

ESS
Electronic Services System – Standards Subcommittee Meeting

Agenda

February 2, 2023

Hybrid - 8711 Windsor Parkway, Suite 2, Johnston, Iowa

1:00 P.M. to 3:30 PM

- **Welcome and Introductions**
- **October 18, 2022, Meeting Summary – Approval**
- **Committee Nominations and Appointments**
- **ESS Treasury Management Update and Accounting Services Update**
- **Legislative Update**
 - SF 141 - ESS Terms of Use and ESS API and Batch Transfer Authorizations
 - Trade Names
- **Policies and Procedures**
 - Formatting Standards Discussion – Background and Goals
 - Current Formatting Standards
 - E-Submission Formatting Standards
 - Next Meeting Dates and Review of Upcoming Topics
- **Software Development – ILR Search Functions**
 - Review of Current Search Interface and Workflow
 - Search Optimization
 - Review of Customer Input
 - Review of Proposed Search Interface and Workflow
 - Search and Display
 - Admin Functions
 - Committee Discussion and Guidance
- **Software Development Update – User Administration Functions**
 - Review of Recent Developments
 - Lock Function, Submitter CAS, Integration of Submission Application form w. Admin2, Linn County Payment project,
 - E-Submission REST API Status – Deadline June 30, 2023 and December 31, 2023
 - Portal REST API Development – Proposed Deadline – December 31, 2023
 - Review of Possible New Data Rules
- **Subcommittee Member Topics**
- **Adjournment**
- **Next Document Formatting Meetings: TBD**
- **Next Regular Meeting: April 20, 2023**

<http://ess.adobeconnect.com/standards2023/>

Standards Subcommittee Meeting Summary

Participants

Ashten Wittrock, Carroll County Recorder
Janelle Schneider, Adair County Recorder
Jolynn Goodchild, Plymouth County Recorder

Jayne Schultz, Winneshiek County Recorder
Mindy Fitzgibbon, Henry County Recorder

Other Participants

Sheri Jones, Jones County Recorder
Katie Carlton, Union Count Recorder
Phil Dunshee, Iowa Land Records
Census Lo-Liyong, Iowa Land Records

Nancy Booten, Lee County Recorder
Stacie Herridge, Story County Recorder
Kati Ross, Iowa Land Records
Lisa Long, Iowa Land Records

Welcome

A meeting of the ESS Standards Subcommittee was held in person at the ESS office in Johnston.

July Meeting Summary

The Subcommittee reviewed the July 19, 2022, meeting summary. Ashten Wittrock made a motion to approve the meeting summary. Janelle Schneider seconded, and the motion was approved.

Committee Nominations and Appointments

The Subcommittee received an update on basic rules regarding the membership process. The Subcommittee members consist of 6 district members, they are nominated by the ICRA districts members from the respective members and appointed by the Chair of the ESS Coordinating Committee. Three members are eligible for reappointment, two members are within the first term while one member will not be seeking reappointment. The Subcommittee was asked to help facilitate communication within each district to secure nominations to fill the open positions.

ESS Treasury Management Update

The Project Manager provided an update on treasury management services. The process of transitioning accounts from Bank of America to Bankers Trust is proceeding successfully. The Bankers Trust account for the Electronic Services System was set up following the final adoption of the 28E agreement amendment. \$100,000 was initially deposited into the new Bankers Trust account, and thus far, a total of \$450,000 has been transferred. ILR administrative staff completed work on a NACHA file prototype and it was submitted to Bankers Trust for testing. The next phase will require programming to modify the daily NACHA and accounting files. The Bank of America account will be closed by the end of the calendar year.

MOU Update

A MOU was signed in July between ESS and ICRA to define the working relationship. The Subcommittee received an update on the MOU progress.

Recorders Manual

The Recorders Manual is being updated by many volunteers from the ICRA. The aim of the review process is to produce a comprehensive document that is also user-friendly, concise, and where appropriate, leverages knowledge from different states. This process involves assigning chapters to Recorders (And Deputy Recorders) and setting up virtual meetings to review each chapter.

Preparations for 2023 Legislative Session

ICRA has proposed a possible adjustment to the Trade Name requirements in the Code of Iowa. The proposed adjustment is currently being researched with updates to follow. It is tentatively included in the ISAC legislative agenda.

District Meetings

Census and Lisa will be attending a District 1 meeting on November 15. The two are also planning to attend other District meetings including PRIA LOCAL meetings.

ISAC Future Discussion of Fee Policies

Based on legislative priorities from ISAC, many fees have not been adjusted in many years, and increasingly local government expenses are funded by the property taxpayer. The aim is to explore a modernized fee structure that will cover the cost of providing services and reduce the burden on property taxpayers. ILR will be following the progress of this discussion.

Potential legislation on Vital Records

A proposal to amend the vital records law is being considered. The purpose is to simplify access to public vital records.

Legislative Update

Stakeholder Discussion

Stakeholder and focus group meetings were held in August to engage users on future updates for the Search application. The ILR Terms of Service was also discussed. Both groups provided valuable feedback that will be included in the planning process. A survey was conducted and 485 people participated.

Two concepts have been advanced to stakeholders for consideration in 2023. First, a concept has been suggested to solidify the authority of ESS and Iowa Land Records to establish a Terms of Service for the Iowa Land Records system. In recent years there has been an increase in attempts to disregard normal usage by outside parties using fake identities or by attempting to circumvent security rules. Changes are being planned to address these concerns, and to strengthen procedures for managing access to the website and applications.

Second, a concept has been advanced to authorize ESS and Iowa Land Records to provide access to information through an API and on a batch basis in limited circumstances. The authorization would be limited to certain types of users or uses which have a legitimate need.

These concepts will continue to be explored with the ILR stakeholder groups.

Smart Contracts Working Group

Following the passage of the Smart Contract legislation, Iowa Land Records proposed to set up a working group on distributed ledger technology. The idea is to explore the utilization of blockchain technology in the real estate industry. Several stakeholders have expressed interest.

Legislative Engagement

The Policy Coordinator presented information about training to help county recorders communicate more successfully with state policy makers. This would be intended to help the Recorders demonstrate their knowledge and increase their credibility with their respective legislators. This topic may potentially be included in a future ICRA conference.

Policies & Procedures

Technical Updates – Conformity with the 28E Amendment – 1.6 (5), 1.10, 3.2 (2), 3.6 (3)

A technical amendment to Chapter 1 and Chapter 3 of the Policies and Procedures was presented for consideration. The Chapter included references to the previous 28E agreement structure. With the adoption of the 28E amendment, direct references to the ICRA Executive Board needed to be removed. Under the amended structure, the governing authority for the Electronic Services System is the ESS Coordinating Committee, and the role of the ICRA Executive Board is to appoint the members of the ESS Committee. Jolynn Goodchild made a motion to approve the proposed amendments to Chapter 1 and 3 of the Policies and Procedures. Janelle Schneider seconded, and the motion was approved.

Compensation of Members – 1.6 (10)

A technical amendment to the Compensation section in Chapter 1.6 (10) was presented for consideration. The updated policy would adjust the mileage reimbursement rates to be based on the current IRS optional standard mileage rate. The meal reimbursement rates would continue to reference the State of Iowa Summary Travel Reimbursement Guidelines. Jolynn Goodchild made a motion to approve the proposed amendments to Section 1.6 of the Policies and Procedures. Jayne Schultz seconded, and the motion was approved.

New Section 1.14 – User Authentication Policy

A draft user authentication policy was presented for discussion only. ESS/ILR previously participated in a review of ILR conformity with IRS 1075 security standards. These standards are most applicable to E-Submission services, the infrastructure at our data center, and to our office local area network and devices. Several changes have been made since then including the development of the updated E-Submission application. State tax liens are considered to be confidential taxpayer information prior to recording. The draft authentication policy is being developed in conjunction with the creation of a new user management structure for Iowa Land Records.

Bill of Sale - Bargain and Sale – 3.6

Recently the ILR team received a query concerning a document type called “Bill of Sale”. ILR was asked if this document could be included as a document type in the E-submission. Staff recommended in lieu of creating a new document type that the Subcommittee consider a proposal to amend Chapter 3.6 of the Policies and Procedures. The proposal would require Bill of Sale documents to be mapped and transferred to Iowa Land Records with the document type “Deed.” The recommended practice would be to process the documents as “deed” in E-Submission so that the correct fees would be charged. Recordors could index the documents as a Bill of Sale if they wished. It was also suggested that a future meeting on this topic with the Auditors and Assessors might be beneficial.

A motion was made by Ashten Wittrock that Section 3.6 of the Policies and Procedures be amended to reflect the suggested mapping procedure. It was seconded by Mindy Fitzgibbon and the motion was approved.

Process for Refunding Transfer Tax paid in error

The current practice of refunding transfer tax varies in each county, and some practices may not be consistent with the Iowa Code. It was suggested that the issue be considered further and that it may be appropriate to have a discussion with the Iowa Department of Revenue. No action was taken.

Policies and Procedure – Other Technical Changes

The Subcommittee considered several additional technical corrections to the Policies and Procedures.

Formatting – 5.4 (l) f, h, k, n

A technical amendment to section 5.4 was proposed. These updates relate to several document formatting requirements including page orientation and greyscale images. Greyscale and minor color images are now accepted and processed by the Iowa Land Records E-Submission. The purpose of the update was to reflect current best practices.

Smart Contract Reference

A technical amendment was proposed to correct the Iowa code reference associated with smart contracts. After the smart contract legislation was amended, Iowa Code 554D.103 was replaced with 554E.3A.

Document “Decline”

A technical amendment to Section 5.5 (2) was proposed to change the word that is used when a document does not conform to recording requirements. Instead of the word “rejected”, it would be replaced with “declined.”

The motion to accept the technical corrections was made by Janelle Schneider and seconded by Jolynn Goodchild. The motion was approved.

Other Planning for Policies and Procedures

The Subcommittee was presented with several topics that may be appropriate for future consideration. Some of the topics stemmed from discussions at a recent conference on document formatting standards and the policy to accept “minor variations” from the formatting requirements. Other topics concerned variations in practices which are not addressed in current policy, and also policies that could be strengthened to improve service to customers. The Subcommittee was not asked to take action, and the subject matter was considered for discussion purposes only.

Recording Stamp Area

A draft policy to require a stamp area of not less than 3.75 inches width and 2.5 inches height was discussed. Potentially this could affect the requirement for a 3 inch margin at the top of the first page. A similar policy is currently in place for the surveys and plats document type.

Standard Index Legend 3.1, 3.3 (11), 5.1, 5.4 (1) c

A technical update was presented to add a new definition for a cover page and standard index legend. The draft proposal would permit the use of index legend with a cover page. And there currently is no formal policy for cover pages. Index Legends are currently required for the surveys and plats document type.

Cover Page policy

A technical concept was shared with the Subcommittee members to develop a cover page policy. A new section could be added to Chapter 3 detailing best practices for a cover page template that could be adopted by all the counties.

Preparer and Return Information

Subcommittee members were asked to consider the purpose and benefit of requiring “Prepared By” and “Return To” information, particularly with respect to E-Submission documents. Should these requirements be modified to provide better information to recorders and people who access records?

County First Page Concept

A concept was presented concerning the use of a recorder's cover page (not to be confused with a cover page added by a submitter). The purpose of this first page would not be associated with the process of recording or indexing. Rather, the purpose would be to provide the reader with an "abstract" or "summary" of the document. This next "first" page would be generated after the document is recorded and indexed. It would be added to the document image for archiving, and it would be a part of the public record. The concept is offered by a particular vendor as part of their land records management system. A sample was presented to the Standards Subcommittee from counties in Michigan and Illinois. No action was taken. During the discussion, some members of the Subcommittee felt the concept seemed like a duplicate of the cover page used by submitters.

Associated Document References

A technical update was proposed for section 3.9 Associated Document References, it would require county indexing system to provide for bilateral archiving of Associated Document Reference information and provide for associated references with previously recorded conveyance documents. The Subcommittee noted although document preparers and submitters could include the associated references on the cover page.

Parcel Identification Numbers – 3.10

The Subcommittee received and update on the current policies concerning Parcel ID numbers and discussed the potential benefits of including it in the Recorders index.

Temporary Document Restriction – 6.9

Recently, a revocable trust was recorded at a county Recorder's office contrary to standard practices. Revocable trusts are considered private documents, and the new legal team of a client made a request to have the document removed. The client's attorney petitioned the district court for an order to remove the trust from the public records. Once a document is recorded, it should not be removed except by court order. A draft concept was proposed in chapter 6.9 to allow for the temporary restriction of access pending a formal judgement from a judicial officer. The Subcommittee expressed hesitation about restricting access to records.

Easement Images

In the spring of 2022, the ILR system implemented new procedures for processing images. The purpose of the change was to improve the clarity of recorded and stamped images through the E-Submission service. This process has worked for most documents except for illustrative images attached to easement. Easement images which include photographs and architectural drawings may result in a poor-quality image when reproduced. The project Manager provided this information for discussion purposes including a few images for illustration. Ideas for improving the quality of these images will be explored in the future.

Software Development Updates

ESS has contracted with Lean Techniques to develop a Central Authentication Service (CAS). The service will utilize multi-factor authentication (MFA) to improve security for the ILR applications.

Linn County Registrations Renewal Project

Linn County has approached Iowa Land Records to inquire about leveraging the ESS payment system to support online license renewal transactions. One of their requirements is that they do not wish to maintain any customer payment information in their system. We have examined options and have determined that ILR payment systems (and providers) have the means to support these transactions. ESS will be discussing this with the Coordinating Committee and will also be developing an agreement to define the project. Work could begin in the first quarter of 2023. It is hope that the knowledge received can be used in service

to any ESS county.

Search Engine Development Planning

The Subcommittee was informed that ILR will be holding additional meetings with stakeholders and customers in the coming weeks to discuss future updates to the Search application. The content of a presentation outline was shared with the Subcommittee. The Subcommittee advised the team to be cognizant of the potential effects on county revenues if policies concerning “batch transfers” were to be changed. It was noted that those issues would be accounted for in the planning process.

PRIA Policy Discussion Update

The Project Manager presented the Subcommittee with a packet of correspondence with PRIA concerning the public land registry. This included a memo from ESS to the PRIA Board of Directors that was shared with other PRIA members who are recorders or registrars in other states. The ILR team was thanked for representing the interests of the public and county recorders to PRIA.

The PRIA Board of Directors adopted new operating rules during their board meeting in August 2022. The Operating Rules include updates to the information access for materials considered by the Board of Directors, and updated policies on transparency and advocacy. ESS and ILR had a substantive impact on these updated policies.

Future Backfile Scanning Process

The Project Manager presented a concept for authorizing Iowa Land Records to develop a statewide contract for backfile scanning services. This would potentially improve the quality and consistency of the service, reduce errors that sometimes must be corrected by Iowa Land Records, and allow counties to access the services without going through a separate, formal procurement process. The Subcommittee expressed interest in exploring the concept further.

The meeting was adjourned at 12 PM.

Next Meeting: **January 17, 2022 (Regular Meeting)**

STANDARDS SUBCOMMITTEE

Ashten Wittrock	Carroll	1/01/22 -12/31/23	1
Jayne Schultz	Winneshiek	1/01/22 -12/31/23	2
Jolynn Goodchild	Plymouth	1/01/23 -12/31/24	3
Katie Carlton	Union	1/01/23 -12/31/24	4
Naomi Ellis	Marion	1/01/23 -12/31/24	5
Joan McCalmant	Linn	1/01/22 -12/31/23	6

Accounting Coordinator Electronic Services System Position Description

The Accounting Coordinator is a full-time position in service to the Electronic Services System doing business as Iowa Land Records.

Reports To: Iowa Land Records Project Manager
Term: Permanent, Full-Time
Classification: Professional, technical
Hours: Flexible Between 8:00 AM and 5:00 PM; coordinated with other team member schedules
Travel Involved: Occasional regional or state-level meetings;
Location: Johnston, IA; remote hybrid work options

Position Description: The ESS system provides an easy-to-use online search and electronic submission service which enables real estate professionals and citizens to search and submit real estate documents in all of Iowa's 99 counties. The Accounting Coordinator will perform all bookkeeping, accounting, reconciliation, and reporting services for ESS operations. The position reports to the Iowa Land Records Project Manager and will work in collaboration with the administrative team (account and customer service team, and the ESS policy coordinator), and engage with the software development team as needed.

In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

Iowa Land Records is seeking a professional accountant interested in perform comprehensive accounting services from importing transactions into a Quickbooks Enterprise accounting system to regular reconciliation and reporting of financial operations. A qualified candidate should have the interest and ability to account for a transaction through its entire life cycle and be able to meet deadlines regularly and collaborate with other team members effectively.

Background Requirements:

- BA Degree in accounting
- 3 years of accounting experience
- Experience with public sector accounting
- Excellent verbal and written communication skills
- Excellent soft skills and a professional demeanor and presence
- Commitment to excellent service for customers and key stakeholders

Proficiency with the following tools is **required** for the Accounting Coordinator position:

- QuickBooks Enterprise accounting software
- Office 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint/One Drive)
- Software used in the office environment for reporting and issue tracking including JIRA, Confluence, Slack
- Virtual Meeting and Webinar Tools (Primarily Zoom and Microsoft Teams, and to some extent Adobe Connect)

The following skills are **desired** for the Accounting Coordinator position but not required:

- Experience with the public sector accounting and reporting standards

**Accounting Coordinator
Electronic Services System
Position Description**

- Experience with audit processes and responding to auditor information requests
- Experience with Right Networks and File Manager systems and software
- Experience with basic statistical reporting and the use of cross-tabs and pivot table tools

Compensation

Compensation in the range of \$60,000.00 to \$80,000.00 annually based on background, demonstrated proficiencies, and experience.

Application Submission

Individuals who are interested in the position should submit a cover letter and resume to Phil Dunshee at Electronic Services System, 8711 Windsor Parkway, Suite 2, Johnston, IA 50131. Applicants may also submit information via email to phil@clris.com. Selected applicants may be asked to submit a portfolio as a part of an evaluation process.

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Accounting Coordinator

Task Descriptions

Overview

In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

The Electronic Services System is an organization created under Chapter 28E of the Iowa Code. It is an intergovernmental organization sponsored by Iowa county governments. ESS administers Iowa Land Records, a statewide system for searching and retrieving land record information, and a system for electronically filing records with county governments in the State of Iowa. ESS also coordinates the operation of a point-of-sale payment system for participating Iowa counties. ESS is also authorized to provide other electronic services for Iowa counties and other public agencies.

During the past few years the Electronic Services System has taken steps to clarify its organizational structure under Chapter 28E. These actions were enabled by the passage of legislation (House File 527), and implemented through a comprehensive amendment to the 28E agreement (filed with the Iowa Secretary of State as M514302). These structural changes have required a review of how financial accounting and reconciliation functions are performed.

The Electronic Services System hire an accounting professional to perform bookkeeping, accounting, reconciliation and reporting functions.

The following is a more detailed description of the services to be performed.

- Bookkeeping Services for Electronic Services System (subsidiary), beginning April 1, 2023
 - E-Submission Transaction Bookkeeping
 - Point of Sale Transaction Bookkeeping
- Daily transfer of NACHA files to a designated financial institution to distribute funds to Iowa counties.
- Daily retrieval and archiving of payment reports, as well as importing transaction reports into the ESS accounting system software.
- Entry of approved, coded accounts payable invoices into the ESS accounting system software.
- Monthly generation of accounts payable report for the ESS Finance meeting
- Monthly generation of accounts payable payment report and credit card payment for governing board meetings
- Producing Monthly/Quarterly generation of reconciled financial reports including a Comprehensive PL, Budgeted PL, Balance Sheet and other requested reports for governing meetings and other purposes
- Posting financial reports for public access on the organization's website
- Monthly reconciliation of checking, credit card, and escrow (Draw Down) accounts; Interim reconciliations should be completed timely with a requirement of reconciling transactions minimally on a weekly basis
- Recording, and reconciling failed payments; Assisting ESS staff with collections
- Timely processing bill payments to vendors via business internet banking or credit card payments
- Preparing a monthly reimbursement invoice to the State of Iowa
- Maintaining reports and information in the hosted ESS accounting system as specified by ESS management
- Assisting ESS management with the preparation of an annual budget and budget amendments as needed
- Assisting ESS management with an annual private audit including the preparation of reports associated with the audit including but not limited to requested sample transaction reports, asset determination reports, depreciation schedules, and pre-paid expense reports
- Provide CPA advisory services including periodic monitoring of financial reports to observe important trends, advice for best practices, or areas of concern

Accounting Coordinator Task Descriptions

- Perform all other procedures outlined in the Organization's standard accounting operating procedures

Other business and accounting functions may be assigned. This is not a comprehensive list of duties.

Most bookkeeping and accounting functions can be performed remotely. ESS accounting utilized an Enterprise class software license through Intuit.

Financial reports and governance information about ESS can be found online at <https://iowalandrecords.org/accountability-in-reporting/>.

Note: This position may require some travel to meetings located outside of Des Moines; primarily a summer conference for the Iowa County Records Association, and possible participation in some presentations or exhibits in Iowa counties. It also possible that occasional attendance at a national meeting outside of Iowa may be required.

This position may require some lifting of materials such as handouts, swag or an exhibit display at a meeting or conference. However, lifting and moving materials is not a consistent, day-to-day activity.

Meetings with staff, customers and stakeholders may be face-to-face, and if so, being present will be required in most cases.

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February 3, 2023

To: Iowa Accounting Firms

From: Phil Dunshee, ILR Project Manager

Re: Accounting Services – Request for Qualification and Quote

On behalf of the Electronic Services System and Iowa Land Records, we are pleased to invite qualified accounting, bookkeeping and CPA firms to submit information regarding bookkeeping, accounting and CPA advisory services. In 2022, ESS processed nearly 350,000 E-Submission documents with a total value of more than \$35 million. Additionally, ESS processed more than 72,000 point of sale transactions for Iowa counties valued at nearly \$5 million. These transactions represented recording services in all 99 Iowa counties, and other point-of-sale services provided by Iowa county recorders.

The Electronic Services System is an organization created under Chapter 28E of the Iowa Code. It is an intergovernmental organization sponsored by Iowa county governments. ESS administers Iowa Land Records, a statewide system for searching and retrieving land record information, and a system for electronically filing records with county governments in the State of Iowa. ESS also coordinates the operation of a point-of-sale payment system for participating Iowa counties. ESS is also authorized to provide other electronic services for Iowa counties and other public agencies.

During the past few years the Electronic Services System has taken steps to clarify its organizational structure under Chapter 28E. These actions were enabled by the passage of legislation (House File 527), and implemented through a comprehensive amendment to the 28E agreement (filed with the Iowa Secretary of State as M514302). These structural changes have required a review of how financial accounting and reconciliation functions are performed.

The Electronic Services System wishes to explore a relationship with a financial accounting firm to perform the necessary bookkeeping, accounting and reporting functions. The purpose of this letter is to invite information about bookkeeping, accounting, reconciliation and CPA advisory services which your organization may offer.

More detailed background information about the Electronic Services System and its operations is attached to facilitate communications with ESS and possibly to aid in the development of a proposal which would address the following services.

- Bookkeeping Services for Electronic Services System (subsidiary), beginning April 1, 2023
 - E-Submission Transaction Bookkeeping
 - Point of Sale Transaction Bookkeeping
- Daily transfer of NACHA files to a designated financial institution to distribute funds to Iowa counties.
- Daily retrieval and archiving of payment reports, as well as importing transaction reports into the ESS accounting system software.
- Entry of approved, coded accounts payable invoices into the ESS accounting system software.
- Monthly generation of accounts payable report for the ESS Finance meeting
- Monthly generation of accounts payable payment report and credit card payment for governing board meetings

- Producing Monthly/Quarterly generation of reconciled financial reports including a Comprehensive PL, Budgeted PL, Balance Sheet and other requested reports for governing meetings and other purposes
- Posting financial reports for public access on the organization's website
- Monthly reconciliation of checking, credit card, and escrow (Draw Down) accounts; Interim reconciliations should be completed timely with a requirement of reconciling transactions minimally on a weekly basis
- Recording, and reconciling failed payments; Assisting ESS staff with collections
- Timely processing bill payments to vendors via business internet banking or credit card payments
- Preparing a monthly reimbursement invoice to the State of Iowa
- Maintaining reports and information in the hosted ESS accounting system as specified by ESS management
- Assisting ESS management with the preparation of an annual budget and budget amendments as needed
- Assisting ESS management with an annual private audit including the preparation of reports associated with the audit including but not limited to requested sample transaction reports, asset determination reports, depreciation schedules, and pre-paid expense reports
- Provide CPA advisory services including periodic monitoring of financial reports to observe important trends, advice for best practices, or areas of concern
- Perform all other procedures outlined in the Organization's standard accounting operating procedures

Most bookkeeping and accounting functions can be performed remotely. ESS accounting utilized an Enterprise class software license through Intuit.

Financial reports and governance information about ESS can be found online at <https://iowalandrecords.org/accountability-in-reporting/>.

Responses should include information about estimated costs associated with the accounting services and activities described herein including bookkeeping, reconciliation, and CPA advisory services. Responses should also specify any fees for any other services.

Accounting firms responding to this invitation are also asked to provide the following information about themselves.

- State of incorporation, state of formation, or state of organization
- Name, address and telephone number of the respondent's representative to contact regarding all contractual and technical matters concerning the proposal
- Name, address and telephone number of the respondent's representative to contact regarding scheduling and other arrangements.

Respondents are advised that ESS will follow applicable Iowa laws, and if action is taken to select an accounting service provider, an Iowa-based respondent will receive preference. It is expected that any accounting service provider will perform professional services in a manner which will ensure that appropriate checks and balances and accounting controls are in place. The designated ESS auditor will be consulted prior to finalizing any arrangement for accounting services.

Information is requested in digital format via email and it should be sent to the address below. Content should be formatted for printing on 8.5" x 11" paper. The subject line of the email should reference "ESS Accounting Services Information".

Please reply to:
Phil Dunshee
phil@clris.com

Responses are requested by close of business on Friday, March 10, 2023.

Title Of RFQ:	ESS Bookkeeping, Accounting and CPA Services	RFQ No.:	ESS-2023-1
Agency:	Electronic Services System (28E Organization) - ESS		
Agency seeks to purchase:	Bookkeeping, Accounting and CPA Advisory services	Available to Political Subdivisions and Other 28E Organizations?	Yes
Number of <u>mos.</u> or <u>yrs.</u> of the initial term of the contract:	Five (5) Years	Number of possible annual extensions:	Five (5)
Anticipated initial Contract term start date:	April 3, 2023	Anticipated initial Contract term end date:	March 31, 2028
ESS Issuing Officer:			
Name: Phil Dunshee Mailing Address: Project Manager 8711 Windsor Parkway, Suite 2 Johnston, IA 50131 Phone: (515) 491-8939 Email: phil@clris.com			
PROCUREMENT TIMETABLE —There are no exceptions to any deadlines for Respondents; however, Agency reserves the right to change the dates/times, in its sole discretion.			
Event or Action:		Date/Time:	
ESS Issues RFQ to ESS website		February 3, 2023	
Respondent's written questions, requests for clarification, and suggested changes due:		5:00 pm CST February 17, 2023	
Agency's written response to RFQ questions, requests for clarifications, and suggested changes due:		11:59 pm CST February 24, 2023	
Proposals Due:		3:00 pm CST March 10, 2023	
Anticipated Date to issue Notice of Intent to Award:		March 17, 2023	
Anticipated Date to execute Contract:		April 3, 2023	
Important Websites:	URL:		
Website where any Amendments/ Addenda to this RFQ will be posted:	https://iowalandrecords.org/work-with-us		
Key Requirements:			
Number of Copies of Proposals Required to be Submitted:			1 Original, 1 Public (redacted) if necessary

Firm Proposal Terms The minimum Number of Days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm:	180 Days
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Senate File 141 - Introduced

SENATE FILE 141
BY COMMITTEE ON LOCAL
GOVERNMENT

(SUCCESSOR TO SSB 1029)

A BILL FOR

- 1 An Act relating to access to and use of the county land record
- 2 information system.
- 3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

1 Section 1. Section 331.603, subsection 5, paragraph a, Code
2 2023, is amended to read as follows:

3 a. The governing board of the county land record information
4 system shall not enter into an agreement to provide access
5 to electronic documents or records on a batch basis unless
6 authorized by statute. The county recorder may collect
7 reasonable fees for access to electronic documents and records
8 pursuant to an agreement. The fees shall not exceed the
9 actual cost of providing access to the electronic documents
10 and records. "*Actual cost*" means only those expenses directly
11 attributable to providing access to electronic documents
12 and records. "*Actual cost*" shall not include costs such as
13 employment benefits, depreciation, maintenance, electricity,
14 or insurance associated with the administration of the office
15 of the county recorder or the county land record information
16 system.

17 Sec. 2. Section 331.604, subsection 3, paragraph a, Code
18 2023, is amended to read as follows:

19 a. Each county shall participate in the county land
20 record information system and shall comply with the policies
21 and procedures established by the governing board of the
22 county land record information system. The governing board
23 of the county land record information system shall establish
24 policies and procedures providing for, at a minimum, reasonable
25 limitations on usage, requirements for the authentication of
26 users, the prohibition of illegal or unauthorized uses, and the
27 prohibition of foreign access from a location outside of the
28 United States.

29 Sec. 3. Section 331.605B, Code 2023, is amended by adding
30 the following new subsections:

31 NEW SUBSECTION. 3. The governing board of the county
32 land record information system may enter into an agreement to
33 provide access to electronic groundwater hazard documents or
34 records on a batch basis or through an application programming
35 interface to the Iowa department of natural resources. The

1 governing board of the county land record information system
2 may collect a fee for providing access to the documents or
3 records subject to the mutual agreement of the parties.

4 NEW SUBSECTION. 4. The governing board of the county
5 land record information system may enter into an agreement to
6 provide access to aggregated anonymous data. The governing
7 board of the county land record information system may collect
8 a fee for providing access to aggregated anonymous data through
9 an authorized agreement as provided in this subsection.

10 EXPLANATION

11 The inclusion of this explanation does not constitute agreement with
12 the explanation's substance by the members of the general assembly.

13 This bill relates to access to and use of the county land
14 record information system. Current law prohibits the governing
15 board of the county land record information system (governing
16 board) from entering into an agreement to provide access
17 to electronic documents or records on a batch basis. The
18 bill authorizes such an agreement for access to electronic
19 groundwater hazard documents or records through an application
20 programming interface to the department of natural resources
21 and for access to aggregated anonymous data. The governing
22 board may collect a fee for providing access through an
23 authorized agreement.

24 Under current law, each county shall participate in the
25 county land record information system and shall comply with
26 the policies and procedures established by the governing
27 board. The bill requires the governing board to establish
28 policies and procedures providing for, at a minimum, reasonable
29 limitations on usage, requirements for the authentication of
30 users, the prohibition of illegal or unauthorized uses, and the
31 prohibition of foreign access from a location outside of the
32 United States.

331.606B Document or document formatting standards.

1. Except as otherwise provided in [subsection 7](#), the county recorder shall refuse any document or instrument presented for recording that does not meet the following requirements:

a. Each document or instrument shall consist of one or more individual pages not permanently bound or in a continuous form. The document or instrument shall not have any attachment stapled or otherwise affixed to any page except as necessary to comply with statutory requirements. However, the individual pages of a document or instrument may be stapled together for presentation for recording. A label that is firmly attached with a bar code or return address may be accepted for recording.

b. All preprinted text shall be at least eight point in size and no more than twenty characters and spaces per inch. All other text typed or computer generated, including but not limited to all names of parties to an agreement, shall be at least ten point in size and no more than sixteen characters and spaces per inch. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, presented for recording contains type smaller than eight point type for the preprinted text and ten point type for all other text, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the requirements of [this section](#).

c. Each document shall be of sufficient legibility to produce a clear reproduction. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, is not sufficiently legible to produce a clear reproduction, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the type size requirements of paragraph “b” and shall be recorded contemporaneously as additional pages of the document or instrument.

d. Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall be on white paper of not less than twenty-pound weight without watermarks or other visible inclusions. All text within the document or instrument shall be of sufficient color and clarity to ensure that the text is readable when reproduced from the record.

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

f. The first page of each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall have a top margin of at least three inches of vertical space from left to right which shall be reserved for the recorder’s use. All other margins on the document or instrument shall be a minimum of three-fourths of one inch. Nonessential information including but not limited to form numbers, page numbers, or customer notations may be placed in a margin except the top margin. The recorder shall not incur any liability for not showing a seal or information that extends beyond the margin of the permanent archival record.

g. Each document or instrument presented for recording shall meet the requirements of [section 331.606A, subsection 2](#).

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

a. The name, address, and telephone number of the individual who prepared the document.

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

c. A return address.

d. The title of the document or instrument.

e. All grantors’ names.

f. All grantees’ names.

- g. Any address required by statute.
 - h. The legal description of the property and parcel identification number, if required.
 - i. A document or instrument number for statutory requirements, if applicable.
3. If insufficient space exists on the first page for all of the information described in [subsection 2](#), the page reference of the document or instrument where the information is located shall be noted on the first page.
4. a. Each document or certificate prepared by a licensed professional land surveyor and presented for recording, including a plat of survey or a drawing related to a plat of survey, shall contain an index legend. However, this requirement shall not apply to a United States public land survey corner certificate described in [section 355.11](#).
- b. Each document or certificate prepared by a licensed professional land surveyor and presented for recording, including a plat of survey or a drawing related to a plat of survey, shall include a blank rectangular space three and three-fourth inches in width and two and one-half inches in height reserved and delineated for the county recorder's use, unless the document is attached to a cover sheet approved by the governing board of the county land record information system.
5. The recorder may record the following documents or instruments which are exempt from the format requirements of [this section](#):
- a. A document or instrument that was signed before July 1, 2005.
 - b. A military separation document or instrument.
 - c. A document or instrument executed outside the United States.
 - d. A certified copy of a document or instrument issued by a governmental agency, including a vital record.
 - e. A document or instrument where one of the original parties is deceased or otherwise incapacitated.
 - f. A document or instrument formatted to meet court requirements.
 - g. A federal tax lien.
 - h. A filing under the uniform commercial code, [chapter 554](#).
 - i. A groundwater hazard statement pursuant to [section 558.69](#).
6. A document or instrument rejected for recording by a recorder shall be returned to the preparer or presenter accompanied by an explanation of the reason for rejection.
7. a. On and after July 1, 2005, a document or instrument that does not conform to the format standards specified in [subsections 1 through 3](#) shall not be accepted for recording except upon payment of an additional recording fee of ten dollars per document or instrument. The requirement applies only to documents or instruments dated on or after July 1, 2005, and does not apply to those documents or instruments specifically exempted in [subsection 5](#).
- b. On and after July 1, 2009, a document or instrument that does not conform to the format standards specified in [subsection 1](#), paragraphs "c" and "e", or [subsection 2](#), paragraph "b", shall not be accepted for recording. This paragraph applies only to documents or instruments dated on or after July 1, 2009, and does not apply to those documents or instruments specifically exempted in [subsection 5](#).

2004 Acts, ch 1069, §3, 4; 2004 Acts, ch 1175, §372; 2006 Acts, ch 1031, §3; 2009 Acts, ch 27, §8, 9; 2009 Acts, ch 159, §12; 2016 Acts, ch 1064, §1; 2018 Acts, ch 1093, §1

Referred to in §354.1, 355.6A

ESS – 3.3 Document Formatting.

(Iowa Code Section 331.604, 3(a); 331.606A, subsection 2; and 331.606B)

3.3(1) Documents which are submitted to a County and County Recorder shall conform to formatting standards to ensure that the documents are legible and contain the information required for recording. The standards specified herein apply to both traditional paper documents and electronic documents. Additional standards relating to the format of electronic documents submitted for recording are specified in Chapter 5.

3.3(2) Each document or instrument shall consist of one or more individual pages not permanently bound or in a continuous form. The document or instrument shall not have any attachment stapled or otherwise affixed to any page except as necessary to comply with statutory requirements. However, the individual pages of a document or instrument may be stapled together for presentation for recording. A label that is firmly attached with a bar code or return address may be accepted for recording.

3.3(3) All preprinted text shall be at least eight point in size and no more than twenty characters and spaces per inch. All other text typed or computer generated, including but not limited to all names of parties to an agreement, shall be at least ten point in size and no more than sixteen characters and spaces per inch. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, presented for recording contains type smaller than eight point type for the preprinted text and ten point type for all other text, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the requirements of this section.

3.3(4) Each document shall be of sufficient legibility to produce a clear reproduction. If a document or instrument, other than a plat or survey or a drawing related to a plat or survey, is not sufficiently legible to produce a clear reproduction, the document or instrument shall be accompanied by an exact typewritten or printed copy that meets the type size requirements of specified in

Section 3.3(3) and shall be recorded contemporaneously as additional pages of the document or instrument.

3.3(5) Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall be on white paper of not less than twenty-pound weight without watermarks or other visible inclusions. All text within the document or instrument shall be of sufficient color and clarity to ensure that the text is readable when reproduced from the record.

3.3(6) All signatures on a document or instrument shall be in black or dark blue ink and of sufficient color and clarity to ensure that the signatures are readable when the document or instrument is reproduced from the record. The corresponding name shall be typed, printed, or stamped beneath the original signature. The typing or printing of a name or the application of an embossed or inked stamp shall not cover or otherwise materially interfere with any part of the document or instrument except where provided by law. Failure to print or type signatures as provided in this paragraph does not invalidate the document or instrument.

3.3(7) The first page of each document or instrument, other than a plat or survey or a drawing related to a plat or survey, shall have a top margin of at least three inches of vertical space from left to right which shall be reserved for the recorder's use. All other margins on the document or instrument shall be a minimum of three-fourths of one inch. Nonessential information including but not limited to form numbers, page numbers, or customer notations may be placed in a margin except the top margin. The recorder shall not incur any liability for not showing a seal or information that extends beyond the margin of the permanent archival record.

3.3(8) A document or instrument presented for recording shall not include an individual's personally identifiable information.

3.3(9) Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, that is presented for recording shall contain the following information on the first page below the three-inch margin:

- a. The name, address, and telephone number of the individual who prepared the document.
- b. For any instrument of conveyance, the name of the taxpayer and a complete mailing address.
- c. A return address.
- d. The title of the document or instrument.
- e. All grantors' names.
- f. All grantees' names.
- g. Any address required by statute.
- h. The legal description of the property and parcel identification number, if required.

- i. A document or instrument number for statutory requirements, if applicable.

3.3(10) If insufficient space exists on the first page for all of the information described herein, the page reference of the document or instrument where the information is located shall be noted on the first page.

3.3(11) If insufficient space exists on the first page for all of the information described herein, the document may include a Cover Page which includes required information. An approved template for a Cover Page is published at iowalandrecords.org.

3.3(12) The following documents are exempt from the format requirements of this section:

- a. A document or instrument that was signed before July 1, 2005.
- b. A military separation document or instrument.
- c. A document or instrument executed outside the United States.
- d. A certified copy of a document or instrument issued by a governmental agency, including a vital record.
- e. A document or instrument where one of the original parties is deceased or otherwise incapacitated.
- f. A document or instrument formatted to meet court requirements.
- g. A federal tax lien.
- h. A filing under the uniform commercial code, chapter 554.

ESS – 3.13 Requirements For Surveys and Plats.

(Iowa Code Section 331.604, 3(a) and Section 331.601A)

3.13(1) Indexing Goals and Objectives for Corner Certificates, and Surveys and Plats. Establishing standards, policies and procedures for recording and indexing information with respect to Corner Certificates and Surveys and Plats aligns with the purposes of establishing standards for indexing Grantor/Grantee names as specified in Section 3.4(2). Accuracy, completeness, consistency, accessibility, ease of use and readability are characteristics which will be of benefit to citizens and many business groups including but not limited to land surveyors. For the purposes of this section, the term “Surveys and Plats” is equivalent with the terms “Plats Of Survey”, “Subdivision Plats”, “Monument Preservation Certificate”, “Retracement Plat of Survey”, “Acquisition Plat”, or “Auditor’s Plat”.

3.13(2) Indexing Requirements For Surveys and Plats. When archiving index information with respect to the document type Surveys and Plats, the following policies and procedures shall govern.

- e. A Surveyor’s personal name shall be included as a Human Name, and it shall be specified as the Grantor.
- f. A Surveyor Company name, if stated, shall be included as a Non-Human Name, and it shall be specified as the Grantor.
- g. A proprietor’s or owner’s name shall be included, and the name shall be specified as the Grantee. The name may be either a Human Name or a Non-Human name, as appropriate.
- h. A requestor’s name shall be included, and the name shall be specified as the Grantee. The name may be either a Human Name or a Non-Human name, as appropriate.
- i. A subdivision or plat name shall be included, if applicable, and the name shall be specified as the Grantee. The name shall be a Non-Human name.
- j. The index shall include a legal description as defined in this section.

3.13(3) Indexing Requirements For Corner Certificates. When archiving index information with respect to the document type Corner Certificates, the following policies and procedures shall govern.

- a. A Surveyor’s personal name shall be included as a Human Name, and it shall be specified as the Grantor.
- b. A Surveyor Company name, if present, shall be included as a Non-Human Name, and it shall be specified as the Grantor.
- c. Township names may be archived, but it is not recommended or required. If a township name is archived with respect to the document type Corner Certificates, the township name shall be specified as a Grantee.
- d. The term ‘Public’ may be archived, but it is not recommended or required. If the term ‘Public’ is archived with respect to the document type Corner Certificates, ‘Public’ shall be specified as a Grantee.
- e. The index shall include a legal description as defined in this section.

3.13(4) Associated Document References For Surveys and Plats and Corner Certificates. If an Associated Document Reference to another recorded document is visible on a document type of either Corner Certificate or Survey and Plats, then it shall be archived as an Associated Document Reference in the index.

3.13(5) Document Dimensions. Each County Image Archiving System shall provide for scanning Surveys and Plats in the following dimensions: 8.5" by 11" (letter), 8.5" by 14" (legal), and 11" by 17". A County is not required to provide for the printing or reproduction of a document with dimensions of 11" by 17" or larger.

Each County Image Archiving System shall provide for archiving Surveys and Plats in the following dimensions: 8.5 by 11 inches (letter), 8.5 by 14 inches (legal), 11 by 17 inches, or with respect to documents submitted through the Iowa Land Records E-Submission service dimensions of up to 24.0" by 36.0".

3.13(6) Index Legend. In addition to the Document Formatting requirements specified in Section 3.3, and notwithstanding any exclusion from those requirements with respect to a plat or survey or a drawing related to a plat or survey, a document submitted to a County Recorder which is a plat or survey or a drawing related to a plat or survey including a subdivision plat, retracement plat of survey, monument preservation certificate, acquisition plat, or auditor's plat shall include an Index Legend on the first page as specified in Section 331.606B (3A). The Index Legend shall include the legal description to be indexed by the County Recorder, and the names of any applicable parties to the document including a Requestor, Proprietor, or Owner when applicable. The legal description shall be parsed by section, township, range, and quarter sections (unplatted land), or by lot, block, subdivision and town/city (platted land) to the extent possible. The name of the Surveyor, the Surveyor Company including mailing address and other contact information, and any information necessary for the County Recorder to return the document, shall also be included in the Index Legend. For a Monument Preservation Certificate, the Index Legend shall also include the information specified in Iowa Code Section 355.6A, subsection 4(c).

For a plat or survey, or a drawing related to a plat or survey, the information required by this section may be provided in a Cover Page in lieu of an index legend.

3.13(7) Recording Stamp Area. Notwithstanding the exclusion from the requirements specified in Section 3.3(7) relating to the top margin of the first page of each document or instrument, a plat or survey or a drawing related to a plat or survey including a subdivision plat, retracement plat of survey, monument preservation certificate, acquisition plat, or auditor's plat shall include sufficient space for an official recording stamp or label to be affixed by the systems used by a County Recorder for reviewing, recording and indexing documents. The space

to be provided for an official recording stamp shall be blank or white with dimensions of not less than 3.75 inches of width and 2.5 inches of height. The space to be provided for an official recording stamp shall be located on the top portion of the first page whenever feasible.

Section 3.13 adopted – 8.9.16

ESS – 3.14 Additional Transactions.

(Iowa Code Section 331.604(1))

“3.14(1) Establishing standards, policies and procedures for Additional transactions will ensure the consistent application of fees and recording policies in all Iowa counties.

3.14(2) If a document submitted for recording releases, assigns, modifies, subordinates, re-records, or amends any originally recorded document (changing a prior legal action/transaction), then a recording fee shall be charged for each legal action or transaction represented in the document. Evidence of a legal action or transaction is represented by a reference to the originally recorded document(s). The base recording fee shall be associated with the first legal action or transaction, and any other legal action or transaction in the document shall be treated as an “additional transaction” and be subject to the \$7 recording fee.

3.14(3) In an enumerated list of actions in a document appendix, only the actions which reference any originally recorded document being affected (evidence of a legal action) shall be subject to the additional transaction fee. A simple reference to a prior action which is not associated with an originally recorded document shall not be subject to the additional transaction recording fee

3.14(4) An Additional Transaction includes but is not limited to the following:

- a. With respect to a Satisfaction of Mortgage, actions to release multiple mortgages
- b. With respect to an Assignment of Easement, enumerated actions which explicitly reference a previously recorded Easement
- c. With respect to an Assignment of Mortgage, enumerated actions which explicitly reference separate, previously recorded, mortgages
- d. With respect to modifications, extensions or changes to mortgages, deeds or other documents where there is no reference to a re-recorded document

3.14(5) The following references in a document shall not be treated as an Additional Transaction:

- a. With respect to an Affidavit of Surviving Spouse, any reference to a prior transfer of title

ESS – 5.4 Electronic Document Formatting.

(Iowa Code Section 331.604, 3(a))

5.4(1) In addition to the document formatting standards specified in Chapter 3 and Section 331.606B of the Iowa Code, the following requirements are established for Electronic Documents submitted through the Electronic Services System and the county land record information system.

- a. Irregular or nonconforming documents will not be accepted through the ILR E-Submission service.

- b. Documents shall be submitted with one of the following dimensions: 8.5" by 11.0" (letter), 8.5" by 14.0" (legal), 11.0" by 17.0". A survey or plat may be submitted with dimensions of up to 24.0" by 36.0".
- c. Documents which are exempt from the format requirements as specified in Section 331.606B, subsection 4 of the Iowa Code and Section 3.3(12) of the ESS policies and procedures, shall not be accepted through the ILR E-Submission service except when accompanied by an approved Cover Page.
- d. Plats, maps, exhibits and other drawings certified by a land surveyor presented for recording shall contain an Index Legend as required in Sections 355.6A, subsection 4(c) and 331.606B of the Iowa Code. U.S. Public Land Survey Corner Certificates are exempt from this requirement.
- e. A document shall be scanned into a TIF or PDF format and be stored as an image only. Submitters are strongly encouraged to examine the documentation provided for scanners, copiers and related software to ensure that the documents are saved in image format only.
- f. A document shall be submitted with a portrait orientation. Landscape orientation will not be accepted except when the document type is SurveysAndPlats. All documents shall be submitted with an orientation to be read from left to right. Document images which are rotated to enable viewing in portrait orientation shall not be accepted through the ILR E-Submission service.
- g. A document may be rendered in PDF format by computer software. However, a PDF document rendered by computer software shall conform to the requirements of this section.
- h. A document should not have active text areas or layers.
- i. The document shall not have special attachments or features that are enabled through Adobe Acrobat or other software.
- j. The document shall not include annotations.
- k. The file size per page for a standard letter-sized document should generally be less than 100kb. Larger files sizes will be accepted as necessary.
- l. An image resolution range of 200 to 400 dots per inch (DPI) is required. An image resolution of 300 DPI is recommended.
- m. Image compression shall conform to the following specifications: CCITT T.4 (Group 3) or T.6 (Group 4). The following image compression formats are prohibited: LZW, Old Style JPEG, JPEG, JBIG, Packbits or other formats which do not conform to the specified Group 3 or Group 4 options.
- n. The standard and recommended best practice for image creation is black and white. Greyscale images may be submitted as needed. Images with a significant amount of color will be programmatically returned to the submitter. However, images with a minor amount of color, such as images with color signatures, may be accepted and processed.

- o. The Resolution Unit of an image after scanning or rendering shall be PPI (pixels per inch). A resolution of PPC (pixels per centimeter) is prohibited.
- p. Images shall not be submitted as a negative, i.e., the background of a document shall be white, and text or graphics shall be black.
- q. Embossed seals, if required or utilized, shall be shaded prior to scanning to ensure that an image of the seal is visible and legible when saved to TIF or PDF format.
- r. Scanned images of documents with dimensions greater than 8.5” by 11.0” (letter) shall not be condensed or resized to letter size when submitted through the ILR E-Submission service.
- s. Documents which conform to the requirements specified in Section 331.606B of the Iowa Code or Section 3.3 of the ESS policies and procedures shall be accepted by the Electronic Services System and Iowa County Recorders. Electronic documents with minor variances or imperfections which do not prevent processing, indexing or archiving shall be accepted. If an electronic document is declined, the Submitter or External Submitter will be notified of the reason for the action.

Section 5.4(1) revised 8.9.16
 Section 5.4(1) revised 11.10.22

5.4(2) – Smart Contracts. Smart Contracts are governed by Section 554E.3 of the Code of Iowa. While Smart Contracts may not take the form of a Traditional Paper Document or an Electronic Document (often in the form of a TIF or PDF image which resembles a paper document), it may be necessary to memorialize a Smart Contract transaction in the public record registry.

An Electronic Document which includes the necessary and required information to record a transaction, and which conforms to document formatting requirements in the same manner as is required of a scanned Traditional Paper Document or as a rendered Electronic Document, shall be submitted for recording as a representation of a Smart Contract. An Electronic Document which represents a Smart Contract and conforms to the requirements of Iowa law shall be accepted for recording.

As provided in Section 331.601A, subsection 3 which provides a definition for an Electronic Document, “Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.” This responsibility includes the assurance that any Electronic Document which is representative of a Smart Contract is legally and properly executed.

Section 5.4(2) revised 8.10.21
 Section 5.4(2) revised 11.10.22

5.4(3) – Electronically Signed Documents. Electronic signatures are governed by Section 554D.103, subsection 8 of the Iowa Code. Electronic signatures, including digital signatures, make take many forms ranging from simple text to the use of cryptographic methods to authenticate the signatories, and these forms include various representations of a signature by a party to a transaction including holographic, cursive font or standard font.

Electronic Documents submitted for recording through the Electronic Services system which are signed using any electronic signature authorized by and conforming to Iowa law shall be accepted for recording.

As provided in Section 331.601A, subsection 3 which provides a definition for an Electronic Document, “Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.” This responsibility includes the assurance that an Electronic Document is legally and properly signed.

Section 5.4(3) revised 8.10.21

5.4(4) – Remote Notarial Act – Standards for notarial acts are governed by Chapter 9B of the Iowa Code and the associated administrative rules adopted by the Iowa Secretary of State. Iowa law and administrative rules specify the requirements for the notarization of Traditional Paper Documents and Electronic Documents. Additionally, Iowa law and rules authorize Remote Notarial Acts which use approved communication technology.

As provided in Section 9B.14A, subsection 4, the certificate of notarial act required by section 9B.15 and the short-form certificate provided in section 9B.16 “must indicate that the notarial act was performed using communication technology”.

Electronic Documents submitted for recording through the Electronic Services system which are notarized using any notarization process authorized by and conforming to Iowa law shall be accepted for recording.

As provided in Section 331.601A, subsection 3 which provides a definition for an Electronic Document, “Persons who submit electronic documents for recording are responsible for ensuring that the electronic documents comply with all requirements for recording.” This responsibility includes the assurance that an Electronic Document is legally and properly notarized.

Section 5.4(4) revised 8.10.21

ESS – 5.5 Electronic Submission Processing.

(Iowa Code Section 331.604, 3(a) and 331.601A)

5.5(1) A County Recorder shall process for recording any electronic document which is submitted through the ILR E-Submission service. The submission of an electronic document through the ILR E-Submission service is equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county. To the extent practicable, A County Recorder shall give priority to processing electronic documents.

5.5(2) A County Recorder shall determine whether an electronic document is suitable for recording in the same manner as the determination would be made for a traditional paper document. If the electronic document conforms to recording requirements, then it shall be approved. If the electronic document does not conform to recording requirements, then it may be declined and returned to the Submitter for correction accompanied by a message explaining why the electronic document was declined.

5.5(3) If the submission of information associated with an electronic document is in error, a County Recorder shall make a reasonable attempt to correct the error through the ILR E-Submission service rather than declining the document. Examples of errors which may be corrected by a County Recorder include a correction in the spelling of a party name, a document type, or information required to calculate a recording fee such as the number of parcels or any additional transactions.

5.5(4) A County Recorder shall review and process an electronic document submitted through the ILR E-Submission service within one business day. All documents, including electronic documents, should be processed in a timely manner throughout the business day. A County may specify the operation times for the E-Submission service to be consistent with the normal business hours established by the County Recorder. The result of the review and process will either be the official recording of the electronic document in the County, or the declination and return of the document to the Submitter.

Section 5.5(4) revised 8.12.15.

Section 5.5(2-4) revised 11.10.22

ESS – 5.6 Electronic Submission Payment.

(Iowa Code Section 331.604, 3(a) and 331.601A)

5.6(1) When authorized to be a Submitter or External Submitter, a person or organization shall be required to set up a payment method for the purpose of making payment for required recording fees and any Electronic Recording Fee as specified in Section 1.5(2). Payment options may include ACH electronic funds transfer, credit or debit cards, or a Draw Down account.

5.6(2) When an electronic document submitted and recorded through the ILR E-Submission Service by a County the ESS and the county land record information

system shall secure the appropriate recording fee from the Submitter on behalf of the County.

5.6 (3) ESS and the county land record information system shall remit via electronic funds transfer the appropriate fee for the recording of an electronic document to a County within two business days after the recording date.

5.6 (4) If a payment method fails for any reason, further access to electronic document submission services shall be restricted, and the Submitter or External Submitter may be required to pay an additional Failed Payment service fee before access to services is restored.

Section 5.6(1) revised 9.24.18.

ESS – 5.7 Electronic Recording Stamp Requirements.

(Iowa Code Section 331.606A)

5.7(1) After an Electronic Document has been approved by a County Recorder, and when a Document Reference Number and a date and time of recording has been assigned by a County Recorder through a local land records management system, an Electronic Recording Stamp shall be applied by the ILR E-Submission service or the land records management Service Provider designated by the ILR E-Submission service to the first page of the Electronic Document.

5.7(2) An Electronic Recording Stamp shall include the following information.

- a. The County Name in which the Electronic Document has been recorded
- b. The name of the County Recorder
- c. The Document Reference Number which shall include the Instrument Number or Number, or a Book and Page when applicable
- d. The Date and Time of recording
- e. The Recording Fee for the recording as defined in Section 331.604, Subsections 1 through 3 of the Iowa Code including any Auditor's Transfer Fee when applicable
- f. The Electronic Recording Convenience (Iowa E-Filing) Fee as defined in Section 1.5 of the ESS Policies and Procedures
- g. The Total Fee for the recording which is the sum of the County Fee and the Electronic Recording Convenience Fee
- h. The amount of Real Estate Transfer Tax paid, if applicable
- i. Information about the number of pages or a page range, if desired by a County Recorder

5.7(3) The size of an Electronic Recording Stamp shall conform to the requirements specified in Section 3.13(7) of the ESS Policies and Procedures.

Section 5.7 adopted 11.9.17 – Effective 1.1.18

In addition to the February 2 Standards Subcommittee, we would propose two additional meetings, all of which would be hybrid meetings where the participants could join virtually or be in person. Possible dates include:

March 2

March 7

March 23

March 28

March 30

April 4

April 11.

Recommendations from the working group would be presented to the ESS Standards Subcommittee for consideration at their meeting on **April 20, 2023**.

Their recommendations would then be advanced to the ESS Coordinating Committee at their meeting on **May 9, 2023**.

Supplemental Conversations. Other opportunities for input could be incorporated into plans for the **ISAC Spring Conference on March 9 and 10**, and the Communications Subcommittee on **April 27 (tentative)**. A webinar could also be scheduled as needed. In addition to these internal communications, we would also like to extend an opportunity for stakeholder groups and customers to share their ideas. This might occur in the form of a survey monkey communication, or possible virtual meetings.

ILR Registered Users

[SEARCH LOGIN](#) [SUBMIT LOGIN](#)

[BECOME AN E-SUBMISSION CUSTOMER](#)



[SEARCH RECORDS](#) [SUBMIT DOCUMENTS](#) [COUNTY RECORDERS](#) [INDUSTRY PROFESSIONALS](#) [RESOURCES](#) [ABOUT](#) [NEWS](#) [CONTACT](#)

A wide-angle landscape photograph of a green field under a dramatic, cloudy sky at sunset or sunrise. The sun is low on the horizon, creating a warm glow. In the distance, there are some buildings and trees.

IOWA LAND RECORDS

SEARCH. SUBMIT. SUCCEED.



Welcome to IOWA LAND RECORDS

This is your primary source for information about recorded real estate documents in Iowa. iowalandrecords.org is the official statewide web site sponsored by elected county officials. Learn more about the information and services offered here, or become a registered user to access advanced features and services.

[Get more information](#)

[Become a registered user](#)

If you are having issues logging in to the web site, you may want to try a different browser such as Chrome, Edge or Firefox.

The Iowa Land Records office will be closed on Monday, July 4th in observance of the Independence Day holiday. Normal business hours will resume on Tuesday, July 5th.

LOG IN

•UserName
•Password

☐ I'm not a robot



[Log In](#)

[Change your password](#)

[Forgot Password?](#)

[Forgot Username?](#)

Iowa Land Records Portal

IOWA LAND RECORDS FAST FACTS

Records

- Electronic Documents from all 99 counties
- Currently more than 22 million records
- Grows by 600,000+ each year
- “Back File” Scanning is a county function
- Accessible recording dates vary by county
 - Pocahontas – 2011
 - Linn – 1976
 - Polk – 1992
- Index Data is not “normalized”

Users

- Overall - 20,000 +
- Average Active Users Per Month – 7,500
- Annual Searches – 4+ million

Redaction

- All records posted online are reviewed for PII
- Identified PII is redacted through a centralized process following consistent rules
- ILR provides redaction services to all counties
- ILR implements the Back the Blue redaction program for recorders
- Counties are required to transfer unaltered document images to ILR – no local redaction

User Access

- Structured for Professional Users
- Policy of 120 record accessed per day per user
- Searches from foreign IP addresses blocked
- Users who exceed limits or circumvent policies are blacklisted and IP addresses are blocked
- Batch Transfers are legally prohibited

IOWA LAND RECORDS DATABASE WORKFLOW

Paper Documents

- Recorder records, indexes, scans and archives
- Records are transferred to ILR
- ILR processes for PII and redacts as needed
- Records are posted for public online access

Later ...

Recorders may edit the indexes

Recorders may restamp within 5 business days

Recorders may request image replacement

Recorders/users may request redaction

Electronic Documents

- ILR presents electronic documents to recorder for review
- When approved, county downloads the electronic documents
- Recorder records, indexes, and archives
- Records are transferred to ILR
- ILR processes for PII and redacts as needed
- Records are posted for public online access

Later ...

Recorders may edit the indexes

Recorders may restamp within 5 business days

Recorders may request image replacement

Recorders/users may request redaction

IOWA LAND RECORDS “PORTAL”

- Land Record Search
- About ILR
- Customer Service
- ILR Services
- Tutorials
- Iowa County Recorders
- Other Services
- Related Links

Electronic Recording

- ICRA Members
- Detailed Audit Search
- Maintain County
- Maintain CLRIS Portal
- Maintain Public Image Repository
- Maintain Organization
- Maintain Service Aff.
- Maintain Smart Form
- Maintain Users
- Redaction Review
- Private Data Review
- Update Account
- View Exports
- View Reports

- The Future Design of this part of the Iowa Land Records website will be significantly affected by decisions already made.
 - Information about recorders, including an online county recorder directory, training resources, and information about the Electronic Services System are now published on an updated set of “landing pages”
 - Branding will conform with the new logo, etc.
 - The result will be the creation of the new “Land Records Search” application including the search engine, search tools and user management
 - The application will operate on a modern, more secure platform
 - The “portal” as we have known it – will be no more ...
 - The User Interface, Search Functions and Workflow are being addressed in this series of user/customer focus groups

CORONAVIRUS (COVID-19) RESPONSE & INFORMATION

As we have navigated Coronavirus (COVID-19) through the past few years, the Iowa Land Records team remains dedicated to continuing to provide high quality customer service for our e-submission customers and portal users. We will continue to communicate with counties to ask them to report any office closures or potential service disruptions to customers.

BROWSE ALPHABETICALLY

Find your local county recorder's office by scrolling through this simple, clickable directory.

A-B C-D E-H I-L M-O P-S T-Z

Adair County

Adams County

Allamakee County

Appanoose County

Audubon County



WELCOME IFRANKLIN!

Today's date is: July 10, 2022

Need help? Call 888.790.2246 or email support@clris.com, or complete a [support request form](#).

Find additional resources [here](#).

Join us for an upcoming e-submission training webinar!
Click here to [register](#)!

- PENDING GROUPS

Show 5 entries

Search:

NEW SUBMISSION

Group Name	Submission Date/Time	County	Group Owner	Group Status	Group Action	Delete
pdexemptiontest4		Adair	Franklin, Ida	In Progress	Submit Group	
lisatest		Adair	Long, Lisa	In Progress	Submit Group	

Showing 1 to 2 of 2 entries

Previous 1 Next

Iowa Land Records Site

User Management



KEY CUSTOMER TOPICS

- Search Workflow
- Search Results
- Search Features
- User Registration and Management

BEFORE WE GET INTO THE WEEDS

- Share something about yourself
 - Community
 - Occupation
 - Purpose(s) for Searching Land Records
 - Searching Old or New (mostly)?
 - Value of Land Records To You or Your Employer
 - Something Fun About Yourself

HOW DO YOU FEEL ABOUT THE CURRENT SEARCH?

- What do you like about the current application?
- What is it about the current application that angers or frustrates you?
- What features do you want to keep?
- What features do you want to ditch?
- What other opinions about the current application would you like to share?

LET'S GET INTO THE WEEDS!



SEARCH WORKFLOW STEPS

- 1) Choose county (counties)
- 2) Specify Search Criteria (Basic or Advanced)
- 3) Run Search
- 4) View Table of Search Results
- 5) View Details or Image
- 6) Save the Search Parameters
- 7) Report PII (Personally Identifiable Information)

Choose County

IOWA LAND RECORDSPage Help

Search

Counties | Search | Results | Details | SavedSearch Tips

Select one or more counties in which to search for a document. You may choose a county from the selection box or the county map. After you have completed your selection, click the Continue Search button. To clear your selections and start over, click the Clear button. To exit the search, choose the Done button.

* Indicates Required Fields

Iowa Map

Continue Search **Clear** **Done**

Iowa Counties
Adams
Allamakee
Appamoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista

Selected Counties
Adair

TECHNICAL CHALLENGES

IOWA LAND RECORDSPage Help

Search

CountiesSearchResultsDetailsSavedSearch Tips

Search Parameters

BasicAdvanced

Use this form to set the parameters of your search. For information about how to perform a successful search, or to learn more about the information available from each county, please visit the Help Search section.

* At least one criteria is required.

SearchResetClearDone

Enter additional search parameters here:

Your search has exceeded the maximum number of results that can be returned. Please refine your search parameters and resubmit your search.

Recorded Date Range

	Month	Day	Year		Month	Day	Year	
Starting Date	June	01	2021		Ending Date	July	01	2022



Options Being Considered

- Prohibiting or limiting multi-county searches
- Map or no map?
- Different method for choosing a county from a list

Opinions?

Enter Search Criteria

IOWA LAND RECORDS Page Help

Search

Counties Search Results Details Saved Search tips

Search Parameters ▼

Basic Advanced ⓘ

Use this form to set the parameters of your search. For information about how to perform a successful search, or to learn more about the information available from each county, please visit the [Help Search](#) section.

* At least one criteria is required.

Search **Reset** **Clear** **Done**

Enter additional search parameters here:

Recorded Date Range

Starting Date Ending Date

Grantor/Grantee All Parties ▼

Last Name First Name

OR Full/Company Name

Your search may result in multiple results per land record. By default, you will be shown one result per land record. Uncheck the box below to show all matching results.

☒ Show One Result Per Land Record

Book Page

OR Number

Legal Description

OR Platted

Parcel Description

Lot/Unit

Block

Subdivision/Condo

City/Town

Parcel ID

OR Unplatted

Quarter Quarter Section Select One ▼

Quarter Section Select One ▼

Section

Township

Range

☐ Search All Document Types

Document Type Abstract of Judgment
Affidavit - Non-Transfer
Affidavit - Transfer
Assignment

Hold 'CTRL' to select multiple

☐ Retrieve only records with images

Sort By Recording Date ▼

Sort Order Ascending ▼

Display 10 ▼ results per page ⓘ

Search **Reset** **Clear** **Done**



POTENTIAL WORKFLOWS

- **The interface encourages complex searches; examples include:**
 - Multi-county, No date range limits, Multiple Criteria, Confusing Filters (e.g. “Show One Result Per Land Record”)
 - **Broad Searches Often Result in:** “Your search has exceeded the maximum number of results that can be returned. Please refine your search parameters and resubmit your search.”
- **“Simple” searches might produce better results**
 - County, Name and Date Range Only
 - County and Date Range Only
 - County, Property and Date Range
 - Reference Number or Book Page Only
 - County, Document Type, Date Range Only
 - Establishing constraints on allowed date ranges

Opinions?



POTENTIAL CHANGES

- **Other Options Being Considered**
 - Removing Grantor/Grantee As a Search Parameter
 - Removing Parcel ID as a Search Parameter (until present)
 - Removing Quarter/Quarter as a Search Parameter
 - Removing “Retrieve only records with Images” as a filter
 - Different method for choosing a document type from a list
 - Changing “Show one Result Per Land Record”?
 - Changing the use of wildcards

Opinions?

View Results

IOWA LAND RECORDS
Page Help

Search Results

Counties Search Results Details Saved Search Tips

Search Results

The search results are listed in the table below. To view detailed results about documents select one or more checkboxes and then choose Display Selected. To retain your selections between pages of search results, you must press Update Selected. You may also jump directly to the details for a particular document by clicking on the Index or Image icon for a row.

Search Parameters

Sort By Recording Date
Sort Order Ascending
Display 100 results per page
Apply
Update Selected
Display Selected
Done

Search Results

Displaying all results of 54 results.

Select	Idx	Img	Number	Book & Page	Recording Date	County	Name	Document Type	PII
<input type="checkbox"/>			2022-0989		2022/07/01	Adair	HOWARD STACEY M	Warranty Deed	
<input type="checkbox"/>			2022-0988		2022/07/01	Adair	LYDON JANA F	Deed	
<input type="checkbox"/>			2022-0987		2022/07/01	Adair	FNB BANK	Mortgage	
<input type="checkbox"/>			2022-0986		2022/07/01	Adair	FNB BANK	Mortgage	
<input type="checkbox"/>			2022-0985		2022/07/01	Adair	NATIONSTAR MORTGAGE LLC	Mortgage	
<input type="checkbox"/>			GWH22-0143		2022/07/01	Adair	BAUDLER CAROL L	Groundwater Hazard Statement	
<input type="checkbox"/>			2022-0992		2022/07/01	Adair	BAUDLER CAROL L	Warranty Deed	
<input type="checkbox"/>			2022-0991		2022/07/01	Adair	JACOBSON FAMILY TRUST	Affidavit - Non-Transfer	
<input type="checkbox"/>			2022-0990		2022/07/01	Adair	BAUDLER CAROL L	Affidavit - Non-Transfer	
<input type="checkbox"/>			2022-0996		2022/07/05	Adair	SITUS CULTIVATION LLC	Affidavit - Non-Transfer	
<input type="checkbox"/>			2022-0994		2022/07/05	Adair	EXCHANGE STATE BANK	Mortgage	
<input type="checkbox"/>			2022-0993		2022/07/05	Adair	WAMBOLD JESSICA B	Warranty Deed	



TECHNICAL CHALLENGES OF SEARCH ALGORITHM

- Too broad parameters will cause a delay or not yield results in the system
- Searching using a number 1 will give results for records 1;10;100;1000
- The data on Iowa Land Records is based on submissions from the 99 recorders. Lack of normalized data produces different results
- Records that do not exist on the system cannot be found in the search
- Lack of unified data uploads results in using different search terms per county



POTENTIAL CHANGES

- **Options Being Considered**
 - Changing the limit on document views, and programmatically enforcing the limits – ILR is legally prohibited from allowing “batch” transfers
 - Changing search algorithm itself
 - Displaying Document Details on One Page (No File Folder Tabs)
 - Changing the Image Viewer Platform from PDF to a “Viewer”
 - Incorporating Other External Data into the Database – What additional data would be most useful to you?

Opinions?



POTENTIAL CHANGES

- **Other Topics**

- Who has reported PII while searching?
- Who uses Search Parameters to review search criteria?
- How useful are Search Tips?
- Who has “Saved” Search Parameters? How useful is it?

Opinions?

Iowa Land Records (ILR) Consultation Report

The Iowa Land Records held consultation meetings with stakeholders (policy) and focus groups (industry specific end users). The purpose of the meetings was to give stakeholders and users an opportunity to comment about possible changes and enhancements to the Iowa Land Records portal. The process involved hosting two meetings with stakeholders and five meetings with portal focus group users.

The stakeholder meetings were held on July 20th and 28th, 2022. The focus group meetings were held on July 26th, 27th and 28th 2022. The focus groups were divided into the following industry groups: Bankers/Mortgage Companies and Credit Unions; Real Estate Attorneys & Paralegals; Land Title Professionals; Surveyors, and Realtors.

Presentation

The Project Manager, Phil Dunshee shared two presentations, the first for the stakeholders titled “ILR Stakeholder” and the focus group presentation titled “ILR Registered User”. The two presentations are attached.

Introduction

The presentations started with a brief history of the Iowa Land Records, its legislative requirements, and the land records user portal. The ILR portal has remained essentially the same since going live in 2005. It was explained that the ILR team is in a process of planning for a significant update to the portal and land record search software. These presentations aimed to identify areas of consensus on the User Interface, Search Functions and Workflow.

Search Workflows

The Project Manager (Phil Dunshee) shared possible updates to the search interface could impact search criteria, document view limits and the image viewer. The current search allows for multi-county and individual county search and the current policy provides for a document limit of 120 document views per day. Various search parameters were analyzed to reach consensus on whether to keep or remove them. A possible update could include a new image viewer, and users would be able to view images and then select to download and print as opposed to automatic downloads.

The stakeholders and the focus groups were also introduced to existing features in the portal which were not frequently used such as searching by clicking on the map, the ability to save search parameters and using Search Tips.

Comments Received

Based on the feedback and comments received, here is the consensus.

County Selection

- County Search Page – Done vs. continue (done – does not continue the search)

- Want to keep ability to do multi-county searches (3-4 counties at a time ideal) through a favorite tab.
- Like the ability to keep county search first in some cases
- Welcome ability to select counties from a map (map currently exist in the default search mode)

Search Criteria

- Hitting enter (preferred) to conduct a search rather than clicking search button.
- Platted vs. un-platted land – more clear organization and make it easier for tabbing
- Idea of ability to select a preference for your account to set a default search type
- Normalization of data for better searches
- Keep option for advanced search for more advanced users and have options for simple searches for other users.

Viewing Images

- Image viewer was preferred because some internal systems do not work well with adobe reader programs. Browser based viewer will be better.
- Keep ability to download and print from viewer when selected.

Show One Result per land record

- Default to being unchecked rather than checked (the current default); Many didn't know this function existed and that it was a default setting

Search Results

- Options to remove criteria not needed after seeing
- Idea to include legal description in column in search results
- Option to search using physical address
- Links to associated documents to include hyperlinks
- Idea to include historical chronological summary of land information
- Idea of ability to hover for a thumbnail image of surveys/plats

The main challenges identified related to the lack of consistent results when using similar search parameters across the 99 counties. Concerns were raised with the lack of normalization from the counties, and they supported utilizing the Search Tips for now. It was noted in the discussions that the search engine may not recognize names due to misspelling. It can be mitigated by using the existing wildcard feature in the search workflow.

Frequent users of the Advanced Search identified a glitch in the system. In some cases, a first search for records does not provide access to images but a second search using the same parameters may yield image results. This could be due to a workflow, ILR will investigate it further.

Next Steps for ILR and Developers Team

1. Explore options for the inclusion of a favorites tab for counties
2. Continue conversation with county recorders regarding record normalization
3. Further develop ideas for structuring simple searches while retaining an advanced search option
4. Continue exploration of the use of a browser-based image viewer

Search Type							
name	company	id	legal	parcel	platted	unplatted	date count
1	0	0	0	0	0	0	244,048
0	0	1	0	0	0	0	175,227
0	1	0	0	0	0	0	65,636
0	0	0	0	0	0	1	37,997
1	0	0	0	0	0	1	34,372
0	0	0	0	0	0	1	21,983
0	1	0	0	0	0	1	15,704
0	0	0	0	0	1	0	13,650
0	0	0	0	1	0	0	5,605
0	0	0	1	0	0	0	4,749
1	0	1	0	0	0	0	4,469
0	0	0	0	0	1	0	4,377
1	0	0	0	0	0	1	3,835
0	0	0	0	0	0	1	2,712
0	0	1	0	0	0	0	2,407
1	0	0	0	0	1	0	1,864
0	1	0	0	0	0	1	1,742
0	0	0	0	1	0	0	1,604
1	0	0	0	1	0	0	1,409
0	1	1	0	0	0	0	1,337
0	0	1	0	0	0	1	1,132
0	0	0	1	0	0	0	1,009
0	0	0	0	0	0	0	817
0	1	0	0	0	1	0	713
1	0	1	0	0	0	0	706
1	0	0	0	0	1	0	671
1	0	0	0	1	0	0	523
1	0	0	0	0	0	1	523
1	0	0	1	0	0	0	510
0	1	0	0	1	0	0	466
0	1	0	1	0	0	0	463
0	0	1	0	0	1	0	335
0	1	1	0	0	0	0	265
0	0	0	0	1	1	0	262

Summary of Findings:

- **37%** (244,048 of 655,927) based on **Name** only; combo of LastName, LastName & FirstName, FirstName
- **27%** (175,227 of 655,927) based on **ID**
- **10%** (65,636 of 655,927) based on **CompanyName**
- **6%** (37,997 of 655,927) based on **Date Range**
- **5%** (34,372 of 655,927) based on **Name & Date Range**; data suggests users added Date Range b/c they believed it to be required
- **3%** (21,983 of 655,927) based on **Unplatted**
- **2%** (15,704 of 655,927) based on **CompanyName & Date Range**; data suggests users added Date Range b/c they believed it to be required

Search Type								
name	company	id	legal	parcel	platted	unplatted	date	count
0	1	0	0	0	1	0	1	234
0	0	1	0	1	0	0	0	220
1	0	0	1	0	0	0	1	213
0	0	0	0	1	0	1	0	196
0	1	0	0	0	0	1	1	146
0	1	0	0	1	0	0	1	144
1	0	0	0	1	1	0	0	119
0	0	0	0	1	1	0	1	114
1	0	0	0	1	1	0	1	113
1	0	1	0	0	0	1	0	101
0	0	0	1	1	0	0	0	97
0	1	0	1	0	0	0	1	62
0	0	1	1	0	0	0	0	62
0	0	1	0	1	0	0	1	56
1	0	0	1	1	0	0	1	55
1	0	0	0	1	0	1	0	54
1	0	1	0	1	0	0	0	53
1	0	1	0	1	0	0	1	52
0	0	0	0	1	0	1	1	49
0	0	1	0	0	1	0	1	46
1	0	0	1	1	0	0	0	45
1	0	0	0	1	0	1	1	44
0	1	0	0	1	1	0	0	42
0	0	1	0	0	0	1	1	41
0	1	1	0	0	1	0	1	34
1	0	1	0	0	1	0	1	30
1	0	1	0	0	1	0	0	30
1	0	1	0	1	1	0	1	28
0	1	1	0	0	0	1	0	26
0	1	0	0	1	1	0	1	26
0	0	0	1	1	0	0	1	24
0	1	1	0	1	0	0	1	22

Search Type								
name	company	id	legal	parcel	platted	unplatted	date	count
1	0	1	0	0	0	1	1	19
1	0	1	1	0	0	0	0	18
0	1	1	1	0	0	0	0	18
1	0	1	1	0	0	0	1	16
0	1	0	1	1	0	0	1	15
0	0	1	0	1	1	0	0	15
0	1	0	0	1	0	1	0	13
0	1	1	0	1	0	0	0	13
0	0	1	1	0	0	0	1	11
0	1	1	0	0	1	0	0	10
1	0	1	0	1	0	1	1	9
0	1	1	0	0	0	1	1	8
1	0	1	1	1	0	0	1	7
0	1	0	0	1	0	1	1	6
0	0	1	0	1	0	1	0	5
0	1	1	1	0	0	0	1	5
0	1	0	1	1	0	0	0	5
0	0	1	0	1	1	0	1	5
0	0	1	1	1	0	0	0	4
1	0	1	0	1	0	1	0	4
1	0	1	0	1	1	0	0	4
0	1	1	0	1	1	0	1	4
0	1	1	0	1	1	0	0	3
0	0	1	0	1	0	1	1	3
0	1	1	1	1	0	0	1	2
0	0	1	1	1	0	0	1	2
0	1	1	0	1	0	1	1	2
1	0	1	1	1	0	0	0	1

Search Work Flow Option

Welcome to Search

What kind of search would you like to perform? (Choose one)

- ☐ Name Search
- ☐ Reference Number Search
- ☐ Location Search
- ☐ Document Type Search
- ☐ County Search
- ☐ Advanced Search

Buttons (Submit and Cancel)

If Name Search is selected the following is Displayed

Name Search Form

[Note: this search form would be structured similar to the search for submitters where they can choose either to search by group name/submission number or by county in E-Submission]

Names Indexed

The form would have the following elements:

- ☐ Search By Last Name/First Name

(Choose One)

- ☐ Search by Full Name/Organization Name

If Search by Last Name/First Name is selected, the fields Last Name and First Name are displayed.

- ☒ Search By Last Name/First Name

Last Name First Name (or initial)

If Search by Full Name/Organization Name is selected, the field Full Name/Organization Name is displayed.

- ☒ Search By Full Name/Organization Name

Full/Organization Name

Specify Date Range [Note: Uncertain how open we can make this.]

Choose County (Allow all, or not to exceed five counties? – for discussion)

If Reference Number Search is selected the following is Displayed

Reference Number Search Form

Indexed (Nothing?)

The form would have the following elements:

- ☐ Search By Book/Page
- ☐ Search by Reference Number (Choose One)

If Search by Book/Page is selected, the fields Last Name and First Name are displayed.

☒ Search By Book/Page

Book Page (Value for Book Field Required)

If Search by Reference Number is selected, the field Reference Number is displayed.

☒ Search By Reference Number

Reference Number

Choose County (Allow one county only)

If Location Search is selected the following is Displayed

Location Search Form [Note: this search form would be structured similar to the search for submitters where they can choose either to search by group name/submission number or by county in E-Submission.]

City/Town and Subdivision Indexed

The form would have the following elements:

- ☐ Search Platted Land
- ☐ Search Unplatted Land (Choose One)
- ☐ Search County Location Abbreviation

If Search Platted Land is selected, the fields City/Town, Subdivision, Lot/Unit, and Block are displayed.

☒ Search By Platted Land (at least one Platted search element is required)

City/Town (Indexed)	<input type="text"/>	
Subdivision (Indexed)	<input type="text"/>	
Lot/Unit	<input type="text"/>	Q. Allow ranges?
Block	<input type="text"/>	Q. Allow ranges?

[Note: in the database, by county, how frequently does "Parcel Description" appear?]

If Search Unplatted Land is selected, the fields Section, Township, Range and Quarter Section are displayed.

☒ Search By UnPlatted Land (at least one UnPlatted search element is required)

Section	<input type="text"/>	Q. Allow ranges?
Township	<input type="text"/>	Q. Allow ranges?
Range	<input type="text"/>	Q. Allow ranges?

Quarter Section (Select One)

If Search County Location Abbreviation is selected, the field "County Legal or Location Description Abbreviation) is displayed.

☒ Search By County Legal or Location Description Abbreviation

County Location Abbrev.

Specify Date Range [Note: Uncertain how open we can make this.]
Choose County (Allow one county only)

If Document Type Search is selected the following is Displayed

Document Type Search Form

Document Type Indexed

The form would have the following elements:

Document Type(s) Choose one or more

Specify Date Range [Note: Uncertain how open we can make this.]
Choose County (Allow one county only)

Question – If a limitation on date range – what should it be? Or
If a limitation on results – what should it be? (500?)

As a guide, for Polk county, what are the maximum results possible per document type on any given day?

If County Search is selected the following is Displayed

County Search Form

County Indexed?

Choose County (Allow one county only)

Specify Date Range [Note: Day, Five Days?]

Question – If a limitation on date range – what should it be? Or
If a limitation on results – what should it be? (500?)

If Advanced Search is selected the following is Displayed

Advanced Search Form

Choose your Search elements (choose one or more)

- ☐ Name Search
 - ☐ Last/First (Choose One)
 - ☐ Full Organization
- ☐ Location Search
 - ☐ Platted
 - ☐ Unplatted (Choose One)
 - ☐ Parcel ID (beta)
 - ☐ Geo Spatial (beta)
 - ☐ County Abbreviation
- ☐ Document Type Search
 - ☐ Conveyance Only (Deed, Warranty Deed, Affidavit Transfer, Contract)

(button) Next or (button) Cancel

[Note: this is a “build your own search criteria” concept – after selecting the search elements and the “NEXT” button, the appropriate form elements (essentially the same as they would have appeared if individually selected) would be presented.

In addition to the entering the search criteria, the user would specify the following:

Specify Date Range [Note: Uncertain how open we can make this.]

Choose County (Allow **one** county only)

Note: elements in the current “Advanced” search which will no longer be used in the search criteria (although will continue to be present in the database)

Grantor/Grantee

Unique Document ID

Quarter Quarter Section

Parcel Description

Search All Document Types (just don’t choose Document Type as a search criteria)

Sort By/Sort Order (New results can be sorted by the column heading)

Retrieve only records with images (perception is that this is rarely if ever used)

OTHER DESIRED SEARCH FEATURES

Saved Search Feature: Similar to the legacy application, maintain a saved search function or devise another “frequently used searches” mechanism.

Back To Top action: Leave the current search or search results and return to the top search menu:

- ☐ Name Search
- ☐ Reference Number Search
- ☐ Location Search
- ☐ Document Type Search
- ☐ County Search
- ☐ Advanced Search

Clear Search: Leave the current search form or search results and return to the beginning of the current search form with no criteria entered. Does not go all the way back to the beginning, but keeps the user in the current search form, allowing the user to “start” over. Any performed search is no longer active or visible.

Exit Search: Closes the Search application and returns the user to the ILR landing pages (Wordpress)

Normalized or Original: A choice presented to the user (possibly a preference) indicating whether the user wishes to search on the data as provided by the county, or on a “normalized” data set created by ILR to make searching and search results more consistent across all counties.

Display (number of results): Follow the convention used in Submission (allow display 5, 10, 15, 25, 50, 100, ALL in the search results). This should be enabled as a user preference.

Search Tips: Consider managing Search Tips in a new section of Wordpress rather than in the Search application. Create a link to this in several places including the Records Directory and also from within the application.

Dashboard: Review how best to display dashboard data in WordPress for users, Records admin pages and ESS Admin pages (submission and database metrics).

Coming Soon

Description of Search Results Display

Addressing Section 1, 11, 12 and so on.

Display of legal information in search results.

And more ...



USER MANAGEMENT

- **Current Registration Process: Open**
 - **Users Self Register**
 - **Acceptance of Terms of Use and Privacy Policy required**
 - **Acceptance of PII policies required**
 - **reCAPTCHA used to prevent automated logins**



USER MANAGEMENT

Current Terms of Use

- Individual users are prohibited from viewing or downloading more than 120 documents per day
- Users are prohibited from setting up a fictitious identity or impersonation to circumvent the published Terms of Use
- Users are prohibited from setting up accounts and their associated IP addresses to circumvent the daily document details and/or document image limitations
- Users are prohibited from setting up accounts and their associated IP addresses to circumvent the foreign access prohibition (accessing the Iowa Land Records website from an IP address outside of the United States is prohibited unless special permission is granted)
- Users are prohibited from setting up accounts and their associated IP addresses to circumvent policies prohibiting illegal or unauthorized uses



USER REGISTRATION CHALLENGES

- User registration does not have a validation process.
- ILR continually encounters users who attempt to circumvent the rules
- Some organizations create false multiple users to download multiple records
- It is now common for ILR to block IP addresses and to blacklist users

User Registration

IOWA LAND RECORDS

Page Help

Terms And Conditions

Thank you for being a registered user of the Iowa Land Records system. We strive to provide open access to public records while protecting the privacy of citizens. Everyone who uses this system has a shared responsibility to protect private information and prevent identity theft. For this reason each registered user is required to review and accept the following Terms and Conditions and Privacy Notice. Verify your acceptance of these statements by selecting the checkboxes below.

ESS – 7.3 Iowa Land Records Portal Terms of Use.
(Iowa Code Section 331.604, 3(a))

Terms of Use - Disclaimer

Terms of Use
The information contained herein is provided as a service to the public for informational purposes only and no representation is made as to its accuracy or fitness for any particular purpose. The Iowa Land Records system, or the County Land Record Information System, is not intended to replace a search of the official records maintained in by the office of the County Recorder. The Electronic Services System and its agents hereby disclaim any and all liability from or related to the use of the information contained in the Iowa Land Records

ESS – 7.4 Iowa Land Records Portal Privacy Policy. (Iowa Code Section 331.604, 3(a))

Privacy Notice

Privacy Policy
Iowa Land Records knows that you care how information about you is used and shared, and we appreciate your trust that we will handle this information carefully and sensibly. This notice describes our privacy policy. By visiting Iowa Land Records (iowalandrecords.org or related sites), you are accepting the practices described in this Privacy Notice. What Personal Information About Registered Users and Customers Does Iowa Land Records Gather?

The information we learn from customers helps us personalize and continually improve

☒ * I will immediately notify Iowa Land Records customer service about any personally identifiable information I may find at iowalandrecords.org.


☒ * I will NOT distribute, share, or publicize any personally identifiable information which I may find at iowalandrecords.org.

☒ * I have reviewed the complete Terms of Use and Privacy Policies which are posted at iowalandrecords.org, and I agree to abide by those Terms and Policies.

☒ * The registration information I have provided is true and accurate, and I agree to keep it current. I understand that if the registration information I provide is false or misleading, or if I fail to update the information when it changes, then my access to iowalandrecords.org may be restricted.

☒ * I will accept e-mail notifications and updates from the following e-mail domains: cris.com and iowalandrecords.org.

☐ I'm not a robot



Submit

Cancel

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IOWA LAND RECORDS

Page Help |

Register Public User



Please complete this form to become a registered member of IOWALANDRECORDS.ORG.

NOTE: You must be able to accept emails from support@iowalandrecords.org in order to complete your registration. You may need to add this email address to your address book or if you are using junk mail filtering software, add this email address to your allowed email addresses.

* Indicates Required Fields

*UserName

*Last Name

*First Name

*Company Name

*User or Business Type

select one

*Email Address

*Confirm Email Address

*Street Address 1

Street Address 2

*City

*Country

United States

*State

IA

*Phone

() -

*Zip Code

Ext

Submit

Cancel

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USER MANAGEMENT

- **Options Being Considered**

- Changing to “closed” registration
- Basing registration on organizational identity
- Verify authenticity by requiring the registration of a payment method
- Providing E-Submission users with “automatic” access/verification of identity
- Permitting individual citizen access by application

Opinions?

User Management

The current user registration allows anyone to register and as part of the original legislation, the service is to be free to the public. The current verification process is through supplying a verified e-mail address. This does not verify the individual and has resulted in various users creating fake accounts and downloading more records than the 120 daily record limit allows. Some entities create fake accounts to access large amount of data for commercial purposes. ILR has also encountered users accessing the system from foreign regions using a proxy IP address which makes it appear that they are located in the United States. Unapproved access results in valuable time spent by the ILR developers and staff blocking these accounts. Iowa Land Records is considering the development of a “closed” registration system that would require more verification of identity and perhaps business purpose. This could take the form of creating a “company” registration system similar to the ILR E-Submission service, or possibly the registration of a payment method as an additional form of authentication (even though the organization may not be charged for the service).

ILR is also considering methods for enforcing the maximum number of records that can be accessed in a day. ILR has also suggested an amendment to the Iowa Code 331.605B legislation that would give ILR more clear authorization to establish the “Terms of Use” concerning user authentication and use of the website.

Comments Received

The comments received from participants was generally positive. Most seemed to agree that setting up a verification method was important for security of the system. User accounts could be setup based on a company or organization, and the entity could be responsible for managing its portal users. ILR could setup users based on specific hierarchy of permissions for different functions and types of access. This hierarchy could also be used to determine the number of records that can be downloaded per day. The stakeholders and user groups seemed to understand the purpose and need for a clear authority to set the “Terms of Use” for the website and search engine.

Next Steps for ILR and Developers Team

1. Further develop policies related to the “Terms of Use”
2. Continue exploration of a hierarchy of organizations and permissions to determine access to information and features in the system such as a specified number of document views per day.
3. Further consideration of ideas for authenticating user identities such as requiring a method of payment.



DEMONSTRATION

- **Software**
 - Lock Function
 - CAS
 - Admin2
- **In Development**
 - On Demand Payment Module
 - E-Submission API – June 30
 - County Upload API – December 31