

# ESS

Electronic Services System – Standards Subcommittee Meeting

## AGENDA

**April 20, 2023**

**Hybrid - Virtual or**

**8711 Windsor Parkway, Suite 2, Johnston, Iowa**

**10:00 A.M. to NOON**

### **Welcome and Introductions**

### **February 2, 2023, Meeting Summary – Approval**

#### **Software Development Update**

- Review of Recent Developments
  - Search Application
  - County Upload REST API
- Company/User Administration
- Individual User Administration
- Search Administration
- Linn County Payment Project Update

#### **Local Service Provider Maintenance Agreements**

- API and Other Requirements

#### **Legislative Update**

- ESS - SF 141 – ESS Terms of Use
- ESS related – HF 475 (real estate agreements) and HF 634 (real estate inspections)
- ESS Service Search/E-Submission applications (SOS Business Registration and Trade Names)

### **Back File Scanning Survey Results**

#### **Policies and Procedures**

- Terms of Use Updates - 7 – Approval
- Associated References
- Parcel Identification Numbers
- Working Group Amendments
- Primary Themes
  - Promote Electronic Recording and Serving Customers
  - Consistency Between Traditional and Electronic Recording
  - Consistency in Practice Among Counties
  - Avoiding the “Unauthorized Practice of Law”
  - “Recorders Record”
  - Matters that Affect the Recording Process and Service
- Homework

#### **PRIA Update**

- Blockchain Work Group and PRIA Bylaws

### **Subcommittee Member Topics**

**Next Regular Meeting: July 18, 2023**

**ESS Standards Subcommittee Meeting  
Summary  
February 2, 2023**

**Participants**

Ashten Wittrock, Carroll County Recorder	Jayne Schultz, Winneshiek County Recorder
Naomi Ellis, Marion County Recorder	Jolynn Goodchild, Plymouth County Recorder
Joan McCalmant, Linn County Recorder	Katie Carlton, Union County Recorder

**Other Participants**

Sheri Jones, Jones County Recorder	Nancy Booten, Lee County Recorder
Dianna Longhenry, Poweshiek County Recorder	Stacie Herridge, Story County Recorder
Deb McDonald, Greene County Recorder	Jamie Stargell, Adams County Recorder
June Brady, Hancock County Recorder	Lisa Kent, Wapello County Recorder
Travis Case, Grundy County Recorder	Toni Wilkinson, Franklin County Recorder
Tracy Marshall, Hancock County Recorder	Sue Meyer, Clayton County Recorder
	Miranda Bills, Audubon County Recorder
Phil Dunshee, Iowa Land Records	Kristen Delany-Cole, Iowa Land Records
Corrie Strasser, Iowa Land Records	Census Lo-Liyong, Iowa Land Records
	Lisa Long, Iowa Land Records

**Welcome**

A meeting of the ESS Standards Subcommittee was held through teleconference. This meeting included the regular ESS Standards and the first meeting of the formatting standards team.

**October Meeting Summary**

The Subcommittee reviewed the October 18, 2022, meeting summary. Katie Carlton made a motion to approve the meeting summary. Joan McCalmant seconded, and the motion was approved.

**Committee Nominations and Appointments**

The ESS Coordinating meeting completed action on Subcommittee appointments at a special meeting on February 1, 2023. Jolynn Goodchild was reappointed, and Naomi Ellis and Katie Carlton were appointed as new members of the Subcommittee.

**ESS Treasury Management Update**

The Project Manager updated the Subcommittee regarding the transition of accounts from Bank of America to Bankers Trust. ILR staff completed a NACHA file prototype and submitted it to Bankers Trust for testing. The next phase involves modifying the daily processing of payment deposits and NACHA distributions through Bankers Trust. It was reported that ILR had experienced issues with the transition to a new merchant ID for ESS, causing a delay in deposits. This issue has been resolved.

**Accounting Services Firm or Accounting Coordinator Position**

At the previous ESS meeting, Bergan KDV's engagement was extended for 3 months as a transitional plan. ESS needs to secure alternative professional accounting services, either through a new arrangement with an accounting firm or by hiring a full-time accountant. The Committee was informed about two recommended actions: hiring an accounting service firm or hiring an accounting coordinator. The request for authorization will be presented at the ESS Coordinating meeting on February 16, 2023.

## SF 141 - ESS Terms of Use and ESS API and Batch Transfer Authorizations

## Trade Names

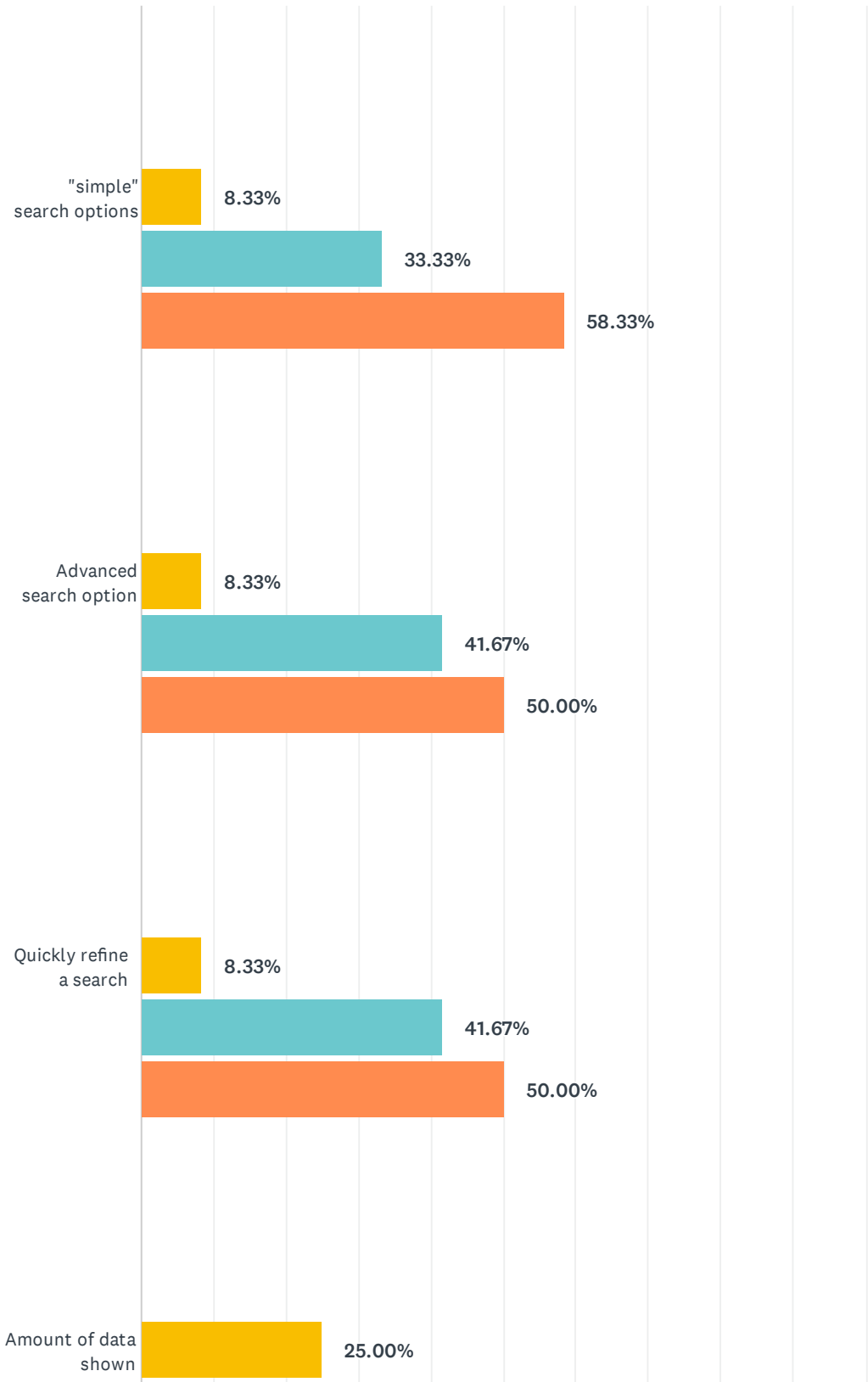
## Policies & Procedures (Formatting Standards)

## Software Development Updates – User Administration Functions

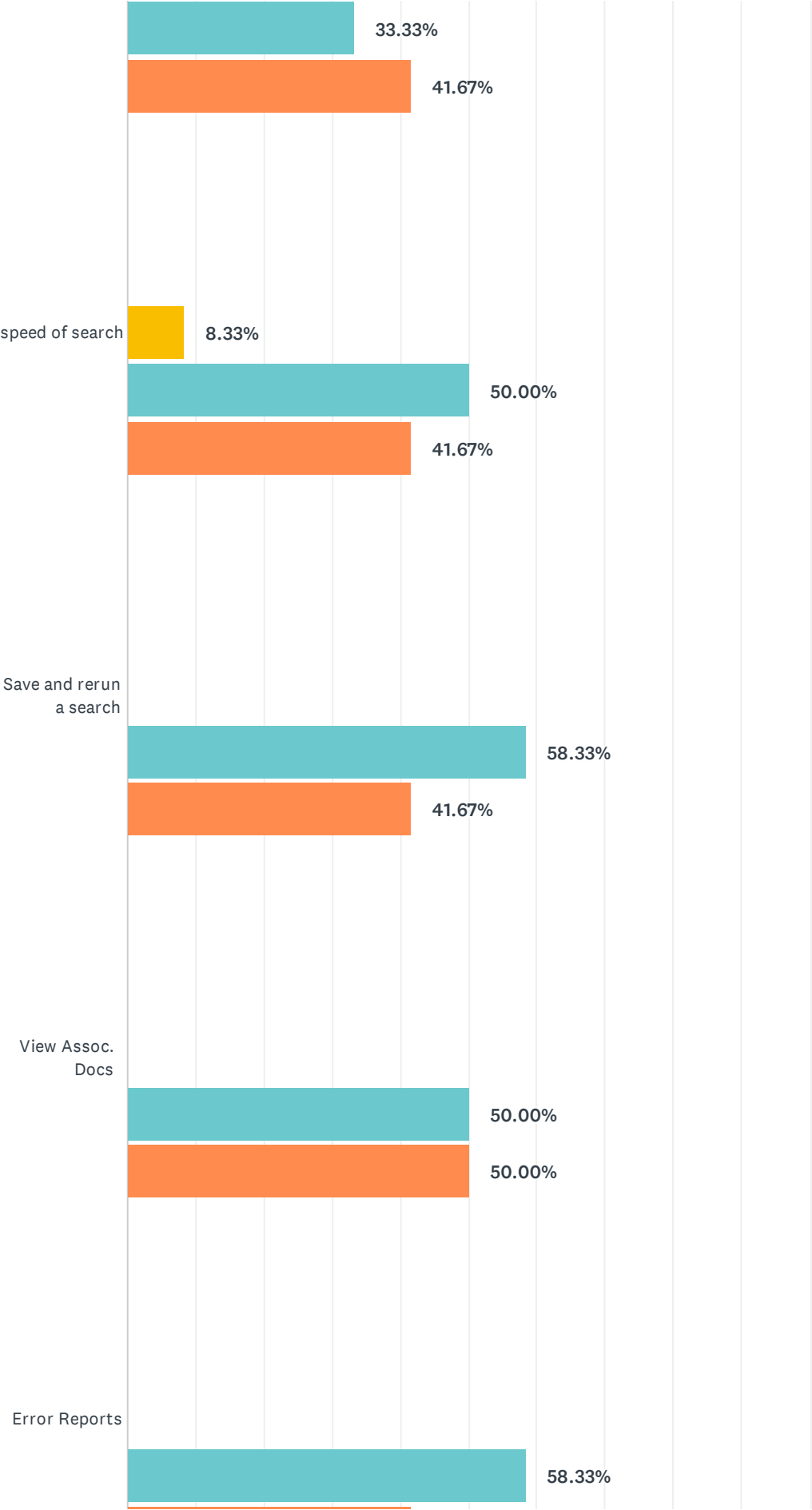
**Next Meeting:** April 20, 2023 (Regular Meeting)

Q3 What is your impression of the following features in the new ILR search application?

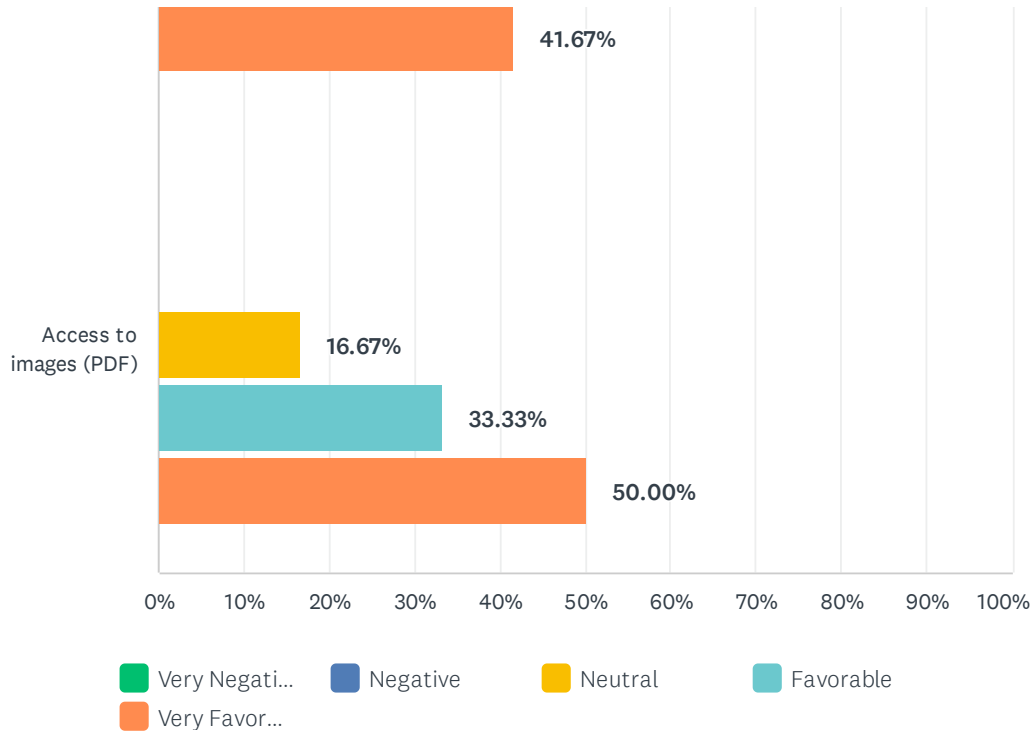
Answered: 12    Skipped: 1



2023 Iowa Land Records Search Engine Survey



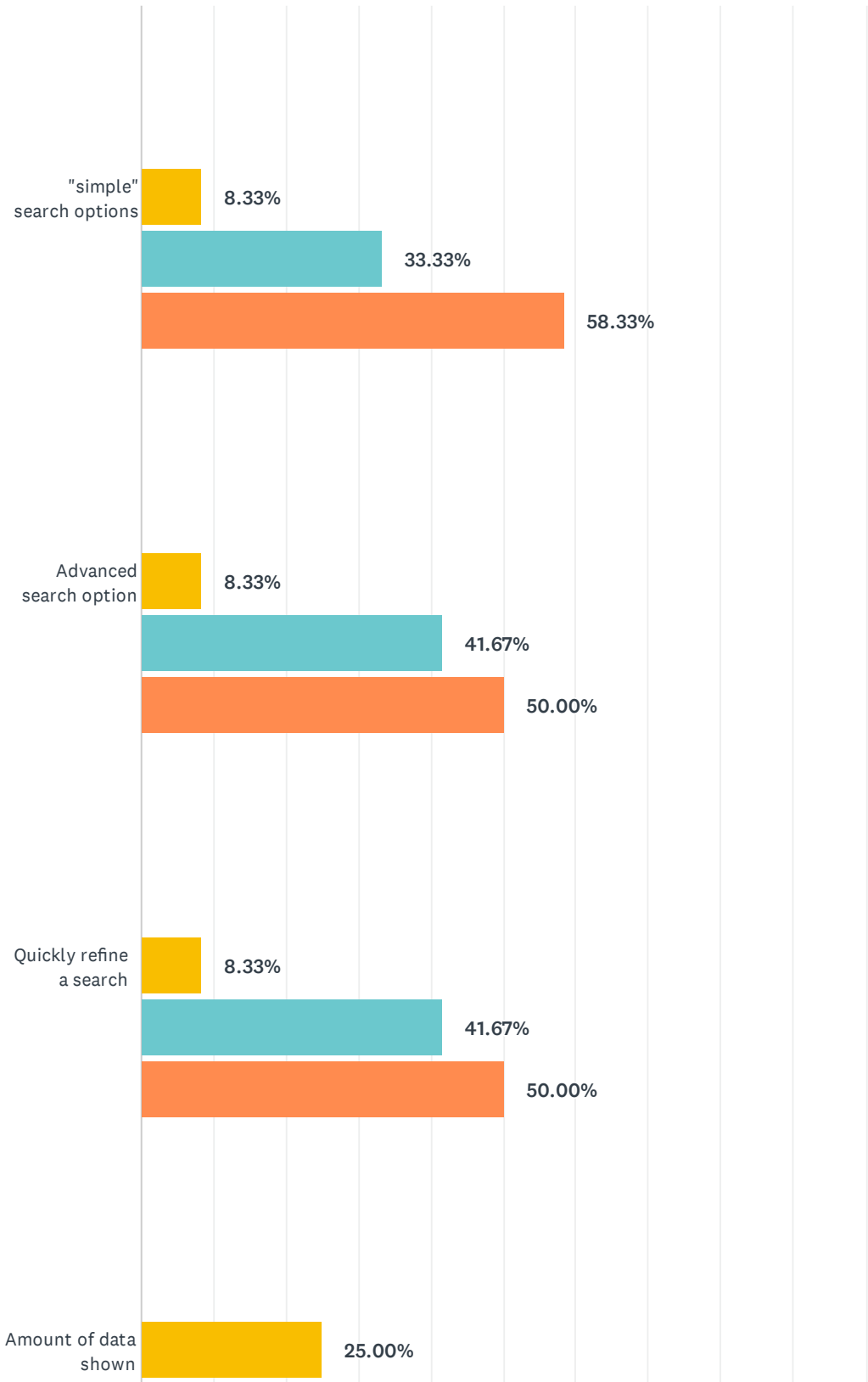
## 2023 Iowa Land Records Search Engine Survey



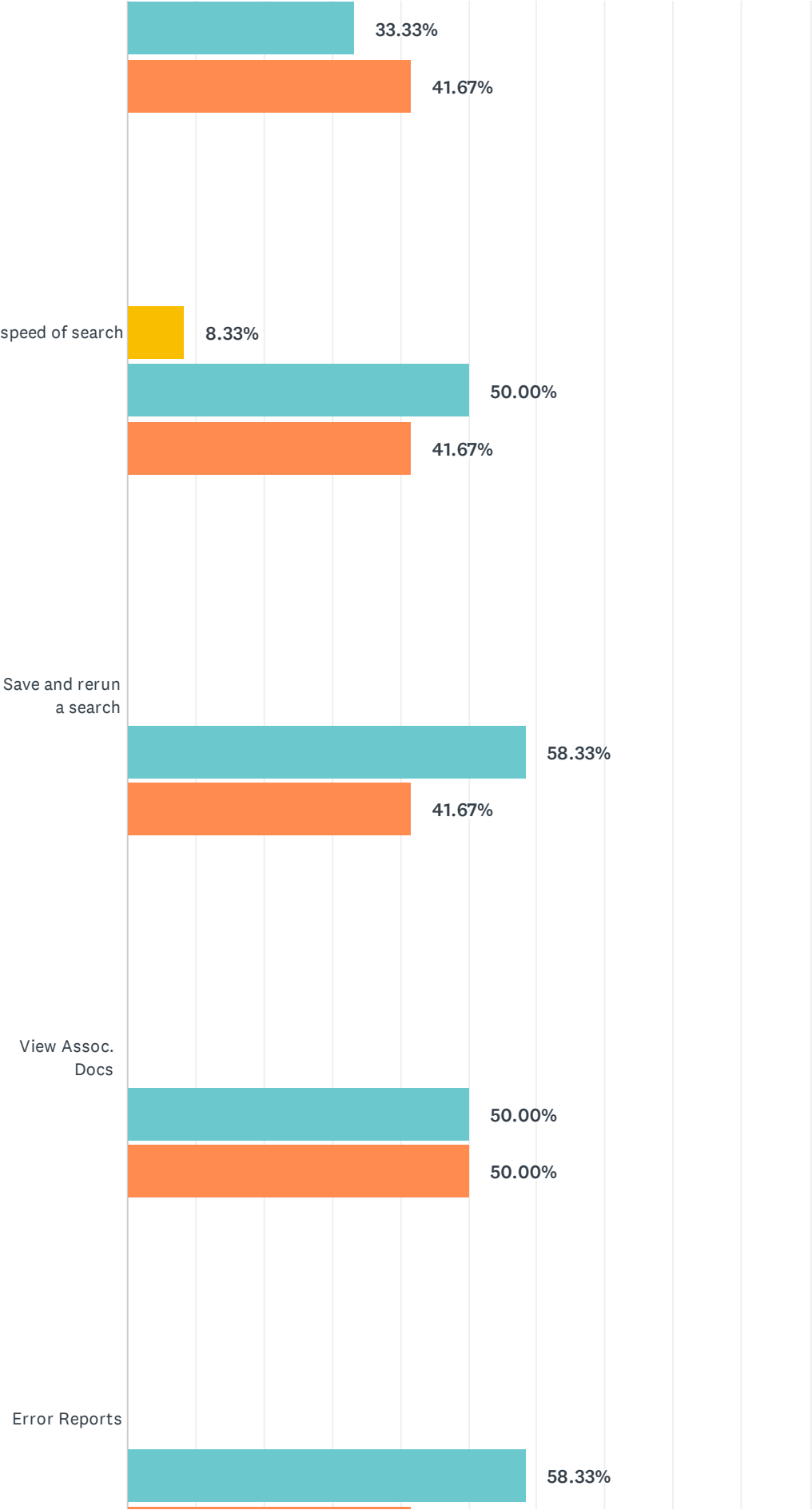
	VERY NEGATIVE	NEGATIVE	NEUTRAL	FAVORABLE	VERY FAVORABLE	TOTAL
"simple" search options	0.00% 0	0.00% 0	8.33% 1	33.33% 4	58.33% 7	12
Advanced search option	0.00% 0	0.00% 0	8.33% 1	41.67% 5	50.00% 6	12
Quickly refine a search	0.00% 0	0.00% 0	8.33% 1	41.67% 5	50.00% 6	12
Amount of data shown	0.00% 0	0.00% 0	25.00% 3	33.33% 4	41.67% 5	12
speed of search	0.00% 0	0.00% 0	8.33% 1	50.00% 6	41.67% 5	12
Save and rerun a search	0.00% 0	0.00% 0	0.00% 0	58.33% 7	41.67% 5	12
View Assoc. Docs	0.00% 0	0.00% 0	0.00% 0	50.00% 6	50.00% 6	12
Error Reports	0.00% 0	0.00% 0	0.00% 0	58.33% 7	41.67% 5	12
Access to images (PDF)	0.00% 0	0.00% 0	16.67% 2	33.33% 4	50.00% 6	12

Q3 What is your impression of the following features in the new ILR search application?

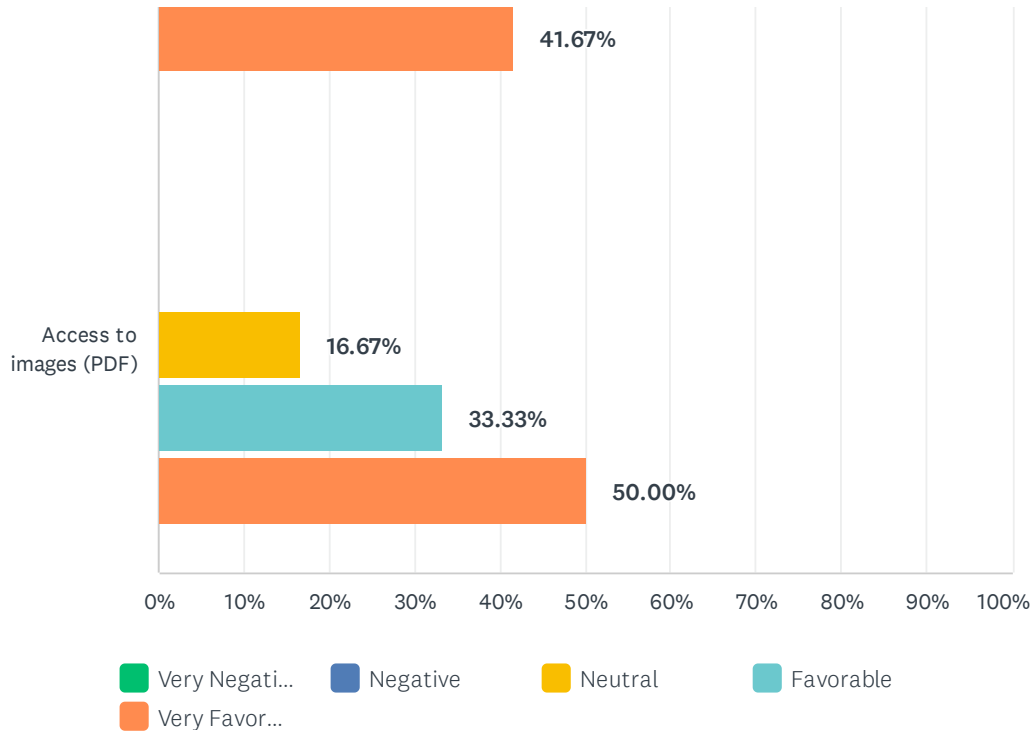
Answered: 12    Skipped: 1



2023 Iowa Land Records Search Engine Survey



## 2023 Iowa Land Records Search Engine Survey



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Access to images (PDF)	0.00% 0	0.00% 0	16.67% 2	33.33% 4	50.00% 6	12

Please identify your organization type	Please share your comments about searching for documents on the NEW Iowa Land Records website. What do you like?	Please share your comments about searching for documents on the NEW Iowa Land Records website. What do you dislike or what needs improvement?	What search feature or function do you most want to see in the new search application?
Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
State Government	Simple Interface	Seperate searches for platted and unplatted lands, option to do both or either would be good. I can't think of anything really substantial that I didn't like. The only thing that I would say is that I like the way the document type shows up very condensed on the current ILR layout and now they'll be more detailed so you'll have to scroll through more to find what you're looking for.	Platted and unplatted land should be allowed to search individually or as both
Law Firm	I really like the wild card option. The searches in general also seem like they'll be more helpful and easier to navigate.		
Mortgage Company			
State Government	larger print compared to old version, wildcard will be useful, also date range.	Still would like to see more consistency in indexing of records. Some recorders keep it simple, others you have to figure out their methods and they are not always in the hints.	I search for surveys and deeds, so I mostly search by section, Township and range. Lots of city surveys index by lots and blocks and the sec/township/range is not always listed.
Realty Company - Residential	Appears to be a lot more user-friendly and streamlined.	I haven't really had a chance to use it yet, so I can't say.	The new search features look wonderful!
Law Firm			
Abstract/Title Company			
Abstract/Title Company	Legal and name are on the results page.		name and legal on search results page.
	Appears very user friendly. Would like more information about the new user information for those of us that currently electronically file when new site goes live and how our company goes about getting users set up without having any lag time. Maybe that will be coming, just don't want to miss it and find out our old sign-ons don't work and we are unable to file or look up data. Thanks.	None	
Mortgage Company			

Please identify your organization type	Please share your comments about searching for documents on the NEW Iowa Land Records website. What do you like?	Please share your comments about searching for documents on the NEW Iowa Land Records website. What do you dislike or what needs improvement?	What search feature or function do you most want to see in the new search application?
Response	Open-Ended Response	Open-Ended Response	Open-Ended Response
Abstract/Title Company Abstract/Title Company Survey or Engineering Company	I really like that you've gotten the real estate info onto the screen on name searches!  location searches	I'm concerned about the new wildcard algorithm-- It may be very time consuming in searching names with many possible spellings, I would like to see good results in using the wildcard multiple times in the same name. Also a question about that--will numbers be the explicit wildcard? for example, currently when I search lot 1 I get anything after, same with Section 1 etc... And I'd like another demonstration of how to see the details behind an entry, and it's associated docs (I was taking notes and missing some things I think) But you did awesome Phil!  the captcha system	The legal next to the name in searches, which you've accomplished & congrats! Could there be a way to truncate that screen to show multiple legals if they exist? There may be a problem with missing extra legals that don't appear at the initial screen, so we'd still have to look at details to confirm the legal. OR could you indicate there are more legals, like just index it as MULTIPLE LEGALS so we know we have to look at details?
Survey or Engineering Company	Haven't tried it yet so I don't know what I like about it. As long as recorders index survey documents correctly by location, searching should be fine.	Don't know yet.	I am more concerned about recorders indexing correctly than about search features.
Law Firm	I think the new search options, I just wish the individual counties would be more consistent on how the record Book and Page or Instrument numbers.	I don't like the necessity of adding a wild card * to get all searches - the example of "P* Dunshee" instead of "P Dunshee". I also don't like that you can only search 5 counties at a time, I would like to do all 99 at once if possible.	Ability to search all 99 counties at once.

# ESS Business Application

"\*" indicates required fields

On behalf of the organization specified below, we request authorization to access and utilize the designated Iowa Land Records applications as published by the Electronic Services System. By submitting this application to become an authorized user of the designated Iowa Land Records applications, we certify that we have reviewed the Electronic Services System Terms of Use. We agree to abide by all terms and conditions specified therein.

Please provide the following information. All information is required. Incomplete applications will not be processed.

## Application Authorization Request – Check all that apply. \*

- ☐ We request authorization to access the Iowa Land Records E-Submission (electronic filing) service.
- ☐ We request authorization to access the Iowa Land Records Search service.

### IMPORTANT NOTE:

If you are an **INDIVIDUAL** seeking permission to access your personal or family records online, STOP. Instead, please **GO HERE** to gain access to the Iowa Land Records Individual Search service.

**ORGANIZATION TYPE Please identify your business type – Check ONE that fits best \***

- ☐ Abstract or Title Co.
- ☐ Bank
- ☐ Brokerage Co. - Commercial
- ☐ City Government
- ☐ County Government
- ☐ Credit Union
- ☐ Federal Government
- ☐ Law Firm
- ☐ Media or News Organization
- ☐ Mortgage Co.
- ☐ Realty Co. - Residential
- ☐ Research Company
- ☐ State Government
- ☐ Survey or Engineering Co.
- ☐ Utility
- ☐ Other (please specify)

**How did you hear about Iowa Land Records? (Check all that apply) \***

- ☐ Social Media
- ☐ County Recorder's Office or other government employee
- ☐ Colleague or Co-Worker
- ☐ Google or Other Search Engine
- ☐ Other (please specify)

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**ORGANIZATION INFORMATION****Registered Organization Name \***

**Address \***

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

**Organization Phone Number \*****Organization Web Address (URL) \*****Business Registration Information**

Secretary of State Business Number (For Iowa:

<https://sos.iowa.gov/search/business/search.aspx>)**OR**Trade Name (Enter Recording Reference Number or Book/Page  
and Date of Recording)

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## ORGANIZATION ADMINISTRATOR INFORMATION

An organization is required to establish an administrator who will be responsible for the management of the organization's profile and account. The administrator will also have the authority to establish other users who may access the organization's account.

Please specify a username (user ID) for use when logging in to the account. (Not case sensitive, length of 6 to 50 characters, use only alphanumeric chars (alpha upper/lower, 0-9), and be unique)

**Requested User Name: \***

**Name \***

First

Last

**Email \***

**Verify Email \***

## AGREEMENT\*

I represent and warrant that on behalf of the organization specified above I have the right, power and authority to enter into and perform the obligations under this agreement. Agreement - user is authorized, information is accurate. I have taken all requisite action (corporate, statutory, or otherwise to approve execution, delivery and performance of this agreement, and this Agreement constitutes a legal, valid and binding obligation of the applicant, enforceable in accordance with its terms.

☐ I agree that the information submitted herein is complete and accurate.

☐ I agree that the organization has reviewed and accepted the [Electronic Services System Terms of Service](#).

Submit

## NEWSLETTER SIGN-UP

**SUPPORT@CLRIS.COM**

**(888) 790-2246**

## MAILING ADDRESS

8711 Windsor Parkway #2  
Johnston, IA 50131

# ESS Individual Search Application

"\*" indicates required fields

I request authorization to access and utilize the Iowa Land Records Search application as published by the Electronic Services System. By submitting this application to become an authorized user of the designated Iowa Land Records application, I certify that I have reviewed the Electronic Services System Terms of Use. I agree to abide by all terms and conditions specified therein.

Please provide the following information. All information is required. Incomplete applications will not be processed.

## Application Authorization Request \*

- ☐ I request authorization to access the Iowa Land Records Individual Search service.

## I wish to search Iowa Land Records for the following reasons. (Check all that apply)

- ☐ Review My Real Estate Transactions
- ☐ Review Real Estate Transactions of My Family
- ☐ Genealogical Research
- ☐ Monitor Recent Real Estate Transactions With My Name
- ☐ Research Properties Available for Sale
- ☐ Research Property Boundaries
- ☐ Other (please specify)

CONTACT INFORMATION

Name \*

First Name

Last Name

Address \*

Street Address

Address Line 2

City

State

ZIP

Email \*

Verify Email \*

Phone Number \*

## AGREEMENT\*

- ☐ I agree that the information submitted herein is complete and accurate.
- ☐ I have reviewed and accepted the [Electronic Services System Terms of Service](#)

Submit

## NEWSLETTER SIGN-UP

SUPPORT@CLRIS.COM

(888) 790-2246

## MAILING ADDRESS

8711 Windsor Parkway #2  
Johnston, IA 50131

## COUNTY RECORDER LOGIN



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## AGREEMENT FOR ELECTRONIC PAYMENT PROCESSING

**THIS AGREEMENT** has been made and entered into by and between Linn County, Iowa (“Linn” or “Linn County” or “County”), an Iowa County duly formed and existing under the laws of the State of Iowa, and Electronic Services System (“Electronic Services System” or “ESS”) a public agency formed and existing under chapter 28E and the laws of the State of Iowa (“Linn” and “ESS” collectively referred to as “Parties”).

WHEREAS Section 28E.12 of the Code of Iowa provides that public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which any of the public agencies entering into the contract is authorized by law to perform, and

WHEREAS the Electronic Services System has the capability to provide other services including but not limited to software or website development, application, administration, support services and payment services, and

WHEREAS, Linn County, Iowa has requested that Electronic Services System to provide payment services for Linn’s online applications for delivering various services to the public; and

WHEREAS, the Electronic Services System is able and willing to provide such payment services to Linn County.

NOW, THEREFORE, the parties hereto agree as follows:

1. **AUTHORITY.** Linn County and ESS shall jointly administer this Agreement for purposes of Iowa Code section 28E.6(1) to ensure its terms are properly carried out.
2. **PURPOSE.** Linn County has developed online services to provide for registration and license renewals. Linn County is seeking to secure PCI compliant payment services for its online applications and services. The Electronic Services System operates a payment services system for both online and point of sale services, and has the capacity to provide on demand credit and debit card payment services for Linn County applications. The purpose of this agreement is provide the obligations and responsibilities of the parties concerning the processing of Linn County’s online customer payments through ESS’s payment processing system. This Contract is not exclusive. During the term of this Agreement, ESS or Linn County may make similar arrangements with other parties or establish Agreements with other entities.
3. **ENTIRE AGREEMENT.** This Agreement, its amendments, and its attachments shall constitute the entire agreement between Linn County and ESS with respect to the activities described herein.
4. **AMENDMENTS.** This Agreement may be amended at a later date by mutual agreement by Linn County and ESS.
5. **DURATION.** This Agreement shall become effective at such time as ESS and Linn County have executed this Agreement in the manner hereinafter provided, and this Agreement is filed and recorded as required by Iowa Code section 28E.8 (2023). The Agreement shall be perpetual unless terminated in accordance with this Agreement.

6. **LEGAL OR ADMINISTRATIVE ENTITY NOT CREATED.** No new legal or administrative entity is created by this agreement. This agreement shall be administered by the County Administrator for the County and the Project Manager for ESS.
7. **DISPOSITION OF ASSETS.** The functions of this Agreement do not require the acquisition, holding, or disposal of real property. In the event that an amendment to this Agreement requires the acquisition, holding, or disposal of real property, this Agreement shall be amended to detail a manner of acquiring, holding, or disposing of real property.
8. **MANNER OF FINANCING.** The duties to be performed by Linn County, under the provisions of this Agreement are to be financed by Linn County at no obligation to ESS. The duties to be performed by ESS under the provisions of this Agreement are to be financed by the ESS at no obligation to Linn County. Linn County shall provide the designated services offered through its online application, and ESS shall provide payment services through the Electronic Services System electronic payment system. Linn County services will be funded through the fees received for its services as specified by Linn County and charged to its customers as allowed by Iowa law. ESS payment services will be funded by a payment services fee or surcharge imposed on users of the online payment processing service, as specified by ESS. The ESS payment services fee or surcharge shall not exceed 4% of the Linn County services transaction amount.
9. **APPLICATION LICENSE.** Linn County shall create or otherwise obtain the necessary software and code base to integrate its system with the ESS electronic payment system. Linn County shall assure that it possesses all rights title and ownership, including all necessary licenses to such software and code base. Linn County shall provide ESS access to the software and code base created, owned and maintained by Linn County for the service applications it integrates with the Electronic Services System electronic payment system, which may be used by ESS for the purpose of developing similar services for other counties or public agencies. Linn County hereby grants a perpetual and irrevocable license to ESS, and its designees, to use, modify, and integrate all or part of software and code base for those service applications ESS may deem appropriate for use by third parties.
10. **COUNTY DUTIES.** Linn County shall have the following duties.
  - a. Operate and maintain specified online applications for the issuance and renewal of registrations and licenses and other specified programs and services (See Appendix A).
  - b. Integrate the specified registration and license renewal application and other specified programs and services with the Electronic Services System electronic payment system application programming interface so as to facilitate online payment processing by ESS for Linn County customer transactions (API).
  - c. Provide system documentation, record formats, and other data needed by ESS to communicate with Linn County applications.
  - d. Maintain the integration with and conform to the requirements of the Electronic Services System electronic payment system through an application programming interface (API) provided by the Electronic Services System.

- e. Comply with the terms and requirements of the card services merchant agreement under which the Electronic Services System electronic payment system operates which may be amended from time to time.
- f. Provide the minimum required information about any customer transactions including but not limited to the date of an order, the cumulative amount of the order, and order number, another associated service number or memo (if applicable), the name of the customer, and applicable order details such as the service type label, a service type description, and the number of service units ordered so as to facilitate payment processing through the ESS system.
- g. Provide the minimum required information about the operation of its applications including but not limited to planned and unplanned service disruptions, application changes and updates, changes in business operations or any other information pertinent to the integration between ESS and the Linn County.
- h. Inform its customers of the operation of the Electronic Services System electronic payment system so customers are aware that the payment system for the county payments is the legitimate payment processor for the county transaction.
- i. Monitor the operation of its applications and to provide the primary customer support for its applications.
- j. Timely communicate with ESS personnel concerning any support issue or question involving the Electronic Services System electronic payment system. The County will inform ESS of the contact information for anyone designated to provide customer support for applications integrated with the Electronic Services System electronic payment systems.

**11. ESS DUTIES.** The Electronic Services System shall have the following duties.

- a. Allow Linn County access to the Electronic Services System electronic payment system through an application programming interface (API) provided by the Electronic Services System.
- b. Provide system documentation, record formats, and other data needed by the Linn County to communicate with the ESS electronic payment system API.
- c. Provide a test system and technical support needed to test each aspect of the integration with Linn County.
- d. Provide technical expertise to help resolve any errors found during testing and provide a point of contact to handle questions and issues.
- e. Timely communicate with Linn County personnel concerning any support issue or question involving the Electronic Services System electronic payment system. ESS will inform Linn County of the contact information for anyone designated to provide customer support for the Electronic Services System electronic payment systems.
- f. Comply with the terms and requirements of the card services merchant agreement under which the Electronic Services System electronic payment system operates.

- g. Receive and process information provided about any customer transactions including but not limited to the date of an order, the cumulative amount of the order, and order number, another associated service number or memo (if applicable), the name of the customer, and applicable order details such as the service type label, a service type description, and the number of service units ordered.
- h. Charge Linn County customers for the requested services for the amount charged by the County, plus any ESS payment processing fee, and to timely distribute the collected Linn County charges to the county. ESS will retain the ESS payment processing fee.
- i. Conform to the recommendations of the PCI Security Standards Council (PCI SSC).
- j. Provide information about the operation of Electronic Services System electronic payment system including but not limited to planned and unplanned service disruptions, application changes and updates, changes in business operations or any other information pertinent to the integration between ESS and Linn County.
- k. Inform users of the Linn County applications of the operation of the Electronic Services System electronic payment system and that the system is the authorized payment systems service provider.
- l. Monitor the operation of the Electronic Services System electronic payment system and to provide the primary customer support for payment services.

**12. LIMITATIONS.** The County understand and agrees:

- a. That it is responsible for its internet, equipment and software maintenance and updates.
- b. That there are no representations or warranties as to payment processing uptime. The internet, equipment and components of the County, ESS or payment processor may experience technical difficulties resulting in an inability to process County payment transactions. ESS does not guarantee continuous, uninterrupted or secure access to any part of our service, and operation of the site may be interfered with by numerous factors outside of our control.
- c. Pursuant to the Merchant Agreement and applicable service agreements in effect at the time in effect with the payment processor of ESS, County shall be the point of contact for disputed charges by customers or card holders for county transactions and be responsible for any charge backs and/or failed payments and any resulting fees that might arise pursuant to any such agreements.
- d. The services provided by ESS are “AS IS” without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of title, merchantability, fitness for a particular purpose, and non-infringement.

**13. TERMINATION.** The ESS or Linn County may terminate this agreement by providing to the other party a written notice of intent to terminate this agreement at least one hundred eighty (180) days prior to the intended date of termination. The notice shall specify the reasons for termination,

and shall be delivered by sending the notice to the respective representatives designated in this Agreement. The Agreement may also be terminated by mutual agreement at any time.

**14. SEVERABILITY.** If any portion of this Agreement or the application of this Agreement to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Agreement which can be given affect without the invalid provisions or applications, and to this end, the provisions of this Agreement are declared to be severable.

**15. NON-LIABILITY.** ESS and Linn County shall not be liable for any acts, deeds, resolutions or other actions of the other party.

**16. NOTICES.** Notices under this Agreement shall be in writing and delivered to the representative of the party to receive notice (identified below).

If to ESS:

Phil Dunshee  
Project Manager  
8711 Windsor Parkway, Suite 2  
Johnston, Iowa 50131  
515.491.8939  
phil@clris.com

If to the County:

NAME  
TITLE  
LINN County  
935 2ND St. SW  
Cedar Rapids, IA 52404  
Ph: 319-xxx-xxxx  
first.last@LinnCounty.org

Any notice or communication sent by U.S. Mail under this Contract shall be deemed given upon receipt as evidenced by the U.S. Postal Service return receipt card, or if sent by overnight delivery service, upon receipt as evidenced by the signature attained by the carrier.

From time to time, the Parties may change the name and address of a Party designated to receive notice. Such change of the designated person shall be in writing to the other Party and as provided herein.

Electronic Services System

Linn County

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

## **Appendix A – Linn County Online Services**

### **Enumerated Services**

1. Service A
2. Service B

# Maintenance and Support Agreement

**Service Provider Name**

And

**Electronic Services System**

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**July 1, 2023**

## Exhibit B: Specifications and Performance Standards

ESS requires that all Service Providers ~~to~~ integrate with ESS and the Iowa Land Records system through the ESS API (web services). The Service Provider System and any Derivative works must communicate with ESS through the ESS API. The ESS API provides a means for presenting raw functions to interact with data and processes at ESS and Iowa Land Records. Unlike the legacy client model (known as the LCM), the ESS API does not manage the scheduling and timing of web service calls; calling the web service methods in the correct order; logging; data validation; error handling and reporting; and the marshalling and unmarshalling of XML or JSON. These functions must be performed by the Service Provider ESS API Developments created by the Service Provider.

In summary, the Service Provider ESS API Developments created and maintained by the Service Provider must manage and coordinate the following functions.

- The scheduling and timing of web service method calls
- The sequence of web service methods to ensure that processes are executed in the correct order
- Logging
- Data Validation
- Error handling and reporting
- Marshalling and Unmarshalling of XML or JSON

ESS will provide Service Provider with the necessary credentials and settings to access the ESS API and make any necessary web service calls.

### ***ESS API Web Service Specifications***

The ESS API documents are intended to be living documents that will be updated periodically by ESS and Iowa Land Records technical staff in order to relay current requirements to consumers of ILR Web Services. Notice of changes to these documents will be provided to Service Providers as changes are made, subject to the ESS Update Processes described in Appendix A. The ESS API for the ILR E-Submission service and ILR County Upload service can be found at the following locations:

CUAPI - <https://staging.iowalandrecords.org/search/services/county/swagger-ui/index.html>

CESAPI - <https://staging.iowalandrecords.org/esubmission/services/county/swagger-ui/index.html>

### **Notices of Discontinuance - LCM**

Support for the LCM Client for E-Submission will be discontinued effective **June 30, 2023**. Service Providers who currently utilize the LCM for E-Submission activities shall prepare Service Provider ESS API Developments for E-Submission conforming to the requirements of the E-Submission Rest API (CESAPI).

Support for the LCM Client for County Upload Functions will be discontinued effective **June 30, 2024**. Service Providers who currently utilize the LCM for County Upload activities shall prepare Service Provider ESS API Developments for E-Submission conforming to the requirements of the County Upload Rest API (CUAPI).

### **Notices of Discontinuance – SOAP API**

Support for the current ILR E-Submission Client API will be discontinued effective **December 31, 2023**. Service Providers who currently utilize the ILR E-Submission Client API should, as soon as possible, proceed with Service Provider ESS API Developments for E-Submission functions conforming to the requirements of the E-Submission Rest API (CESAPI).

ESS has nearly completed development of the new County Upload REST API and it will soon be available for testing. Support for the current ILR County Upload Client API will be discontinued effective **June 30, 2024**. Service Providers who currently utilize the ILR County Upload Client API should, as soon as possible, proceed with Service Provider ESS API Developments for County Upload functions conforming to the requirements of the County Upload Rest API (CUAPI).

ESS is available to assist Service Providers with testing and implementation. Service Providers are encouraged to schedule time proactively with advance notice to the ILR development team for technical assistance and testing.

### **JSON**

In order to simplify the handling and exchange of data through the County Upload Rest API (CUAPI), ESS is adopting JSON (JavaScript Object Notation). It provides a lightweight data-interchange format that all service providers should be able to use. When and if a standard is adopted, service providers should expect that ESS will move toward the adoption of a published standard.

### ***Service Provider ESS API Developments – Processes***

Service Provider ESS API Developments for exchanging information with the ESS API should be configured to run whenever the Service Provider System is operating, and if the Service Provider System is restarted for any reason, Service Provider ESS API Developments should also be configured to restart. Business Functions and Operations described in Exhibit A and which are to be fulfilled by processes incorporated within Service Provider ESS API Developments include the following.

### ***ESS and Iowa Land Records County Upload and E-Submission Processes***

- The transfer of information relating to recorded documents in electronic format to the ESS and Iowa Land Records portal using the specified ESS API and JSON.

**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

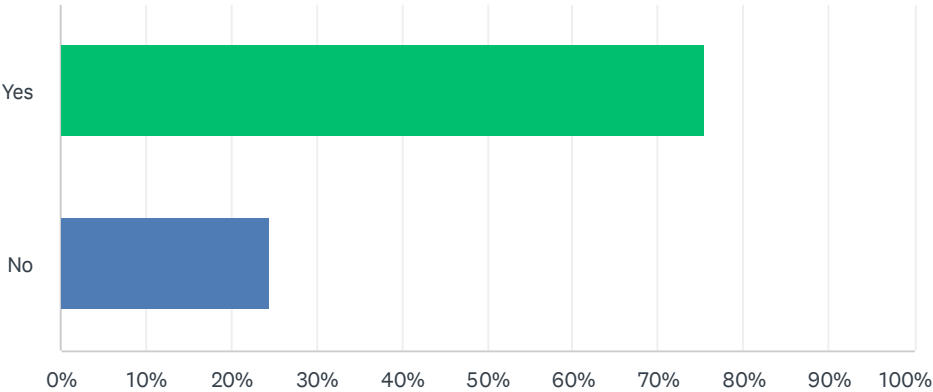
11 The inclusion of this explanation does not constitute agreement with  
12 the explanation's substance by the members of the general assembly.

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.

Q2 Has your County performed a project to scan older records in the past two years?

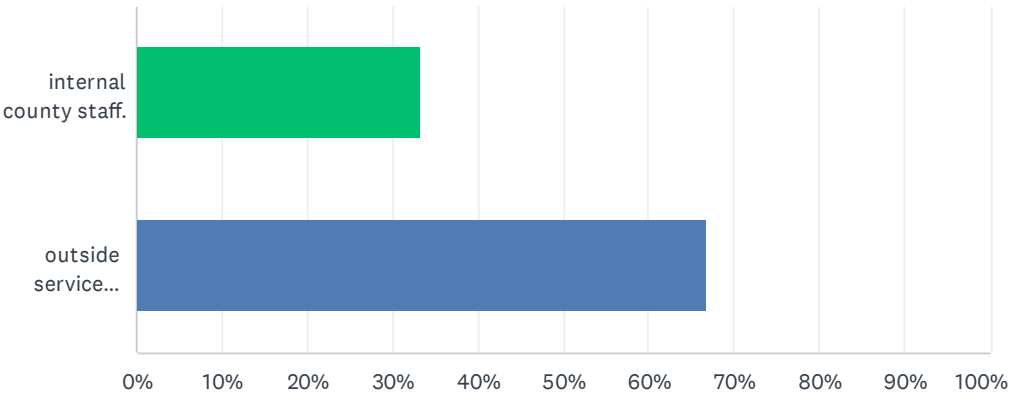
Answered: 45    Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		75.56%	34
No		24.44%	11
TOTAL			45

Q5 Who performed the scanning project?

Answered: 21    Skipped: 24



ANSWER CHOICES	RESPONSES	
internal county staff.	33.33%	7
outside service provider.	66.67%	14
TOTAL		21

Cott 4

Advantage Companies|Advantage Archive

US Imaging 5

ArcaSearch 3

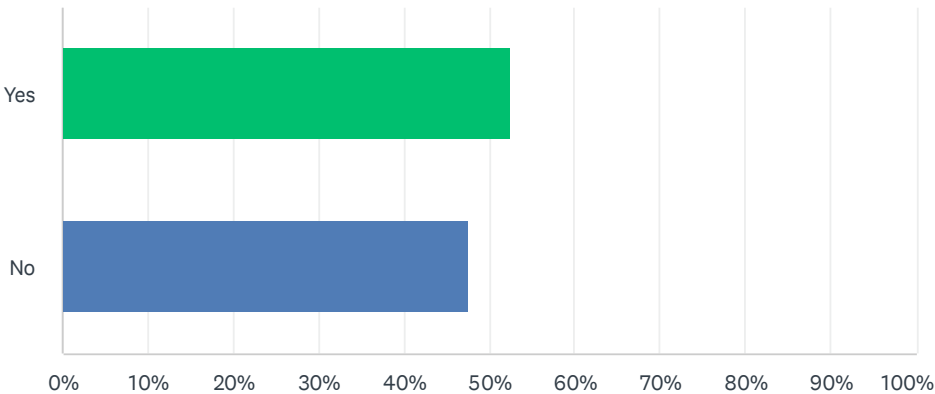
unknown

Solutions

Progro

Q8 Have the documents processed through the scanning project been added to your local land record management system (local electronic document system)?

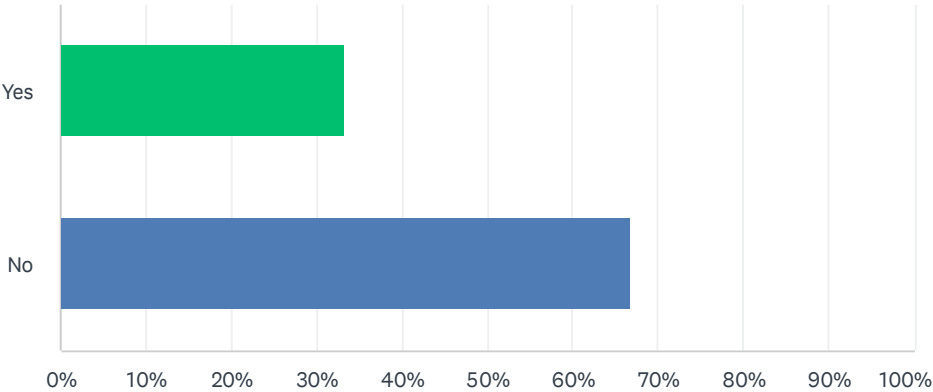
Answered: 21    Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	52.38%	11
No	47.62%	10
TOTAL		21

Q9 Have the documents processed through the scanning project been transferred to Iowa Land Records?

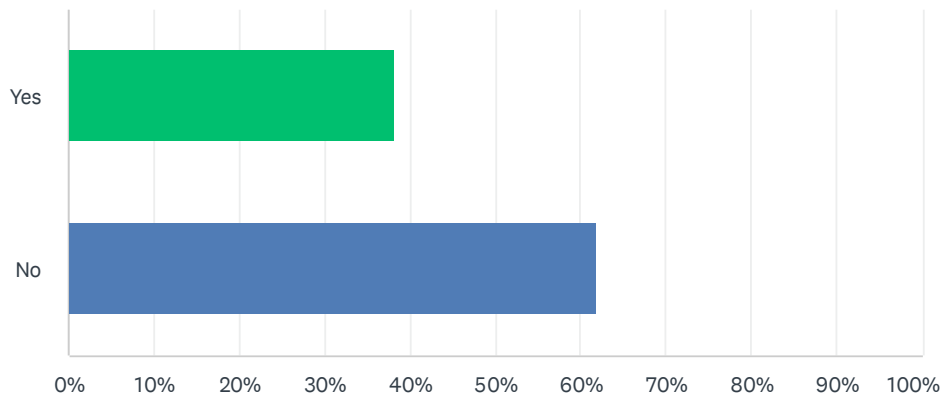
Answered: 21    Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	33.33%	7
No	66.67%	14
TOTAL		21

Q6 When the scanning process was performed, was any method such as optical character recognition software used to capture important indexing information?

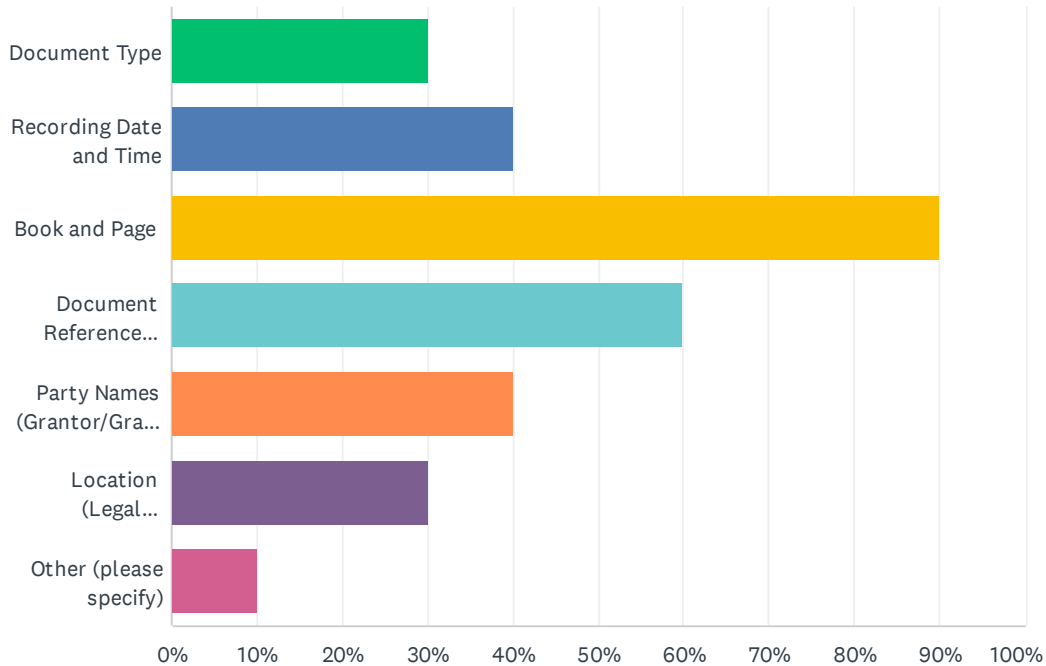
Answered: 21    Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	38.10%	8
No	61.90%	13
TOTAL		21

## Q7 If yes to question 6, what indexing information was captured. Check all that apply.

Answered: 10   Skipped: 35



ANSWER CHOICES	RESPONSES	
Document Type	30.00%	3
Recording Date and Time	40.00%	4
Book and Page	90.00%	9
Document Reference Number	60.00%	6
Party Names (Grantor/Grantee Names)	40.00%	4
Location (Legal Description Information)	30.00%	3
Other (please specify)	10.00%	1
Total Respondents: 10		

Back File Scanning Project Survey

Briefly, describe your experience with the project, and any lessons that you learned that would be helpful to other counties and county recorders

Answered 16

Skipped 29

Respondent ID	Response Date	Responses
118289466202	Apr 07 2023 03:54 PM	Most of the backscanning our county has done includes many of the index books. This last project, using ARPA dollars, includes many of the old miscellaneous books and articles/incorporation books.
118289289499	Apr 07 2023 10:34 AM	We are digitizing records from microfilm cards as we don't have books (destroyed before my time). We are doing all docs from the beginning of recording but only going back 30 years on mortgages. Solutions will all images into our local system then we will export to ILR. Our indexes have been scanned also in office and will be imported to our local system only.
118287630635	Apr 05 2023 11:13 AM	We are still in the process of indexing. Documents are processing through ILR as time allows. It's a long process. I wish we could have used a process that captured indexing also.
118286767348	Apr 04 2023 12:33 PM	This has been great to get these documents digitized and stored elsewhere in case of a disaster. Be sure to have scanning people look at all the books before sending the quote.
118286588075	Apr 04 2023 09:46 AM	US Imaging - have uniform information to them upfront, proof everything, as some images were combined. You are paying them to do this, keep on them to get it right. I have done that with Cott also. Nothing is perfect.
118286539023	Apr 04 2023 08:49 AM	I have only finished with the Index Books not the actual images. Hopefully get that done in the next 5 years.
118286526030	Apr 04 2023 08:32 AM	We are in the process of indexing the scanned records and sending them to Iowa Land Records. Wished the company that scanned the documents would have indexed them as well.
118286523710	Apr 04 2023 08:30 AM	We scanned the images ourselves from 1954 (survey wouldn't let me put that date in) which took 3 years. We then hired COTT Systems to host these images on a website for customers to search. We are not completely satisfied with the results yet, but hopefully it'll be fixed. We are now going back through our records from 1988-2000 and correcting the indexing and images to send to ILR.
118286513277	Apr 04 2023 08:24 AM	The company that digitized our microfilm (Don Beussink was the rep we worked with) went out of business shortly after we got our film back. They did a TERRIBLE job so we are still fixing the images. They were done very sloppily, missing pages, pages swapped between docs, entire docs or even books were missed. We would have been better off capturing all of the images ourselves. Currently we are comparing the digital images to the microfilm to make corrections. We still have 5 1/2-6 years to send to ILR for microfilm. Once we have the microfilm project done, we will be scanning our record books and getting those digitized.
118286520524	Apr 04 2023 08:23 AM	This is an ongoing project for us. No start date and no end date. When we aren't busy, we are scanning in old documents into our Solutions/Document Locator program.

Back File Scanning Project Survey

Briefly, describe your experience with the project, and any lessons that you learned that would be helpful to other counties and county recorders

Answered 16  
Skipped 29

118286509036	Apr 04 2023 08:13 AM	Started in 2020 and we are just waiting for Tyler to do the import of the data into their Historical Index Module and then we plan on importing various images into Eagle Recorder. However we plan on indexing the records with Grantor, Grantee and Section-Twp-Range and also by subdivision etc when necessary. I figure it's job security for us all and we will start with Deeds first and go backwards in time and once we have a book completed we will send to ILR for redaction and public viewing.
118286497034	Apr 04 2023 07:56 AM	Make sure your local software developer works closely with the scanning company
118286491535	Apr 04 2023 07:56 AM	I would recommend US Imaging - they scanned our old books onsite. The micro fiche cards they came, picked up, & scanned back at their office. Micro fiche cards are a little more work, than scanning the old books. Very professional, no complaints. Very nice to work with. Other offices in the Court House said they hardly knew they were even here! We have the micro fiche cards on loaded on a drive here in the office, & the public has access to them as well. They are working on finishing up our old books. Not sure of when we will have them loaded in Eagle Recorder yet.
118281376668	Mar 29 2023 09:00 AM	This project completed the back scanning/imaging of all of Union County's deed records. It was a smooth process for us since we had already used COTT previously and because they are also our software provider. Because of that, we already had a place to add the documents. I think for Union County specifically, it would have been a lot more difficult had we used a company that wasn't already our software vendor. We are very satisfied with the work that was done. They were very efficient and were in contact with us every step of the way.
118279233254	Mar 27 2023 10:10 AM	We have done a lot of scanning internally - transfers from current back to 1920's- so I didn't include most of those records in my bid request. Looking back, I wish I would have included all the transfers from 1850 through 1935 rather than 1850 through 1920 in my bid request to match up with the deed indexes that will be on our archive. Initially, when I asked the Board for money, I just wanted to ensure that I could obtain funding for what we did not have scanned at all, so I tried to go with a minimum and at the same time, I pointed out the value of the work we had been able to achieve in our spare time.
118279210327	Mar 27 2023 08:22 AM	These documents are not added to ILR because they have been redacted. As of 3/22/2023 we have completed phase 2 of 3. The third phase will start soon. We are not back indexing at this time.

Back File Scanning Project Survey

Thank you for responding to this survey! We welcome any further comments you may wish to share.

Answered 11  
Skipped 34

Respondent ID	Response Date	Responses
118289289499	Apr 07 2023 10:35 AM	Our scanning project expenses are covered with ARPA funding. When this runs out, we will use Rec Mgmt fees to go as much farther with the project as we can.
118286588075	Apr 04 2023 09:47 AM	Best of Luck who takes on this huge undertaking, can't stress enough to proof that companies work.
118286541377	Apr 04 2023 08:49 AM	To be clear, these are to be hosted on the Cott System only, not entered into our Eagle or ILR. LACK OF COMMUNICATION WITH TYLER ETC - WE HAD OVER A DOZEN PEOPLE WORKING ON THIS PROJECT OVER THE YEARS AND THINGS GOT LOST IN THE SHUFFLE AND I FEEL THERE WAS NO ONE PERSON THAT WAS IN CHARGE OF THE PROJECT ON TYLER'S SIDE.
118286509036	Apr 04 2023 08:15 AM	WOULD LIKE TO SEE IMPROVEMENT WITH COMMUNICATIONS WITH TYLER GOING FORWARD.
118286501914	Apr 04 2023 08:00 AM	Jasper has everything scanned.
118286497034	Apr 04 2023 07:58 AM	We are back scanning all books in my vault but only indexing transfer documents and miscellaneous documents to send to ILR
118281376668	Mar 29 2023 09:00 AM	I tried to put 01/01/1855 in the date range for our project but it wouldn't accept it, so I'm adding it here. :) Thank you! As I pointed out in question 10, my project started at the beginning of the Winneshiek County records which is July 1850 rather than 1900.
118279233254	Mar 27 2023 10:12 AM	Thanks! It wouldn't let me enter a date range in the 1800's but we are having all of our records back scanned so it will go all the way back to the
118279243374	Mar 27 2023 08:55 AM	1800's
118279218701	Mar 27 2023 08:36 AM	New backfile project will include Claimants Books, Survey Index, Surveyors Records and Transfer Books 1920 to 1960
118279210327	Mar 27 2023 08:23 AM	Willing to share more, this process was started two recorders ago but can share what I know.

## Chapter 3 Policy and Procedures Associated References

Chapter 3 of the Electronic Services System (ESS) Policies and Procedures is amended to clarify requirements for Associated Document References.

1. Section 3.9 of the ESS Policies and Procedures is amended to read as follows.

### **ESS – 3.9 Associated Document References.**

(Iowa Code Section 331.604, 3(a))

3.9(1) The purpose of establishing standards, policies and procedures for Associated Document References is to ensure that the information is accurate, complete, consistent and accessible through the county land record information system, and to ensure that information about associated documents including index information and document images can be retrieved. In some cases, the retrieval of associated document information will be implemented through a search link using the document reference information for the associated document or documents. Therefore, the format of associated document reference information must be maintained in a format which is identical to the original document reference number for the associated document.

3.9(2) Each County indexing system shall provide for bilateral archiving of associated document reference information. Each County shall archive associated document reference information, if present in a document, for all associated and electronically indexed documents. Associated document references include but are not limited to the following.

- a. Index references between conveyance documents, e.g., deeds, contracts or bills of sale, ~~and Declaration of Value documents~~ A newly recorded conveyance document shall include an Associated Document Reference with a previous conveyance document for a property, and the previous conveyance document shall include an associated reference to the newly recorded conveyance document.
- b. Index references between mortgage and satisfaction of mortgage documents. A newly recorded satisfaction or partial satisfaction document shall include an Associated Document Reference with the mortgage, and the mortgage document shall include an associated reference to any newly recorded satisfaction or partial satisfaction document(s).
- c. Index references between state and federal tax liens and releases of federal and state tax liens. A newly recorded lien release or partial lien release document shall include an Associated Document Reference with the lien, and the lien document shall include an associated reference to any newly recorded lien release or partial lien release(s).
- d. Index references between other associated documents such as ~~Groundwater Hazard statements~~ original documents, re-recorded documents, or corrected documents ~~etc.~~ A newly recorded corrected

document or re-recording shall include an Associated Document Reference with the document originally recorded, and the document originally recorded shall include an associated reference to any newly recorded corrected document(s) or re-recording(s).

- e. Index references between conveyance documents, e.g., deeds, contracts or bills of sale and any recorded and required companion document such as a Groundwater Hazard Statement. A newly recorded conveyance document shall include an Associated Document Reference with any recorded and required companion document such as a Groundwater Hazard Statement, and the recorded and required companion document such as a Groundwater Hazard Statement shall include an associated reference to the associated and recorded conveyance document.
- f. Index references between a surveys and plat, corner certificate, monument preservation certificate, or easement and any similar documents related to the same property. A newly recorded survey and plat, corner certificate, monument preservation certificate, or easement shall include an Associated Document Reference with a previous survey and plat, corner certificate, monument preservation certificate, or easement for a property, and the previous survey and plat, corner certificate, monument preservation certificate, or easement document shall include an associated reference to the newly recorded survey and plat, corner certificate, monument preservation certificate, or easement document.

3.9(3) The associated reference information shall be as follows:

- a. The Unique Code Value for each document

3.9(4) Each associated document reference shall be transferred to the county land record information system when the reference is created in the County indexing system as specified in Chapter 4.

**From:** phil@clris.com  
**Sent:** Thursday, October 20, 2022 1:44 PM  
**To:** Standards Subcommittee  
**Subject:** Standards Subcommittee Meeting Follow up

All,

Thanks for the great discussion at the meeting earlier this week. We covered a lot of ground ... and I learned new things too!

I listened to your comments on the Associated references topic – and went back to the drafting board to address some of those questions. Attached is a revised draft of an updated (proposed) Section 3.9, and also attached is the CURRENT policy.

Here are a few notable things in the update.

I added in a statement in 3.9(2) that provides that the associated reference will be indexed “when an Associated Document Reference is included or represented in a newly recorded document”. In other words, the idea that associated references can be indexed if they are included in the document. This is also addressed with the new Section 3.9(3) which would state “3.9(3) It is the responsibility of the document preparer or submitter to ensure that any index reference to an associated and previously recorded document is accurately included or represented and clearly visible in a document submitted for recording”

I still believe it would be beneficial to include an associated reference to a previous conveyance document – when three conditions are “true”. 1. The submitter/preparer includes it in the new conveyance. 2. Only the most recent previous conveyance is required (not all of history). 3. The previous conveyance is electronically indexed. This is represented in 3.9(2)e. .” To me this is also a “day forward only” thing.

There seemed to be consensus on associated references for conveyances/groundwater, mortgages and satisfactions, liens and lien releases, and re-recorded or corrected documents and the original “parent” document” Correct?

A paragraph has been added that states. “Other Associated Document References may be indexed at the discretion of the County, if an Associated Document Reference is included or represented in a newly recorded document.” This simply affirms that while there “could” be other associated references – they aren’t required, and they certainly shouldn’t be expected – especially if the submitter/preparer doesn’t include the reference in a newly recorded document.

So ... take a look. Let me know if we are closer to the mark.

\*\*\*\*\*

**From:** Janelle Schneider <[recorder@adaircountyiowa.org](mailto:recorder@adaircountyiowa.org)>  
**Sent:** Thursday, October 20, 2022 2:51 PM  
**To:** [phil@clris.com](mailto:phil@clris.com)  
**Subject:** RE: Standards Subcommittee Meeting Follow up

Ok, I have some questions, bear with me.

3.9(2) a. I see you took out reference to DOV's because they are not viewed by the public. I get that, it is fine.

e. At the meeting we talked about deeds only having the legal on them and very rarely do they mention a related or associated reference to another deed. Unless of course there is a survey. Surviving spouse change of titles do have a reference of when the real estate was conveyed originally, and I think most of us reference that associated document.

Still on e I ....Are you still wanting a reference to the previous deed for every conveyance, I feel like that is what you are trying to add? I am trying to clarify what you are wanting, I thought we said it would be very hard to get the preparer to conform to that..

\*\*\*\*\*

No problem Janelle!

If DOV documents ever change and become recorded – then that would be a companion document that could be added. But until the law changes ...

Regarding “e” – I think my question is – if we worked with preparers and submitters and said – “hey, we won’t do your research for you but we’ll add the most recent associated reference in our index **IF** you all agree to include it on every conveyance document from this day forward – as you currently do for affidavit of surviving spouse” – would they do it. Some said they wanted it, so, here’s the quid pro quo.

I sense that there is value in doing this – but I heard you all loud and clear – it has to be right on the document. I totally agree that it is not on your task list to do their research. But if they do it and we put some boundaries on it – is it worth considering or having the conversation with the stakeholders?

So, yes, I think this is worth talking about some more. But I wanted to take a shot at also addressing your (the committee’s) primary concerns.

Everyone, think about it over the weekend and then “reply all” next week.

Have a great weekend!

Phil

## **Associated Reference Requirements – DRAFT**

### **Amend Section 331.606B, section 2 as follows.**

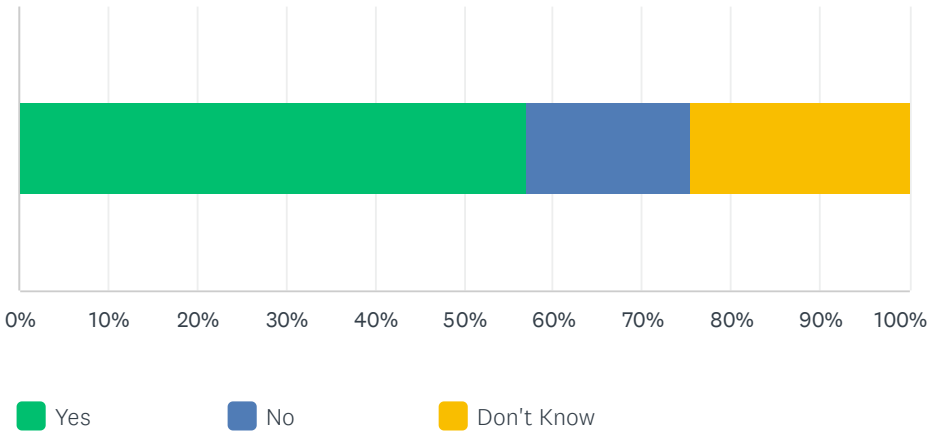
- a. .
2. Each document or instrument, other than a plat or survey or a drawing related to a plat or survey, that is presented for recording shall contain the following information on the first page below the three-inch margin:
  - a. The name, address, and telephone number of the individual who prepared 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 of an associated, recorded document or instrument, if applicable or required or for other statutory requirements, if applicable.

The information specified in this section is for the purpose of providing the information necessary for recording and indexing a document or instrument. Document information necessary to implement a transaction or to have legal effect shall be included in a document as determined by the preparer and in accordance with established legal standards.

It is the responsibility of the preparer to incorporate within a document submitted for recording any applicable associated reference to a previously recorded document including the book and page or document reference number and the date of recording for the associated document. If an associated reference is present in a document submitted for recording it shall be entered into the recorders index as an associated reference.

Q10 In most cases county recorders in Iowa do not index the parcel identification numbers associated with conveyance documents. Do you think it would be helpful or beneficial, going forward, if all recorders indexed the Parcel ID numbers with conveyance documents (deeds, contracts, etc.)? If yes, why?

Answered: 492    Skipped: 101



ANSWER CHOICES		RESPONSES	
Yes		57.11%	281
No		18.29%	90
Don't Know		24.59%	121
TOTAL			492

## Chapter 3

### County Data and Information Standards

#### **ESS – 3.1 Definitions.**

(Iowa Code Section 331.604, 3(a))

As used in this Chapter:

**Additional Transaction** – Any supplemental transaction represented in an instrument for which an additional fee may be charged under Section 331.604 of the Iowa Code.

**Associated Document Reference** – The Unique Code Values assigned to related documents, such as a mortgage and a satisfaction of mortgage. The Unique Code Values are used to quickly retrieve information about related or associated documents.

**Business Day** – A business day generally represents a period of time which includes eight or more consecutive business hours. For example, a business with office hours from 8:00 A.M. to 5:00 P.M. is considered one business day. Alternatively, a business day could be considered as the consecutive business hours within one twenty-four hour period. For example, one business day could be represented as the office hours between 2:00 P.M. on day 1, and 2:00 P.M. on day 2. In either representation, a business day is intended to help define a minimum time frame in which a service should be reasonably performed.

**Capacity or Role** – The description given to a person who performs a function when a party to a transaction such as Executor or Trustee.

**Complete** – The status of a document after it has been recorded, represented by the inclusion of all pertinent information about the document in a database or index including but not limited to the parsed names of the parties, the date of the instrument, document type, associated references, and the parsed legal description if applicable. A status of complete also implies that a permanent unaltered image of the instrument has been archived.

**Cover Page** – A page submitted with a document for recording which includes required information and which conforms to requirements for recording such as the appropriate top margin on the first page. A cover page facilitates the recording of a non-standard or non-conforming document.

**Document Reference Number** – A unique reference number assigned to a document in a County indexing system which ensures that the document will not be mistaken for another document.

**Document Type Mapping** – A one-to-one relationship between a document type in a County indexing system and the appropriate ILR PRIA document type used by the county land record information system.

**Electronic Document** - A document or instrument that is received, processed, disseminated, or maintained in an electronic format. The submission of an electronic document through the county land record information system electronic submission service shall be equivalent to delivery of a document through the United States postal service or by personal delivery at designated offices in each county.

**Grantor and Grantee** – The names of the transferor and transferee in the transaction used to create the recording index. Grantor is any party that grants an interest in real property and includes affiants. Grantee is any party that is receiving an interest in property or put on notice by a grantor. The Grantee title is typically assigned to the purchaser of property. The Grantor title is typically assigned to the seller of property.

**Human Name** – A parsed name of an individual, including last name, middle name, first name, suffix, and Capacity or Role.

**Image Archiving System** – Any system which provides for an archive or permanent storage of electronic documents recorded by a County Recorder.

**Index Legend** – A rectangular area displayed on the first page of a plat or survey or a drawing related to a plat or survey which includes information required by a County Recorder to record and index a document.

**Indexed and Filed** – The process whether by manual, mechanical, electronic, optical, magnetic, microfilm, or other methods of storage, after filing or submission, to incorporate a document or instrument into an archival system for a business purpose or for transfer to another party.

**Instrument Date** – The date on which a real estate or other document is signed and executed by the parties specified in the document.

**Legal Description** - A detailed written description of real property that discloses the location of the real property with reference to the United States government land survey or land subdivision made in accordance with chapters 354 and 355 of the Code of Iowa. This may include an unparsed text description of metes and bounds or subdivision references; a parsed legal description of platted land such as lot, block and section; or a parsed legal description of unplatted land such as section, township, range.

**Lineage/Suffix** – An indicator of an individual's lineage such as Sr, Jr, Second or Third.

Monument Preservation Certificate – For the purposes of this section, a monument preservation certificate is a document created through the process of identifying and perpetuating the position of an existing monument as described in Section 355.6A of the Iowa Code.

Non-Human Name - A name of a company, organization or association.

Owner – The owner of a property which is referenced in a plat or survey or a drawing related to a plat or survey (Surveys and Plats).

**Parcel Identification Number – A unique alphanumeric identifier assigned to a parcel of property by a County Official at the time the property is conveyed.**

Parsed or Parsing – The separation of names or identifiers into distinct elements for an index or database such as the separation of names into first, middle and last, or the separation of legal description identifiers such as lot, block, unit. Parsing names or identifiers enables more granular retrieval and analysis of information.

Personally Identifiable Information - One or more of the following specific unique identifiers when combined with an individual's name:

- (1) Social security number.
- (2) Checking, savings, or share account number, credit, debit, or charge card number.

“Proprietor” means a person who has a recorded interest in land, including a person selling or buying land pursuant to a contract, but excluding persons holding a mortgage, easement, or lien interest. (See Iowa Code Section 354.2)

Public – The term used to reference the citizens of a County in the land record index by a County Recorder with respect to the document type Corner Certificates.

Record – The process whether by manual, mechanical, electronic, optical, magnetic, microfilm, or other methods of storage, after filing or submission, to incorporate a document or instrument into the public record.

Requestor – The person who requests that a Surveyor or Surveyor Company prepare a plat or survey or a drawing related to a plat or survey (Surveys and Plats).

Retracement Plat of Survey – For the purposes of this section, a retracement plat of survey is a document which includes a graphical representation of the subdivision of land as defined in Section 355.1, Subsection 9B of the Iowa Code.

Surveyor – A person who is licensed under Section 193C of the Iowa Administrative Code to conduct a land survey and who prepares a Corner

Certificate, plat or survey or a drawing related to a plat or survey (Surveys and Plats).

Surveyor Company – An organization or company engaged in the activity of conducting land surveys as a professional service.

Township – A defined geographic area within a County (based on the U.S. public land survey system).

Traditional Paper Document – A real estate or other document presented for recording in a letter or legal sized paper format which may include ink signatures, embossed seals, stamps or other features associated with the processing of paper instruments.

Transaction – A specific legal action represented in a document or instrument including an electronic document. A distinct legal action or operation which is described in a document or instrument. A transaction must be associated with a legal action as demonstrated by the recording of a legal document including but not limited to mortgages, easements, deeds, quit claim deeds, or warranty deeds.

Unaltered – A representation of an original document when presented for recording; archived as either a paper document, electronic document, or other media, which does not include any mark, stamp, redaction or other modification which would obscure or alter the content or meaning of the original document.

Unique Code Value – A reference value assigned to a document by a County, County Recorder or information technology service provider which uniquely identifies each document within a County and which associates indexed document information with an archived image of the document or instrument.

Section 3.1 amended – 8.9.16

Section 3.1 amended – 2.13.18

### **ESS – 3.10 Parcel Identification Numbers.**

(Iowa Code Section 331.604, 3(a))

3.10(1) The purpose of establishing standards, policies and procedures for Parcel Identification Numbers is to ensure that the information is accurate, complete, consistent and accessible through the county land record information system, and to ensure that information about Parcel Identification Numbers can be used as a search criteria when searching for information in the county land record information system. In some cases, the retrieval of document or property information will be implemented through a search link using the parcel identification number. Therefore, the format of Parcel Identification Number information must be maintained in a format which is identical to the format used

in other County systems which maintain Parcel Identification Number information.

3.10(2) When practicable, each County indexing system shall provide for archiving parcel identification numbers as specified herein. All parcel identification numbers associated with a property which is described in a recorded conveyance document shall be archived. The parcel identification number shall be the number assigned by the County or City Assessor to the property at the time of recording.

3.10(3) Parcel identification numbers shall be archived in exactly the same format as the parcel identification numbers archived in the applicable County or City Assessor database.

3.10(4) In the event that parcel identification numbers associated with a property are subsequently changed by a County or City Assessor, the County shall not modify the parcel identification number associated with the recording of a document. The indexed parcel identification number is intended to be a historical reference concerning the property at the time of recording.

3.10(5) This section shall be effective January 1, 2016.

Section 3.10(5) amended 12.11.13.

Section 3.10(2) amended 8.12.15.

## **Proposed amendment**

### **Section 3.10(2) is amended to read as follows.**

3.10(2) ~~When practicable,~~ Each County indexing system shall provide for archiving parcel identification numbers as specified herein. All parcel identification numbers associated with a property which is described in a recorded conveyance document shall be archived. The parcel identification number shall be the number assigned by the County or City Assessor to the property at the time of recording.

### **Section 3.10(5) is amended to read as follows.**

3.10(5) This section shall be effective January 1, ~~2016~~ 2024.

## UPDATED TERMS OF USE

**Section 331.606B, Subsection 1 is amended to read as follows.**

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

1. Except as otherwise provided in subsection 7, the county recorder shall ~~refuse~~ decline 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. For the purposes of this section, continuous form shall mean individual one-sided pages. The A document or instrument in a physical form shall not be permanently bound, have any attachment stapled or otherwise affixed to any page except as necessary to comply with statutory requirements, or contain text or graphics on the back side of a page. However, the individual pages of a document or instrument in a physical form may be stapled clipped together for presentation for recording. A label that is firmly attached to a document or instrument in a physical form with a bar code or return address may be accepted for recording.
  - b. All ~~preprinted~~ text shall be in a legible font of at least ~~eight~~ ten point in size and ~~no more than twenty sixteen 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 all or a portion of 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 illegible portion of the document or instrument shall be accompanied by a legible copy as an attachment an exact typewritten or printed copy that meets the type size requirements of paragraph "b" and which 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 standard white paper of ~~not less than twenty pound weight~~ without watermarks or other visible inclusions markings. All text within the document or instrument shall be of sufficient ~~color and clarity~~ legibility 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~~ legibility 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.

## EXPLANATION

- 331.606B (1) - Substitutes the term “decline” for the term “refuse”.
- 331.606B (1a) - Clarifies that “clipping” pages together is permitted but stapling is not. Also clarifies that this section applies to documents in physical form (paper). It attempts to clarify what “continuous form” means and to state that text or graphics on the back side of a page is not allowed.
- 331.606B (1b) - Plainly states that text must be legible and of a size no less than ten point. References to “preprinted text” and surveys are removed.
- 331.606B (1c) - Requires that a legible copy of all or a portion of a document must accompany an illegible document and be recorded as additional pages.
- 331.606B (1d) - Removes the reference to paper which is not less than twenty-pound weight. Substitutes the term “markings” for the term “inclusions.” Substitutes the term “legibility” for the term “color and clarity.” Removes references to surveys.
- 331.606B (1e) - Substitutes the term “legibility” for the term “color and clarity.”

Note: These are changes which seemed to have support among members of the working group, subject to further review. The working group reviewed the remainder of Section 331.606B and corresponding policies in the ESS Policies and Procedures. These other concepts are addressed in separate draft documents.

DRAFT  
FOR DISCUSSION

**Section 331.606B, Subsection 1 is amended to read as follows.**

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

1. Except as otherwise provided in subsection 7, the county recorder shall ~~refuse~~ decline 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. For the purposes of this section, continuous form shall mean individual one-sided pages. The A document or instrument in a physical form shall not be permanently bound, have any attachment stapled or otherwise affixed to any page except as necessary to comply with statutory requirements, or contain text or graphics on the back side of a page. However, the individual pages of a document or instrument in a physical form may be ~~stapled~~ clipped together for presentation for recording. A label that is firmly attached to a document or instrument in a physical form with a bar code or return address may be accepted for recording.
  - b. All ~~preprinted~~ text shall be in a legible font of at least ~~eight~~ ten point in size and ~~no more than twenty sixteen 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 all or a portion of 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 illegible portion of the document or instrument shall be accompanied by a legible copy as an attachment an exact typewritten or printed copy that meets the type size requirements of paragraph "b" and which 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 standard white paper of ~~not less than twenty pound weight~~ without watermarks or other visible inclusions markings. All text within the document or instrument shall be of sufficient ~~color and clarity~~ legibility 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~~ legibility 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.

## POSSIBLE CLARIFICATIONS

331.606B (1a) - Because another portion of this section may be amended to allow for “clips”, should the phrase “**or otherwise affixed**” be deleted?

331.606B (1a) - Should the phrase “**except as necessary to comply with statutory requirements**” be deleted? What statutory provision exists which would require permanent binding or staples?

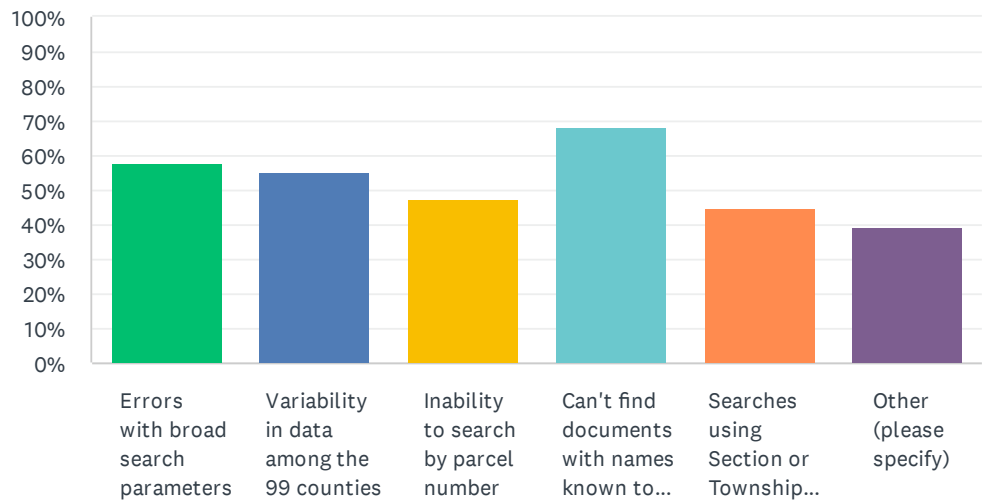
331.606B (1e) - It seems commonplace for signatures to not be readable – which is why this section requires a name to “be typed, printed, or stamped beneath the original signature.” Would it be more appropriate in this context to state that the signatures are “clear and discernable”? Also, in this context, it may in fact be more appropriate to retain the term “color and clarity” rather than “legibility”.

Note: These are topics that were discussed but perhaps unresolved, and are being presented here for further review.

DRAFT  
FOR DISCUSSION

Q6 What are the primary concerns you have when searching for documents on the Iowa Land Records website? (Choose all that apply.)

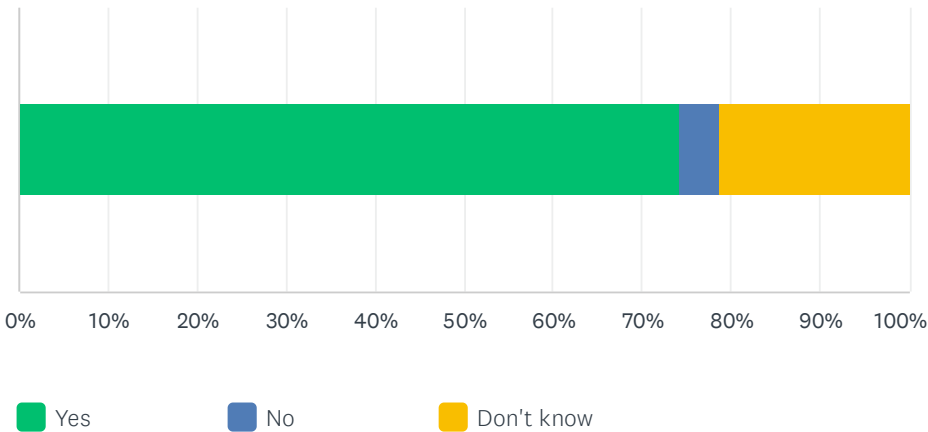
Answered: 38    Skipped: 555



ANSWER CHOICES	RESPONSES	
Errors with broad search parameters	57.89%	22
Variability in data among the 99 counties	55.26%	21
Inability to search by parcel number	47.37%	18
Can't find documents with names known to be in the record	68.42%	26
Searches using Section or Township numbers produce inaccurate results	44.74%	17
Other (please specify)	39.47%	15
Total Respondents: 38		

Q11 Iowa's 99 counties having various methods for indexing information associated with real estate records. Do you think it would be helpful or beneficial if counties formatted their index information more consistently?

Answered: 489    Skipped: 104



ANSWER CHOICES		RESPONSES	
Yes		74.23%	363
No		4.50%	22
Don't know		21.27%	104
TOTAL			489

## POLICIES FOR CONSIDERATION