

**House File 1031 - Reprinted**

HOUSE FILE 1031  
BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HF 328)

(As Amended and Passed by the House April 22, 2025)

**A BILL FOR**

- 1 An Act relating to county recorder fees and land record
- 2 information systems management.
- 3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

unofficial

1 Section 1. Section 331.601A, subsections 3 and 7, Code 2025,  
2 are amended to read as follows:

3 3. "Electronic document" means a document or instrument  
4 that is received, processed, disseminated, or maintained in an  
5 electronic format. The submission of an electronic document  
6 ~~through the county land record information system electronic~~  
7 ~~submission service~~ shall be equivalent to delivery of a document  
8 through the United States postal service or by personal delivery  
9 at designated offices in each county. Persons who submit  
10 electronic documents for recording are responsible for ensuring  
11 that the electronic documents comply with all requirements for  
12 recording.

13 7. "Page" means a writing, printing, or drawing, other than  
14 a plat or survey or a drawing related to a plat or survey,  
15 occurring on one side only and covering all or part of such  
16 side, and not larger than eight and one-half inches in width  
17 and fourteen inches in length. "Page" also includes a plat  
18 of survey, as defined in section 355.1, subsection 9, or a  
19 drawing related to a plat of survey occurring on one side only  
20 and covering all or part of such side, with a width of not  
21 larger than twenty-four inches and a length of not larger than  
22 thirty-six inches.

23 Sec. 2. Section 331.601A, Code 2025, is amended by adding the  
24 following new subsections:

25 NEW SUBSECTION. 01. "Additional parcel identifier" means a  
26 parcel letter or number designation approved by the auditor in  
27 accordance with section 354.4, subsection 1, paragraph "a", and  
28 section 558.63.

29 NEW SUBSECTION. 1A. "County land record management system"  
30 means the physical or hosted system maintained or licensed by  
31 each county for recording documents, assigning reference numbers,  
32 specifying recording times, maintaining the database and index  
33 of records, and archiving physical and electronic documents  
34 providing recording services pursuant to subchapter V, part 3, of  
35 this chapter and section 558.49.

1     NEW SUBSECTION. 3A. "*Electronic services system*" means the  
2 organization formed under a chapter 28E agreement to provide  
3 electronic and other services to counties and other public  
4 agencies.

5     NEW SUBSECTION. 7A. "*Parcel identification number*" means an  
6 existing permanent real estate index number with related tax maps  
7 as provided in section 441.29, subsection 2.

8     NEW SUBSECTION. 8A. "*Statewide search website platform or*  
9 *provider*" means the platform or provider approved by the  
10 electronic services system to provide a statewide search website  
11 for the purpose of viewing county public land records.

12     Sec. 3. Section 331.603, subsection 5, paragraph a, Code  
13 2025, is amended to read as follows:

14     a. The governing board of the ~~county land record information~~  
15 electronic services system statewide land record search website  
16 platform or provider shall not enter into an agreement to provide  
17 access to electronic documents or records on a batch basis.  
18 The county recorder may collect reasonable fees for access  
19 to electronic documents and records pursuant to an agreement.  
20 The fees shall not exceed the actual cost of providing access  
21 to the electronic documents and records. "*Actual cost*" means  
22 only those expenses directly attributable to providing access  
23 to electronic documents and records. "*Actual cost*" shall  
24 not include costs such as employment benefits, depreciation,  
25 maintenance, electricity, or insurance associated with the  
26 administration of the office of the county recorder or the ~~county~~  
27 ~~land record information~~ electronic services system statewide land  
28 record search website platform or provider.

29     Sec. 4. Section 331.603, Code 2025, is amended by adding the  
30 following new subsection:

31     NEW SUBSECTION. 6. The electronic services system shall  
32 issue a request for proposals in 2030, and then every five years  
33 thereafter, for the purpose of exploring alternative platforms  
34 and service providers for the statewide land record search  
35 website in accordance with the following:

1 a. The affirmative vote of at least sixty percent of the  
2 counties participating in the chapter 28E agreement with the  
3 electronic services system shall be obtained in order to approve  
4 a change in the statewide search website platform or provider.

5 b. The affirmative vote of at least eighty percent of the  
6 counties participating in the chapter 28E agreement with the  
7 electronic services system shall be obtained in order to approve  
8 foregoing the request for proposals process.

9 c. Upon the affirmative vote of at least eighty percent of  
10 the counties participating in the chapter 28E agreement with  
11 the electronic services system, the electronic services system  
12 shall issue a request for proposals prior to the date that would  
13 otherwise be required by this subsection.

14 Sec. 5. Section 331.604, Code 2025, is amended to read as  
15 follows:

16 **331.604 Recording and filing fees.**

17 1. Except as otherwise provided by state law, subsection 4  
18 6, or section 331.605, the recorder shall collect a fee of ~~five~~  
19 ten dollars for each page or fraction of a page of an instrument  
20 ~~which that~~ is filed or recorded in the recorder's office. ~~If a~~  
21 ~~page or fraction of a page contains more than one transaction,~~  
22 ~~the recorder shall collect the fee for each transaction~~ The  
23 maximum recording fee for documents with twenty-five or more  
24 pages is two hundred fifty dollars.

25 2. a. ~~The recorder shall also collect a fee of one dollar~~  
26 ~~for each recorded transaction for which a fee is paid pursuant~~  
27 ~~to subsection 1 to be used exclusively for the purpose of~~  
28 ~~preserving and maintaining public records~~ From the total fee  
29 for the recording of a document or instrument, two dollars  
30 shall be deposited in a recorder's technology advancement fund  
31 created pursuant to this subsection. The treasurer, on behalf of  
32 the recorder, shall establish and maintain a ~~county recorder's~~  
33 ~~records management~~ technology advancement fund into which all  
34 moneys collected pursuant to this subsection shall be deposited.  
35 Interest earned on moneys deposited in the fund shall be

1 credited to the county recorder's records management technology  
2 advancement fund. The recorder shall use the moneys deposited  
3 in the fund to produce and maintain public records that meet  
4 archival standards, and to enhance the technological storage,  
5 retrieval, and transmission capabilities related to archival  
6 quality records. The recorder may ~~cooperate~~ collaborate with  
7 other entities, boards, and agencies to ~~establish methods of~~  
8 ~~records management, and participate in other joint ventures which~~  
9 ~~further the purposes of this subsection~~ advance the use of  
10 technology for the delivery of services consistent with standards  
11 established for those services.

12 b. Fees collected pursuant to this subsection shall be used  
13 to accomplish the following purposes:

14 (1) ~~Preserve and maintain public records~~ Maintaining and  
15 improving equipment, software, and systems associated with  
16 recording and other duties administered by the office of the  
17 county recorder.

18 (2) ~~Assist counties in reducing record preservation costs~~  
19 Preserving and maintaining physical and electronic documents and  
20 instruments archived by the county recorder.

21 (3) ~~Encourage and foster maximum access to public records~~  
22 ~~maintained by county recorders at locations throughout the~~  
23 state Converting physical documents to electronic documents  
24 and providing that those documents are indexed as required in  
25 sections 331.606 and 558.49. When converting physical documents  
26 to electronic documents, if it is not feasible to conform to  
27 standards for digitizing and indexing the documents separately,  
28 then moneys may be used to digitize the records.

29 (4) ~~Establish plans for anticipated and possible future~~  
30 ~~needs, including the handling and preservation of vital~~  
31 ~~statistics~~ Participating in education and training for the  
32 purpose of advancing technology and improving the services  
33 provided by the office of the county recorder.

34 c. The recorder shall make available any information required  
35 by the county or state auditor concerning the fees collected

1 under this subsection 2 for the purposes of determining the  
2 amount of fees collected and the uses for which such fees are  
3 expended.

4 3. The treasurer, on behalf of the recorder, shall establish  
5 and maintain a recorder's electronic services system fund into  
6 which all moneys collected pursuant to subsection 4 shall be  
7 deposited. Interest earned on moneys deposited in the fund shall  
8 be credited to the recorder's electronic services system fund.

9 4. a. From the total fee paid for the recording of a  
10 document or instrument pursuant to subsection 1, for those  
11 counties within the electronic services system bound by the  
12 chapter 28E agreement, three dollars shall be transferred to  
13 the recorder's electronic services system fund. The recorder's  
14 electronic services system fund must be used for the purposes  
15 outlined in section 331.605B, subsection 1.

16 b. By the first day of each month, the treasurer shall  
17 transfer the moneys deposited into the recorder's electronic  
18 services system fund to an account in a financial institution  
19 designated by the electronic services system.

20 5. a. ~~Each county shall participate in the county land~~  
21 ~~record information system and shall comply with the policies~~  
22 ~~and procedures established by the governing board of the county~~  
23 ~~land record information system upload data and images of recorded~~  
24 ~~documents to the statewide search website. The statewide search~~  
25 ~~website platform or provider must allow for uploading from each~~  
26 ~~county's recording software provider or link to a county's own~~  
27 ~~search, if applicable.~~

28 b. ~~(1) The recorder shall also collect a fee of one dollar~~  
29 ~~for each recorded transaction, regardless of the number of~~  
30 ~~pages, for which a fee is paid pursuant to subsection 1 A~~  
31 ~~recorder not participating in the chapter 28E agreement with~~  
32 ~~the electronic services system shall deposit into the county~~  
33 ~~recorder's electronic transaction fund established in paragraph~~  
34 ~~"c" one dollar per document filed or recorded in the recorder's~~  
35 ~~office to be used for the following purposes:~~

1     ~~(a) Establishing and implementing standards for recording,~~  
2 ~~processing, and archiving electronic documents and records.~~

3     ~~(b) Maintaining the purpose of maintaining a statewide~~  
4 ~~internet site and the county land record information system~~  
5 ~~dedicated to preserving and maintaining a statewide public record~~  
6 ~~search.~~

7     ~~(c) Integrating information contained in documents and~~  
8 ~~records maintained by the recorder and other land record~~  
9 ~~information from other sources with the county land record~~  
10 ~~information system.~~

11     ~~(d) Implementing and maintaining a process for redacting~~  
12 ~~personally identifiable information contained in electronic~~  
13 ~~documents that are displayed for public access through an~~  
14 ~~internet site or that are transferred to another person.~~

15     ~~(2) The fee collected by the recorder under this subsection~~  
16 ~~for recording a plat of survey is one dollar, regardless of the~~  
17 ~~number of pages. For purposes of this subparagraph, "plat of~~  
18 ~~survey" means the same as defined in section 355.1, subsection 9.~~

19     ~~(3) Fees collected in excess of the amount needed for the~~  
20 ~~purposes specified in this subsection shall be used by the county~~  
21 ~~land record information system to reduce or eliminate service~~  
22 ~~fees for electronic submission of documents and instruments.~~

23     ~~c. The county treasurer, on behalf of the recorder, shall~~  
24 ~~establish and maintain a county recorder's electronic transaction~~  
25 ~~fund into which all moneys collected pursuant to paragraph "b"~~  
26 ~~shall be deposited. Interest earned on moneys deposited in this~~  
27 ~~fund shall be computed based on the average monthly balance~~  
28 ~~in the fund and shall be credited to the county recorder's~~  
29 ~~electronic transaction fund.~~

30     ~~d. The local government electronic transaction fund is~~  
31 ~~established in the office of the treasurer of state under the~~  
32 ~~control of the treasurer of state. Moneys deposited into the~~  
33 ~~fund are not subject to section 8.33. Notwithstanding section~~  
34 ~~12C.7, interest or earnings on moneys in the local government~~  
35 ~~electronic transaction fund shall be credited to the fund.~~

1 ~~Moneys in the local government electronic transaction fund are~~  
2 ~~not subject to transfer, appropriation, or reversion to any other~~  
3 ~~fund, or any other use except as provided in this subsection.~~  
4 ~~On a monthly basis, the county treasurer shall pay the fees~~  
5 ~~deposited into the county recorder's electronic transaction fund~~  
6 ~~to the treasurer of state for deposit into the local government~~  
7 ~~electronic transaction fund. Moneys credited to the local~~  
8 ~~government electronic transaction fund are appropriated to the~~  
9 ~~treasurer of state for the payment of claims approved by the~~  
10 ~~governing board of the county land record information system.~~  
11 ~~Except as otherwise provided in this subsection, expenditures~~  
12 ~~from the county recorder's electronic transaction fund shall be~~  
13 ~~for the purpose of planning and implementing electronic recording~~  
14 ~~and electronic transactions in each county, developing county~~  
15 ~~and statewide internet sites to provide electronic access to~~  
16 ~~records and information, and to pay paying the ongoing costs of~~  
17 ~~integrating and maintaining the statewide internet site dedicated~~  
18 ~~to preserving and maintaining a statewide public record search.~~

19 e. The recorder shall make available any information required  
20 by the county auditor or auditor of state concerning the fees  
21 collected under this subsection for the purposes of determining  
22 the amount of fees collected and the uses for which such fees are  
23 expended.

24 f. ~~The county land record information system agreement may~~  
25 ~~be amended by a vote of the boards of supervisors on behalf~~  
26 ~~of the respective county recorders, pursuant to the terms of~~  
27 ~~the agreement, to provide for the ongoing implementation of~~  
28 ~~the county land record information system. As used in this~~  
29 ~~paragraph, "county land record information system agreement"~~  
30 ~~means the agreement entered under chapter 28E between the~~  
31 ~~counties as required by 2005 Iowa Acts, ch. 179, §101, as amended~~  
32 ~~by 2021 Iowa Acts, ch. 126.~~

33 g. (1) ~~Upon request by a peace officer, as defined in~~  
34 ~~section 801.4, civilian employee of a law enforcement agency, or~~  
35 ~~state or federal judicial officer or state or federal prosecutor,~~

~~1 the county assessor or the county assessor's staff, or the  
2 county recorder or the county recorder's staff, shall redact  
3 the requestor's name contained in electronic documents that are  
4 displayed for public access through an internet site.~~

~~5 (2) Upon request by a former peace officer, as defined in  
6 section 801.4, or a former civilian employee of a law enforcement  
7 agency, the county assessor or the county assessor's staff, or  
8 the county recorder or the county recorder's staff, may redact,  
9 upon the presentation of evidence that a compelling safety  
10 interest is served by doing so, the requestor's name contained in  
11 electronic documents that are displayed for public access through  
12 an internet site.~~

~~13 (3) This paragraph does not apply to a requestor holding or  
14 seeking public office.~~

~~15 (4) The county assessor and the county recorder shall  
16 implement and maintain a process to facilitate requests pursuant  
17 to this paragraph.~~

~~18 (5) A fee shall not be charged for the administration of this  
19 paragraph.~~

~~20 4. 6. A county shall not be required to pay a fee to the  
21 recorder for filing or recording instruments. However, a county  
22 treasurer is required to pay recording fees pursuant to sections  
23 437A.11 and 437B.7.~~

~~24 Sec. 6. Section 331.605B, Code 2025, is amended by striking  
25 the section and inserting in lieu thereof the following:~~

~~26 **331.605B Electronic services system.**~~

~~27 1. The electronic services system shall develop, operate, and  
28 maintain a county land record information system under a chapter  
29 28E agreement for the following purposes:~~

~~30 a. Providing electronic filing services for recording  
31 documents and instruments.~~

~~32 b. Providing shielding services to protect qualified  
33 individuals as defined in section 331.606A, subsection 1.~~

~~34 c. Providing integration with other appropriate relational  
35 property information systems.~~

1 d. Providing a system capable of notifying a user of  
2 transactional activity associated with the user's property, name,  
3 or other public services.

4 e. Receiving authorized payments for services provided.

5 2. The governing board of the electronic services system  
6 shall not collect a fee for viewing, accessing, or printing  
7 documents in a county land record information system unless  
8 specifically authorized by statute. The governing board may  
9 collect a reasonable fee for using the system to process  
10 electronic documents for recording. Fees collected for the  
11 processing of electronic documents for recording may be used for  
12 the purposes specified in subsection 1.

13 3. The electronic services system's chapter 28E agreement may  
14 be amended by a vote of the boards of supervisors on behalf of  
15 the respective county recorders pursuant to the terms of the  
16 agreement.

17 4. The governing board of the electronic services system  
18 is authorized to charge three dollars to submitters for an  
19 electronic document submitted directly through the electronic  
20 services system electronic submission service system.

21 5. The governing board of the electronic services system  
22 shall not enter into an agreement to provide access to electronic  
23 documents or records on a batch basis.

24 6. The electronic services system shall maintain an  
25 alternative application programming interface that shall enable  
26 a county to access an electronic document through the electronic  
27 services system electronic submission service system in a manner  
28 that will permit the county recorder to review, decline, accept,  
29 and record a document through the county land record management  
30 system. The county recorder shall return any required recording  
31 data and document images, or information about the reason for  
32 declining a document or changing a recording fee or exemption to  
33 the submission service, through the electronic services system  
34 application programming interface. Use of the interface will  
35 be at no cost to the county, the county land record management

1 system, or the electronic services system.

2 7. Any county is authorized to withdraw from the chapter  
3 28E agreement with the electronic services system unconditionally  
4 at any time, subject to the approval of the county board of  
5 supervisors. A county that withdraws from the chapter 28E  
6 agreement shall allow for the flow of electronic documents from  
7 the electronic services system as described in subsection 6.

8 8. The electronic services system is a unit of local  
9 government for purposes of chapter 670, relating to tort  
10 liability of governmental subdivisions.

11 Sec. 7. Section 331.606, subsections 1 and 2, Code 2025, are  
12 amended to read as follows:

13 1. In addition to other requirements specified by law, the  
14 recorder shall note in the county system the date of filing of  
15 each instrument, the number and character, the type or title of  
16 the instrument, and the name of each grantor and grantee named  
17 in the instrument. ~~In numbering the~~ When assigning reference  
18 numbers to documents or instruments, the recorder may shall  
19 start with the number one immediately following the date of  
20 annual settlement with the board and continue to number them  
21 consecutively until the next annual settlement with the board  
22 or the recorder may start with number one on the first working  
23 day of the calendar year and continue to number the instruments  
24 consecutively on the first working day of the calendar year and  
25 continue to number the instruments consecutively until the last  
26 working day of the calendar year.

27 2. The recorder shall also note in the index the exact  
28 time of the ~~filing~~ recording of each document or instrument.  
29 Associated recording references, if on the document, shall be  
30 indexed with the recorded document. A parcel identification  
31 number shall be referenced if on the document and shall not  
32 be modified unless the modification is necessary to correct an  
33 error.

34 Sec. 8. Section 331.606A, subsection 1, Code 2025, is amended  
35 by adding the following new paragraphs:

1 NEW PARAGRAPH. 0a. "Eligible professional" means any of the  
2 following:

3 (1) A participating attorney, abstractor, closer, or  
4 associated personnel authorized to provide services on behalf of  
5 Iowa title guaranty.

6 (2) An attorney licensed to practice in Iowa.

7 (3) A representative of a financial institution as defined in  
8 section 527.2.

9 (4) A representative of an insurer or an insurance support  
10 organization.

11 (5) A representative of a commercial entity using personal  
12 information to do any of the following:

13 (a) Prevent, detect, protect against, or respond to security  
14 incidents, identity theft, fraud, harassment, malicious or  
15 deceptive activities, or any other illegal activity.

16 (b) Preserve the integrity or security of a county land  
17 record management system.

18 (c) Investigate, report, or assist in the prosecution of a  
19 person responsible for an action or circumstance described in  
20 subparagraph division (a) or (b).

21 NEW PARAGRAPH. 00a. "Information shielding" means  
22 restricting access to a document or information associated with  
23 a qualified individual that is posted through a public internet  
24 site.

25 NEW PARAGRAPH. 0c. (1) "Qualified individual" means any of  
26 the following:

27 (a) A peace officer as defined in section 801.4, civilian  
28 employee of a law enforcement agency, or state or federal  
29 judicial officer or state or federal prosecutor, or a spouse or  
30 child of such a person.

31 (b) A former peace officer, as defined in section 801.4, or a  
32 former civilian employee of a law enforcement agency who presents  
33 evidence of a compelling safety interest, or a spouse or child of  
34 such a person.

35 (c) A victim of domestic abuse, domestic abuse assault,

1 sexual abuse, assault, stalking, or human trafficking as  
2 evidenced by the filing of a petition pursuant to section 236.3  
3 or a criminal complaint or information pursuant to section 708.1,  
4 708.2A, 708.11, or 710A.2, or any violation contained in chapter  
5 709.

6 (d) A program participant as defined in section 9E.2.

7 (2) Notwithstanding the meanings described in subparagraph  
8 (1), subparagraph division (a), a person holding or seeking  
9 public office is not a qualified individual.

10 Sec. 9. Section 331.606A, subsections 3 and 4, Code 2025, are  
11 amended to read as follows:

12 3. Redaction of personally identifiable information from  
13 electronic documents. Personally identifiable information that  
14 is contained in electronic documents that are displayed for  
15 public access on an internet site, or ~~which~~ that are transferred  
16 to any person, shall be redacted prior to displaying or  
17 transferring the documents. Each recorder that displays  
18 electronic documents and the ~~county land record information~~  
19 ~~system~~ statewide search website that displays electronic  
20 documents on behalf of a county shall implement a system for  
21 redacting personally identifiable information. The recorder and  
22 ~~the governing board of the county land record information system~~  
23 shall establish a procedure by which individuals may request that  
24 personally identifiable information contained in an electronic  
25 document displayed on an internet site be redacted, at no fee to  
26 the requesting individual. ~~The requirements of this subsection~~  
27 ~~shall be fully implemented not later than December 31, 2011.~~

28 4. Dissemination of documents. Persons who have contracted  
29 with a county recorder ~~or the governing board of the county~~  
30 ~~land record information system~~ to redact personally identifiable  
31 information from electronic documents pursuant to subsection 3  
32 shall not sell, transfer, or otherwise disseminate the electronic  
33 documents in an unaltered or redacted form, except as provided  
34 for in the contract.

35 Sec. 10. Section 331.606A, subsection 7, Code 2025, is

1 amended by striking the subsection and inserting in lieu thereof  
2 the following:

3 7. *Information shielding of documents.*

4 a. Upon request by a qualified individual, the county  
5 assessor or the county assessor's staff, or the county recorder  
6 or the county recorder's staff, shall implement an information  
7 shielding process to restrict public access to electronic  
8 documents or internet pages that contain information about  
9 the qualified individual. The county assessor and the county  
10 recorder shall implement a process without charging a fee to  
11 facilitate requests pursuant to this subsection.

12 b. Information shielding processes shall include provisions  
13 that would permit eligible professionals to access shielded  
14 information. Access to shielded information may also be granted  
15 to other professionals with the written permission of the  
16 qualified individual. Eligible professionals and others who are  
17 granted access to shielded information must agree to maintain the  
18 confidentiality of the qualified individual. Upon request, the  
19 county recorder shall provide access to the shielded information  
20 electronically. An eligible professional shall be authorized  
21 to disclose any shielded information when such disclosure is  
22 necessary to advance a legitimate business purpose including  
23 but not limited to the provision of services related to a real  
24 estate transaction. A fee shall not be charged to an eligible  
25 professional requesting shielded information.

26 Sec. 11. Section 331.606B, Code 2025, is amended to read as  
27 follows:

28 **331.606B Document or document formatting standards.**

29 1. ~~Except as otherwise provided in subsection 7, the county~~  
30 ~~recorder shall refuse any document or instrument presented~~  
31 ~~for recording~~ To ensure that recorded documents are legible  
32 and contain all required information in order to facilitate a  
33 permanent record that can be properly archived and indexed, a  
34 recorder may decline to record a document or instrument that does  
35 not meet the following requirements:

1     a. Each document or instrument shall consist of one or more  
2 individual pages ~~not permanently bound or~~ in a continuous form.  
3 ~~The For~~ For purposes of this paragraph, "continuous form" means  
4 individual one-sided pages. A physical document or instrument  
5 presented for recording shall not be permanently bound, have  
6 any attachment stapled, taped or otherwise affixed to any page  
7 ~~except as necessary to comply with statutory requirements, and~~  
8 must contain text or graphics on only one side. However, ~~the~~  
9 The individual pages of a physical document or instrument may  
10 be stapled clipped together for presentation for recording. A  
11 physical document or instrument containing a label that is firmly  
12 attached with a bar code or return address may be accepted for  
13 recording.

14     b. All ~~preprinted text shall must~~ be legible and the font at  
15 least eight ten point in size and no more than twenty characters  
16 and spaces per inch, except that the font may be eight point in  
17 size if the document is a plat or survey. All ~~other text typed~~  
18 ~~or computer generated, including but not limited to all names~~  
19 ~~of parties to an agreement, shall be at least ten point in size~~  
20 ~~and no more than sixteen characters and spaces per inch.~~ If a  
21 ~~document or instrument, other than a plat or survey or a drawing~~  
22 ~~related to a plat or survey, presented for recording contains~~  
23 ~~type smaller than eight point type for the preprinted text and~~  
24 ~~ten point type for all other text, the document or instrument~~  
25 ~~shall be accompanied by an exact typewritten or printed copy that~~  
26 ~~meets the requirements of this section.~~

27     c. Each document shall be of sufficient legibility to produce  
28 a clear reproduction. ~~If a~~ A document or instrument, other than  
29 a plat or survey or a drawing related to a plat or survey, that  
30 is not fully or partially sufficiently legible to produce a clear  
31 reproduction, the document or instrument shall be accompanied by  
32 an exact typewritten or printed copy that meets the type size  
33 requirements of paragraph "b" and shall a legible copy of the  
34 full or partial page, which shall be recorded contemporaneously  
35 as additional pages of the document or instrument.

1     d. ~~Each~~ A physical document or instrument, ~~other than a plat~~  
2 ~~or survey or a drawing related to a plat or survey, shall must~~  
3 be on standard white paper of ~~not less than twenty-pound weight~~  
4 without watermarks or other visible ~~inclusions~~ markings. All  
5 ~~text within the document or instrument shall be of sufficient~~  
6 ~~color and clarity to ensure that the text is readable when~~  
7 ~~reproduced from the record.~~

8     e. All signatures on a document or instrument shall be in  
9 black or dark blue ink and ~~of sufficient color and clarity to~~  
10 ~~ensure that the signatures are readable~~ discernible when the  
11 document or instrument is reproduced from the record. The  
12 corresponding name shall must be ~~typed, printed, or stamped~~  
13 beneath the original signature. ~~The typing or printing of a name~~  
14 ~~or the application of an embossed or inked stamp shall not cover~~  
15 ~~or otherwise materially interfere with any part of the document~~  
16 ~~or instrument except where~~ when provided by law. Failure to  
17 ~~print or type~~ signatures as provided in this paragraph does not  
18 invalidate the document or instrument.

19     f. The first page of each document or instrument, other than  
20 a plat or survey or a drawing related to a plat or survey, shall  
21 have a top margin of at least ~~three inches of vertical space from~~  
22 ~~left to right which shall be reserved~~ one-half of one inch. If  
23 the document or instrument does not include a cover page, then  
24 there must be a blank rectangular space with the dimensions of  
25 three and three-fourths inches in width and two and one-half  
26 inches in height adjacent to the top margin on the first page  
27 and designated for the recorder's use. All other margins on the  
28 document or instrument shall be a minimum of three-fourths of  
29 one inch. Nonessential information including but not limited to  
30 form numbers, page numbers, or customer notations may be placed  
31 in a margin except the top margin. The recorder shall not incur  
32 any liability for not showing a seal or information that extends  
33 beyond the margin of the permanent archival record.

34     g. ~~Each~~ A document or instrument presented for recording  
35 shall ~~meet the requirements of section 331.606A, subsection 2~~

1 not include personally identifiable information unless redacted  
2 in accordance with section 331.606A, subsection 3.

3 2. Each document or instrument, other than a plat or survey  
4 or a drawing related to a plat or survey, that is presented for  
5 recording shall contain the following information on the first  
6 page ~~below the three-inch margin~~ or on a cover page:

7 a. The name, address, and either the telephone number or  
8 email address of the individual who prepared the document, or the  
9 contact information for an individual who is familiar with the  
10 document or instrument and is able to address questions from the  
11 recorder's office.

12 b. For any instrument of conveyance, the name of the taxpayer  
13 and a complete mailing address.

14 c. A return address.

15 d. The type or title of the document or instrument.

16 e. All grantors' names.

17 f. All grantees' names.

18 g. Any address required by statute.

19 h. The legal description of the property and parcel  
20 identification number, if required.

21 ~~i. A document or instrument number for statutory requirements~~  
22 Associated recording references, if applicable.

23 3. A cover page meeting the requirements of subsection 1  
24 may be included with the document or instrument and shall be  
25 recorded contemporaneously as an additional page of the document  
26 or instrument. If insufficient space exists on the first page or  
27 the cover page for all of the information described in subsection  
28 2, the person presenting the document for recording must identify  
29 on the first page or the cover page a page reference of for the  
30 document or instrument where the required information is located  
31 shall be noted on the first page can be located.

32 4. ~~a. Each document or certificate prepared by a licensed~~  
33 ~~professional land surveyor and presented for recording, including~~  
34 ~~a plat of survey or a drawing related to a plat of survey, shall~~  
35 ~~contain an index legend. However, this requirement shall not~~

1 ~~apply to a United States public land survey corner certificate~~  
2 ~~described in section 355.11.~~

3 ~~b. Each document or certificate prepared by a licensed~~  
4 ~~professional land surveyor and presented for recording, including~~  
5 ~~a plat of survey or a drawing related to a plat of survey,~~  
6 ~~shall include a blank rectangular space three and three-fourth~~  
7 ~~inches in width and two and one-half inches in height reserved~~  
8 ~~and delineated for the county recorder's use, unless the document~~  
9 ~~is attached to a cover sheet approved by the governing board of~~  
10 ~~the county land record information system.~~

11 ~~5.~~ 4. The recorder may record the following documents or  
12 instruments, which are exempt from the format requirements of  
13 this section:

14 a. A document or instrument that was signed before July 1,  
15 2005.

16 b. A military separation document or instrument.

17 c. A document or instrument executed outside the United  
18 States.

19 d. A certified copy of a document or instrument issued by a  
20 governmental agency, including a vital record.

21 e. A document or instrument ~~where~~ when one of the original  
22 parties is deceased or otherwise incapacitated.

23 f. A document or instrument formatted to meet court  
24 requirements.

25 g. A federal tax lien.

26 h. A filing under the uniform commercial code, chapter 554.

27 i. A groundwater hazard statement pursuant to section 558.69.

28 ~~6.~~ 5. A physical document or instrument ~~rejected~~ declined  
29 for recording by a recorder shall be returned to the preparer  
30 or presenter accompanied by ~~an explanation of the reason~~  
31 ~~for rejection~~ declining the document or instrument and any  
32 information necessary to correct the defect. A person who files  
33 an electronic document or instrument declined for recording by  
34 a recorder shall be notified by the recorder that the document  
35 or instrument has been declined, the reason the document or

1 instrument has been declined, and any information necessary to  
 2 correct the defect. If the recording fee for an electronic  
 3 document or instrument was calculated and processed incorrectly,  
 4 the person who filed the document or instrument shall be notified  
 5 of the error and the reason for the fee adjustment by the  
 6 recorder's office.

7 ~~7. a. On and after July 1, 2005, a document or instrument~~  
 8 ~~that does not conform to the format standards specified in~~  
 9 ~~subsections 1 through 3 shall not be accepted for recording~~  
 10 ~~except upon payment of an additional recording fee of ten dollars~~  
 11 ~~per document or instrument. The requirement applies only to~~  
 12 ~~documents or instruments dated on or after July 1, 2005, and does~~  
 13 ~~not apply to those documents or instruments specifically exempted~~  
 14 ~~in subsection 5.~~

15 ~~b. On and after July 1, 2009, a document or instrument that~~  
 16 ~~does not conform to the format standards specified in subsection~~  
 17 ~~1, paragraphs "c" and "e", or subsection 2, paragraph "b", shall~~  
 18 ~~not be accepted for recording. This paragraph applies only to~~  
 19 ~~documents or instruments dated on or after July 1, 2009, and does~~  
 20 ~~not apply to those documents or instruments specifically exempted~~  
 21 ~~in subsection 5.~~

22 Sec. 12. NEW SECTION. **331.612 Recording of surveys.**

23 1. Notwithstanding section 331.606B, the following document  
 24 or document formatting standards shall apply to surveys submitted  
 25 by licensed professional land surveyors for recording:

26 a. All text must be legible and the font at least eight point  
 27 in size.

28 b. All text font, signatures, and drawings must have  
 29 sufficient weight, contrast, and darkness to produce a clear  
 30 reproduction.

31 c. Physical documents submitted to a county for recording  
 32 shall be on standard white paper without watermarks or other  
 33 visible markings and shall have dimensions no greater than eleven  
 34 by seventeen inches. Notwithstanding the dimensions specified  
 35 for physical documents in this paragraph, a physical document

1 with dimensions no greater than twenty-four inches by thirty-six  
2 inches may be submitted to the county if the county recorder  
3 is able to scan or digitize the document while maintaining  
4 the original scale and quality of the document as specified  
5 in paragraphs "a" and "b". Electronic documents submitted to  
6 a county for recording shall have dimensions no greater than  
7 twenty-four inches by thirty-six inches.

8 d. The survey must contain an index legend as outlined in  
9 subsection 2.

10 e. A survey must provide a cover page or a blank rectangular  
11 space on the first page with the dimensions of three and  
12 three-fourths inches in width and two and one-half inches in  
13 height designated for the recorder's use.

14 2. A survey must contain an index legend consisting of a  
15 compact table or a grid with lines that provides the following  
16 information:

17 a. The county name.

18 b. For platted land, the index information shall include  
19 the additional parcel identifier, if applicable; lot or unit;  
20 block; unabbreviated subdivision name; town, city, or county;  
21 section; township; and range. For unplatted land, the indexed  
22 information shall include the additional parcel identifier,  
23 if applicable, section, township, range, and quarter section.  
24 Indexing quarters of a quarter section is recommended but not  
25 required. Subdivision plats, acquisition plats, and retracement  
26 plats of survey shall reference the existing auditor's parcel  
27 designation in accordance with section 354.4, subsection 1,  
28 paragraph "a". A plat of survey shall reference the approved  
29 auditor's parcel designation in accordance with section 354.4,  
30 subsection 1, paragraph "a".

31 c. The parcel identification number and additional parcel  
32 identifier, if applicable.

33 d. The proprietor's name.

34 e. The requestor's name.

35 f. Associated reference numbers for previously recorded

1 surveys.

2 g. The surveyor's name, address, and phone number or email  
3 address.

4 h. Information necessary for the county recorder to return  
5 the survey document.

6 i. If the survey document is a monument preservation  
7 certificate, the name of the government entity requesting the  
8 certification in accordance with section 355.6A.

9 Sec. 13. Section 354.18, subsection 2, Code 2025, is amended  
10 to read as follows:

11 2. The recorder shall examine each plat of survey and  
12 subdivision plat to determine whether the plat is clearly legible  
13 and whether the approval by the applicable governing body and  
14 the other attachments required by this chapter are presented with  
15 the plat. The recorder shall also keep a reproducible physical  
16 or electronic copy of the plat from which legible copies can  
17 be made. ~~The~~ When a physical plat is presented for recording,  
18 the recorder may specify the material and the size of the plat,  
19 accepted for recording as long as the document is not less than  
20 eight and one-half inches in width by eleven inches, that will  
21 be accepted for recording in order to comply with this section  
22 in height. The recorder must accept an electronically submitted  
23 plat or subdivision plat meeting the requirements of section  
24 355.7, 355.7A, or 355.8, respectively. The recorder shall not  
25 record a subdivision plat that violates this chapter.

26 Sec. 14. Section 355.6A, subsection 4, Code 2025, is amended  
27 to read as follows:

28 4. a. The monument preservation certificate shall be filed  
29 with the county recorder pursuant to section ~~331.606B, subsection~~  
30 ~~5~~ 331.612, subsection 2, paragraph "i", no later than thirty days  
31 after the certificate is signed by the surveyor.

32 b. The county recorder shall index the monument preservation  
33 certificate according to the township, range, section number,  
34 and quarter section ~~on~~ in which the monument is located ~~within~~.  
35 If the monument is located within an official plat, the county

1 recorder shall also index the certificate ~~alphabetically~~ by the  
2 official plat name.

3 ~~e. The index legend affixed to such certificate shall include~~  
4 ~~the following information:~~

5 ~~(1) The surveyor's name, mailing address, and other contact~~  
6 ~~information.~~

7 ~~(2) The name of the governmental entity or other organization~~  
8 ~~under which the surveyor provided the professional service.~~

9 ~~(3) The aliquot part or parts of the United States public~~  
10 ~~land survey system or portion of official plat that the monument~~  
11 ~~is located within.~~

12 ~~(4) The name of the governmental entity or other organization~~  
13 ~~requesting the monument preservation certificate pursuant to this~~  
14 ~~section.~~

15 ~~(5) Information necessary for the county recorder to return~~  
16 ~~the certificate.~~

17 Sec. 15. Section 355.12, Code 2025, is amended to read as  
18 follows:

19 **355.12 Indexing of survey documents by recorder.**

20 The recorder shall index survey documents and United States  
21 public land corner certificates submitted in accordance with  
22 section 331.612, subsection 2, paragraph "b", by township, range,  
23 and section number. If the survey is in a recorded subdivision,  
24 the recorder shall also index the ~~document~~ alphabetically by  
25 subdivision name.

26 Sec. 16. 2005 Acts, chapter 179, section 101, subsection 1,  
27 as amended by 2021 Iowa Acts, chapter 126, section 2, is amended  
28 to read as follows:

29 1. The board of supervisors of each county, on behalf of  
30 each county recorder, ~~shall~~ may execute a chapter 28E agreement  
31 with the ~~other counties~~ electronic services system for the  
32 implementation of the county land record information system.

33 Sec. 17. TRANSITION. Any moneys remaining in each county  
34 recorder's records management fund, as described in section  
35 331.604, subsection 2, paragraph "a", Code 2025, as of the

1 effective date of this Act shall be transferred to the respective  
2 county's recorder's technology advancement fund, as described in  
3 section 331.604, subsection 2, as amended by this Act. Any  
4 moneys remaining in the local government electronic transaction  
5 fund, as described in section 331.604, subsection 3, paragraph  
6 "d", Code 2025, after the effective date of this Act are  
7 appropriated to the treasurer of state to be used by the  
8 treasurer of state to assist the governing board of the  
9 electronic services system in accomplishing the purposes stated  
10 in section 331.605B, subsection 1, as amended by this Act.

unofficial