Best practices – Electronic recording[1]

(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 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
    Preference of ROD – most do credit cards, ACH (what about cash or check?)

(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

(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.
    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
    If state requires use of embossed seals, they must be enhanced to appear visually

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[1] This document is intended for use by Recorders of Deeds and submitters. It includes suggestions for best practices. These suggestions are not mandatory.