

# ESS

Electronic Services System – Coordinating Committee Meeting

## Agenda

Web Conference

May 5, 2025

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

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- **Welcome and Introductions**
- **Legislative Update - House File 1031 – Status**
- **Declaration and Next Steps – Approval**
- **Adjourn - Next Regular Meeting May 15, 2025**

## ICRA AMENDMENTS

- Increases the ESS allocation from \$1 to \$2 per document from counties not members of the 28E agreement. ESS members would allocate \$3 per document.

*Explanation: This portion changes the allocation from non-28E counties from \$1.00 to \$2.00.*

1. HF 1031, page 6, line 2, by changing the word “one” to the word “two”.

*Explanation: This clarifies that the \$2.00 could also be expended for the implementation of the expanded back the blue statewide shielding program and for the creation and implementation of a statewide notification system.*

2. HF 1031, page 6, by amending lines 8 and 9 to read as follows.

“dedicated to preserving, improving and maintaining a statewide public record search, implementing a statewide public record shielding program, and creating a statewide property notification system.”

- A technical correction is needed regarding the transfer of funds to the electronic services system fund. For some reason HF 1031 states that the funds are to be transferred by the “first day of each month.” A little more flexibility is needed.

1. Amend HF 1031, page 5, by amending line 19 as follows:

“b. By the first day of each month On a monthly basis, the treasurer shall”

- Counties, county land record management systems and the electronic services system will require time to make modifications which are required by HF 1031, as amended. An effective date of July 1, 2025, will not provide enough time to do this work. It is recommended that the effective date of several provisions be deferred until January 1, 2026.

1. Amend HF 1031, page 22, by inserting after line 28 the following.

Section 18. Effective Date. Sections 5, 6 and 16 shall be effective July 1, 2025. All other sections shall be effective January 1, 2026.

## Other Policy Amendment Options

- It is probably a good idea to retain the requirement that the Electronic Services System should provide a means for redaction upon request.

Amend HF 1031, page 12, lines 30 and 31 to read as follows.

“The recorder and the governing board of the ~~county land record information~~ electronic services system shall establish a procedure by

- The requirements for recording reference numbers in Section 7 of HF 1031 do not resolve the issue of duplicate reference numbers between counties. It is recommended that HF1031 be modified to conform to the language in SF 371 as follows.

1. Amend HF 1031, page 10, line 21 to read as follows.

“recorder shall note in the county land record management system the date of filing of”

2. Amend HF 1031, page 10, line 33 to read as follows.

“working day of the calendar year. Reference numbers shall include only numbers, contain no more than six digits, and the county two-digit number and four-digit year must precede each reference number. The recorder may also assign a book and page number to documents and instruments.”

- The requirements for the time of recording Section 7 of HF 1031 do not include a specific reference to a standard format for the recording time. If that is desired, then the requirement for the hour, minute and second should be included as provided in SF 371.

3. Amend HF 1031, page 10, line 35, to read as follows.

“time of the ~~filing~~ recording of each document or instrument including the hour, minute and second.”

It should be noted that HF 1031 does not address the standard for parsed location information. Section 331.606, subsection 1 (d), as specified in SF 371, has been omitted. If desired, it should be inserted on page 11 of HF 1031 following line 5. SF 371 includes the following language.

d. A legal description and parsed location information shall be indexed if known. For platted land, the indexed information shall include the lot, block, subdivision name, city or town, and county. For unplatted land, the indexed information shall include the section, township, range, and quarter section. Indexing quarters of a quarter section is recommended but not required.

## Other Policy Amendment Options

- HF 1031 omits an important issue concerning a proposed requirement that documents submitted for recording should not include multiple unrelated transactions. This is associated with the repeal of the “additional transaction fee” and is intended as a safeguard against the recording of documents which contain multiple unrelated transactions.

If desired, the following language should be inserted as a numbered paragraph in Section 331.606B.

Amend HF 1031, page 18, by inserting after line 8 the following

NUMBERED SUBSECTION \_\_. A recording of a document or instrument evidencing a transaction for the conveyance or assignment of property, transactions related to the property’s financing, or a release of a legal or financial obligation on the property applies solely to the parties identified and participating in the recorded transaction and not any other party concerning any other transaction.

- Recommendations for updating Section 558.49, relating to the recorder’s indexing of conveyance documents, were presented prior to the 2025 legislative session but were unintentionally omitted from SF 371. These technical changes are aligned with the other changes being made to Section 331.606B and were vetted with the stakeholder groups. The changes to 558.49 should be noncontroversial and could easily be added to HF 1031.

If desired, the following language could be inserted as a numbered paragraph in Section 331.606B.

Amend HF 1031, page 18, by inserting after line 8 the following.

558.49 Index records.

The recorder ~~must~~ shall keep index records to show the following:

1. Each grantor.
2. Each grantee.
3. The date and time when the instrument was ~~filed with~~ recorded by the recorder.
4. The date ~~of the~~ on which the document or instrument was executed by the parties, to the extent practicable. If there is a variance in the date of execution by the parties, the most recent date shall be indexed.
5. The nature of the instrument, as indicated by the title or type of the document or instrument.
6. The document reference number where the record of the instrument may be found.
7. The parsed description of the real estate affected by the document or instrument, as indicated by the location information including the quarter section, section, township, and range, or the lot, block, subdivision name, and city, town or county, if platted.
8. Any recording reference number of an associated, recorded document or instrument, when present on a document submitted for recording.
9. The parcel identification number, when present on a document submitted for recording.

**House File 1031 - Reprinted**

HOUSE FILE 1031

BY COMMITTEE ON WAYS AND MEANS

(SUCCESSOR TO HF 328)

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

**A BILL FOR**

1 An Act relating to county recorder fees and land record  
2 information systems management.

3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17    **331.604 Recording and filing fees.**

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

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

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

14 b. Fees collected pursuant to **this subsection** shall be used  
15 to accomplish the following purposes:

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

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

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

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

1 c. The recorder shall make available any information  
2 required by the county or state auditor concerning the  
3 fees collected under this subsection 2 for the purposes of  
4 determining the amount of fees collected and the uses for which  
5 such fees are expended.

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

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

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

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

31 b. ~~(1) The recorder shall also collect a fee of one dollar~~  
32 ~~for each recorded transaction, regardless of the number of~~  
33 ~~pages, for which a fee is paid pursuant to [subsection 1 A](#)~~  
34 ~~recorder not participating in the chapter 28E agreement with~~  
35 ~~the electronic services system shall deposit into the county~~

1 recorder's electronic transaction fund established in paragraph  
2 "c" one dollar per document filed or recorded in the recorder's  
3 office to be used for the following purposes:

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

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

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

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

18 ~~(2) The fee collected by the recorder under this subsection~~  
19 ~~for recording a plat of survey is one dollar, regardless of the~~  
20 ~~number of pages. For purposes of this subparagraph, "plat of~~  
21 ~~survey" means the same as defined in section 355.1, subsection~~  
22 ~~9.~~

23 ~~(3) Fees collected in excess of the amount needed for the~~  
24 ~~purposes specified in [this subsection](#) shall be used by the~~  
25 ~~county land record information system to reduce or eliminate~~  
26 ~~service fees for electronic submission of documents and~~  
27 ~~instruments.~~

28 *c.* The county treasurer, on behalf of the recorder,  
29 shall establish and maintain a county recorder's electronic  
30 transaction fund into which all moneys collected pursuant to  
31 paragraph "b" shall be deposited. Interest earned on moneys  
32 deposited in this fund shall be computed based on the average  
33 monthly balance in the fund and shall be credited to the county  
34 recorder's electronic transaction fund.

35 ~~*d.* The local government electronic transaction fund is~~

~~1 established in the office of the treasurer of state under the~~  
~~2 control of the treasurer of state. Moneys deposited into the~~  
~~3 fund are not subject to [section 8.33](#). Notwithstanding section~~  
~~4 [12C.7](#), interest or earnings on moneys in the local government~~  
~~5 electronic transaction fund shall be credited to the fund.~~  
~~6 Moneys in the local government electronic transaction fund~~  
~~7 are not subject to transfer, appropriation, or reversion to~~  
~~8 any other fund, or any other use except as provided in this~~  
~~9 subsection. On a monthly basis, the county treasurer shall~~  
~~10 pay the fees deposited into the county recorder's electronic~~  
~~11 transaction fund to the treasurer of state for deposit into~~  
~~12 the local government electronic transaction fund. Moneys~~  
~~13 credited to the local government electronic transaction fund~~  
~~14 are appropriated to the treasurer of state for the payment~~  
~~15 of claims approved by the governing board of the county land~~  
~~16 record information system. Except as otherwise provided in~~  
~~17 this subsection, expenditures from the county recorder's~~  
~~18 electronic transaction fund shall be for the purpose of~~  
~~19 planning and implementing electronic recording and electronic~~  
~~20 transactions in each county, developing county and statewide~~  
~~21 internet sites to provide electronic access to records and~~  
~~22 information, and to pay paying the ongoing costs of integrating~~  
~~23 and maintaining the statewide internet site dedicated to~~  
~~24 preserving and maintaining a statewide public record search.~~

~~25 e. The recorder shall make available any information~~  
~~26 required by the county auditor or auditor of state concerning~~  
~~27 the fees collected under [this subsection](#) for the purposes of~~  
~~28 determining the amount of fees collected and the uses for which~~  
~~29 such fees are expended.~~

~~30 f. The county land record information system agreement may~~  
~~31 be amended by a vote of the boards of supervisors on behalf~~  
~~32 of the respective county recorders, pursuant to the terms of~~  
~~33 the agreement, to provide for the ongoing implementation of~~  
~~34 the county land record information system. As used in this~~  
~~35 paragraph, "county land record information system agreement"~~

1 ~~means the agreement entered under chapter 28E between the~~  
2 ~~counties as required by 2005 Iowa Acts, ch. 179, §101, as~~  
3 ~~amended by 2021 Iowa Acts, ch. 126.~~

4 ~~g. (1) Upon request by a peace officer, as defined in~~  
5 ~~section 801.4, civilian employee of a law enforcement agency,~~  
6 ~~or state or federal judicial officer or state or federal~~  
7 ~~prosecutor, the county assessor or the county assessor's staff,~~  
8 ~~or the county recorder or the county recorder's staff, shall~~  
9 ~~redact the requestor's name contained in electronic documents~~  
10 ~~that are displayed for public access through an internet site.~~

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

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

21 ~~(4) The county assessor and the county recorder shall~~  
22 ~~implement and maintain a process to facilitate requests~~  
23 ~~pursuant to this paragraph.~~

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

26 ~~4. 6.~~ A county shall not be required to pay a fee to the  
27 recorder for filing or recording instruments. However, a  
28 county treasurer is required to pay recording fees pursuant to  
29 sections 437A.11 and 437B.7.

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

32 **331.605B Electronic services system.**

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

1     *a.* Providing electronic filing services for recording  
2 documents and instruments.

3     *b.* Providing shielding services to protect qualified  
4 individuals as defined in section 331.606A, subsection 1.

5     *c.* Providing integration with other appropriate relational  
6 property information systems.

7     *d.* Providing a system capable of notifying a user of  
8 transactional activity associated with the user's property,  
9 name, or other public services.

10    *e.* Receiving authorized payments for services provided.

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

19    3. The electronic services system's chapter 28E agreement  
20 may be amended by a vote of the boards of supervisors on behalf  
21 of the respective county recorders pursuant to the terms of the  
22 agreement.

23    4. The governing board of the electronic services system  
24 is authorized to charge three dollars to submitters for an  
25 electronic document submitted directly through the electronic  
26 services system electronic submission service system.

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

30    6. The electronic services system shall maintain an  
31 alternative application programming interface that shall  
32 enable a county to access an electronic document through the  
33 electronic services system electronic submission service  
34 system in a manner that will permit the county recorder to  
35 review, decline, accept, and record a document through the

1 county land record management system. The county recorder  
2 shall return any required recording data and document images,  
3 or information about the reason for declining a document  
4 or changing a recording fee or exemption to the submission  
5 service, through the electronic services system application  
6 programming interface. Use of the interface will be at no cost  
7 to the county, the county land record management system, or the  
8 electronic services system.

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

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

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

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

34 2. The recorder shall also note in the index the exact  
35 time of the ~~filing~~ recording of each document or instrument.

1 Associated recording references, if on the document, shall be  
2 indexed with the recorded document. A parcel identification  
3 number shall be referenced if on the document and shall not be  
4 modified unless the modification is necessary to correct an  
5 error.

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

8 NEW PARAGRAPH. *0a.* "*Eligible professional*" means any of the  
9 following:

10 (1) A participating attorney, abstractor, closer, or  
11 associated personnel authorized to provide services on behalf  
12 of Iowa title guaranty.

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

14 (3) A representative of a financial institution as defined  
15 in section 527.2.

16 (4) A representative of an insurer or an insurance support  
17 organization.

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

20 (a) Prevent, detect, protect against, or respond to  
21 security incidents, identity theft, fraud, harassment,  
22 malicious or deceptive activities, or any other illegal  
23 activity.

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

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

29 NEW PARAGRAPH. *00a.* "*Information shielding*" means  
30 restricting access to a document or information associated with  
31 a qualified individual that is posted through a public internet  
32 site.

33 NEW PARAGRAPH. *0c.* (1) "*Qualified individual*" means any  
34 of the following:

35 (a) A peace officer as defined in section 801.4, civilian

1 employee of a law enforcement agency, or state or federal  
2 judicial officer or state or federal prosecutor, or a spouse or  
3 child of such a person.

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

8 (c) A victim of domestic abuse, domestic abuse assault,  
9 sexual abuse, assault, stalking, or human trafficking as  
10 evidenced by the filing of a petition pursuant to section 236.3  
11 or a criminal complaint or information pursuant to section  
12 708.1, 708.2A, 708.11, or 710A.2, or any violation contained  
13 in chapter 709.

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

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

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

20 3. *Redaction of personally identifiable information from*  
21 *electronic documents.* Personally identifiable information  
22 that is contained in electronic documents that are displayed  
23 for public access on an internet site, or ~~which~~ that are  
24 transferred to any person, shall be redacted prior to  
25 displaying or transferring the documents. Each recorder that  
26 displays electronic documents and the ~~county land record~~  
27 ~~information system~~ statewide search website that displays  
28 electronic documents on behalf of a county shall implement  
29 a system for redacting personally identifiable information.  
30 The recorder ~~and the governing board of the county land~~  
31 ~~record information system~~ shall establish a procedure by  
32 which individuals may request that personally identifiable  
33 information contained in an electronic document displayed on  
34 an internet site be redacted, at no fee to the requesting  
35 individual. ~~The requirements of this subsection shall be fully~~

1 ~~implemented not later than December 31, 2011.~~

2 4. *Dissemination of documents.* Persons who have contracted  
3 with a county recorder ~~or the governing board of the~~  
4 ~~county land record information system~~ to redact personally  
5 identifiable information from electronic documents pursuant to  
6 subsection 3 shall not sell, transfer, or otherwise disseminate  
7 the electronic documents in an unaltered or redacted form,  
8 except as provided for in the contract.

9 Sec. 10. Section 331.606A, subsection 7, Code 2025, is  
10 amended by striking the subsection and inserting in lieu  
11 thereof the following:

12 7. *Information shielding of documents.*

13 a. Upon request by a qualified individual, the county  
14 assessor or the county assessor's staff, or the county recorder  
15 or the county recorder's staff, shall implement an **information**  
16 **shielding process to restrict public access to electronic**  
17 **documents or internet pages that contain information about**  
18 **the qualified individual.** The county assessor and the county  
19 recorder shall implement a process without charging a fee to  
20 facilitate requests pursuant to this subsection.

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

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

3     **331.606B Document or document formatting standards.**

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

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

24     b. All ~~preprinted text shall~~ must be legible and the font  
25 at least eight ten point in size and no more than twenty  
26 characters and spaces per inch, except that the font may be  
27 eight point in size if the document is a plat or survey. All  
28 ~~other text typed or computer generated, including but not~~  
29 ~~limited to all names of parties to an agreement, shall be at~~  
30 ~~least ten point in size and no more than sixteen characters~~  
31 ~~and spaces per inch. If a document or instrument, other than~~  
32 ~~a plat or survey or a drawing related to a plat or survey,~~  
33 ~~presented for recording contains type smaller than eight point~~  
34 ~~type for the preprinted text and ten point type for all other~~  
35 ~~text, the document or instrument shall be accompanied by an~~

1 ~~exact typewritten or printed copy that meets the requirements~~  
2 ~~of this section.~~

3 c. Each document shall be of sufficient legibility to  
4 produce a clear reproduction. ~~If a A document or instrument,~~  
5 ~~other than a plat or survey or a drawing related to a plat or~~  
6 ~~survey, that is not fully or partially sufficiently legible to~~  
7 ~~produce a clear reproduction, the document or instrument shall~~  
8 ~~be accompanied by an exact typewritten or printed copy that~~  
9 ~~meets the type size requirements of paragraph "b" and shall~~  
10 ~~a legible copy of the full or partial page, which shall be~~  
11 ~~recorded contemporaneously as additional pages of the document~~  
12 ~~or instrument.~~

13 d. ~~Each A physical document or instrument, other than a plat~~  
14 ~~or survey or a drawing related to a plat or survey, shall must~~  
15 ~~be on standard white paper of not less than twenty-pound weight~~  
16 ~~without watermarks or other visible inclusions markings. All~~  
17 ~~text within the document or instrument shall be of sufficient~~  
18 ~~color and clarity to ensure that the text is readable when~~  
19 ~~reproduced from the record.~~

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

31 f. The first page of each document or instrument, other than  
32 a plat or survey or a drawing related to a plat or survey, shall  
33 have a top margin of at least ~~three inches of vertical space~~  
34 ~~from left to right which shall be reserved one-half of one~~  
35 ~~inch. If the document or instrument does not include a cover~~

1 page, then there must be a blank rectangular space with the  
2 dimensions of three and three-fourths inches in width and two  
3 and one-half inches in height adjacent to the top margin on the  
4 first page and designated for the recorder's use. All other  
5 margins on the document or instrument shall be a minimum of  
6 three-fourths of one inch. Nonessential information including  
7 but not limited to form numbers, page numbers, or customer  
8 notations may be placed in a margin except the top margin. The  
9 recorder shall not incur any liability for not showing a seal  
10 or information that extends beyond the margin of the permanent  
11 archival record.

12 ~~g. Each~~ A document or instrument presented for recording  
13 ~~shall meet the requirements of section 331.606A, subsection 2~~  
14 not include personally identifiable information unless redacted  
15 in accordance with section 331.606A, subsection 3.

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

20 a. The name, address, and either the telephone number or  
21 email address of the individual who prepared the document, or  
22 the contact information for an individual who is familiar with  
23 the document or instrument and is able to address questions  
24 from the recorder's office.

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

27 c. A return address.

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

29 e. All grantors' names.

30 f. All grantees' names.

31 g. Any address required by statute.

32 h. The legal description of the property and parcel  
33 identification number, if required.

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

1     3. A cover page meeting the requirements of subsection  
2 1 may be included with the document or instrument and shall  
3 be recorded contemporaneously as an additional page of the  
4 document or instrument. If insufficient space exists on  
5 the first page or the cover page for all of the information  
6 described in subsection 2, the person presenting the document  
7 for recording must identify on the first page or the cover page  
8 a page reference of for the document or instrument where the  
9 required information is located shall be noted on the first  
10 page can be located.

11     ~~4. a. Each document or certificate prepared by a licensed~~  
12 ~~professional land surveyor and presented for recording,~~  
13 ~~including a plat of survey or a drawing related to a plat~~  
14 ~~of survey, shall contain an index legend. However, this~~  
15 ~~requirement shall not apply to a United States public land~~  
16 ~~survey corner certificate described in [section 355.11](#).~~

17     ~~b. Each document or certificate prepared by a licensed~~  
18 ~~professional land surveyor and presented for recording,~~  
19 ~~including a plat of survey or a drawing related to a plat~~  
20 ~~of survey, shall include a blank rectangular space three and~~  
21 ~~three-fourth inches in width and two and one-half inches in~~  
22 ~~height reserved and delineated for the county recorder's use,~~  
23 ~~unless the document is attached to a cover sheet approved by~~  
24 ~~the governing board of the county land record information~~  
25 ~~system.~~

26     ~~5.~~ 4. The recorder may record the following documents or  
27 instruments, which are exempt from the format requirements of  
28 this section:

29     a. A document or instrument that was signed before July 1,  
30 2005.

31     b. A military separation document or instrument.

32     c. A document or instrument executed outside the United  
33 States.

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

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

3 f. A document or instrument formatted to meet court  
4 requirements.

5 g. A federal tax lien.

6 h. A filing under the uniform commercial code, [chapter 554](#).

7 i. A groundwater hazard statement pursuant to section  
8 558.69.

9 ~~6.~~ 5. A physical document or instrument ~~rejected~~ declined  
10 for recording by a recorder shall be returned to the preparer  
11 or presenter accompanied by an ~~explanation of~~ the reason  
12 for ~~rejection~~ declining the document or instrument and any  
13 information necessary to correct the defect. A person who  
14 files an electronic document or instrument declined for  
15 recording by a recorder shall be notified by the recorder that  
16 the document or instrument has been declined, the reason the  
17 document or instrument has been declined, and any information  
18 necessary to correct the defect. If the recording fee for an  
19 electronic document or instrument was calculated and processed  
20 incorrectly, the person who filed the document or instrument  
21 shall be notified of the error and the reason for the fee  
22 adjustment by the recorder's office.

23 7. a. On and after July 1, 2005, a document or instrument  
24 that does not conform to the format standards specified in  
25 [subsections 1 through 3](#) shall not be accepted for recording  
26 except upon payment of an additional recording fee of ten  
27 dollars per document or instrument. The requirement applies  
28 only to documents or instruments dated on or after July 1,  
29 2005, and does not apply to those documents or instruments  
30 specifically exempted in [subsection 5](#).

31 b. On and after July 1, 2009, a document or instrument  
32 that does not conform to the format standards specified in  
33 [subsection 1](#), paragraphs "c" and "e", or [subsection 2](#), paragraph  
34 "b", shall not be accepted for recording. This paragraph  
35 applies only to documents or instruments dated on or after July

1 ~~1, 2009, and does not apply to those documents or instruments~~  
2 ~~specifically exempted in [subsection 5](#).~~

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

4 1. Notwithstanding section 331.606B, the following  
5 document or document formatting standards shall apply to  
6 surveys submitted by licensed professional land surveyors for  
7 recording:

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

10 b. All text font, signatures, and drawings must have  
11 sufficient weight, contrast, and darkness to produce a clear  
12 reproduction.

13 c. Physical documents submitted to a county for recording  
14 shall be on standard white paper without watermarks or other  
15 visible markings and shall have dimensions no greater than  
16 eleven by seventeen inches. Notwithstanding the dimensions  
17 specified for physical documents in this paragraph, a physical  
18 document with dimensions no greater than twenty-four inches  
19 by thirty-six inches may be submitted to the county if the  
20 county recorder is able to scan or digitize the document while  
21 maintaining the original scale and quality of the document  
22 as specified in paragraphs "a" and "b". Electronic documents  
23 submitted to a county for recording shall have dimensions no  
24 greater than twenty-four inches by thirty-six inches.

25 d. The survey must contain an index legend as outlined in  
26 subsection 2.

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

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

34 a. The county name.

35 b. For platted land, the index information shall include

1 the additional parcel identifier, if applicable; lot or unit;  
2 block; unabbreviated subdivision name; town, city, or county;  
3 section; township; and range. For unplatted land, the indexed  
4 information shall include the additional parcel identifier,  
5 if applicable, section, township, range, and quarter section.  
6 Indexing quarters of a quarter section is recommended but  
7 not required. Subdivision plats, acquisition plats, and  
8 retracement plats of survey shall reference the existing  
9 auditor's parcel designation in accordance with section 354.4,  
10 subsection 1, paragraph "a". A plat of survey shall reference  
11 the approved auditor's parcel designation in accordance with  
12 section 354.4, subsection 1, paragraph "a".

13 c. The parcel identification number and additional parcel  
14 identifier, if applicable.

15 d. The proprietor's name.

16 e. The requestor's name.

17 f. Associated reference numbers for previously recorded  
18 surveys.

19 g. The surveyor's name, address, and phone number or email  
20 address.

21 h. Information necessary for the county recorder to return  
22 the survey document.

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

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

28 2. The recorder shall examine each plat of survey and  
29 subdivision plat to determine whether the plat is clearly  
30 legible and whether the approval by the applicable governing  
31 body and the other attachments required by [this chapter](#) are  
32 presented with the plat. The recorder shall also keep a  
33 reproducible physical or electronic copy of the plat from  
34 which legible copies can be made. ~~The~~ When a physical plat is  
35 presented for recording, the recorder may specify the material

1 and the size of the plat, accepted for recording as long as  
2 the document is not less than eight and one-half inches in  
3 width by eleven inches, that will be accepted for recording in  
4 order to comply with ~~this section~~ in height. The recorder must  
5 accept an electronically submitted plat or subdivision plat  
6 meeting the requirements of section 355.7, 355.7A, or 355.8,  
7 respectively. The recorder shall not record a subdivision plat  
8 that violates ~~this chapter~~.

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

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

15 b. The county recorder shall index the monument preservation  
16 certificate according to the township, range, section number,  
17 and quarter section ~~on~~ in which the monument is located ~~within~~.  
18 If the monument is located within an official plat, the county  
19 recorder shall also index the certificate alphabetically by the  
20 official plat name.

21 ~~c. The index legend affixed to such certificate shall~~  
22 ~~include the following information:~~

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

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

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

31 ~~(4) The name of the governmental entity or other~~  
32 ~~organization requesting the monument preservation certificate~~  
33 ~~pursuant to ~~this section~~.~~

34 ~~(5) Information necessary for the county recorder to return~~  
35 ~~the certificate.~~

1     Sec. 15. Section 355.12, Code 2025, is amended to read as  
2 follows:

3     **355.12 Indexing of survey documents by recorder.**

4     The recorder shall index survey documents and United States  
5 public land corner certificates submitted in accordance with  
6 section 331.612, subsection 2, paragraph "b", by township,  
7 range, and section number. If the survey is in a recorded  
8 subdivision, the recorder shall also index the ~~document~~  
9 ~~alphabetically by~~ subdivision name.

10    Sec. 16. 2005 Acts, chapter 179, section 101, subsection  
11 1, as amended by 2021 Iowa Acts, chapter 126, section 2, is  
12 amended to read as follows:

13    1. The board of supervisors of each county, on behalf of  
14 each county recorder, ~~shall~~ may execute a [chapter 28E](#) agreement  
15 with the ~~other counties~~ electronic services system for the  
16 implementation of the county land record information system.

17    Sec. 17. TRANSITION. Any moneys remaining in each county  
18 recorder's records management fund, as described in section  
19 331.604, subsection 2, paragraph "a", Code 2025, as of  
20 the effective date of this Act shall be transferred to the  
21 respective county's recorder's technology advancement fund, as  
22 described in section 331.604, subsection 2, as amended by this  
23 Act. Any moneys remaining in the local government electronic  
24 transaction fund, as described in section 331.604, subsection  
25 3, paragraph "d", Code 2025, after the effective date of this  
26 Act are appropriated to the treasurer of state to be used by  
27 the treasurer of state to assist the governing board of the  
28 electronic services system in accomplishing the purposes stated  
29 in section 331.605B, subsection 1, as amended by this Act.