

Best practices – Electronic recording¹

- (1) Accepted document types
 - There should be a standard format and specified fields for each document
- (2) Defined technical specifications for data formats, electronic document formats, electronic transmissions and security
 - Documents submitted to recorder should be scanned at 300 dpi minimum
 - Documents should be in .tiff or .pdf format (.tiff is archival standard with ultra high resolution, but .tiff images are not searchable; .pdf images are)
 - Documents must be legible
 - Submitters should have same resolution and settings on computer screens
 - Submitters should comply with PRIA standards
- (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
 - Payment is preference of recorder – standard is ACH or wire transfer
- (6) Hours during which electronic submissions will be accepted and processing schedules that affect order of acceptance
 - All documents (both paper and electronic) should be date and time-stamped upon receipt
 - All documents (both paper and electronic) should be recorded promptly and in the order received
 - Recording may occur during normal business hours, even if document is received after hours
- (7) Electronic document acceptance and rejection requirements and procedures
 - Procedures (including fees for acceptance and rejection) should be posted publically so that submitters and the general public may have notice of them
- (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
 - 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. An agreement includes a contract, memorandum of understanding or any similar document.
 - 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.

¹ This document is intended for use by Recorders of Deeds and submitters. It includes suggestions for best practices. These suggestions are not mandatory. However, the members of the Electronic Recording Commission highly recommend and encourage uniform adoption of e-recording by all Pennsylvania Recorders by January 1, 2017.

Because documents become public record, legibility is very important: notary stamp, any handwritten entries must be clear and understandable
If state requires use of embossed seals, they must be enhanced to appear visually