

# ESS

Electronic Services System – Standards Subcommittee Meeting

## Agenda

October 18, 2022

8711 Windsor Parkway, Suite 2, Johnston, Iowa

10:00 A.M. to 3:30 PM

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- **Welcome and Introductions**
  
- **July 19, 2022, Meeting Summary – Approval**
- **Committee Nominations and Appointments**
- **ESS Treasury Management Update**
- **MOU Update**
  - Recorders Manual
  - Preparations for 2023 Session – Trade Names
  - District Meetings, Fees, Vital Records
- **Legislative Update**
  - Stakeholder Discussions
  - ESS Terms of Use
  - ESS API and Batch Transfer Authorizations
  - Smart Contracts Working Group (update ppt)
  - Legislative Engagement
- **Policies and Procedures**
  - Technical Updates –1.6(5), 1.10, 3.2(2), 3.6(3)
  - Compensation of Members – 1.6(10)
  - New Section 1.14 – User Authentication Policy
  - Bill of Sale-Bargain and Sale – 3.5, 3.6
  - Processes for refunding transfer tax paid in error – 4.7
  - P&P Technical Corrections –
    - 5.4(1)f, h, k, n
    - Smart Contract Reference
    - Document “Decline”
  - New Section - Recording Stamp Area 3.3(13)
  - New Definition & Practices – Standard Index Legend 3.1, 3.3(11), 5.1, 5.4(1)c,
  - New Section - Cover Page Policy
    - Definition – Attestation Statement - 3.1
    - Cover Pages – 3.15(1)
    - Cover Pages Not Legal Instrument – 3.15(2)
  - New Subsection – Preparer and Return Information – 5.4(1)t
  - Clayton County First Page Concept
  - Electronic Submission Processing Modifications – 5.5
    - Procedures for Consistent Document Processing
    - Minor Variation Clarification
  - Associated References – 3.9
  - Parcel Identification Numbers – 3.10
  - Temporary Document Restriction – 6.9
  - Easement Images

- **Software Development Update**
  - Lean Techniques Work Authorization **LT-2.1** – CAS
    - ADMIN2-Production (Payment-E-Submission)
    - Authentication Changes – Workflow and Transition
    - Users, Legacy Search Functions
    - Legacy Modifications – Search Constraints
  - E-Submission REST API Status
  - Portal REST API Development
  - Declined Documents Workflow Modification
  - Linn County Registration Renewal Project – ESS Payment Integration
- **Software Development – ILR Search Functions**
  - Final Survey Results
  - Preliminary Direction – Next Generation Search Application
  - Committee Discussion and Guidance
- **PRIA/MISMO/ITG Policy Discussion Update**
  - Policy Request Update
  - Operating Rules Status
- **Option for Future Backfile Scanning Process**
- **Subcommittee Member Topics**
- **Adjournment**
  
- **Next Regular Meeting:            January 17 or 19, 2023**