



IOWA LAND RECORDS

Agenda

- **Events & ICRA Hub**
- **Customer Support & Logistics**
- **Advocacy**
- **Project Manager Update**

Meet the Team

ADMIN & DEVELOPMENT

PHIL DUNSHEE

Project Manager

MANSI AGARWAL

Software Developer

CENSUS LO-LIYONG

Policy Coordinator

LISA LONG

Customer Service & Account
Manager

MERNA ADDISION

Software Developer

**KRISTEN DELANEY-
COLE**

Communications &
Marketing Coordinator

KELLY WALLACE

Technical Lead

KAY KELLEHER

Accounting Coordinator

CORRIE STRASSER

Customer Support Coordinator



west48

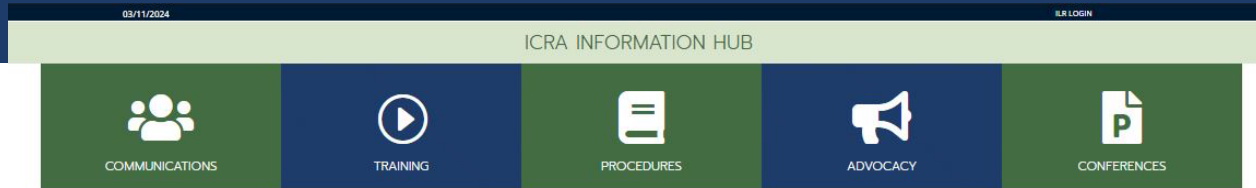
Blue Compass Conference Center

DEPUTIES CONFERENCE

Thursday, September 26
West48 in West Des Moines

RESOURCES

ICRA Resource Hub



WELCOME!

Welcome to the Iowa County Records Association resource hub. Made to support county recorders and their staff, you can find upcoming events, recorded training, handouts for public information and other helpful resources.

Please be sure to update the ILR team with any office operation or contact changes at support@clris.com.

NEWSLETTER

EVENT CALENDAR

EXTERNAL CONTACTS

BankCard USA



Iowa Department of Public Health



Iowa Department of Natural Resources



Iowa Department of Revenue



LOGIN

iowaLandRecords.org/membership-login/



ICRA RESOURCE HUB

2024 Newsletters

2023 Newsletters

January 2024
February 2024
March 2024
April 2024 - coming soon

MEDIA - 2024 FRAUD INFORMATION


ICRA Press Release & postcard - Feb 2024


WORD Press Release Feb 2024


Fraud Postcard ONLY PDF


Fraud Postcard Front JPEG


Fraud Postcard Back JPEG

OFFICE RESOURCES


Map


Directory


ICRA Brochure


Brochure - no pic


Brochure - pic


ICRA Logo JPEG


ICRA Logo (Transparent) PNG


Fonts Download

ILR SERVICES & RESOURCES


Flyer - Search & E-Submission


Flyer 2 - Search Information & FAQ


E-Sub Promo (3 per page)


Email Template (Download Word Document)


Letter Template (Download Word Document)


Link - Business Application


Link - Individual Application

PROCEDURES

MANUALS, POLICIES & PROCEDURES


Recorders Manual (full)


Recorders Manual Appx


Vital Records User Manual


ESS Policy & Procedures


ESS P&P (short)


Doc Formatting Standards


Formatting Analysis Table


Feb 2024 Maintenance Cost Share

REAL ESTATE REDACTION INFORMATION


FORM Real Estate Redaction Request


INSTRUCTIONS Real Estate Redaction Request


P&P Chapter 6 Amendments


SF 342


ISAC Real Estate Redaction Demo

OTHER GUIDES


VX 520


ICRA POS Surcharge Costs

ICRA RESOURCE HUB

03/12/2024 ILR LOGIN

ICRA INFORMATION HUB

ADVOCACY



API Transfer



Lobby Terms of Use



Bill HF 525/ SF 141



Writing Fee Bill HF 718

ICRA Policy Brief

Modernization Initiative Resources

Advocacy Challenge

2022 Legislative Reports & Handouts

Stay up to date with the latest legislative news affecting County Recorders in Iowa. This publication is created monthly by ICRA Legislative Representative, ESS Policy Coordinator, & ESS Communications Coordinator.

March
February (no brief, networking in session)
January
December - 2023

ADVOCACY KICKOFF VIDEO

BASICS OF LEGISLATION - STACIE & MEGAN



2023 Bill Signing



2023 Iowa State Capitol



2023 Census Lo-liyong



Iowa Legislation

Stay Updated

FOLLOW ON LINKEDIN

CONFERENCE PRESENTATIONS

2024 Event Presentations

2024 EVENT & CONFERENCE CALENDAR



March 2024 ISAC Spring Conference

Copy of all ICRA related presentations are coming soon!

2023 Event Presentations

2023 New Officer School 2023 ISAC Spring Conference 2023 ICRA Summer School 2023 ISAC Annual Conference 2023 Deputies Conference

January 2023 ICRA New Officer School Presentations

- ILR
- ICRA Welcome
- ICRA Committee
- ICRA Presentation

District Meetings, Other



2022 Presentations

Recording Services Cost Study



SUPPORT

LISA'S TOP 10

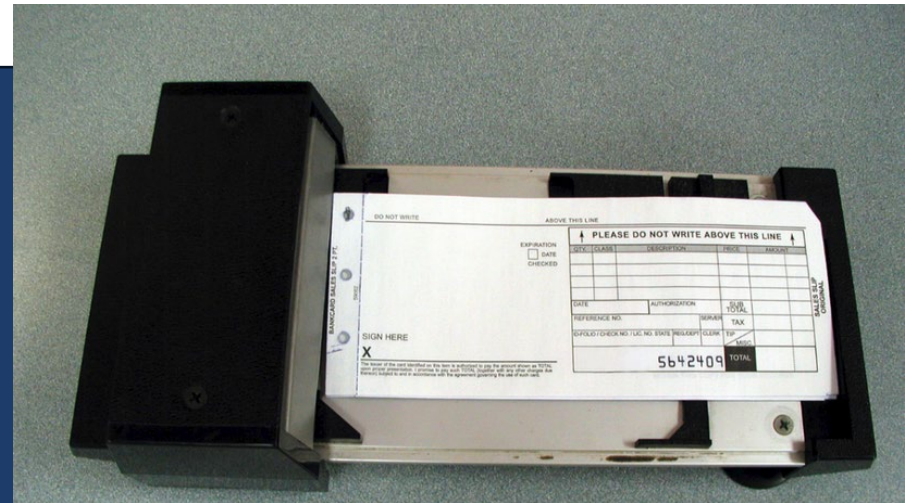
1. POS Update
2. Back the Blue
3. Cross training
4. Cost sharing &
Maintenance Invoices



POS Update

- Approved by Finance & ESS at February meetings
- Professional Solutions: vendor based in Iowa
- Terrific customer service
- Transition plan

Survey Coming March 18



POS Update

- New devices for all participating counties
- Stay tuned – instructions on disposition of current devices to be determined
- Batch close & distribution does not change
- Service charge 3%
- **No refunds!**



BACK THE BLUE

Does

- Redact the name of the qualifying individuals per Iowa Code 801.4
- Remains in force for four years
- Allow the original unredacted document to be viewed in the recorder's office

Does Not

- Redact addresses
- Redact family member names
- Does not redact the index –still searchable on ILR
- Counties should NOT redact the party name in their local index

BACK THE BLUE



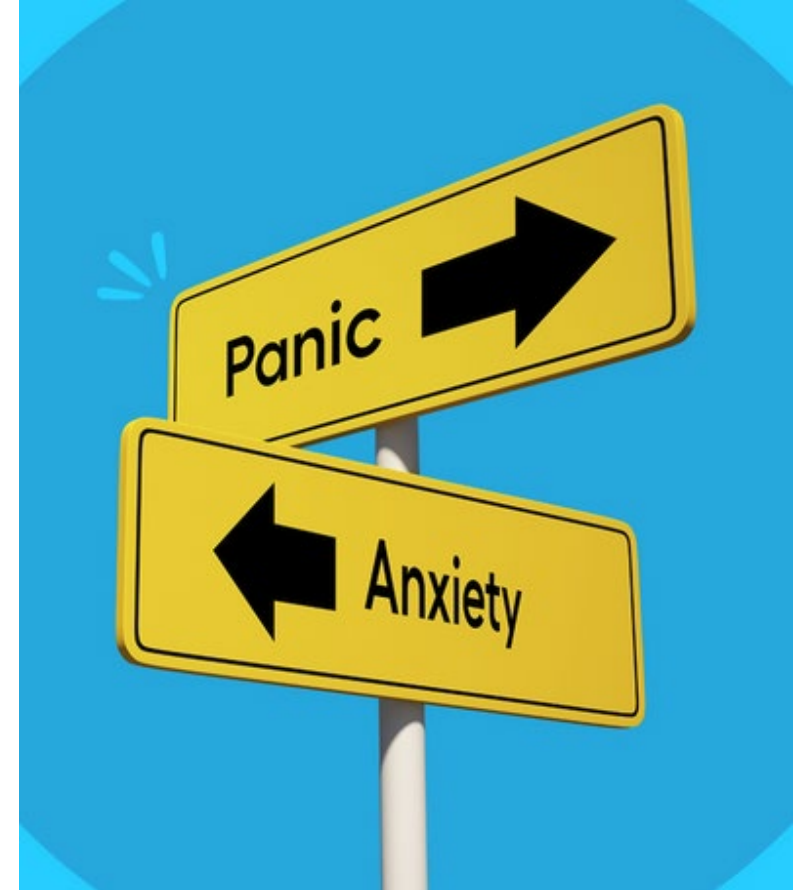
WHAT'S NEXT?

Future Plans

- Reform of BTB included in Modernization Initiative
- Move from redaction to shielding
- Allow authorized users to view unredacted image
 - Title company
 - Bankers

CROSS TRAINING

- ☑ **Eliminate Panic + Anxiety**
- ☑ **Leave the office with peace of mind**
 - They can do it!
- ☑ **Teach your people well**
 - "I've never done that before!"
 - Where do I click?
 - What should I do?



Maintenance Invoices

- Cost sharing approved by ESS at February meeting
- Cost sharing to be reviewed at May ESS meeting
 - Resources permitting cost sharing may increase.
 - It will not be less!
 - Credits by county posted on HUB Procedures page

Electronic Services System
8711 Windsor Parkway
Suite 2
Johnston, IA 50131

Bill To

Adair County Recorder
Court House
400 Public Square, STE 6
Greenfield, IA 50849

Item	Description
Tyler Tech. ILR Maintenance	Maintenance and Support services for the Iowa Land Recorders file transfer module and LCM or web service integration.
Maintenance Cost Share Cr...	

Indexing Best Practice

Index on your local system

ADD PARTY

×

Party Type:

Grantor

▼

Name Type:

Person

▼

Last Name:

First Name:

Middle Name:

SAVE

CANCEL

ADD LEGAL DESCRIPTION

×

Legal Description:

SAVE

CANCEL

Search Transition

- Transition from Legacy Search to 2.0 began in **May 2023**
- All users transitioned to 2.0 **December 9, 2023**
- Over **3000 Individual Users** have been approved to use Search 2.0
- Over **1900 new organizations**, both search and submit have been added to 2.0
- Still spending part of day on transition but it's not as BUSY as December & January!



Search Limits

Recorder staff

- Unlimited searches, index & image views

Business Users

- Unlimited searches & index views
- 120 Image views per day per user

Individual Users

- 10 Image views per day
- Unlimited searches & index v



Process to allow additional views if necessary support@clris.com

Survey Says....



3.13(5) Document Dimensions. Each County Image Archiving System shall provide for scanning Surveys and Plats in the following dimensions: 8.5” by 11” (letter), 8.5” by 14” (legal), and 11” by 17”. A County is not required to provide for the printing or reproduction of a document with dimensions of 11” by 17” or larger.

Each County Image Archiving System shall provide for archiving Surveys and Plats in the following dimensions: 8.5 by 11 inches (letter), 8.5 by 14 inches (legal), 11 by 17 inches, or with respect to documents submitted through the Iowa Land Records E-Submission service dimensions of up to 24.0” by 36.0”.

-Phil Dunshee

at Society of Land Surveyors of Iowa on March 8, 2024



CONTACT US

support@clris.com

888-790-2246

Fee Policy Survey Results

Completed by 97 County Recorders

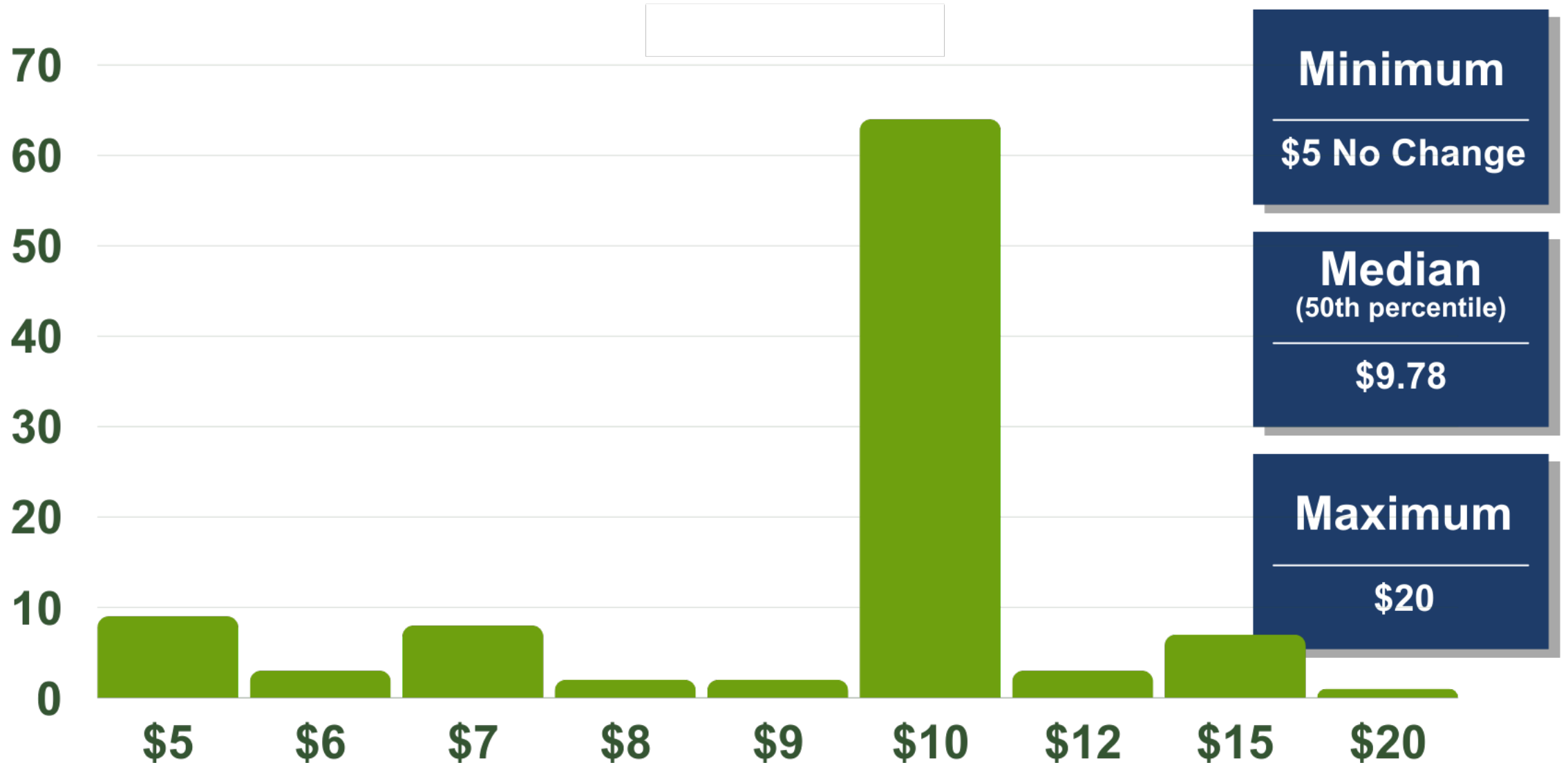
Preliminary results indicate \$10 fee increase

Large County Advisory

Other Subcommittees



... — Proposed Fee Results — ...



Other State Fee Policies

Central States

1 PAGE RATE	4 PAGE RATE
\$7 1985	\$22 1985
\$20.02 2023	\$62.91 2023

Mortgage Recording Fee Central U.S. State



... — Advocacy & Lobby Strategies — ...

Crafting Your Message

An Effective Advocacy Message

- ☒ Identify your stakeholders
- ☒ Start with soft communication
(offer to assist to improve issues)
- ☒ Stakeholders can be advocates
(activate them to support you)
- ☒ Leverage personal relationships



Advocacy Strategies

Legislature Relationship Building



Legislators are people too

- Talk to them & connect naturally

Recorders are elected too

- Introduce your legislator to your role
- What is a Recorder?

Party Affiliation

- You both belong to a political party
- Influence from within

Keep the conversation going

- Continue your conversations about your role and what can be done to improve it for your communities

Build Rapport & Trust

Actively listen

- Show genuine interest & curiosity
- Set clear expectations

Establish credibility

- Show you understand your legislative priorities
- Use talking points
- Refer them to your advocacy team for clarity

Collaborate & co-create

- Solicit feedback, input and ideas

Communicate clearly & frequently

- Use various channels, clear any uncertainty

Deliver value & results

- Deliver high-quality work
- Use feedback & evaluation

Appreciate & Celebrate

- Send cards & remind them they are valuable

March 13, 2024

County Day



... ——— Advocacy & Lobby Strategies ——— ...

County Review

- Who did you talk to?
- Did you use the talking points?
- What feedback did you receive?
- What was challenging?
- Did you leave any material with them?
- Can you break them into segments?



... — Advocacy & Lobby Strategies — ...

Crafting Your Message



Prioritize your stakeholders with a matrix

Influence of Stakeholder

Medium Priority	High Priority
Low Priority	Medium Priority

Interest of Stakeholder

Advocacy Strategies

Planning Process

- ☒ Attend a meeting
- ☒ Present at a townhall
- ☒ Present at a conference
- ☒ Email, call, or send letters



Advocacy Strategies

Developing Your Message

Who Else Can You Connect With?

Local Stakeholders	Attend a local event and communicate in person
Legislators	Send emails & cards
Board of Supervisors	Make a presentation
Other County Associations	Hold meetings



Five Steps to Deliver Key Message



You Are An Asset

- Define your ask
- Make "relationship-building asks"
 - Ask stakeholders to visit your office
 - Demonstrate the recording process
- Have something to offer
- Share your story & history in the county
- Offer to be a resource



Stakeholder Communication

Talking Points

A possible conversation- part 1

- Have you heard about our Association's "modernization" initiative?
- It's a proposal we're planning to bring forward in 2025.
- We're looking to modernize our recording services with an investment of a reasonable adjustment in recording user fees.
- The Association is engaging with our stakeholders to identify areas of improvement.
- Recording fees are user fees that are paid to cover the cost of recording a real estate transaction and revenue from recording fluctuates with the real estate economy.

Stakeholder Communication

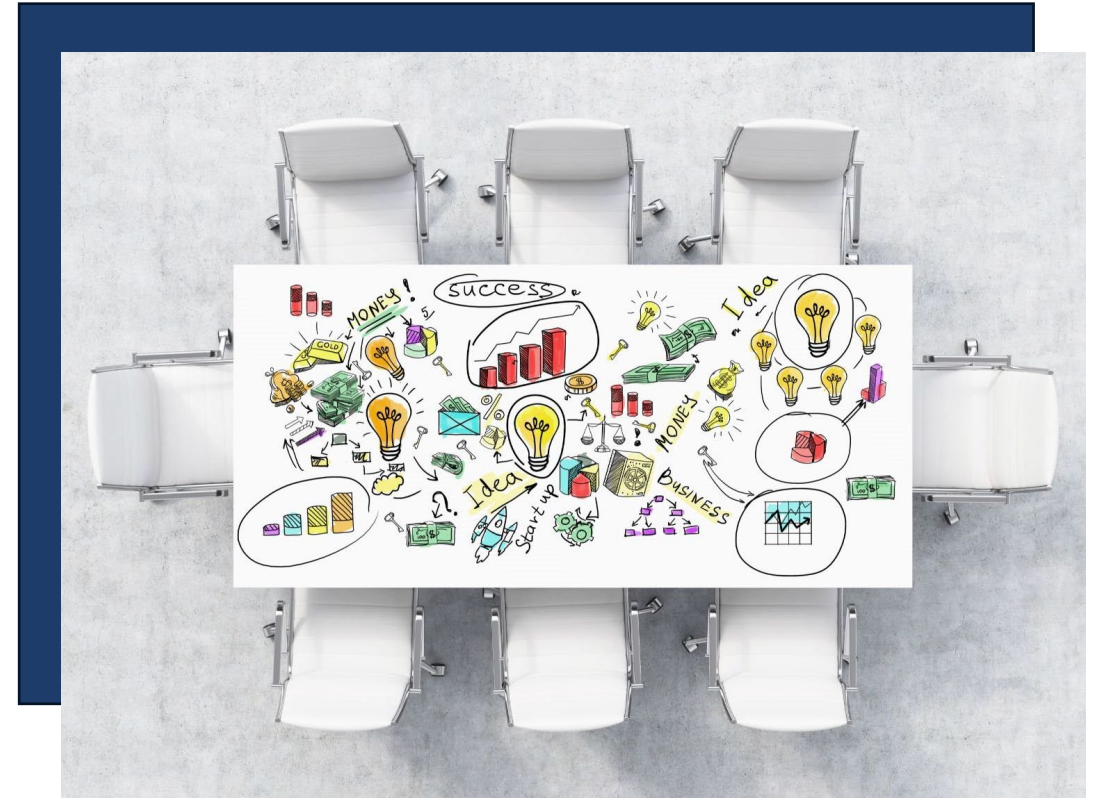
Talking Points

A possible conversation – part 2

- Did you know that Iowa recording fees haven't been updated since 1985? Almost forty years! To put this in perspective, the cost of a postage stamp has tripled in that same time span from \$0.22 to \$0.68.
- Iowa recording fees are the lowest in the Central U.S..
- What are the proposed fee changes? Still being planned, but likely less than the rate of inflation.
- An adjustment in these user fees is needed to allow for investment in the planned modernization efforts.
- The plans are being developed now and more information should be available soon! When ready, I'll reach out to you.

Next Steps

- ✓ Member Survey
-
- ✓ Guiding Principles
-
- ✓ State Recording Fee Research Results
-
- ✓ Review Of Other Comparable Filing Fees
-
- Preliminary Fee Target
- "Making the case for a fee update"





ADVOCACY RESOURCES

Monthly Briefs

Current Handouts

Presentations

Monthly Newsletters

Board of Supervisors Report

Past Legislative Handouts

CLo-Liyong@clris.com

**POLICY BRIEF**

IOWA COUNTY RECORDERS ASSOCIATION POLICY BRIEF



MARCH 4, 2024

END OF 1ST FUNNEL WEEK

COUNTY DAY IS COMING

ADVOCACY CHALLENGE SCHEDULE

MATERIALS TO PRINT

[LINK TO ICRA HUB](#)

END OF THE 1ST FUNNEL WEEK

Census K Lo-liyong

At the end of the first funnel week of the Iowa General Assembly, several bills have moved forward in both legislative chambers.

ICRA Advocacy efforts focused on the pausing the advancement of SF 2085 (County Recorders Notification Bill), the bill did not progress beyond the funnel week. ICRA also monitored HF 2539, the Public Records Education and Enforcement Bill. The bill advanced with an amendment that decreased the violations by 50%. Iowa Public Information Board will be in charge of approving education material and reviewing violations.

(continued on page 2)

PAGE 1

**IOWA ECONOMICS**

Every parcel, building, and piece of property in Iowa is rep document that has been recorded in a county recorder's documents are a visible sign of a complex process that is f for the economy.

INFLATION VS. LAST FEE CHANG

1 Page Rates		4 Page Rat	
1985 - Current	Inflation Adjustment	1985 - Current	Inflati
\$7 in 1985	\$20.02 in 2023	\$22 in 1985	\$4

Mortgage Recording Fee Contiguous States



CURRENT FEES IN OTHER STATE

The graphs above illustrate fee comparisons with contiguous states | states in the central United States. Iowa has the lowest recording fee

ABOUT

FIND YOUR LOCAL COUNTY RECORDER



Q What does a County Recorder do in my community?

While the office was first established back in 1839 with the basic duty to maintain official records of real estate documents in order to preserve property rights, the position acquired more responsibilities.

You may go to the County Recorders Office for

- Vital records such as a birth, marriage, or death certificate
- Marriage license
- Passport Application and Photo (may vary in some counties)
- Recreational vehicle registrations and titles
- Hunting and fishing licenses (may vary in some counties)

Q How many departments do County Recorders work with daily?

- Iowa Secretary of State
- Iowa Department of Health & Human Services
- Iowa Department of Revenue
- Iowa Department of Natural Resources
- U.S. Department of State

LEGISLATIVE PRIORITIES

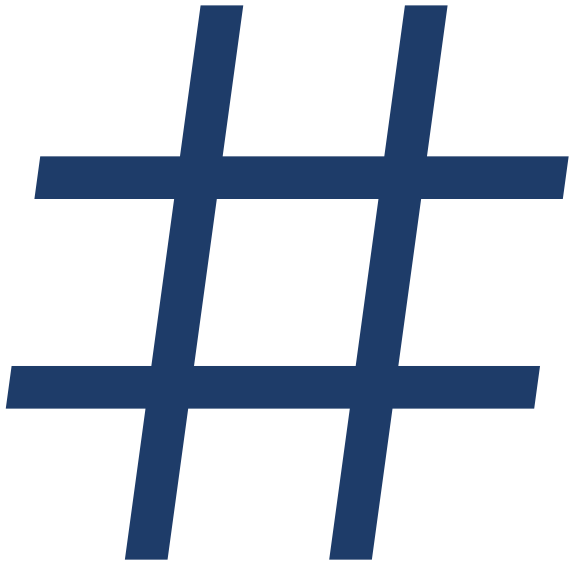
- Modernize and improve services for the real estate industry and Iowa citizens
- Work to prevent and detect property fraud
- Maintain security for real estate records and information
- Increase the digitization of older paper records including surveys and plats

Iowa Land Records was established under Chapter 28E to provide Iowa counties with an electronic services system for land record information, electronic recording and other services as amended by 2021 Iowa Acts, Chapter 126, Section 2. See also, <https://iowalandrecords.gov/wp-content/uploads/2022/01/SCS-Eligible-28E.pdf>

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Policies & Procedures

Associated References



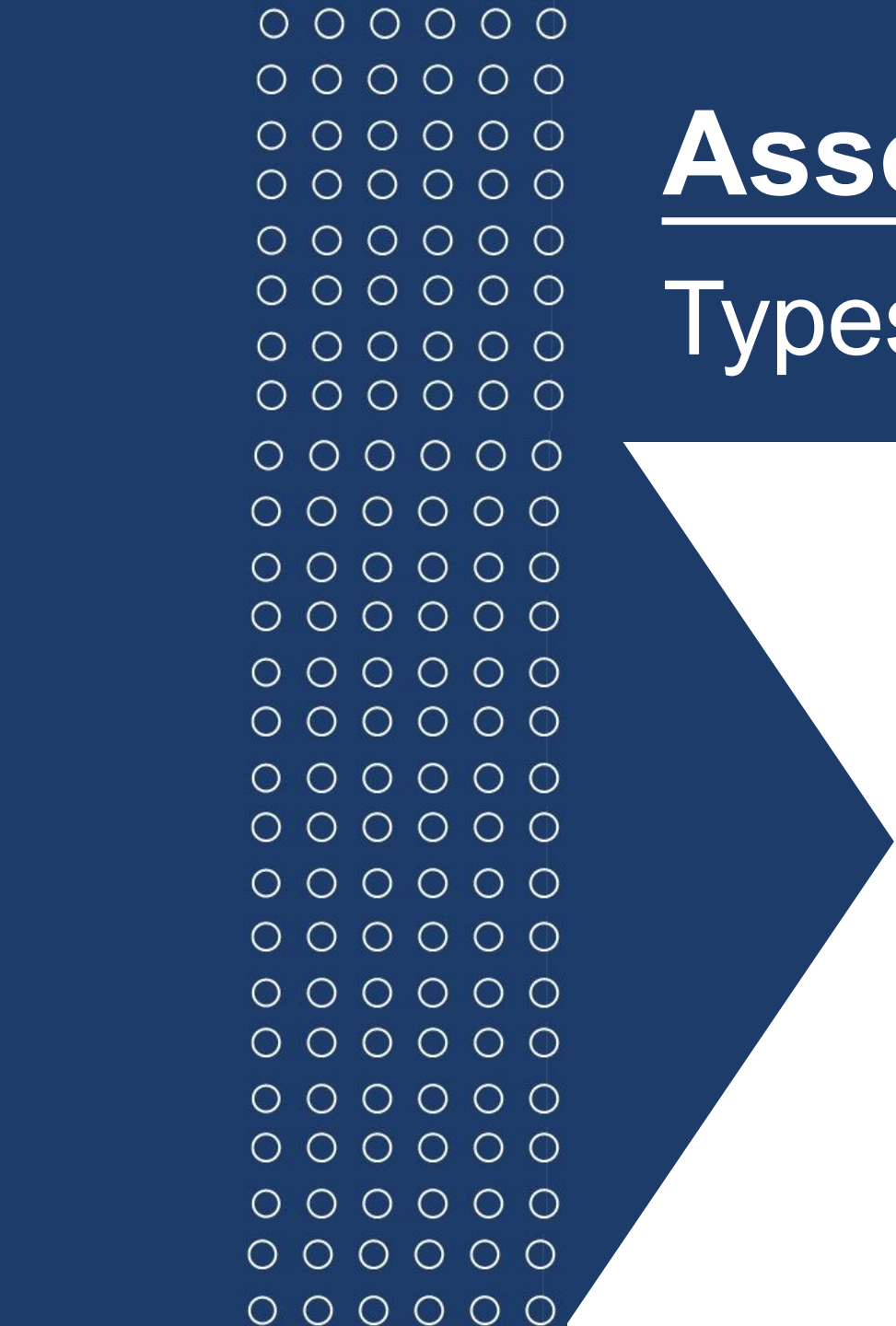
- The Document Reference Number assigned to related documents by a county
- Bilateral Reference – Associated Document References between recently recorded documents and any antecedent document, when electronically indexed
- Adopted 2/15/24 – **Effective 1/1/25**

Policies & Procedures

Associated References



- One of the most popular features of Search
- Bilateral Reference – Required
- Antecedent, when electronically indexed
- Submitters must provide
- Recorders index - "if the reference is present in a document"



Associated References

Types

- Conveyance Document and Previous Conveyance
- Mortgages and Satisfactions
- Tax Liens (federal and state) and Tax Lien Releases
- Original recordings, Re-recordings, Corrections
- Conveyance Documents and Companion Documents
 - Groundwater Hazard
- Surveys and Similar Drawings Related to the Same Property
 - Surveys, Plats, Corner Certificates, Monument Certificates, Easements



Associated References

Notes

Do Not Decline If Missing

- Contemporaneous Documents – Not Possible for the Preparer to Know an Associated Reference
 - Groundwater Hazard
- Documents Which Do Not Modify or Have Legal Effect On a Previous Transaction
 - Surveys and Related Documents

Effective Date Intended to Allow for Training
or the Discovery of Unintended Effects **(Effective 1/1/25)**

... ——— Modernization Initiative Types ——— ...

Fees

The Work So Far ...

- ✓ Created Working Group
- ✓ Surveyed Members for Ideas and Suggestions
- ✓ Examined Data on Effects of Inflation
- ✓ Identified Principles for Fee Policy
- ✓ Reviewed Recording Fee Amounts and Models
- ✓ Hosted an "Advocacy" Webinar
- Gathered Baseline Recording Fee Data



Modernization Initiative Types

Fees – Next Steps

❑ Use Talking Points with Legislators and Local Stakeholders

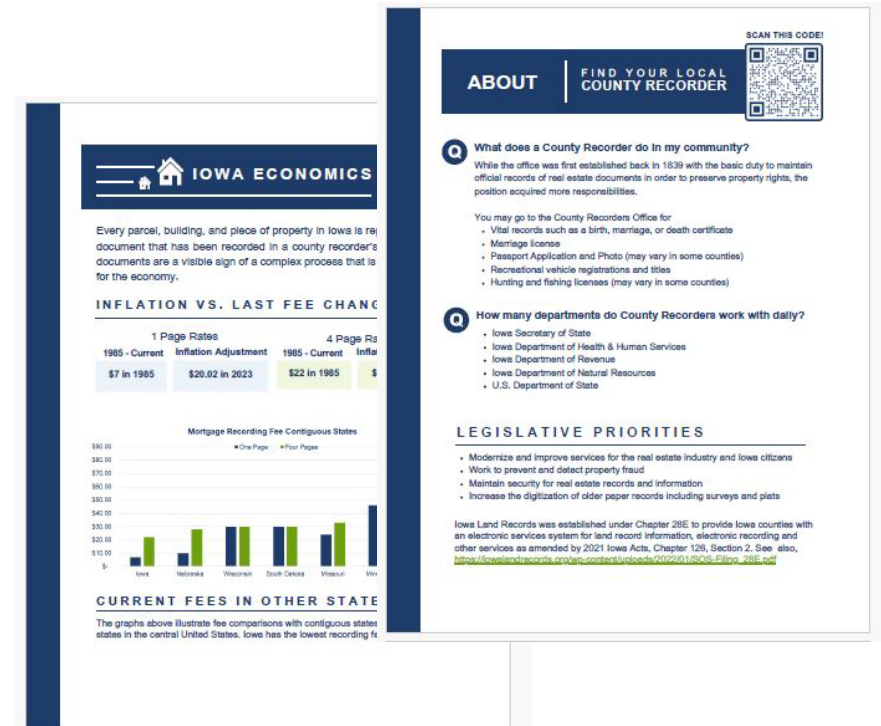
❑ Working Group to Review Model Simulations

❑ Gather Input from Users and Stakeholders

❑ For ILR Projects – Fee Changes Also Considered

❑ Begin Development of a Proposal

❑ Proposal Completion – Target June/July



Fee Policy Working Group Members

ICRA Legislative Representatives



**Stacie
Herridge**
Story County



**Megan
Clyman**
Davis County

District Fee Policy Working Group Members

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5	DISTRICT 6
Travis Case	Hannah Elliot	Kelly Seward	Geralyn Greer	Dawn Goldman	Kim Painter
Denise Allan	Shirley Troyna	Laura McKeever	Miranda Bills	Nancy Booten	Sue Meyer
			Mary Ward		



QUESTIONS?

... ——— Modernization Initiative Types ——— ...

Talking Point Benefits



- Notifying users of recording activity
- Increasing access to more property information in other systems
- Doing more to protect court officers and law enforcement
- Expand historic records online

... ——— Modernization Initiative Types ——— ...

Talking Point Benefits



- Lowering costs by making real estate filing and research more efficient
- Leveraging technology to speed up processes requiring document review
- Maintaining security of real estate information and historic records

... ——— Modernization Initiative Types ——— ...

Modernization Projects



- Statewide Property Notification System
- Reconnect with Beacon
- Reforming "Back the Blue"
- Working with SLSI to digitize and publish older surveys and plats

... ——— Modernization Initiative Types ——— ...

Modernization Projects

- Expand Document Types for Searching
- "Normalize" Data and Data Formats
- Update the External Submitter API
- Create a "Text" Search Option for Long Legal Description
- Plan for a Multi-Jurisdiction Plat Approval Process
- Explore Distributed Ledger Technology



... — Modernization Initiative Types — ...

Recording Practices



Document Formatting

- Alignment of 331.606A/B and 558.49
- Requirements for Preparers/Submitters
 - Providing required information such as parsed location information (section, township, range, etc.)
 - Providing associated references
- Requirements For Recorders
 - Indexing Parsed Location Information
 - Indexing Associated References

... — Modernization Initiative Types — ...

Recording Practices

Consideration of First Page Alternatives

- Margin Change, Stamp Area
- Index Legend, Cover Page

Consideration of Uniform Index Information

- Parcel Identification Numbers
- Recording Reference Numbers and Recording Times

Consideration of New Index Information

- Notary Information (Number and Origin)

Consideration of Legal Clarification

- "Transaction" Definition



IOWA LAND RECORDS