

Best practices – Electronic recording

- (1) Accepted document types
 - Standard format and fields for each document

- (2) Defined technical specifications for data formats, electronic document formats, electronic transmissions and security
 - Documents should be scanned at 300 dpi minimum
 - Documents should be in .tiff format
 - Documents must be legible
 - Submitters should have same resolution and settings on computer screens

- (3) Indexing fields required for each document type
 - Recorders should provide submitters with indexing criteria – example, AKA, NKA, middle initials, company officers, etc.

- (4) Electronic signature and electronic notarization requirements

- (5) Payment options for recording fees and applicable taxes

- (6) Hours during which electronic submissions will be accepted and processing schedules that affect order of acceptance

- (7) Electronic document acceptance and rejection requirements and procedures

- (8) Responsibility of the delivery agent to review the qualifications of each potential submitter and to approve the potential submitter prior to granting access to the electronic document delivery system
 - Submitter should provide correct contact information (phone number and contact person) to enable recorder to attempt to clarify submission before rejecting
 - Allow recorder to review rejection reason(s) when document is resubmitted
 - Keep same transaction number when resubmitting document

- (9) Responsibility of the delivery agent to enter into an agreement with each approved submitter, in which the submitter agrees to submit electronic documents for recording in accordance with all applicable state statutes and regulations and to maintain the security of the electronic document delivery system within the office of such submitter.
 - Signatures on paper documents should be black or dark blue and legible for scanning
 - Documents should be typed, not handwritten. Printed legible copies may be accepted.
 - Because documents become public record, legibility is very important: notary stamp, any handwritten entries must be clear and understandable