Phase II Planning Meeting – February 23, 2004

Attendees: Gail Miller, John Engerholm, Luci Botzek, Jim Holan, Marie Kunze, Jeffrey Strand, Scott Loomer, Bob Horton, Mike Cunniff, Jeff Carlson, Bill Mori, Tom Clark, Larry Dalien, Nancy Dean, Joel Beckman, Carol Leonard, Tara Bach, Greg Hubinger via phone – Rich Carlson, Dean Pass

Demo of ACRIS System

Jeff Carlson provided a demonstration of New York City's ACRIS (Automated City Register Information System) system. Rich Carlson provided insight and addressed questions via the phone. Some of the unique features and information provided on the system include:
- The ACRIS system is a web based product used by document submitters when recording Real Estate documents in New York City
- The submitter enters information online from the documents they will be recording.
- A transaction number is generated while creating a cover sheet for the document(s).. All documents within the package can then be referenced by the transaction number for future reference.
- A bar code is generated for the cover page and when the documents are mailed for recording the printed cover page must accompany them.
- If one document within the package is found to be in error, the entire package is returned to the submitter.
- The cover page is recorded as part of the package, however a second cover sheet is created when actually recording the information.
- Each document within the package is assigned a number based on the transaction number with an extension.
- There is a fee charged to be a user of the ACRIS system.
- All Boroughs in New York City share the same numbering sequence.
- Other States are using cover sheets, e.g. Virginia

Discussion of Document Packages

Following the demonstration, discussion was held regarding the challenges of creating a package of documents. A great deal of discussion revolved around the CRV and need for the Department of Revenue to develop an electronic application to process the CRV.

It was recommended that the Assessors should be brought in and invited to discuss the return on investment for implementing the CRV electronically. A schema has been developed for the CRV as a Minnesota Standard.

Next Meeting

The next meeting of this committee will be Monday, March 22, 2004. The meeting will take place at the MCIT building at 10:00am.