

331.602 General duties.

The recorder shall:

1. Record all documents or instruments presented to the recorder's office for recordation upon payment of the proper fees and compliance with other recording requirements as provided by law.
2. Rerecord an instrument without fee upon presentation of the original instrument by the owner if an error is made in recording the instrument. The recorder shall also note on the new record a reference to the original record and on the original record a reference to the new record.
3. If an error is made in indexing an instrument, reindex the instrument without fee.
4. Reserved.
5. Reserved.
6. Carry out duties as a member of a nomination appeals commission as provided in [section 44.7](#).
7. Carry out duties relating to the recordation of oil and gas leases as provided in [sections 458A.22](#) and [458A.24](#).
8. Endorse on each notice of an unemployment contribution lien the day, hour, and minute that the lien is filed for recording and the document reference number, index the notice of lien, and record the lien as provided in [section 96.14, subsection 3](#).
9. Carry out duties relating to the registration of vessels as provided in [sections 462A.5, 462A.23, 462A.51, 462A.52, 462A.54, and 462A.55](#).
10. Carry out duties relating to the issuance of hunting, fishing, and fur harvester licenses as provided in [sections 483A.10, 483A.12, 483A.13, 483A.14, 483A.15, and 483A.22](#).
11. Collect migratory game bird fees as provided in [chapter 484A](#).
12. Record the orders and decisions of the fence viewers and index the record in the name of each adjoining owner of land affected by the order or decision as provided in [section 359A.10](#). The recorder shall also note that a judgment has been rendered on an appeal of an order or decision of the fence viewers as provided in [section 359A.24](#).
13. Reserved.
14. Reserved.
15. Record without fee a sheriff's deed for land under foreclosure procedures as provided in [section 257B.35](#).
16. Issue snowmobile and all-terrain vehicle registrations and user permits as provided in [sections 321G.4, 321G.4A, 321G.6, 321G.21, 321I.4, 321I.5, 321I.7, and 321I.22](#).
17. Record the measure and plat of a zoning district, building line, or fire limit adopted by a city as provided in [section 380.11](#).
18. Carry out duties relating to the platting of land as provided in [chapter 354](#).
19. Submit monthly to the director of revenue a report of the real property transfer tax received.
20. Carry out duties relating to the endorsement, indexing, and recording of income tax liens as provided in [section 422.26](#).
21. Carry out duties relating to the taxation of real estate transfers as provided in [chapter 428A](#).
22. Carry out duties relating to the recording and indexing of affidavits and claims affecting real estate as provided in [section 448.17](#).
23. Forward to the director of revenue a copy of any deed, bill of sale, or other transfer which shows that it is made or intended to take effect at or after the death of the person executing the instrument as provided in [section 450.81](#).
24. Record papers, statements, and certificates relating to the condemnation of property as provided in [section 6B.38](#), and carry out duties related to the filing of certain condemnation documents with the office of secretary of state.
25. Carry out duties relating to the recordation of articles of incorporation and other instruments for state banks as provided in [chapter 524](#).
26. Carry out duties relating to the recordation of articles of incorporation and other instruments for credit unions as provided in [chapter 533](#).

27. Reserved.
28. Carry out duties relating to the filing of financing statements or instruments as provided in [chapter 554, article 9, part 5](#).
29. Record the name and description of a farm as provided in [sections 557.22 through 557.26](#).
30. Record a statement of claim provided in [chapter 557C](#) relating to mineral interests in coal.
31. Record conveyances and leases of agricultural land as provided in [section 558.44](#).
32. Collect the recording fee and the auditor's transfer fee for real property being conveyed as provided in [section 558.58](#).
33. Reserved.
34. Record and index a notice of title interest in land as provided in [section 614.35](#).
35. Designate the newspapers in which the notices pertaining to the office of recorder shall be published as provided in [section 618.7](#).
36. Record a conveyance of property presented by a commissioner appointed by the district court as provided in [section 624.35](#).
37. Carry out duties relating to the indexing of name changes, and the recorder shall charge fees for indexing as provided in [section 331.604](#).
38. Report to the board the fees collected as provided in [section 331.902](#).
39. Accept applications for passports if approved to accept such applications by the United States department of state.
40. Carry out other duties as provided by law and duties assigned pursuant to [section 331.323](#).
1. [C51, §150; R60, §358; C73, §335; C97, S13, §494; C24, 27, 31, 35, 39, §5171; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §335.2; S81, §331.602(1); [81 Acts, ch 117, §601](#)]
- 2, 3. [S13, §494; C24, 27, 31, 35, 39, §5172; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §335.3; S81, §331.602(2, 3); [81 Acts, ch 117, §601](#)]
4. [C39, §5176.1, 5176.2; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §335.12, 335.13; S81, §331.602(4); [81 Acts, ch 117, §601](#)]
5. [C66, 71, 73, 75, 77, 79, 81, §335.16; S81, §331.602(5); [81 Acts, ch 117, §601](#)]
- 6 – 44. [S81, §331.602(6 – 44); [81 Acts, ch 117, §601](#); [82 Acts, ch 1104, §57](#)]
- [83 Acts, ch 101, §78](#); [85 Acts, ch 195, §41](#); [86 Acts, ch 1091, §1 – 3](#); [86 Acts, ch 1108, §4](#); [86 Acts, ch 1155, §6](#); [87 Acts, ch 30, §17](#); [88 Acts, ch 1046, §1](#); [90 Acts, ch 1081, §1](#); [90 Acts, ch 1205, §11](#); [90 Acts, ch 1236, §49](#); [91 Acts, ch 183, §1](#); [91 Acts, ch 211, §2](#); [92 Acts, ch 1073, §6 – 8](#); [92 Acts, ch 1163, §83](#); [94 Acts, ch 1023, §105](#); [94 Acts, ch 1025, §4](#); [94 Acts, ch 1055, §1](#); [95 Acts, ch 124, §10, 26](#); [95 Acts, ch 160, §1](#); [96 Acts, ch 1034, §29](#); [96 Acts, ch 1186, §23](#); [97 Acts, ch 23, §37](#); [97 Acts, ch 116, §1](#); [98 Acts, ch 1199, §2, 27](#); [98 Acts, ch 1223, §30](#); [99 Acts, ch 83, §3, 4, 11](#); [99 Acts, ch 171, §34, 42](#); [2000 Acts, ch 1085, §2](#); [2000 Acts, ch 1149, §168, 187](#); [2001 Acts, ch 44, §4, 5](#); [2001 Acts, ch 45, §6](#); [2002 Acts, ch 1017, §4, 8](#); [2002 Acts, ch 1113, §5](#); [2003 Acts, ch 5, §1](#); [2003 Acts, ch 108, §123](#); [2003 Acts, ch 145, §286](#); [2004 Acts, ch 1069, §2, 4](#); [2004 Acts, ch 1101, §39](#); [2004 Acts, ch 1132, §86](#); [2005 Acts, ch 138, §10](#); [2006 Acts, ch 1031, §1](#); [2009 Acts, ch 27, §4](#); [2012 Acts, ch 1017, §74](#); [2014 Acts, ch 1141, §69](#); [2021 Acts, ch 80, §211](#)

Referred to in [§331.610](#)