

**331.601A Definitions.**

As used in this part, unless the context otherwise requires:

1. “*Batch basis*” means the delivery of an accumulation of electronic documents or records recorded or maintained by the county recorder.

2. “*Document*” or “*instrument*” means a writing or drawing presented to the recorder for recording, consisting of one or more pages of text and attachments.

3. “*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.

4. “*File or submit*” means the act of delivering a document or instrument to a recording office for recording into the public records.

5. “*Grantor and grantee*” means the names of the transferor and transferee in the transaction used to create the recording index.

6. “*Legible*” means capable of being read or deciphered without magnification regardless of the recording process.

7. “*Page*” means a writing, printing, or drawing, other than a plat or survey or a drawing related to a plat or survey, occurring on one side only and covering all or part of such side, and not larger than eight and one-half inches in width and fourteen inches in length.

8. “*Record*” means a 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.

9. “*Transaction*” means a specific legal action in the form of or evidenced by one of the following:

a. A title or caption including but not limited to a deed, deed of trust, mortgage, or power of attorney.

b. A subsequent reference to an original document or instrument including but not limited to an assignment or release or satisfaction of mortgage.

[2004 Acts, ch 1069, §1, 4](#); [2009 Acts, ch 159, §1](#)