

331.603 General powers.

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

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

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

2001 Acts, ch 44, §6; 2006 Acts, ch 1031, §2