

## **Content and Workflow Subcommittee**

25 and 29 April 2002

Present: Larry Dalien, Scott Loomer, Jeff Carlson, Keith Scheider (BenNevis), Paul Backus (BenNevis), Pam Trombo (BenNevis) Luci Botzek,, Gail Miller (phone), Angela Burrs (Phone), Denny Kron (phone)

These meetings were a review of the schema for satisfactions and closing use cases.

It was discussed that for the sake of good content and workflow there should be no reuse of parcel numbers in a county system. A state-wide unique PIN should be associated for each land parcel.

Leonard Peterson from the Department of Revenue suggested that the PIN be kept with the parent property on a split.

The sequential numbering of filings was discussed. Larry Dalien suggested that numbering should be at the time of receipt. It was also discussed that the priority number is established at the Recorder's office, regardless if the document initiates in the Auditor or Treasurer's offices.

The suggestion from this group was to make date / time the initial priority indicator and then use the order # as the secondary indicator. Order # would be used if filings came in bulk and were assigned the same date / time, then the order sequence in that bulk load would be the second indicator.

Documents coming in after hours would be processed the next business day. They would be processed in the order that they were sent.

It was agreed that the document number should not indicate sequence, as stated in legislation.

### **Schema Feedback:**

- Put an "exempt" option in the fees schema
- Add receipt # to schema
- Allow multiple scanned documents in image