

The background image shows a woman with long brown hair sitting at a desk, looking at a computer monitor. The monitor displays a website with the text "IOWA LAND RECORDS" at the top. A large red rectangular overlay is positioned in the center of the image, containing the main title and subtitle in white text.

ILR BASIC TRAINING SESSION 4

Portal Basic Training

What We'll Cover

Section 1.

Uploading Documents

Section 2.

PII and the Redaction Process

Section 3.

Detailed Audit Search

Section 4.

Search Tips

ILR BASIC TRAINING

Session 4 Progress

Section 1

**Uploading
Documents**

Section 2

**PII and the
Redaction Process**

Section 3

**Detailed Audit
Search**

Section 4

Search Tips

Uploading Documents

The Recorder's Index

- Public Notice of Real Estate Transactions
 - Protect Property Rights and Prevent Fraud

A background image showing a hand holding a pen over a document, with a red overlay box on the right side containing text.

Key Index Information

- Document Reference Numbers
- Date/Time of Recording (Sequence Matters)
- Names of Persons and Organizations in Real Estate Transactions
- Location Description
- Document Type
- Associated Document References

Legal Descriptions

3.8(3) Each County indexing system shall provide for archiving parsed legal description information, and the parsed legal description information shall be archived as specified herein. **Parsed legal description information for incorporated areas shall include lot, block and unit information. Parsed legal description information for unincorporated areas shall include section, township, range. Sections shall be archived by quarter section. If practicable, sections shall also be archived by quarter quarter section.**

It is okay to include references to half sections free-form text fields as provided in Section 3.8(2).



Associated Document References

3.9(2) Each County indexing system shall provide for archiving associated document reference information. Each County shall archive associated document reference information for all associated and electronically indexed documents. Associated document references include but are not limited to the following.

- a. Index references between conveyance documents, e.g., deeds, contracts, and Declaration of Value documents.**
- b. Index references between mortgage and satisfaction of mortgage documents.**
- c. Index references between state and federal tax liens and releases of federal and state tax liens.**
- d. Index references between other associated documents such as Groundwater Hazard statements, re-recorded documents, etc.**

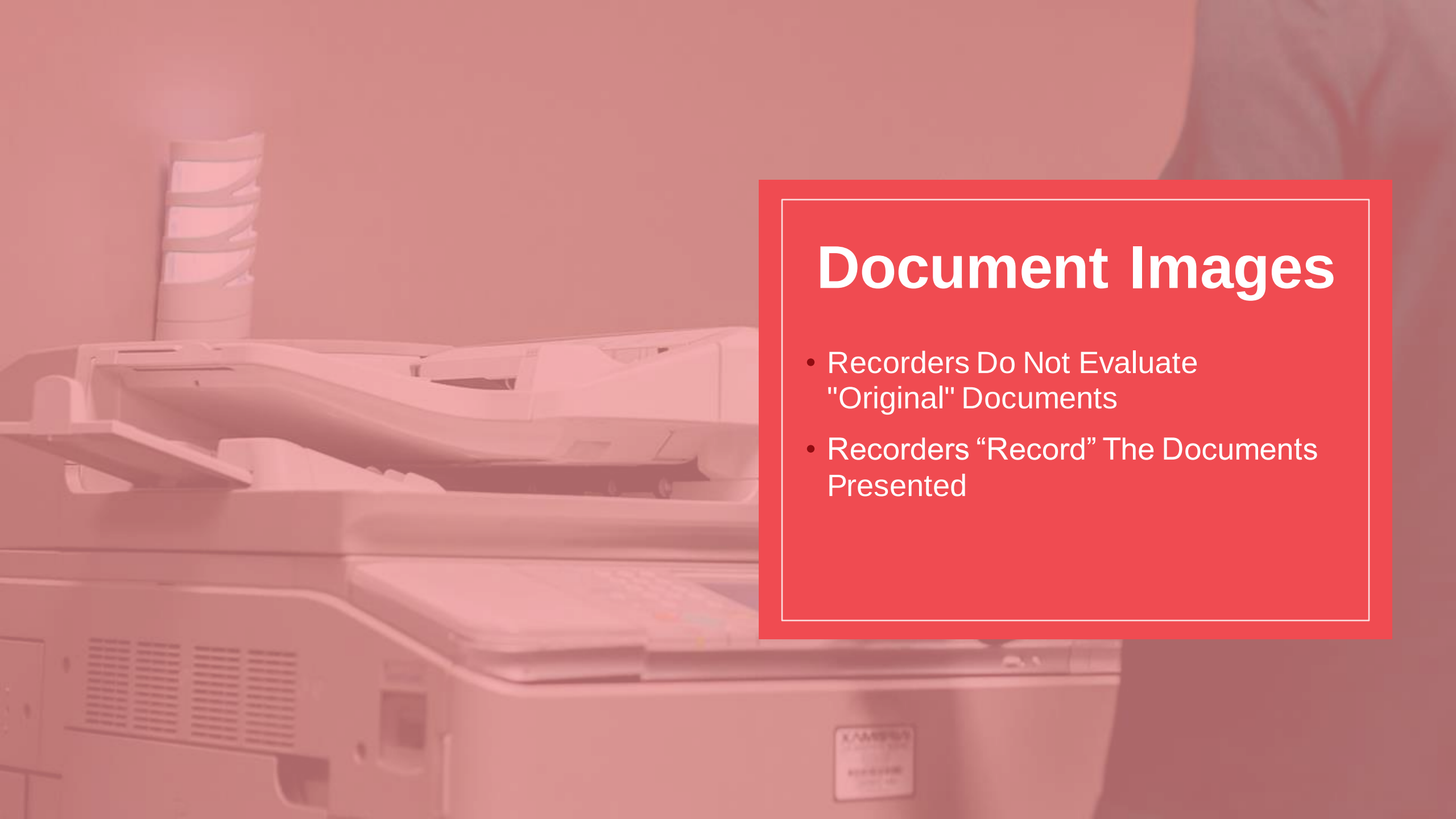
Parcel Identification Numbers

3.10(2) When practicable, each County indexing system shall provide for archiving parcel identification numbers as specified herein. All parcel identification numbers associated with a property which is described in a recorded conveyance document shall be archived. **The parcel identification number shall be the number assigned by the County or City Assessor to the property at the time of recording.**

3.10(3) Parcel identification numbers shall be archived in exactly the same format as the parcel identification numbers archived in the applicable County or City Assessor database.

Information NOT Indexed

- Street Address
- Social Security Numbers
- Account Numbers
- Birth Dates

A redacted photograph of a white Xerox multifunction printer. The printer is shown from a side-front angle, with its paper tray open. A red overlay covers the right side of the image, containing the title and a bulleted list. The background is a solid red color.

Document Images

- Recorders Do Not Evaluate "Original" Documents
- Recorders “Record” The Documents Presented

Permanent Unaltered Archive

3.11(2) A County shall permanently archive an unaltered version of each recorded document or instrument. ...

3.11(3) Notwithstanding the requirement in Section 3.11(2) ... a County may replace the image of a recorded document or instrument in the permanent archive provided that the replacement image does not obscure or alter the content or meaning of the original document, and provided that the image replacement is for one or more of the following purposes:

- a. The image associated with the original document is incorrect, such as when the image does not match the associated recording information for a document, or**
- b. The image associated with the original document is corrupt, such as when a scanned image is of poor quality or illegible when compared with the original document, or**
- c. The image associated with the original document is incomplete, such as when pages are missing from the electronic document when compared with the original document.**
- d. The image associated with the original document unintentionally alters the content or meaning of the original document, such as when a recording stamp is placed in a location which obscures a portion of the original document.**

Permanent Unaltered Archive

3.11(2) A County shall permanently archive an unaltered version of each recorded document or instrument. ...

3.11(5) Notwithstanding the requirement in Section 3.11(2) ... a county may alter or replace the recording stamp for a document provided that the alteration or replacement of the recording stamp is for one or more of the following purposes:

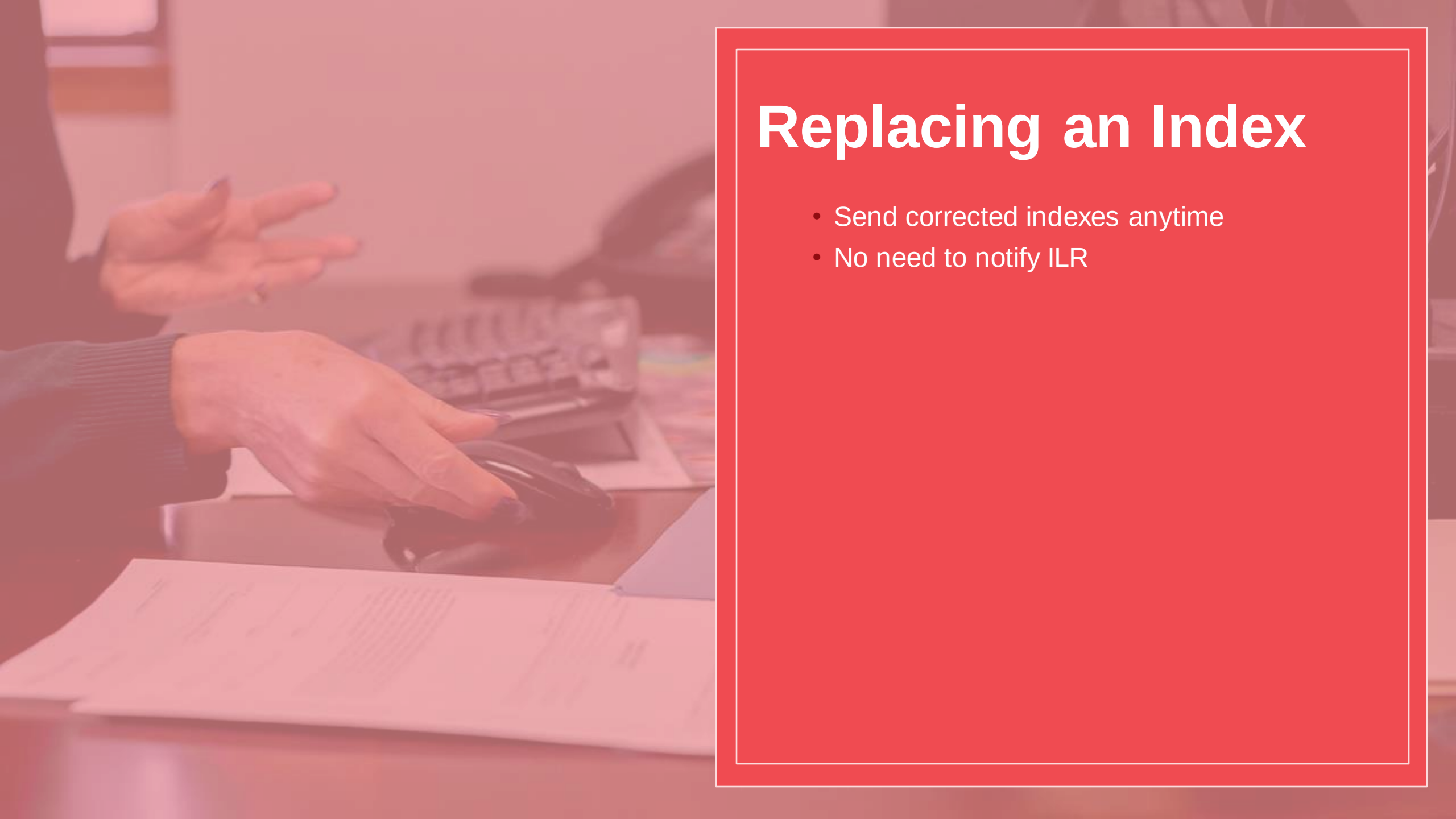
- a. The document is erroneously recorded in an incorrect sequence, or a sequence not intended by the submitter**
- b. The document is erroneously recorded with a recording time which is not within the normal operating hours of the recorder's office**
- c. The recording fee represented in the stamp is incorrect or does not reflect the actual recording fee after an adjustment is made to the fee paid**

Restamping must occur within five business days of recording



Replacing an Image

- Follow these steps when an image needs to be replaced on Iowa Land Records
 - Confirm the image is on ILR and back from redaction
 - Email support@clris.com with a request to replace the image
 - Include the instrument number & recording date
 - Include the reason for replacement
 - Send the image
 - Next day—confirm the new image transferred successfully



Replacing an Index

- Send corrected indexes anytime
- No need to notify ILR



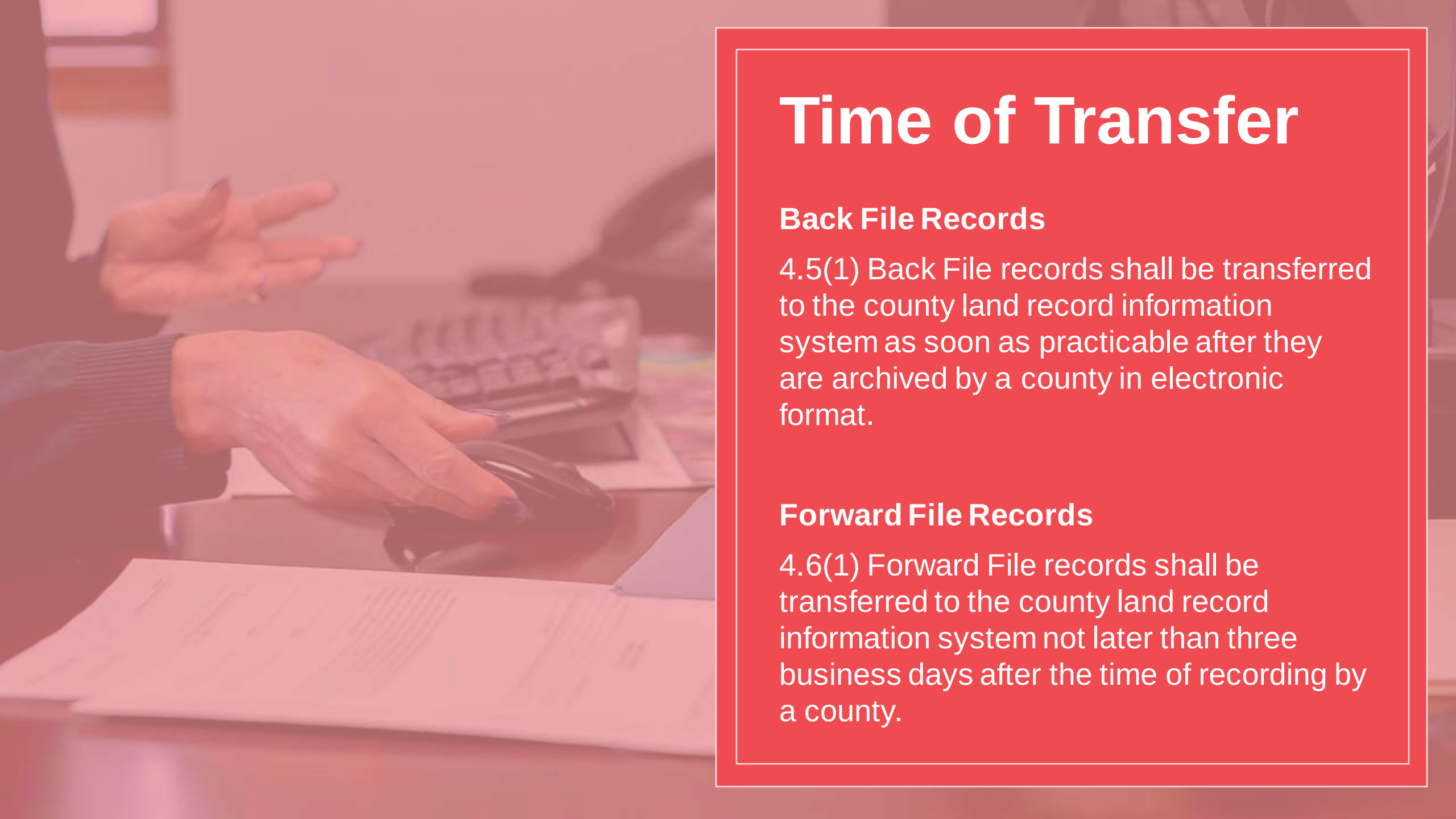
Forward File & Backfile Documents

- Forward File Documents
 - All documents from January 1, 2012 forward
 - Pulled for redaction daily
 - Returned within 48 hours
 - Become public when returned
- Backfile Documents
 - All documents prior to January 1, 2012
 - Pulled for redaction in larger groups
 - Longer time to return
 - Require review before becoming public
 - Okay to send Backfile Documents to ILR without asking

Transfer of Recorded Documents

4.3(1) A County shall transfer to the county land record information system all recorded document information which is archived in an electronic format.

4.3(2) A County shall transfer any and all index updates for required documents to the county land record information system. Index updates include index error corrections, parsed human names, parsed legal descriptions, and new associated document reference information added to previously recorded documents. Index updates shall be transferred within the time frame specified in Section 4.6.



Time of Transfer

Back File Records

4.5(1) Back File records shall be transferred to the county land record information system as soon as practicable after they are archived by a county in electronic format.

Forward File Records

4.6(1) Forward File records shall be transferred to the county land record information system not later than three business days after the time of recording by a county.



Best Practices

- Use the function each service provider has in place to send documents automatically when marked complete
 - Complete may vary by county
- Log into Iowa Land Records regularly to confirm all documents transferred successfully
- Use Detailed Audit Search to check status

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Section 1

**Uploading
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**Detailed Audit
Search**

Section 4

Search Tips

What Information Is Public?

- Real Estate Records are “Public Records”
 - Iowa Code Sections 331.607 and 22.2
- The “Preparer” Determines the Content of the Records
- Since 2003 Social Security Numbers Prohibited – Expanded in 2007 To Include Account Numbers

The background of the slide features a close-up, slightly blurred image of a computer keyboard. A silver-colored metal padlock is placed over the keyboard, specifically covering the '6', '7', and '8' keys. The padlock is open, with its shackle visible. The overall image has a reddish-pink tint.

Privacy Measures

- No Known Cases of Fraud or Identity Theft
- Precautions Included:
 - Images of State and Federal Tax Liens Restricted When Processed
 - User Registration
 - No Private Information Included In Index Data
 - Redaction Upon Request
 - Users Not Identity Thieves – They Are Mostly People In the Real Estate Industry
 - All Real Estate Documents are Public Records Accessible in Any Courthouse – under the law - people have a right to examine, copy, publish or otherwise disseminate those records

Reporting PII

- When you find or are notified of a missed redaction, follow these steps to return the document(s) for correction.
 - Click the yellow PII triangle

First Previous 1 2 Next Last		
	Document Type	PII
	Warranty Deed	
	Groundwater Hazard Statement	

Reporting PII

- Select the Reason from the list
- Enter a comment
 - Include information to be redacted
 - Include location of information to be redacted
 - Process is the same for overredacted information

Redaction Required

Welcome
Phil Dunshee!
[Logoff](#)

Reason

Comment

[Submit](#)

[Cancel](#)

[Home](#)

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Detailed Audit Search

- Where you can see all the information about your documents
- Recording Date
- Image + Index Date Received
- Marked for Replacement
- Redaction Status
 - Date Sent + Returned
 - Redacted or Checked for Redaction status
 - County Called for Redacted Document
 - County Downloaded Redacted Image

Detailed Audit Search

- Select Detailed Audit Search from the Menu
- Select Your County Name (or double click)
- Enter Search Dates
- Select Additional Criteria as needed
 - Complete. Both image + index received
 - Document ID Information
 - Document Type
 - Redaction Status
 - Image Replacement Status
 - Image Public Status



**Welcome
Lisa Long!**
Logoff

[Change your password](#)

- > Land Record Search
- > About ILR
- > Customer Service
- > ILR Services
- > Tutorials
- > Iowa County Recorders
- > Other Services
- > Related Links

Electronic Recording

- > ICRA Members
- > Detailed Audit Search
- > Maintain County
- > Redaction Review
- > Update Account
- > View Reports

Detailed Audit Search

- Select Detailed Audit Search from the Menu

Detailed Audit Search

- Select Your County
- Double Click to Move County Name to the Selected Counties Field

This screenshot shows the initial state of the 'Detailed Audit Search' interface. At the top, there are four buttons: 'Search', 'Reset', 'Clear', and 'Done'. Below these buttons, there are two columns. The left column is titled 'Iowa Counties' and contains a list box with 'Monroe' at the top. The right column is titled 'Selected Counties' and contains an empty list box. Between the two list boxes are two arrows: a right-pointing arrow and a left-pointing arrow.

This screenshot shows the state of the 'Detailed Audit Search' interface after the 'Monroe' county has been moved. The 'Iowa Counties' list box is now empty. The 'Selected Counties' list box now contains 'Monroe' at the top. The buttons and arrows remain the same as in the previous screenshot.

Detailed Audit Search

- Add Criteria

Use this form to set the parameters of your search. For information about how to perform a successful search, or to learn more about the information available from each county, please visit the Help Search section.

* At least one criteria besides county is required.

Search **Reset** **Clear** **Done**

Iowa Counties **Selected Counties**

^

Monroe ^

→

←

▼

▼

Enter additional search parameters here:

Recorded Date Range

Starting Date Month Day Year **Ending Date** Month Day Year

September 30 2019



Detailed Audit Search

- Search for all September 18 documents

Search

Reset

Clear

Done

Iowa Counties

Selected Counties

Monroe

➡

⬅

Enter additional search parameters here:

Recorded Date Range

Starting Date

Month

September

Day

18

Year

2019

Ending Date

Month

September

Day

18

Year

2019



Detailed Audit Search

- Results Display

Displaying all documents of 6 documents

Select	Doc ID	Img	County	Recording Date	Unique Doc ID	Complete	Index Received	Image Received	Redaction Status	Allow Replace	Public	PII
☐			Monroe	2019/09/18	2019_0918__1138	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1140	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1141	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1142	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1143	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1144	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1145	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__GWH1145	true	true	true	Checked for Redaction	false	true	

Detailed Audit Search

- View Document Details by clicking on the magnifying glass



Select	Doc ID	Img	County	Recording Date	Unique Doc ID	Complete	Index Received	Image Received	Redaction Status	Allow Replace	Public	PII
☐			Monroe	2019/09/18	2019_0918__1138	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1140	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1141	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1142	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1143	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1144	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__1145	true	true	true	Checked for Redaction	false	true	
☐			Monroe	2019/09/18	2019_0918__GWH1145	true	true	true	Checked for Redaction	false	true	

Detailed Audit Search

- View Document Details by clicking on the magnifying glass
- Recording Date
- Unique Doc ID
- Number/Book/Page
- Document Type
- Index + Image Received
- Checked for Redaction
- Sent to be Redacted
- County Allowed to Replace
- PDF Returned

PRIA Recorded Date 09/18/2019

Audit Recorded Date 09/18/2019

County Monroe

Unique Document ID 2019_0918__1138

Number 1138

Book 2019

Page 1138

Document Type Mortgage

Index Audit Received true

Image Audit Received true

Index Received true

Image Received true

Complete true

Redaction Status Checked for Redaction

County Allowed to Replace Image false

PDF Visible to Public true

Sent to be Redacted true

Sent to be Redacted Confirmed true

IntelliDact ID d0efbd99-d8ce-4a16-9abd-b1468ccf7a8b

PDF Returned true

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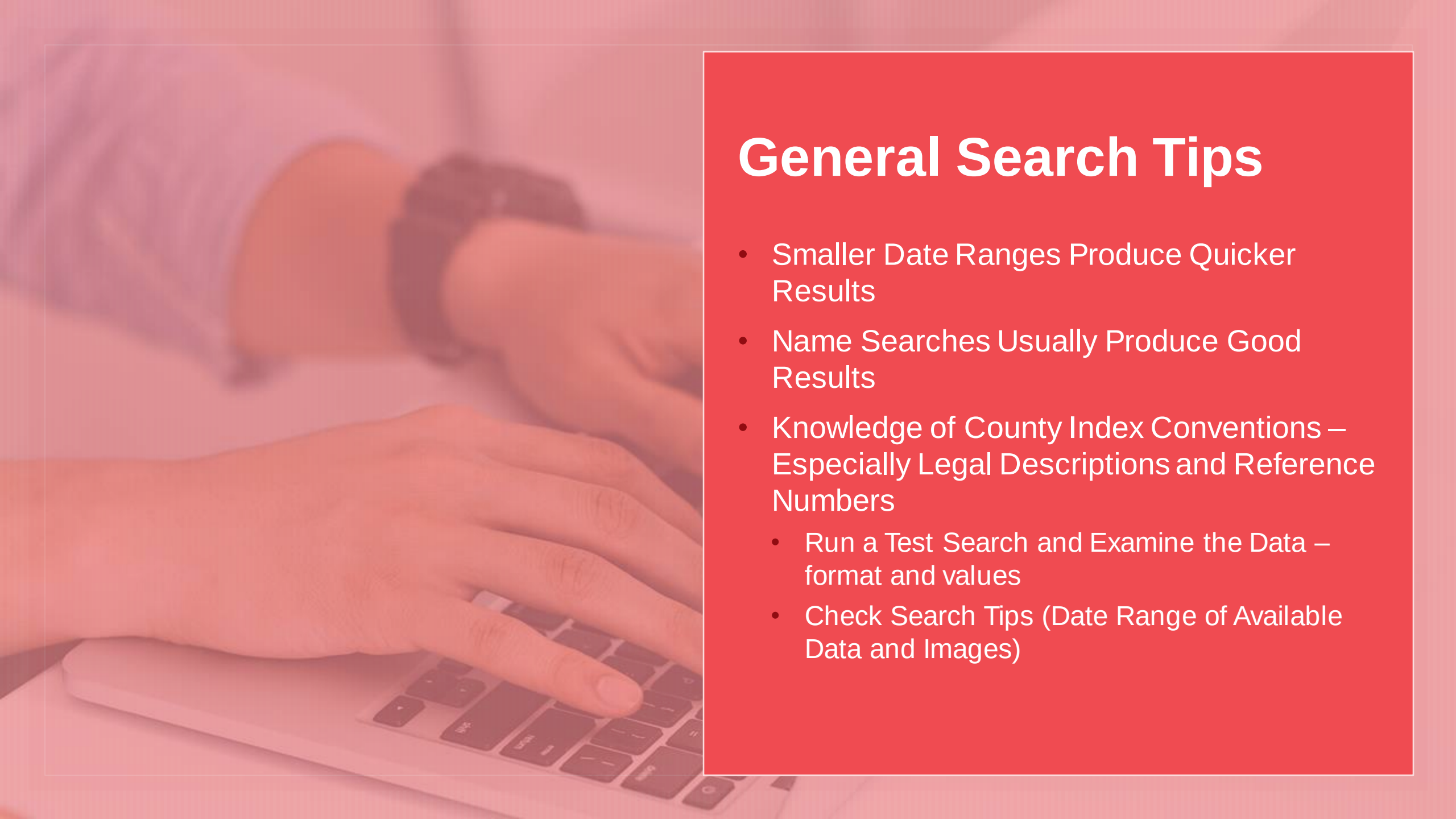
**Detailed Audit
Search**

Section 4

Search Tips

Search Parameters Reflect the Index

- Date Range Name
- Party Type Person or Organization
- Document Type
 - Use the CTRL key to select multiple doc types
- Legal Description*
- Reference Number



General Search Tips

- Smaller Date Ranges Produce Quicker Results
- Name Searches Usually Produce Good Results
- Knowledge of County Index Conventions – Especially Legal Descriptions and Reference Numbers
 - Run a Test Search and Examine the Data – format and values
 - Check Search Tips (Date Range of Available Data and Images)

Special Issues to Consider

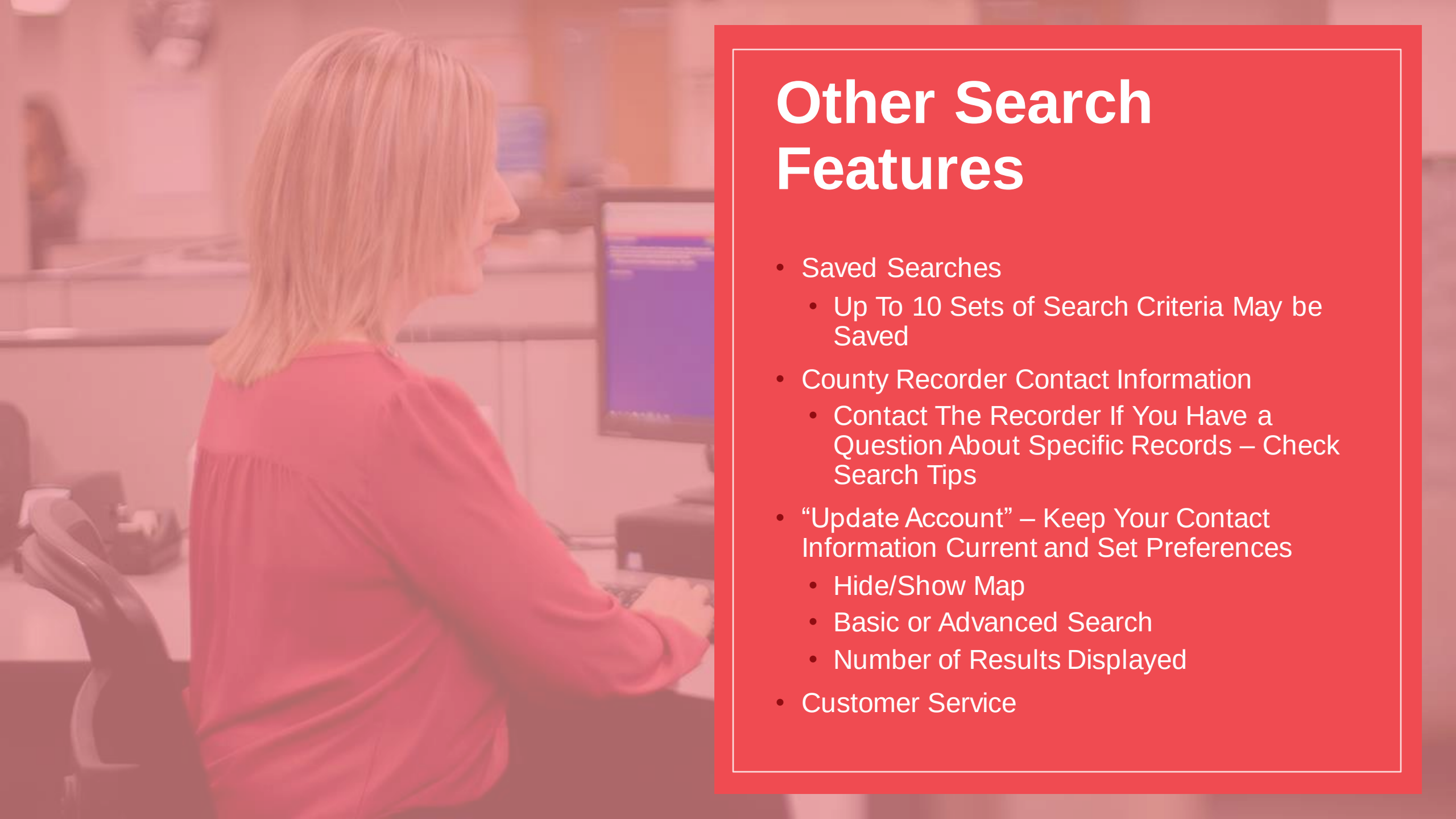
- Mapping Document Types (Search Similar Types, e.g., Mortgages and Deeds of Trust)
- Reference Numbers
- Names (Try both Last Name and “Full” Name)
- Spelling (Name Searches are Character String Searches – Use Wildcards If Uncertain, e.g., “Anders*n”)
- The Search Results Display Is Affected by the Search Criteria Used, e.g., platted or unplatted



Common Sources of Frustration

- Legal Description Search – Older Indexes Are Not “Parsed” – Perform a Character String Search in the Field “Legal Description” – Avoid Platted or Unplatted Searches for Older Documents
- Parcel Identification Numbers – Land Record Indexes Do Not Consistently Include Parcel IDs
- Number of Results Per Land Record – Use the “Show One Result Per Land Record” checkbox





Other Search Features

- Saved Searches
 - Up To 10 Sets of Search Criteria May be Saved
- County Recorder Contact Information
 - Contact The Recorder If You Have a Question About Specific Records – Check Search Tips
- “Update Account” – Keep Your Contact Information Current and Set Preferences
 - Hide/Show Map
 - Basic or Advanced Search
 - Number of Results Displayed
- Customer Service

Maintain County

Legacy Application

- County Information
- Land Record Information

A background image showing a hand holding a pen over a document, with a red overlay box on the right side containing text.

Key Maintenance

- Maintain County Information
- Maintain Users
- Search Tips

County Information

Required

- Contact Information
- Notification Email Addresses
- Hours of Operation

Optional

- Officials
- Custom County Message



Add/Maintain Users

- **Name, Email, Address, Phone**
- **New: Username & Password**

Search Tips

County Maintained Information

- Earliest Index Date on ILR
- Earliest Image Date on ILR
- Document Type Search Notes
- Name Search Notes
- Number and/or Book & Page Search Notes
- Legal Description Search Notes

Things To Ignore (for now)

- Redaction Review
- View Reports
- Preferences

The background is a soft-focus photograph of a person's hand resting on a desk. There are several sheets of paper on the desk, some with faint text and diagrams. A blue stapler is visible in the upper right corner. The entire image has a light pink overlay.

QUESTIONS?

A background image showing a person's hand resting on a desk with papers and a stapler, overlaid with a semi-transparent red rectangle.

• THANK YOU!