

RECORDING SERVICE COST STUDY - FAQ

1. Can I use recording paper & recording book? If so what type?

Yes. The cost of supplies used for recording services should be included. Report this in the OTHER DIRECT LRMS EXPENSES section (Other Expenses WS).

2. Can I use what I pay to Tyler for Eagle annual fee? If so what type?

Yes. Each county should include any base fee for licensing or maintenance. Report this in the LAND RECORDS MANAGEMENT SYSTEM (LRMS) cost section (LRMS-Image Cost Worksheet: *Base License or Base Maintenance Fees - Annualized*).

3. Can I use copy machine/scanner maintenance fee? If so what type?

Yes, partially. If a multifunction device is used for office services including recording functions, first estimate what proportion of the device is used for recording services as a percentage. Then apply that percentage to the annual cost of maintaining the device. Report this in the LRMS EQUIPMENT cost section (Equipment WS).

4. We converted over to Eagle back in fall of 2019 – in looking thru the Part 2 survey – would you want me to include conversion costs?

Yes. We know that not every county goes through a conversion every year, but overall, it is a part of the cost structure. Therefore, if your county has paid for the cost of an LRMS conversion and data migration, such as for technical or consulting services charged by the LRMS company, then it should be included. Report this in the SUPPLEMENTAL LRMS TECHNICAL SUPPORT AND SERVICES cost section (LRMS-Image Cost Worksheet: *Supplemental LRMS Support Fees*).

5. Can I use recording postage and mailing supplies? If so what type?

Yes, partially. However, include this ONLY if you can separate or apportion the postage and mailing costs for recording services from postage and mailings associated with all other services. If you include this report it in the OTHER DIRECT LRMS EXPENSES section (Other Expenses WS).

DO NOT INCLUDE GENERAL OVERHEAD EXPENSES