an account. If an applicant seeks to be an External Submitter, then the application shall also be required to enter into a detailed Integration Agreement which specifies the technical and business requirements for the applicant.

ESS – 5.4 Electronic Document Formatting.

(Iowa Code Section 331.604, 3(a))

5.4(1) In addition to the document formatting standards specified in Chapter 3 and Section 331.606B of the Iowa Code, the following requirements are established for Electronic Documents submitted through the Electronic Services System and the county land record information system.

- a. Irregular or nonconforming documents will not be accepted through the ILR E-Submission service.
- b. Documents which are exempt from the format requirements as specified in Section 331.606B, subsection 4 of the Iowa Code, will not be accepted through the ILR E-Submission service except when accompanied by an approved Cover Page.
- c. The document shall be scanned into a TIF or PDF format and be stored as an image only. Submitters are strongly encouraged to examine the documentation provided for scanners, copiers and related software to ensure that the documents are saved in image format only.
- d. The document shall be submitted with a portrait orientation. Landscape orientation will not be accepted.
- e. The document shall not have text areas.
- f. The document shall not have special attachments or features that are enabled through Adobe Acrobat or other software.
- g. The document shall not include annotations.
- h. The file size per page should generally be less than 100kb.
- i. An image resolution range of 200 to 400 dots per inch (DPI) is required. An image resolution of 300 DPI is recommended.
- j. Image compression shall conform to the following specifications: CCITT T.4 (Group 3) or T.6 (Group 4). The following image compression formats are prohibited: LZW, Old Style JPEG, JPEG, JBIG, Packbits or other formats which do not conform to the specified Group 3 or Group 4 options.
- k. Images shall be black and white only. Greyscale or color images are prohibited.

- l. The Resolution Unit of an image after scanning shall be PPI (pixels per inch). A resolutions of PPC (pixels per centimeter) is prohibited.
- m. Images shall not be submitted as a negative, i.e., the background of a document shall be white, and text or graphics shall be black.
- n. Embossed seals, if required or utilized, shall be shaded prior to scanning to ensure that an image of the seal is visible and legible when saved to TIF or PDF format.
- o. The document shall conform to formatting requirements, including the requirement that the first page of each document shall have a top margin of at least three (3) inches of vertical space from left to right. This requirement will ensure that sufficient space is provided for the image stamp which denotes the date and time of recording, the instrument number and other pertinent recording information.
- p. Scanned images of legal sized documents shall not be condensed or resized to letter size when submitted through the ILR E-Submission service.

5.4(2) – Smart Documents. Reserved.

5.4(3) – Electronically Signed Documents. Reserved.

ESS – 5.5 Electronic Submission Processing.

(Iowa Code Section 331.604, 3(a) and 331.601A)

5.5(1) A County Recorder shall process for recording any electronic document which is submitted through the ILR E-Submission service. The submission of an electronic document through the ILR E-Submission service is equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county. To the extent practicable, A County Recorder shall give priority to processing electronic documents.

5.5(2) A County Recorder shall determine whether an electronic document is suitable for recording in the same manner as the determination would be made for a traditional paper document. If the electronic document conforms to recording requirements then it shall be approved. If the electronic document does not conform to recording requirements, then it may be rejected and returned to the Submitter for correction accompanied by a message explaining why the electronic document was rejected.

5.5(3) If the submission of information associated with an electronic document is in error, a County Recorder shall make a reasonable attempt to correct the error through the ILR E-Submission service rather than rejecting the document. Examples of errors which may be corrected by a County Recorder include a correction in the spelling of a party name, a document type, or information required to calculate a recording fee such as the number of parcels or any additional transactions.

5.5(4) A County Recorder shall review and process an electronic document submitted through the ILR E-Submission service within one business day. The result of the review and process will either be the official recording of the electronic document in the County, or the rejection and return of the document to the Submitter.

ESS – 5.6 Electronic Submission Payment.

(Iowa Code Section 331.604, 3(a) and 331.601A)

5.6(1) When authorized to be a Submitter or External Submitter, a person or organization shall be required to set up a payment method for the purpose of making payment for required recording fees and any Electronic Recording Convenience Fee as specified in Section 1.5(2). Payment options may include ACH electronic funds transfer, credit or debit cards, or a Draw Down account.

5.6(2) When an electronic document submitted and recorded through the ILR E-Submission Service by a County the ESS and the county land record information system shall secure the appropriate recording fee from the Submitter on behalf of the County.

5.6 (3) ESS and the county land record information system shall remit via electronic funds transfer the appropriate fee for the recording of an electronic document to a County within two business days after the recording date.

5.6 (4) If a payment method fails for any reason, further access to electronic document submission services shall be restricted, and the Submitter or External Submitter may be required to pay an additional Failed Payment service fee before access to services is restored.

Chapter 6 Personally Identifiable Information

ESS – 6.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Actual Cost – The proportionate amount of the equivalent hourly compensation of the person assigned to supervise, assist or implement a Batch Transfer of information from a County plus the actual cost of the media used to transfer the information.

Batch Transfer - The delivery or transfer of an accumulation of electronic documents or records recorded or maintained by a County Recorder.

Personally Identifiable Information (PII) - One or more of the following specific unique identifiers when combined with an individual's name:

- (1) Social security number.
- (2) Checking, savings, or share account number, credit, debit, or charge card number.

Private Image Repository – The storage system used by the county land record information system to permanently archive original, unaltered images of recorded documents.

Public Access Terminal – A personal computer or other public computer terminal provided to the public at a service counter or other designated area for the purpose of providing read-only access to information and images for recorded documents.

Recently Recorded Documents – Documents which are recorded and transferred to the county land record information system within the previous three business days as provided in Section 4.6(1).

Redaction - The process of permanently removing all or a portion of personally identifiable information from document images.

ESS – 6.2 Authority and Purpose.

(Iowa Code Section 331.603; 331.604, 3(a); 331.606, 4; 331.606A)

6.2(1) The Electronic Services System (ESS) is required to implement electronic recording in each county, and to maintain a statewide internet web site to provide electronic access to records and information. County Recorders, the Electronic Services system and the county land record information system are prohibited from publishing personally identifiable information on web sites, and prohibited from transferring electronic documents which contain personally identifiable

information. In order to comply with the requirements of Iowa law, it is necessary to establish policies and procedures which will clarify how certain documents are handled.

ESS – 6.3 Public Access and Transfer Policy.

(Iowa Code Section 331.603; 331.604, 3(a); 331.606, 4; 331.606A)

6.3(1) Personally identifiable information that is contained in electronic documents that are displayed for public access on a website, or which are transferred to any person, shall be redacted prior to displaying or transferring the documents. The transfer of electronic documents includes the transfer of document images via any electronic media including internet transfer such as e-mail or ftp, CD or DVD, flash drive or other electronic device.

ESS – 6.4 CLRIS Redaction Procedures.

(Iowa Code Section 331.603; 331.604, 3(a); 331.606, 4; 331.606A)

6.4(1) Private Image Repository. As provided in Section 4.3(1), A County shall transfer to the county land record information system all recorded document information which is archived in an electronic format. Document information includes index data and document images. The Electronic Services System and the county land record information shall archive original, unaltered images in a private image repository which shall not be accessible to the public.

6.4(2) PII Redaction Policy. The Electronic Services System and the county land record information shall provide for the processing of each image to check for personally identifiable information, and if found, to redact the personally identifiable information as described herein.

6.4(2a) Social Security Numbers. Social security numbers shall be redacted based on the following rules. A social security number in a perfect format (3-2-4) or 9 digit number associated with a person or with a Social Security keyword shall be redacted. A number which has a perfect format (3-2-4) numbers with a keyword other than a Social Security Keyword shall be redacted. Examples include but not limited to: IBSA #'s, Parcel #'s, Loan #, Account #, etc. Perfect format (3-2-4) numbers that do not have a keyword associated or next to a person's name shall also be redacted.

6.4(2b) State and Federal Tax Liens. Federal and State tax liens, Federal tax lien releases, and State tax lien releases with a SSN that is not truncated (showing all 9 digits) will have only the 1st 5 digits redacted. Federal and State tax liens, Federal tax lien releases, and State tax lien releases with a SSN that is truncated will be not be redacted but retained as a truncated number. A truncated social security number found on any document which is not a Federal or State tax lien, Federal tax lien release, or State tax lien release will be redacted fully (including the X's) and classified as a social security number.

6.4(2c) Bank Account Numbers. Bank and investment company account numbers associated with a person or business shall be redacted. Banking Institutions are defined as Banks, Credit Unions, Savings and Loan, Savings and Trusts. Common Investment companies are Morgan Stanley, Charles Schwab, Smith Barney, T.D. Waterhouse, Fidelity, Ameritrade, etc. Bank accounts to be redacted include Checking, Savings, and Money Market accounts. Routing numbers and SWIFT (international routing numbers) shall be redacted. Trust accounts listed as Depository, Estate, Conservatorship, and Restricted from banks and investment companies shall be redacted. Mutual fund accounts, brokerage accounts, and financial services accounts (such as asset management, hedge funds, IRAs, 401Ks, and Annuities) from investment companies shall be redacted.

Accounts associated with loan agencies or collection agencies, and loan accounts, including mortgages, or loan numbers are not defined as personally identifiable information and shall not be redacted. Stocks, Shares, Bonds, Securities, Annuity Contracts, Certificate of Deposits, Timed Deposits, Savings Certificates, or CUSIP Ids are not defined as personally identifiable information and shall not be redacted unless they are specified as being part of a Bank Account as defined herein.

6.4(2d) Bankruptcy Documents. All account numbers found on a Bankruptcy document associated with a Creditor shall be redacted.

6.4(2e) Credit and Debit Cards. Credit and debit cards are identified by keywords (such as credit card, debit card, charge card, MasterCard, Visa, etc.), by the starting prefix of the credit card number, number length, and format. All digits of a credit or debit card shall be redacted including whether the credit card is showing only a partial number or last 4 digits.

6.4(2f) Driver License Numbers. Driver License Numbers are identified by keywords and abbreviations (such as driver license, DL, dr lic, etc.), and by flagging for review pages within a document with a high probability for handwritten driver license numbers (such as notarization page). Any number explicitly identified as a driver license number, no matter the length of digits or format of number (including 3-2-4 format), shall be redacted and classified as a Driver License Number. All digits of a Driver License Number shall be redacted, even if it is truncated.

6.4(2g) Alien Registration Numbers. All alien registration numbers shall be redacted.

6.4(3) Redaction of Personally Identifiable Information. All documents to be made accessible to the public through the Electronic Services System and the county land record information system shall be processed to identify personally identifiable information, and if found, the information shall be redacted prior to making the documents accessible.

6.4(4) Redaction Inspection. A document which has been redacted shall be inspected and approved by the Electronic Services System and the county land record information system, or by the applicable County or County Recorder before it is made accessible to the public.

6.4(5) Public Access – Redacted Documents Processed. Documents which have been redacted, inspected and approved may be made accessible to the public at the discretion of the Electronic Services System and the county land record information system.

6.4(6) Public Access – Other Documents Processed. Documents which have been processed without redactions may be made accessible to the public at the discretion of the Electronic Services System and the county land record information system.

6.4(7) Transfer To County Systems. The Electronic Services System and the county land record information system shall make images of redacted documents, and redaction coordinate information available to local County imaging systems. Redacted images and coordinate information may be accessed by a County and its local County imaging system according to specifications established by the county land record information system. Any programming, software or equipment to facilitate the transfer of redacted images or redaction coordinate information from the county land record information system to a local County imaging system shall be solely at the expense of the County.

6.4(8) Procedures For PII Not Redacted. If a County Recorder, County Official, service provider or any person discovers any personally identifiable information in a document images which is accessible to the public through the county land record information system, upon notification, access to the image shall be immediately restricted. The document image shall then be inspected, and any personally identifiable information shall be redacted as soon as possible. The document image shall remain restricted until the redaction process is completed. Individuals who have access to images through the county land record information system shall be instructed to use the customer service links on the web site to report any personally identifiable information which is discovered.

ESS – 6.5 County Procedures.

(Iowa Code Section 331.603; 331.604, 3(a); 331.606, 4; 331.606A)

6.5(1) County Archive Unaltered. A County Recorder shall permanently archive an unaltered version of each recorded document or instrument. A document or instrument may be archived in its original format, as an electronic document, or in another format suitable for preserving information in the document or instrument. A County Recorder shall not alter or modify an original document even if a document includes personally identifiable information.

6.5(2) Recently Recorded Documents. A County Recorder shall immediately notify the Electronic Services System and the county land record information about any recently recorded document which may include personally identifiable information.

6.5(3) County Web Site Access. If a County or County Recorder provides access to documents through a county web site, the County and County Recorder shall implement a system for redacting personally identifiable information, and shall not provide public access to the documents through the county web site until any personally identifiable information as defined herein is redacted. A County or County Recorder may satisfy this requirement by transferring and displaying redacted document images, or using redaction coordinate information to restrict access to the personally identifiable information as provided in Section 6.4(7).

6.5(4) County Batch Transfer of Electronic Documents. A County or County Recorder may enter into an agreement to provide access to electronic documents or records on a batch basis. Electronic documents which are transferred in any medium shall comply with the requirements of Section 6.3(1). Electronic documents and records made available under this subsection shall not include personally identifiable information and shall be subjected to a redaction process prior to the transfer of the electronic documents or records to another person pursuant to an agreement.

6.5(5) County Batch Transfer Fees. A County or County Recorder may collect reasonable fees for access to electronic documents and records to provide access to electronic documents or records on a batch basis. The fees shall not exceed the actual cost of providing access to the electronic documents and records. "Actual cost" means only those expenses directly attributable to providing access to electronic documents and records. "Actual cost" shall not include costs such as employment benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office of the county recorder or the county land record information system.

6.5(6) Public Access – Office of the County Recorder. Notwithstanding restrictions on access to documents displayed on a public web site, or restrictions on the transfer of electronic documents, any person may view and copy an original or unaltered document or instrument in the office of the recorder. This may include access to information through a Public Access Terminal.

6.5(7) Procedures For PII Not Redacted On A County Web Site. A County Recorder shall establish a procedure by which individuals may request that personally identifiable information contained in an electronic document displayed on a County web site be redacted, at no fee to the requesting individual.

Chapter 7

Terms of Use and Privacy Policies

ESS – 7.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

Iowa Land Records Portal – The county land record information web site for searching and retrieving information about recorded documents and related services. The web site address is <http://iowalandrecords.org/portal>.

Iowa Land Records E-Submission Service - The county land record information web site for submitting documents to Iowa counties for recording. The web site address is <https://iowalandrecords.org/esubmission>.

ESS – 7.2 Authority and Purpose.

(Iowa Code Section 331.604, 3(a))

7.2(1) The Electronic Services System (ESS) is required to implement electronic recording in each county, and to maintain a statewide internet web site to provide electronic access to records and information. In order to ensure the successful operation of the county land record information system and to fulfill the requirements of Iowa law concerning the handling of personally identifiable information, it is necessary to establish and publish appropriate Terms of Use and Privacy policies. These policies apply to all persons and organizations that access information or engage in electronic recording activities at web sites published by the Electronic Services System and the county land record information system.

ESS – 7.3 Iowa Land Records Portal Terms of Use.

(Iowa Code Section 331.604, 3(a))

Terms of Use - Disclaimer

The information contained herein is provided as a service to the public for informational purposes only and no representation is made as to its accuracy or fitness for any particular purpose. The Iowa Land Records system, or the County Land Record Information System, is not intended to replace a search of the official records maintained in by the office of the County Recorder. The Iowa County Recorders Association and its agents hereby disclaim any and all liability from or related to the use of the information contained in the Iowa Land Records system, or the County Land Record Information System. Under Iowa law, the Iowa County Recorders Association is the sole owner of its compiled and developed information. None of the materials contained on this site or any part thereof, including any information, products and/or software related to the materials, may be compiled, bundled, grouped, reproduced, shared, transmitted, transcribed, stored in a retrieval system, or translated into any language in any

form by any means without the express written permission of the Iowa County Recorders Association. Users of this site are granted a limited license to access the materials made available on this site. No user or any other party is permitted to sell, share, transfer, loan, license or market the materials or to engage in any similar transaction related to the materials contained on this site to any extent under any circumstances. The Iowa County Recorders Association provides any and all materials and other information and/or software distributed on this site "as is" without warranty of any kind, either express or implied, including but not limited to, the implied warranties or conditions of merchantability or fitness for a particular purpose. In no event shall the Iowa County Recorders Association be liable for any loss of profits, lost business, loss of use of data, interruption of business, or for indirect, special, incidental, or consequential damages of any kind. The Iowa County Recorders Association may revise the Terms of Use of its site from time to time without notices other than posting on its site.

The performance of this website and all information contained on, downloaded or accessed from this website are provided on an "as is" basis, without warranties of any kind whatsoever, including any implied warranties or warranties of merchantability, fitness for a particular purpose or non-infringement of the rights of third parties. The Iowa County Recorders Association shall be not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, servers, Internet access providers, computer equipment, software, or any combination thereof including any injury or damage to your or any other person's computer as a result of using this website.

As a registered user or unregistered user of iowalandrecords.org/portal and related extensions, you acknowledge and agree that any reliance on or use by you of any information available on this website shall be entirely at your own risk. In no event shall the Iowa County Recorders Association nor any of its service providers be liable for any direct, indirect, consequential or exemplary damages arising from the use or the performance of this website, even if the Iowa County Recorders Association or such provider has been advised of the possibility of such damages.

If you are a registered user of the Iowa Land Records system at iowalandrecords.org/portal, you shall maintain accurate user account information concerning your identity including your first and last name, company name if applicable, occupation, mailing address, e-mail address and telephone number.

If you are a registered user of the Iowa Land Records system at iowalandrecords.org/portal, you acknowledge and agree that e-mail is an acceptable means of communication with you, and you agree to accept e-mails from either iowalandrecords.org or clris.com and shall not block e-mails originating from these sources. Newsletters and service announcements are delivered through a recognized third-party service provider - exacttarget.com, and communications from this source shall also be accepted.

The Iowa Land Records newsletter and other communications distributed by e-mail will comply with the requirements of the CAN-SPAM Act, and you may submit a request to "opt-out" of the e-mail distribution list. However, if you submit an opt-out request to Iowa Land Records concerning any newsletter, service announcement or other communication distributed via e-mail, your user account(s) will be deactivated and you will no longer be permitted to access detailed information about documents posted at iowalandrecords.org/portal. If you have a question or comment about this policy, please submit it through the Customer Service link posted at iowalandrecords.org/portal.

No Unlawful or Prohibited Use

As a condition of your use of the iowalandrecords.org/portal and related extensions (site), you will not use the site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the site in any manner that could damage, disable, overburden, or impair any Iowa County Records Association server, or the network(s) connected to any Iowa County Records Association server, or interfere with any other party's use and enjoyment of the site. You may not attempt to gain unauthorized access to the site, other accounts, computer systems or networks connected to any Iowa County Records Association server or to any of the services or information provided, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the site. Illegal and/or unauthorized uses of the site, including, but not limited to, unauthorized framing of or linking to the site, or unauthorized use of any robot, spider or other automated device on the site, will be investigated and appropriate legal action will be taken, including without limitation civil, criminal and injunctive redress.

If you violate these Terms of Use, the Iowa County Records Association may terminate your use of the Site, bar you from future use of the Site and/or take appropriate legal action against you. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with the Terms of Use. Any and all litigation or actions commenced in connection with this agreement, including after expiration or termination of this agreement, shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa, if jurisdiction is proper. However, if jurisdiction is not proper in the Iowa District Court, Polk County, but is proper only in a United States District Court, the matter shall be commenced in the United States District Court for the Southern District of Iowa.

Historical Index and Images

The Iowa Land Record indexes have been replicated from the official indexes in each county. The Iowa Land Record images have been replicated from the official image systems in each county. In some cases, the indexes and images have been modified to comply with standards established by the Iowa County Records

Association including standards for document types, a standard format for party names, and a standard document image format. The County Recorder indexes and images are the official indexes and images in any and all cases where there is an inconsistency.

As provided in Section 331.606A (Iowa Code), Iowa Land Records and the Iowa County Records Association have implemented a system for redacting personally identifiable information from document images. "Personally identifiable information" means one or more of the following specific unique identifiers when combined with an individual's name:

- (1) Social security number.
- (2) Checking, savings, or share account number, credit, debit, or charge card number.

Driver license information is also being redacted from document images.

Every reasonable measure is taken to redact personally identifiable information from document images before they are posted for public access through Iowa Land Records. However, no redaction system has been shown to be completely accurate. Because it is possible that some personally identifiable information may be unintentionally visible in a document image, all users of the site have the responsibility to help protect the privacy of persons whose records may be displayed.

Any personally identifiable information which may be found on any image posted on this web site is considered to be confidential. In the event that you discover any personally identifiable information posted on the Iowa Land Records system, as a condition for being a user of the site, you have the responsibility to immediately notify Iowa Land Records through the Customer Service link posted at iowalandrecords.org/portal so that the information can be restricted or redacted. Additionally, each user of the site is expressly prohibited from distributing, sharing, or publicizing any personally identifiable information which may be found.

Products

Any product mentioned on this site is mentioned for identification purposes only. Product names appearing in this material may or may not be registered trademarks or copyrights of their respective companies.

Links to External Sites

Iowa Land Records includes links to web sites not under the control of the Iowa County Records Association. The Iowa County Records Association does not have control of these other sites and is not responsible for the contents of any site outside of the iowalandrecords.org domain, any domain contained in a linked site, or any changes or updates to such sites. The Iowa County Records Association

provides these links only as a convenience and is not an endorsement by the Iowa County Records Association.

The Iowa Land Records website is optimized to work with Internet Explorer 7.0 or higher. Use of alternative web browsers may adversely affect how information is displayed including tabular data and document images. Users are advised to install the most recent updates to Adobe Acrobat Reader.

Copyright Notice

Copyright © [date] Iowa County Records Association, 8711 Windsor Parkway Suite 2, Johnston, IA 50131.

Any and all rights not expressly granted herein are reserved in their entirety. If you have a question or comment concerning this web site, please submit it through the Customer Service link posted at iowalandrecords.org/portal..

ESS – 7.4 Iowa Land Records Portal Privacy Policy.

(Iowa Code Section 331.604, 3(a))

Privacy Notice

Iowa Land Records knows that you care how information about you is used and shared, and we appreciate your trust that we will handle this information carefully and sensibly. This notice describes our privacy policy. By visiting Iowa Land Records (iowalandrecords.org or related sites), you are accepting the practices described in this Privacy Notice.

What Personal Information About Registered Users and Customers Does Iowa Land Records Gather?

The information we learn from customers helps us personalize and continually improve your experience at Iowa Land Records. Here are the types of information we gather.

Information You Give Us: We receive and store any information you enter on the Site or give us in any other way. You provide most such information when you register. You can choose not to provide certain information, but then you might not be able to take advantage of many features of the Site. We use the information that you provide for such purposes as responding to your requests, customizing future services for you, communicating with you, and generally monitoring the use of the web site and system. Examples of the information we collect and analyze include the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information such as browser type and version, operating system, and platform. During some visits we may use software tools such as JavaScript to measure and collect session information, including search activities

Automatic Information: We receive and store certain types of information whenever you interact with us. For example, like many Web sites, we use "cookies," and we obtain certain types of information when your Web browser accesses Iowa Land Records.

E-mail Communications: To help us make e-mails more useful and interesting, we often receive a confirmation when you open e-mail from Iowa Land Records if your computer supports such capabilities.

Information from Other Sources: We might receive information about you from other sources and add it to our account information. Examples of information we receive from other sources include updated delivery and address information from our carriers or other third parties which we use to correct our records, or credit history information from credit bureaus, which we may use to help prevent and detect fraud.

Does Iowa Land Records Share the Information It Receives?

Information about our registered users and customers is important to us, and we are not in the business of selling it to others. We share customer information only as described below.

Agents: We employ other companies, organizations and individuals to perform functions on our behalf. Examples include fulfilling orders, delivering packages, sending postal mail and e-mail, removing repetitive information from customer lists, analyzing data, processing credit/debit card payments, and providing customer service. They have access to customer and user information needed to perform their functions, but may not use it for other purposes.

Protection of Iowa Land Records and Others: We release account and other customer and user information when we believe release is appropriate to comply with the law; enforce or apply our Terms of Use and other agreements; or protect the rights, property, or safety of Iowa Land Records, our users, or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction. This does not include selling, renting, sharing, or otherwise disclosing personally identifiable information from customers or users for commercial purposes in violation of the commitments set forth in this Privacy Notice.

With Your Consent: Other than as set out above, you will receive notice when information about you might go to third parties, and you will have an opportunity to choose not to share the information.

How Secure Is Information About Me? We work to protect the security of your information. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

Which Information Can I Access?

Iowa Land Records gives you access to a range of information about your account and your interactions with Iowa Land Records for the limited purpose of viewing and, in certain cases, updating that information.

What Choices Do I Have?

As discussed above, you can always choose not to provide information, even though it might be needed to take advantage of some Iowa Land Records features. You can add or update certain information about your account. When you update information, we may keep a copy of the prior version for our records.

Terms of Use, Notices, and Revisions

If you choose to visit Iowa Land Records, your visit and any dispute over privacy is subject to this Notice and our Terms of Use, including limitations on damages, arbitration of disputes, and application of the laws of the state of Iowa. If you have any concern about privacy at Iowa Land Records, please contact us with a thorough description, and we will try to resolve it.

Our activities and services change constantly, and our Privacy Notice and the Terms of Use will change also. We may e-mail periodic reminders of our notices and conditions, but you should check the Site frequently to see recent changes. Unless stated otherwise, our current Privacy Notice applies to all information that we have about you and your account. We stand behind the promises we make, however, and will never materially change our policies and practices to make them less protective of customer information collected in the past without the consent of affected customers.

Privacy Policy Scope

This Privacy Notice addresses the handling of information about registered users and customers of the Iowa Land Records portal (iowalandrecords.org and related Sites). These policies do not address privacy issues concerning personally identifiable information which may be embedded within document images. See Section 331.606A (Iowa Code). Policies relating to personally identifiable information are incorporated within the Terms of Use section..

ESS – 7.5 Iowa Land Records E-Submission Service Terms of Use.

(Iowa Code Section 331.604, 3(a))

Terms of Use

Each registered organization and user represents and warrants that he/she agrees that the user identification and authentication procedures implemented by the Iowa Land Records Electronic Submission Service, i.e., a user ID and password, is a valid electronic signature under Section 554D.103 of the Iowa Code, and that it is legally recognized as a signature under Section 554D.108. Each registered organization and user agrees that submission of a document through the Iowa

Land Records Electronic Submission Service is equivalent to delivery of a document through the U.S. mail, courier service or over-the-counter at designated offices in each county or jurisdiction. Organizations and users agree that a County Recorder or other designee may correct any index information submitted which may be in error or which may require clarification. Organizations and users agree that they are responsible for assuring that documents submitted through the Iowa Land Records Electronic Submission Service are valid and comply with all requirements for recording. Organizations and users accept and agree to make payment of due and proper recording and related online service fees through the payment services system specified by the Iowa Land Records Electronic Submission Service, and further agree that the Iowa Land Records Electronic Submission Service may suspend services for failure to make payment or to maintain current payment information as required.

Each participating county and county recorder represents and warrants that he/she agrees that the user identification and authentication procedures implemented by the Iowa Land Records Electronic Submission Service, i.e., a user ID and password, is a valid electronic signature under Section 554D.103 of the Iowa Code, and that it is legally recognized as a signature under Section 554D.108. Each participating county and county recorder agrees that submission of a document through the Iowa Land Records Electronic Submission Service is equivalent to delivery of a document through the U.S. mail, courier service or over-the-counter at designated offices in each county or jurisdiction. A list of active participating counties is provided at www.clris.com.

The Iowa County Recorders Association provides any and all materials and other information and/or software distributed on this site "as is" without warranty of any kind, either express or implied, including but not limited to, the implied warranties or conditions of merchantability or fitness for a particular purpose. In no event shall the Iowa County Recorders Association be liable for any loss of profits, lost business, loss of use of data, interruption of business, or for indirect, special, incidental, or consequential damages of any kind. The Iowa County Recorders Association may revise the terms of use of its site from time to time without notice other than posting on its site. The performance of this website and all information contained on, downloaded or accessed from this website are provided on an "as is" basis, without warranties of any kind whatsoever, including any implied warranties or warranties of merchantability, fitness for a particular purpose or non-infringement of the rights of third parties. The Iowa County Recorders Association shall be not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, servers, Internet access providers, computer equipment, software, or any combination thereof including any injury or damage to your or any other person's computer as a result of using this website.

As a registered user of the Iowa Land Records E-Submission Service at iowalandrecords.org/esubmission, you acknowledge and agree that any reliance

on or use by you of any information available on this website shall be entirely at your own risk. In no event shall the Iowa County Records Association nor any of its service providers be liable for any direct, indirect, consequential or exemplary damages arising from the use or the performance of this website, even if the Iowa County Records Association or such provider has been advised of the possibility of such damages.

No Unlawful or Prohibited Use

As a condition of your use of the Iowa Land Records E-Submission Service, you will not use the Service for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Iowa Land Records E-Submission Service in any manner that could damage, disable, overburden, or impair any Iowa County Records Association server, or the network(s) connected to any Iowa County Records Association server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, other accounts, computer systems or networks connected to any Iowa County Records Association server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services. Illegal and/or unauthorized uses of the Site, including, but not limited to, unauthorized framing of or linking to the Site, or unauthorized use of any robot, spider or other automated device on the site, will be investigated and appropriate legal action will be taken, including without limitation civil, criminal and injunctive redress. If you violate these Terms of Use, Iowa County Records Association may terminate your use of the Site, bar you from future use of the Site and/or take appropriate legal action against you. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with the Terms of Use. Any and all litigation or actions commenced in connection with this Agreement, including after expiration or termination of this Agreement, shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa, if jurisdiction is proper. However, if jurisdiction is not proper in the Iowa District Court, Polk County, but is proper only in a United States District Court, the matter shall be commenced in the United States District Court for the Southern District of Iowa.

Products

Any product mentioned on this site is mentioned for identification purposes only. Product names appearing in this material may or may not be registered trademarks or copyrights of their respective companies.

Links to External Sites

Iowa Land Records includes links to web sites not under the control of the Iowa County Records Association. The Iowa County Records Association does not have control of these other sites and is not responsible for the contents of any site outside of the Iowa Land Records E-Submission Service (iowalandrecords.org and clris.com) or any domain contained in a linked site, or any changes or updates

to such sites. The Iowa County Recorders Association provides these links only as a convenience and is not an endorsement by the Iowa County Recorders Association.

Copyright Notice

Copyright [date] Iowa County Recorders Association, 8711 Windsor Parkway Suite 2, Johnston, IA 50131.

For more information send an inquiry by email to customerservice@clris.com. Any and all rights not expressly granted herein are reserved in their entirety. Contact customerservice@clris.com if you have any questions or problems with this site.

ESS – 7.6 Iowa Land Records E-Submission Service Privacy Policy.

(Iowa Code Section 331.604, 3(a))

Privacy Notice

The Iowa Land Records E-Submission Service knows that you care how information about you is used and shared, and we appreciate your trust that we will handle this information carefully and sensibly. This notice describes our privacy policy. By using the Iowa Land Records E-Submission Service, you are accepting the practices described in this Privacy Notice.

What Personal Information About Customers Does the Iowa Land Records E-Submission Service Gather? The information we learn from customers helps us personalize and continually improve services. Here are the types of information we gather.

- Information You Give Us:** We receive and store any information you enter on our Web site or give us in any other way. You can choose not to provide certain information, but then you might not be able to take advantage of many of our features. We use the information that you provide for such purposes as responding to your requests, customizing future services for you, and communicating with you.
- Automatic Information:** We receive and store certain types of information whenever you interact with us. For example, like many Web sites, we use "cookies," and we obtain certain types of information when your Web browser accesses the Iowa Land Records E-Submission Service.
- E-mail Communications:** To help us make e-mails more useful and interesting, we may receive a confirmation when you open e-mail from the Iowa Land Records E-Submission Service if your computer supports such capabilities.
- Information from Other Sources:** We might receive information about you from other sources and add it to our account information.

Does Iowa Land Records Share the Information It Receives? Information about our customers is important to us, and we are not in the business of selling it to others. We share customer information only as described below.

- Agents:** We employ other companies and individuals to perform functions on our behalf. Examples include fulfilling orders, delivering packages, sending postal mail and e-mail, removing repetitive information from customer lists, analyzing data, processing credit card payments, and providing customer service. They have access to personal information needed to perform their functions, but may not use it for other purposes.

- Protection of the Iowa Land Records E-Submission Service and Others:** We release account and other personal information when we believe release is appropriate to comply with the law; enforce or apply our Terms of Use and other agreements; or protect the rights, property, or safety of the Iowa Land Records E-Submission Service, our users, or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction. This does not include selling, renting, sharing, or otherwise disclosing personally identifiable information from customers for commercial purposes in violation of the commitments set forth in this Privacy Notice.

- With Your Consent:** Other than as set out above, you will receive notice when information about you might go to third parties, and you will have an opportunity to choose not to share the information.

How Secure Is Information About Me? We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input. We reveal only the last four digits of your credit card numbers when confirming account activity. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

Which Information Can I Access? The Iowa Land Records E-Submission Service gives you access to a broad range of information about your account and your interactions with the Iowa Land Records E-Submission Service for the limited purpose of viewing and, in certain cases, updating that information.

What Choices Do I Have? As discussed above, you can always choose not to provide information, even though it might be needed to take advantage of some the Iowa Land Records E-Submission Service features. You can add or update certain information about your account. When you update information, we usually keep a copy of the prior version for our records.

Terms of Use, Notices, and Revisions. If you choose to use the Iowa Land Records E-Submission Service, your activity and any dispute over privacy is subject to this Notice and our Terms of Use, including limitations on damages, arbitration of disputes, and application of the law of the state of Iowa. If you have any concern about privacy at the Iowa Land Records E-Submission Service , please contact us with a thorough description, and we will try to resolve it. Our activities and services change constantly, and our Privacy Notice and the Terms of Use will change also. We may e-mail periodic reminders of our notices and conditions, but you should check our Web site frequently to see recent changes. Unless stated otherwise, our current Privacy Notice applies to all information that we have about you and your account. We stand behind the promises we make, however, and will never materially change our policies and practices to make them less protective of customer information collected in the past without the consent of affected customers.

Information You Give Us. You provide most such information when you register, set up a payment account, or communicate with customer service. For example, you provide information when you communicate with us by phone or e-mail, or when you complete a questionnaire. As a result of those actions, you might supply us with such information as your name, address, and phone numbers; credit card information; e-mail addresses; and financial information.

Automatic Information. Examples of the information we collect and analyze include the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information such as browser type and version, operating system, and platform; and account history. During some visits we may use software tools such as JavaScript to measure and collect session information, including transaction activities.

Information from Other Sources. Examples of information we receive from other sources include updated delivery and address information from our carriers or other third parties, which we use to correct our records; account information, purchase information, and credit history information from credit bureaus, which we use to help prevent and detect fraud and to offer certain credit or financial services to some customers.

Information You Can Access. Examples of information you can access easily at the Iowa Land Records E-Submission Service include up-to-date information regarding recent account activity; and personally identifiable information (including name, e-mail, password; payment settings (including credit card information and account balances).

Chapter 8 Policy and Procedures Compliance

ESS – 8.1 Definitions.

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

County – A political subdivision of the State of Iowa as defined in Chapter 331 of the Iowa Code.

County Official – An official defined in Section 331.101 of the Iowa Code including an Auditor, Board, Clerk, County Attorney, Recorder, Sheriff, Supervisor or Treasurer.

ESS – 8.2 Authority and Purpose.

(Iowa Code Section 331.604, 3(a))

8.2(1) As specified in Chapter 1.2, each county shall participate in the county land record information system, and shall comply with the policies and procedures established by the ICRA Executive Board or the ESS Coordinating Committee. All policies and procedures adopted herein shall apply to all Counties, County officials and staff, and to any third party service providers engaged in activities affecting the operations of the Electronic Services System and the county land record information system.

ESS – 8.3 County Notification.

(Iowa Code Section 331.604, 3(a))

8.3(1) It is the intent of the ICRA Executive Board and the ESS Coordinating Committee to secure the voluntary participation of each County in the Electronic Services System and the county land record information. To the extent possible the ICRA Executive Board and the ESS Coordinating Committee shall seek ways to cooperate and collaborate with a County or County Official to address any issues which may be preventing or inhibiting compliance with any policy or procedure. However, if a County or County Official is purposefully or willfully failing to comply with a policy or procedure, then the Electronic Services System and the county land record information shall take appropriate progressive action to secure compliance by the County or County Official.

8.3(2) When there is an indication that a County or County Official is not in compliance with a policy or procedure established by the ICRA Executive Board or the ESS Coordinating Committee as published herein, then the ICRA Executive Board or the ESS Coordinating Committee shall initiate communications with the County or County official to review the issue and to

explore ways to secure voluntary and timely compliance. Any efforts to secure voluntary compliance shall be documented.

8.3(3) If a County or County Official is not compliant with a policy or procedure following efforts to secure voluntary compliance, then the ICRA Executive Board or the ESS Coordinating Committee shall provide written notice to the County including the County Official, the Board of Supervisors, and the County Attorney. The County or County Official shall within thirty days either comply with the policy or provide a plan for compliance with a specific schedule of action steps.

8.3(4) If a County or County Official fails to comply with a policy or procedure within thirty days of the written notice, or if a County or County Official does not respond to a written notice within the thirty day period, then the ICRA Executive Board or the ESS Coordinating Committee may take one or more of the following actions at their discretion.

- File action in District Court seeking a judicial declaratory ruling to require compliance with the policy or procedure.
- File a Report of Nonfelonious Misconduct in Office with the County Attorney under Section 721.2 of the Iowa Code, or with the Attorney General if applicable.
- Notify the public of the willful or habitual neglect or refusal to perform the duties of the office on the part of the County or County Official, and advise the public of their right to petition under Sections 66.1A and 66.3 of the Iowa Code.
- File an action in mandamus against officials for failing to comply with policies, procedures or state law.

APPENDICES

County Participation

Hamilton County Correspondence

Hardin County Correspondence



ALLAMAKEE COUNTY RECORDER

110 ALLAMAKEE STREET, WAUKON, IOWA 52172

PHONE 563-568-2364 • FAX 563-568-6419

dwinke@co.allamakee.ia.us

DEBBIE WINKE, RECORDER • LAURIE WELCH, DEPUTY • LINDA FLATLAND, DEPUTY

October 16, 2009

Kim Anderson
County Recorder
P.O. Box 126
2300 Superior Street
Webster City, IA 50595

Dear Kim,

Thank you very much for taking my call earlier this week. I understand that you are considering the issues we discussed, and I look forward to hearing back from you soon. I thought it would be helpful to clarify in writing the position of the Iowa County Recorders Association and the ESS Coordinating Committee. Several weeks ago you had asked the Committee to approve the use of Fund 823 monies for a technology purchase in your office. The request was reviewed by the Committee, because we are responsible for the oversight of these funds. Fund 823 is administered through the Office of the State Treasurer and the monies were collected for the purpose of supporting the Iowa Land Records project.

When the request was presented to the Committee for action, it was noted that Hamilton County was not participating in the Iowa Land Records E-Submission service, and that documents had not been uploaded to the portal for some time. Hamilton County is also the only county in the State which has not adopted the ESS 28E Agreement. Given these circumstances, the Committee wished to communicate with you about these issues before acting on your request.

As directed by the Committee, a representative group of Recorders met with you at the ICRA summer school in Honey Creek. Based on that discussion and subsequent communications, it was hoped that a resolution to these issues had been found, and that Hamilton County would begin to participate in the Iowa Land Records project. However, we did not receive any communication from you after several e-mails and messages had been delivered on our behalf during the past two months. We could only conclude that there is no agreement, and that Hamilton County has decided not to participate.

We wish to emphasize that participation in the Iowa Land Records project is required by law. Two pieces of legislation have been enacted which stipulate this requirement.

In 2005, the Iowa General Assembly enacted House File 882, requiring all counties to adopt the 28E agreement. Section 101 reads as follows.

"Sec. 101. COUNTY LAND RECORD INFORMATION SYSTEM == ADDITIONAL PROVISIONS.

1. The board of supervisors of each county, on behalf of each county recorder, shall execute a chapter 28E agreement with the Iowa county recorders association for the implementation of the county land record information system. Such agreement shall require the Iowa county recorders association to execute contracts necessary for implementation of the county land record information system."

In 2009, the Iowa General Assembly enacted Senate File 465, which amended Section 331.604, subsection 3 to read as follows

"Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system."

There is no ambiguity about these legislative requirements. Each County and County Recorder is required by law to participate in this project. They are also required by law to comply with the policies and procedures of the ESS Coordinating Committee, the governing board for the county land record information system (Iowa Land Records). Failure to comply with the law reflects poorly on the County, your County Board of Supervisors, your County Attorney, and you as the County Recorder.

During the past year we learned the importance of complying with the law even when we may disagree. When the Varnum decision was issued, we were reminded by Attorney General Tom Miller that we had no choice but to comply with the law. The requirements relating to participation in the Iowa Land Records project are not the result of a controversial court ruling. It is a law that has been enacted by a broad majority of the legislature and signed by the Governor – twice.

We wish to acknowledge that the Hamilton County Board of Supervisors may have been reluctant to participate in the Iowa Land Records project in the beginning due to privacy concerns. However, with the enactment of Senate File 465, we will be implementing a comprehensive redaction project which will remove personally identifiable information from document images. Whatever privacy concerns there may have been will be fully addressed – as directed by the legislature and the Governor.

There are many aspects of the Iowa Land Records project which have forced us to address issues which may be uncomfortable. No doubt each of us would do some things differently if it were left up to us as individuals. But we have come together as an association to make this project successful. In this economic climate and time of tight budgets it is imperative that all County Recorders do all that we can to demonstrate our professionalism and competence. If we don't, then there are those who would be happy to cut our budget or reorganize our office for us.

For these reasons, we respectfully request that Hamilton County take the following actions.

1. Remit payment (or agree to use Fund 823 dollars) for ILR maintenance services for fiscal years 2009 and 2010. The current amount due is \$4060.00.
2. Adopt the resolution approving participation in the Electronic Services System 28E agreement. A copy of the 28E agreement ready for your approval is attached.
3. Fully participate in the Iowa Land Records system including the Electronic Submission service, and agree to comply with all ILR policies adopted by the ESS governing board. We will work with your local technology service provider to reactivate your connection to the system.

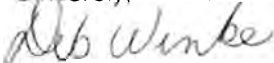
We ask that you notify us of your decision with respect to this request no later than Monday, November 2, 2009. If we do not receive a response from you by then, or if you decline to comply with this request, then the following actions will be taken.

1. No further authorization to use Fund 823 monies will be approved.
2. Your local service provider will be notified that maintenance services for Hamilton County will no longer be required. Any future action to reactivate services with Iowa Land Records will be at the sole expense of Hamilton County, and full payment of maintenance expenses will also be required.

It continues to be our hope that Hamilton County will be able to successfully participate in the Iowa Land Records project. We believe that we have demonstrated patience and understanding with respect to your situation. But we can no longer abide the lack of cooperation.

Thank you for your attention to this matter. We look forward to hearing from you by November 2, 2009.

Sincerely,



Deb Winke
Allamakee County Recorder
Chair, ESS Coordinating Committee

Iowa Land Records Portal and E-Submission Service Adopted Operating Policies and Procedures

Introduction

It is vital that the participating counties and County Recorders follow consistent procedures and policies. These operational procedures and policies are necessary to ensure that the customers and stakeholders of Iowa Land Records receive consistent, high-quality services in all counties. The following operating policies and procedures concerning the responsibilities of counties and County Recorders in support of the Iowa Land Records systems shall apply to all members of the Electronic Services System.

Iowa Land Records Portal

1. Upload index information and document images to the Iowa Land Records portal within 72 hours (three business days) of recording, and upload all historical index and image data that is stored locally in an electronic format
2. Review reports concerning parsing errors and missing images not less than monthly, and take appropriate action with local service providers to correct any errors.
3. Respond to questions or concerns from ILR customers concerning index search results, and take appropriate action to address issues relating to missing or inaccurate data.
4. Enter all appropriate associated document information into the local indexing system for each newly recorded document.
5. Assist with the dissemination of educational and promotional information concerning the Iowa Land Records system when requested by the ESS Coordinating Committee.
6. Accept and assist with the implementation of the Terms of Use and Privacy Policy posted at iowalandrecords.org/portal.

ILR E-Submission Service

1. Participate in the Iowa Land Records E-Submission service, and review and fully process documents submitted through the service within one business day.
2. Process documents submitted the Iowa Land Records E-Submission service in accordance with the requirements specified in the Iowa Land Records E-Submission User Guides. These requirements include compliance with the definitions of document types provided in the introduction of each User Guide, and compliance with the specifications described in Appendix C – Document Formatting Standards and Appendix D – ILR Scanning/Imaging Standards.
3. Ensure that the documents uploaded to the Iowa Land Records portal are mapped to the appropriate document type consistent with the definitions of document types provided in the introduction of each Iowa Land Records E-Submission service User Guide.
4. Enter index information and document images of all Groundwater Hazard documents into the local indexing and imaging system(s).
5. Accept and assist with the implementation of the Terms of Use and Privacy Policy posted at iowalandrecords.org/esubmission.

Adopted: August 4, 2006

HAMILTON COUNTY ATTORNEY

721 SENECA STREET
WEBSTER CITY, IA 50595-2225

Patrick B. Chambers, County Attorney
Adria Kester, Assistant County Attorney

Tel: 515.832.9580
Fax: 515.832.9581
Email: hamcoatt@wmtel.net

November 4, 2009

Allamakee County Recorder
Att: Ms. Deb Winke
110 Allamakee Street
Waukon, IA 52172

Sent by email only to: dwinke@co.allamakee.ia.us

Re: October 16, 2009 Letter to Hamilton County Recorder

Dear Ms. Winke:

The Hamilton County Recorder has sought legal advice from me concerning the requested action and action threatened if she did not comply. I was out of town until November 2, 2009 and will be at the County Attorney's Conference from November 8, through November 11, 2009.

As a result, I will not be able to respond to Ms. Anderson's request until later this month. I understand this issue has been brewing for awhile but I am not going to be able to address Ms. Anderson's questions before your deadline.

I would appreciate your patience in giving me an opportunity to advise Ms. Anderson.

Thank you.

Yours very truly,

/s/

Patrick B. Chambers
Hamilton County Attorney

PBC/pc



ALLAMAKEE COUNTY RECORDER

110 ALLAMAKEE STREET, WAUKON, IOWA 52172

PHONE 563-568-2364 • FAX 563-568-6419

dwinke@co.allamakee.ia.us

DEBBIE WINKE, RECORDER • LAURIE WELCH, DEPUTY • LINDA FLATLAND, DEPUTY

March 30, 2010

The Honorable Tom Miller
Attorney General
1305 E. Walnut Street
Des Moines IA 50319

Dear Mr. Miller,

I am writing to you on behalf of the Iowa County Recorders Association (Recorders) and the Electronic Services System (ESS) Coordinating Committee, which is charged with managing the Iowa Land Records web site (<http://iowalandrecords.org/>) and its electronic submission service. As you know, these systems are collectively known as the county land record information system (CLRIS). The Recorders and ESS request your assistance in resolving an issue concerning the participation of Hamilton County in the CLRIS project. The Recorders and ESS request your formal opinion upon 2005 House File 882 and 2009 House File 882. If you are in agreement with the interpretations of the Recorders and ESS, as outlined in this letter, we request that you take appropriate action to obtain the compliance of Hamilton County with these laws.

CLRIS is a project intended to provide public access to land record information and to enable electronic recording of real estate records throughout Iowa. The project was created as a result of legislation enacted in 2003, and in subsequent years, the General Assembly has provided further clarification about its expectations and requirements.

The Recorders and ESS believe that participation in CLRIS is required by law. Two pieces of legislation have been enacted that impose this requirement:

(1) In 2005, the Iowa General Assembly enacted House File 882, requiring all counties to adopt a 28E agreement for the county land record information system. Section 101 reads as follows:

"Sec. 101. COUNTY LAND RECORD INFORMATION SYSTEM == ADDITIONAL PROVISIONS.

1. The board of supervisors of each county, on behalf of each county recorder, shall execute a chapter 28E agreement with the Iowa county recorders association for the implementation of the county land record information system. Such agreement shall require the Iowa county recorders association to execute contracts necessary for implementation of the county land record information system."

(emphasis added). As a result of this legislation, a 28E agreement was established and adopted by 98 of 99 counties. Hamilton County was the only county which did not enter into the 28E agreement.

(2) In 2009, the Iowa General Assembly enacted Senate File 465, which amended Iowa Code Section 331.604, subsection 3 to read as follows:

"Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system."

(emphasis added).

It is the position of the ESS board and the Recorders that these two legislative mandates are clear and unambiguous. Nevertheless, Hamilton County, acting through its board of supervisors and its recorder, has refused and continues to refuse to enter into the 28E agreement or to participate in CLRIS. We believe that the Hamilton County board of supervisors and the Hamilton County recorder have willfully refused to perform the duties of the office, and have been and continue to be in clear violation of HF 882 (2005) and HF 465 (2009).

Since 2005, the recorders and the ESS board have sought the voluntary cooperation and participation of Hamilton County and the Hamilton County Recorder. Communications have been initiated in person and in writing with Hamilton County Recorder Kim Anderson. We have also corresponded with Hamilton County Attorney Patrick Chambers. These efforts have not been successful.


Mr. Miller, substantial public resources have been invested in CLRIS, and Hamilton County has benefited from these resources. All of the other counties in the State of Iowa have worked hard to comply with the law and provide these important services to their constituents. Hamilton County is not exempt from these responsibilities.

We would be pleased to have your assistance and are prepared to work with you and Hamilton County to reach a reasonable resolution to this situation. But Hamilton County should not be permitted to ignore their responsibilities to participate in the 28E agreement, ignore the Iowa Code, or disregard the policies and procedures established by the governing board of the county land record information system.

A copy of the 28E agreement and recent correspondence with Hamilton County is enclosed for your reference.

Thank you in advance for your assistance. We will be pleased to meet with you or a representative of your office to discuss this matter in more detail.

Sincerely,



Deb Winke
Allamakee County Recorder
President, Iowa County Recorders Association
110 Allamakee St
Waukon IA 52172
563-568-2364
dwinke@co.allamakee.ia.us

Enclosure: ESS 28E Agreement
 October 16, 2009 Letter to the Hamilton County Recorder
 November 4, 2009 Response from the Hamilton County Attorney
 Various E-Mail Correspondence



THOMAS J. MILLER
ATTORNEY GENERAL

JULIE F. POTTORFF
DEPUTY ATTORNEY GENERAL

Iowa Department of Justice

Address Reply To:
1305 E. Walnut Street
Des Moines, Iowa 50319

Telephone: 515/281-3349
Fax: 515/281-4209
Julie.Pottorff@iowa.gov

July 19, 2010

Ms. Deb Winkle
Allamakee County Recorder
President, Iowa County Recorders Association
110 Allamakee St.
Waukon, Iowa 52172

Dear Ms. Winkle:

Our office is in receipt of your request for a formal opinion of the Attorney General concerning legislation addressing the county land record information system and the impact of that legislation on Hamilton County. You indicate that, despite what appears to be mandatory statutory language, Hamilton County has declined to participate fully in the system and efforts to persuade Hamilton County to participate voluntarily have been unsuccessful. *See Iowa Code § 331.604(3)(a) (Supp. 2009)* ("Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system."). You ask that we issue a formal opinion to address the statutory language and take "appropriate action" to require Hamilton County to participate. Unfortunately, we are unable to assist you through the opinion process.

The Attorney General is authorized by statute to issue opinions only in response to requests submitted by members of the General Assembly, or elected or appointed state officers, or county attorneys when appropriate for supervision of matters related to the duties of their office. *Iowa Code § 13.2 (1)(e), (h) (2009)*. We are not authorized, therefore, to issue an opinion to you in your capacity as a county recorder or as president of the Iowa County Recorders Association.

Even if you were an authorized requester, generally we do not utilize opinions to address whether the conduct of third parties is in violation of the law or to address the consequences of continued violation. *See 61 Iowa Admin. Code 1.5(4)* ("The attorney general may also determine that a question can more appropriately be addressed by other

Ms. Deb Winkle
Allamakee County Recorder
Page 2

means and so advise the requester.”). The statutory language, moreover, appears to be clear and would not require amplification through a formal opinion. *See Zimmer v. Vander Waal*, 780 N.W.2d 730 (Iowa 2010) ([T]his court resorts to the rules of statutory construction only when the terms of a statute are ambiguous.”).

The extent to which Hamilton County is obligated to participate in this system and what legal remedies, if any, exist under the law should Hamilton County continue to decline to participate fully are matters that are more appropriately addressed by your own legal counsel. Because our office does not represent you as a county official or represent the Iowa County Recorders Association as an organization, it is unlikely that our office would bring an action in court to resolve this situation.

We regret that we are unable to assist you further in this matter.

Sincerely,

A handwritten signature in black ink, reading "Julie F. Pottorff". The signature is written in a cursive, flowing style.

JULIE F. POTTORFF
Deputy Attorney General

May 25, 2011

Kim Anderson
Hamilton County Recorder
P.O Box 126
2300 Superior Street
Webster City, IA 50595

Re: Iowa Land Records – Electronic Services System

Dear Kim:

As you are aware several members of the Electronic Services System (ESS) Coordinating Committee have attempted to communicate with you and the Hamilton County Attorney on numerous occasions concerning the participation of Hamilton County in the county land record information system – more commonly known as the Iowa Land Records system. In these communications it has been clearly documented that participation is required by law. Specifically, Section 331.604 of the Iowa Code states as follows:

“Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system.”

It should be noted that the requested documents are public records, and that you are also required to provide them under the provisions of Section 22.3A of the Iowa Code. Section 22.3A, Subsection 2 provides as follows:

“The electronic public record shall be made available in a format useable with commonly available data processing or database management software.”

The format for the electronic public record is clearly useable with commonly available data processing or database management software, because the Iowa Land Records system has created and implemented such software in collaboration with the service provider which supports the Hamilton County system for indexing and archiving recorded documents.

So that it may be perfectly clear, participation in the system and compliance with policies and procedures includes but is not limited to the following.

1. A County shall transfer to the county land record information system all recorded document information which is archived in an electronic format. Document

information includes index data and document images. Images shall be transferred in an original unaltered form, and shall be in an image format consistent with the format used in the local county image archive system. Required documents include all real estate records and records which are specified in the mapping tables.

2. Recently recorded documents shall be transferred to the county land record information system not later than three business days after the time of recording by a county.
3. A County Recorder shall process for recording any electronic document which is submitted through the ILR E-Submission service. If the electronic document conforms to recording requirements then it shall be approved. If the electronic document does not conform to recording requirements, then it may be rejected and returned to the Submitter for correction accompanied by a message explaining why the electronic document was rejected. A County Recorder shall review and process an electronic document submitted through the ILR E-Submission service within one business day.

In addition to these requirements, a County is responsible for remitting the amounts assessed by the ESS Coordinating Committee for maintenance and other project expenses. The prior amount billed to Hamilton County is \$4,060.00. The amount due for Fiscal Year 2012 is \$2,185.45. The total amount due is \$6,245.45. Fund 823 resources will be allocated by the Committee for this purpose. Assessments for maintenance and other expenses in future years will be the responsibility of Hamilton County.

Additionally, we ask that you do the following.

1. Authorize and direct your indexing and imaging service provider to install, update and maintain the necessary software required to facilitate the ongoing, transfer of electronic documents to the county land record information system, and to install, update and maintain the necessary software required to facilitate the processing and recording of documents through the Iowa Land Records E-Submission service.
2. Transfer the required electronic documents to the county land record information system.
3. Process and record documents submitted through the Iowa Land Records E-Submission service.
4. Comply with other policies and procedures adopted by the ESS Coordinating Committee.



Kim Anderson, Hamilton County Recorder
May 24, 2011
Page 3

On behalf of the ESS Coordinating Committee, please inform us of Hamilton County's intention to comply with the law as outlined in this letter no later than Friday, June 3, 2011. We can then enter into discussions to help bring Hamilton County into compliance with the Iowa Code.

If you have questions about the requirements of Iowa law and the requested actions, please don't hesitate to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Paul A. Drey".

Paul A. Drey

PAD:pm

cc: Supervisor Doug Bailey
Supervisor David Young
Supervisor Wesley Sweedler
County Attorney Pat Chambers
(Chambers address is 721 Seneca Street, Webster City, IA 50595)

Electronic Services System

8711 Windsor Parkway, Suite 2
Johnston, IA 50131

October 19, 2011

Kim Anderson
County Recorder
P.O Box 126
2300 Superior Street
Webster City, IA 50595

Dear Kim,

I am writing to follow up on the correspondence that was sent to you on May 25, 2011 by Paul Drey from the Brick Gentry law firm. Brick Gentry has been retained by the Electronic Services System (ESS) and the Iowa County Recorders Association (ICRA) to assist with various legal matters. As you are aware Mr. Drey's correspondence followed numerous efforts by representatives of ESS and ICRA to communicate with you and the Hamilton County Attorney concerning the participation of Hamilton County in the county land record information system – more commonly known as the Iowa Land Records system.

In the various communications you have been reminded that Hamilton County's participation is required by law. Specifically, Section 331.604 of the Iowa Code states as follows:

"Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system."

As you know, in recent months ESS and ICRA have undertaken an effort to consolidate the various policies and procedures into a new manual. One of the purposes of this process was to ensure that each County and County Official could more easily reference the official policies which were previously adopted in various forms and locations. It also provided ESS and the ICRA and Association members with additional opportunities to further review and refine the policies.. Specifically, the draft policies and procedures were widely circulated during the period of June through August of this year. They were also presented and discussed with the Association's membership at the summer school meeting in Osceola, and at the ESS meetings in July, August and September. You participated in several of those discussions, and we thank you for your input.

On September 7, 2011 the ESS Coordinating Committee gave their approval to the policies and procedures. Subsequently, the policies and procedures were also approved by the Governing Board of the ESS(ICRA Executive Board) at their meeting on September 15, 2011.

On behalf of the ESS, in accordance with the provisions of Section 8.3(3) of the ESS policies and procedures, I am now writing to notify Hamilton County and Hamilton County Officials that the County is not in compliance with the policies and procedures of the county land record information system.

As provided in Section 8.3(2) of the policies and procedures, there have been numerous attempts to secure the voluntary compliance of Hamilton County including the May 25, 2011 correspondence from the Brick Gentry law firm. No formal response was received from Hamilton County or Hamilton County Officials. Therefore, the ESS hereby demands Hamilton County and Hamilton County Officials comply with the policies and procedures of the county land record information system and to provide a plan for compliance with a specific schedule of action steps.

Participation in the system and compliance with policies and procedures includes but is not limited to the following.

1. Hamilton County transfer to the county land record information system all recorded document information which is archived in an electronic format. Document information includes index data and document images. Images shall be transferred in an original unaltered form, and shall be in an image format consistent with the format used in the local county image archive system. Required documents include all real estate records and records which are specified in the ILR PRIA Document Type Table.
2. Back File and Forward File records shall be transferred to the county land record information system through a Recorder's Association File Transfer Module developed and implemented by the applicable Service Provider which provides archiving services relating to county document index information and images. The method of transfer is subject to the approval of ESS, and may include the use of the ILR API, LCM, or ILR Web Service.
3. Back File records shall be transferred to the county land record information system as soon as practicable after they are archived by a county in electronic format.
4. Forward File records shall be transferred to the county land record information system not later than three business days after the time of recording by a county. If feasible, a scheduled automatic transfer of Forward File records shall be enabled with the consent of the County Recorder. Such consent shall not be unreasonably withheld.
5. The County Recorder shall process for recording any electronic document which is submitted through the ILR E-Submission service. The submission of an electronic document through the ILR E-Submission service is equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.
6. The County Recorder shall review and process an electronic document submitted through the ILR E-Submission service within one business day. The result of the review and process will either be the official recording of the electronic document in the County, or the rejection and return of the document to the Submitter.
7. Hamilton County shall make payment to the appropriate indexing and imaging service provider for FY 2012 maintenance expenses, and for any services required to re-establish technical communication and integration with ESS.. Assessments for maintenance and other expenses in future years will be the responsibility of Hamilton County.

Further requirements and specifications are incorporated within the county land record information system policies and procedures which are enclosed for your reference.

As soon as you have acknowledged your agreement with these requirements, arrangements will be made with your service provider to transfer records and restart regular services including E-Submission services.

Please provide us with your plan to bring the County into compliance in writing not later than Monday, November 18, 2011.

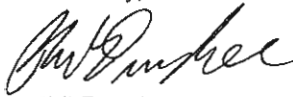
In closing, we wish to again note that the requested documents are public records, and that you are also required to provide them under the provisions of Section 22.3A of the Iowa Code. Section 22.3A, Subsection 2 provides as follows:

"The electronic public record shall be made available in a format useable with commonly available data processing or database management software."

The format for the electronic public record is clearly useable with commonly available data processing or database management software, because the Iowa Land Records system has created and implemented such software in collaboration with the service provider which supports the Hamilton County system for indexing and archiving recorded documents.

If you have questions about the requirements of Iowa law and the requested actions, please don't hesitate to contact us. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Dunshee", written in a cursive style.

Phil Dunshee
Project Manager

cc. Supervisor Doug Bailey
Supervisor David Young
Supervisor Wesley Sweedler
County Attorney Pat Chambers
The Honorable Tom Miller, Attorney General

Enclosure: ESS Policies and Procedures – September 7, 2011

October 28, 2011

Barbara Nuss
County Recorder
PO Box 443
1215 Edgington Avenue
Eldora, IA 50627

Dear Barbara,

Since June of 2011 we have attempted to actively communicate with you regarding the participation of Hardin County in the county land record information system (CLRIS) – more commonly known as the Iowa Land Records system. During that period of time we communicated with James Nehring, Hardin County Information Technology Director to discuss various technical issues and concerns relating to the operations of CLRIS, and we responded in detail to each of those issues and concerns. Mr. Nehring has been consistently helpful with respect to those technical issues. On August 24, 2011, I met with you and Mr. Nehring to discuss the steps that would be necessary to resume CLRIS activities with Hardin County. You requested the opportunity to review the information, and to discuss the matter again after the Labor Day holiday.

Following the holiday we attempted to communicate with you again, and you expressed a desire to confer with Mr. Nehring at a meeting scheduled for October 4, 2011. We agreed to the deferral. Subsequent to the October 4 meeting we have attempted several times to communicate with you, but no response has been received. The matter was discussed with the ESS Coordinating Committee on October 12, and in the discussion it was clear that there were concerns about the absence of a response from Hardin County. Further, we are aware that you monitored the October 12 ESS Committee meeting electronically. Because of your awareness of these concerns, we can only conclude that the absence of communication is willful.

In the various communications you have been reminded that Hardin County's participation is required by law. Specifically, Section 331.604 of the Iowa Code states as follows:

"Each county shall participate in the county land record information system and shall comply with the policies and procedures established by the governing board of the county land record information system."

As you know, in recent months ESS and the Iowa County Recorders Association have undertaken an effort to consolidate the various policies and procedures into a new manual. One of the purposes of this process was to ensure that each County and County Official could more easily reference the official policies which were previously adopted in various forms and locations. It also provided ESS and the ICRA members with additional opportunities to further review and refine the policies. Specifically, the draft policies and procedures were widely circulated during the period of June through August of this year. They were also presented and discussed with the Association's membership at the summer school meeting in Osceola, and at the ESS meetings in July, August and September.

On September 7, 2011 the ESS Coordinating Committee gave their approval to the policies and procedures. Subsequently, the policies and procedures were also approved by the Governing Board of the ESS (ICRA Executive Board) at their meeting on September 15, 2011.

On behalf of the ESS, in accordance with the provisions of Section 8.3(3) of the ESS policies and procedures, I am now writing to notify Hardin County and Hardin County Officials that the County is not in compliance with the policies and procedures of the county land record information system.

As provided in Section 8.3(2) of the policies and procedures, there have been numerous attempts to secure the voluntary compliance of Hardin County. These efforts have been notably active during the period since June, 2011. Therefore, the ESS hereby demands that Hardin County and Hardin County Officials comply with the policies and procedures of the county land record information system and to provide a plan for compliance with a specific schedule of action steps.

Participation in the system and compliance with policies and procedures includes but is not limited to the following.

1. Hardin County shall transfer to the county land record information system all recorded document information which is archived in an electronic format. Document information includes index data and document images. Images shall be transferred in an original unaltered form, and shall be in an image format consistent with the format used in the local county image archive system. Required documents include all real estate records and records which are specified in the ILR PRIA Document Type Table.
2. Back File and Forward File records shall be transferred to the county land record information system through a Recorder's Association File Transfer Module developed and implemented by the applicable Service Provider which provides archiving services relating to county document index information and images. The method of transfer is subject to the approval of ESS, and may include the use of the ILR API, LCM, or ILR Web Service.
3. Back File records shall be transferred to the county land record information system as soon as practicable after they are archived by a county in electronic format.
4. Forward File records shall be transferred to the county land record information system not later than three business days after the time of recording by a county. If feasible, a scheduled automatic transfer of Forward File records shall be enabled with the consent of the County Recorder. Such consent shall not be unreasonably withheld.
5. The County Recorder shall process for recording any electronic document which is submitted through the ILR E-Submission service. The submission of an electronic document through the ILR E-Submission service is equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.
6. The County Recorder shall review and process an electronic document submitted through the ILR E-Submission service within one business day. The result of the review and process will either be the official recording of the electronic document in the County, or the rejection and return of the document to the Submitter.
7. Hardin County shall make payment to the appropriate indexing and imaging service provider for FY 2012 maintenance expenses, and for any services required to re-establish technical communication and integration with ESS. Assessments for maintenance and other expenses in future years will be the responsibility of Hardin County.

Further requirements and specifications are incorporated within the county land record information system policies and procedures which are enclosed for your reference.

As soon as you have acknowledged your agreement with these requirements, arrangements will be made with your service provider to transfer records and restart regular services including E-Submission services.

Please provide us with your plan to bring the County into compliance in writing not later than Monday, November 28, 2011.

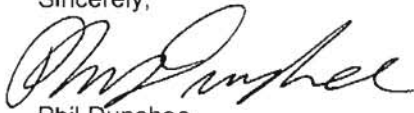
In closing, we wish to again note that the requested documents are public records, and that you are also required to provide them under the provisions of Section 22.3A of the Iowa Code. Section 22.3A, Subsection 2 provides as follows:

"The electronic public record shall be made available in a format useable with commonly available data processing or database management software."

The format for the electronic public record is clearly useable with commonly available data processing or database management software, because the Iowa Land Records system has created and implemented such software in collaboration with the service provider which supports the Hardin County system for indexing and archiving recorded documents.

If you have questions about the requirements of Iowa law and the requested actions, please don't hesitate to contact us. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Dunshee", written in a cursive style.

Phil Dunshee
Project Manager

cc. Supervisor Jim Johnson
Supervisor Brian Lauterbach
Supervisor Lance Granzow
County Attorney Randall J. Tilton
The Honorable Tom Miller, Attorney General

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APPENDICES

Batch Transfer of Records

July 7, 2009 Background Memo

July 7, 2009

To: Marilyn Dopheide, ICRA President
Deb Winke, ESS Coordinating Committee Chair
Denise Meeves, ESS Coordinating Committee Member
Sue Vande Kamp, ESS Coordinating Committee Member

Re: County Recorder Batch Transfer of Records

You have asked for our comments concerning the question of whether County Recorders will be permitted to transfer certain records and images in electronic format to various customers and stakeholders such as local attorneys, banks, or abstract companies under the provisions of legislation enacted through Senate File 465.

Based on our review of the legislation, we believe the answer is "yes," provided that all images transferred in electronic format are first subjected to a redaction process which permanently redacts any personally identifiable information. Personally identifiable information is defined in Section 331.606A of the Iowa Code and includes both social security numbers and various bank and credit card numbers.

We would advise County Recorders to exercise caution when transferring records to external parties, and suggest that they consult with their County Attorney before doing so.

The following is an explanation of how this conclusion was reached.

1. Section 331.601A, as amended by Senate File 465, now includes a definition for "batch basis" and "electronic document." As we read these new definitions, a CD, DVD, USB drive or other device which is used by a County Recorder to transfer images of real estate documents to an external party would constitute the "delivery" of an electronic document on a batch basis.
2. Section 331.603, as amended by Senate File 465, now includes a section which prohibits the county land record information system (Iowa Land Records) from providing access to electronic documents on a batch basis. However, the same section appears to authorize County Recorders to provide access to electronic documents on a batch basis: "The county recorder may collect reasonable fees for access to electronic documents and records pursuant to an agreement." The section goes on to prescribe standards for what a "reasonable fee" is based on "actual cost," but it clearly implies that a County Recorder can do it while Iowa Land Records cannot.
3. Section 331.606, as amended by Senate File 465, now includes a section which requires a County Recorder to "permanently archive an unaltered version of each recorded document or instrument." It is important that in this same section the legislation allows individuals to view unaltered or "unredacted" versions of documents while in the office of the County Recorder. Specifically the section states: "A person may view and copy an original or unaltered document or instrument in the office of the recorder." This is important, because it sets the context for what is supposed to be done when documents are transferred or viewed outside of the office of the County Recorder.
4. Section 331.606A, subsection 3, as amended by Senate File 465, now provides that electronic documents which are transferred to any person must first be permanently redacted. Specifically the section states: "Personally identifiable information that is contained in electronic documents that are displayed for public access on a website, or which are transferred to any person, shall be redacted prior to displaying or transferring the documents. Each recorder that displays electronic documents and the county land record information system that displays electronic documents on behalf of a county shall implement a system for redacting personally identifiable information." [Emphasis Added]

As the section is constructed, this requirement appears to be applicable to both the county land record information system (Iowa Land Records) and individual County Recorders.

5. Finally, Section 331.606A, subsection 1, paragraph c now defines redaction as follows:

"Redact" or "redaction" means the process of permanently removing all or a portion of personally identifiable information from documents.

This means that electronic documents cannot simply "mask" personally identifiable information. The redaction of personally identifiable information must be permanently "burned" into the image of an electronic document. Redaction of a portion of personally identifiable information allows for the truncation of social security, bank and credit card numbers.

While we are aware that many County Recorders have previously taken action to redact social security numbers, in most cases bank and credit card numbers have not been redacted. Further, prior local redaction methods have sometimes "masked" or otherwise restricted viewing of personally identifiable information – but the redaction has not met the new standard of "permanent" redaction. It is our impression that electronic documents transferred in "batch" format to external parties such as abstract companies have been in the form of images of unaltered and unredacted documents. Our review of Senate File 465 indicates that this practice should cease as of July 1, 2009.

Later this year, we hope that the Iowa Land Records system will be able to provide copies of permanently redacted documents to local county systems. County Recorders may then provide access to these records on a batch basis. Until that process is developed and implemented, a permanent redaction process must be implemented locally prior to transferring electronic documents to outside parties.

Again, we would advise County Recorders to exercise caution when transferring records to external parties, and suggest that they consult with their County Attorney. We are unable to provide any legal advice. However, I hope this information has been helpful to you.

Sincerely,

Phil Dunshee
ILR Project Manager