

**ERERTF Electronic Standards Project
County Survey Questionnaire**

County Name:

Date of Survey:

General Volume Questions

- What is the current population of your county?
- In your county what is the number of abstract properties and Torrens properties?
- How many documents do you receive per year that are abstract? How many are Torrens?
- What is the average number of days needed to process abstract documents? How many days for Torrens documents?
- What is the typical time delay between receiving documents through the U.S. mail and assigning a document number?
- What percent of abstract documents are rejected? What are the top two reasons for rejection?
- What is the primary reason for rejection of abstract documents in other departments?
- What percent of Torrens documents are rejected? What are the top two reasons for rejection?
- What is the primary reason for rejection of Torrens documents in other departments?
- How many full time equivalents (FTE's) does it take to process real estate documents in the following departments:
 - Recorder/Registrar
 - Auditor
 - Assessor
 - Treasurer
- How many of the following real estate documents are received each year:
 - Deeds
 - Mortgages
 - Satisfactions
 - Assignments
 - Other
- How many requests for information do you receive per year? What percent can be answered by system information?
- How many copies per year are provided to requestors of information from paper files? Microfiche/microfilm? Electronic images? System produced reports?

- For abstract property do you enter the legal description for a document into the electronic recording system?
 - If so, is it the full legal description or abbreviated?
- For Torrens property do you enter the legal description for a document into the electronic recording system?
 - If so, is it the full legal description or abbreviated?

Process Flow

- How many departments are involved in the abstract recording process? Please list the departments and their involvement.
- How many departments are involved in the Torrens registration process? Please list the departments and their involvement.
- What department first reviews mortgage filings?
- What department first reviews deed filings?
- Who confirms the legal description of the property on the deed?
 - What is used for comparison (previously recorded document, index, tax system)?
- Are there any bottlenecks in the flow of documents through the various departments?
- Who assigns the new parcel ID for property splits or divisions?
 - When is the new PIN assigned? (before or after recording)
- How are split PINs handled? Do both properties receive new numbers?
- Is PIN unique or is it reused?
- Is parcel ID actively used within the Recorder's office?
- Is parcel ID noted on all documents that are recorded?

Technology

- Please provide the following information on your recording system:
 - What hardware does it run on?
 - What operating system is used?
 - What is the name of the application software?
 - Is it an outsourced system?
 - Does it support both abstract and Torrens information?
 - Does it support any additional information?
- How many PC's are in the Recorder/Registrar's office?
- Does the Recorder's office have Internet Access?
- Please describe how abstract documents are stored:

- What imaging system is used?
 - How long have documents been imaged?
 - Are you familiar with MN "Information Resources Management Standards 12"? Do you follow this standard when imaging?
 - Are documents also archived on microfilm? What years?
 - Are documents also archived on microfiche? What years?
 - Are paper copies of documents also retained? What years?
- Please describe how Torrens documents are stored:
 - What imaging system is used?
 - How long have documents been imaged?
 - Are documents also archived on microfilm? What years?
 - Are documents also archived on microfiche? What years?
 - Are paper copies of documents also retained? What years?
- Do you currently receive or transmit Electronic Funds Transfers for land transactions? What type(s)?
- Please provide the following information on your tax system:
 - What hardware does it run on?
 - What operating system is used?
 - What is the name of the application software?
 - Is it integrated with the recording/indexing system?
- Please provide the following information on your geographic information system (GIS):
 - What hardware does it run on?
 - What operating system is used?
 - What is the name of the application software?
 - What information is supported?
- Are any technology changes planned for the next 12 months?

Indexes

- Please provide the following information on the Grantor/Grantee index:
 - Is data currently entered manually, electronically, or both?
 - How many years are supported electronically?
 - Are index books scanned or microfilmed? For how many years?
- Please provide the following information on the tract index:
 - Is data currently entered manually, electronically, or both?
 - How many years are supported electronically?
 - Are index books scanned or microfilmed? For how many years?
- Is document number captured electronically within the recording system? For how many years?
- Is PIN captured electronically within the recording system? For how many years?

Other

- Which transactions do you feel are best candidates for electronic recording?

- Any other concerns, issues, or questions?