

IOWA LAND RECORDS



Agenda

- Customer Support & Logistics
- Advocacy
- Communications & ICRA Hub
- Project Manager Update

ESS Team

PHIL DUNSHEE

Project Manager

LISA LONG

Customer Service & Account
Manager

CORRIE

STRASSER

Customer Support
Coordinator

CENSUS LO-LIYONG

Policy Coordinator

KRISTEN

DELANEY-COLE

Communications &
Marketing Coordinator

SAMANTHA MCMAHON

Accounting Coordinator

DEVELOPMENT

KELLY WALLACE

Technical Lead

MANSI AGARWAL

Software Developer

MERNA ADDISION

Software Developer

MEET SAMANTHA!



SAMANTHA MCMAHON
Accounting Coordinator

Point of Sale Transition



Transition Complete!

- All counties transitioned to new vendor by July 31
- 95 counties participating
- Bumps in the Road
- Customer Service at **1-800-437-0712** option 2

Accessing Iowa Land Records



Direct people who want to access ILR to

<https://iowalandrecords.org/>



- It is a picture of a field
- It is **NOT** <https://iowalandrecords.org/portal/>

Applications in **upper right corner**

ILR login page →
iowalandrecords.org/cas/login

Screenshot of the ILR login page. The page has a dark blue header with the Iowa Land Records logo. The main content area is white and contains a login form with fields for "Username" and "Password", a "LOGIN" button, and a link to "Reset your password". To the right of the login form is a "Mission" section with text about the purpose of Iowa Land Records and a "Need Help?" section with contact information and links to training resources and a webinar.

Search Tips



SEARCH TIPS

IOWA LAND RECORDS



Name and organization name searches are **EXACT MATCH** or **WILDCARD**

- If you search for “Peters”, results will be returned for “Peters” only.
- Use a wildcard (*) at the end of the name. For example, searching for “Peters*” will get you results like “Peters”, “Petersen” and “Peterson”.
→ This true of all name fields.

Search Tips

Last Name
dunshee

First Name
p*

Counties

Polk x

Date Range

Custom

Start Date
01 / 01 / 2014

End Date
mm / dd / yyyy

More Tips

- **Using Phil's name as an example**
 - Polk County January 1, 2014 to current
 - Dunshee, Phil 8 Results
 - Dunshee, Phillip 0 Results
 - Dunshee, Philip 6 Results
 - Dunshee, P* 12 results
 - Why not 14 results? Some docs indexed to both Phil and Philip

Start a New Search

Name Search
Reference Search
Location Search
Document Type Search
County Search
Advanced Search

Saved Searches

Audubon This Month

Created On: 06/11/2024

Mortgages Last Month

Created On: 06/07/2024

Adams Last Week

Created On: 06/07/2024

[See all](#)

Recorder Utilities

Status Search

Status Search

- **Updated Detailed Audit Search**
 - Select ILR Search
 - Select Status Search
 - Add criteria
 - Example
 - Butler
 - Current Week
 - Let's look at results!

Status Search

Recorder Status Search

Book Number



Page Number



Reference Number



Code



Redaction Status

Image Status

Date Range

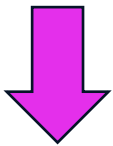
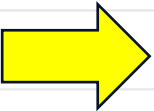
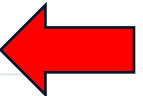
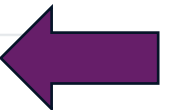


Current Week



Search

Status Search

Book	Page	Reference Number						View Unredacted	
			Code	Recorded Date	Redaction Status	Image Status	View Index		
		2024-1535	DOC477S63	08/19/2024 10:31 AM	Checked For Redaction	Public			
		2024-1536	DOC477S64	08/19/2024 11:32 AM	Not Checked	Not Public			
		2024-1537	DOC477S65	08/19/2024 01:12 PM	Not Checked	Not Public			
		2024-1538	DOC477S67	08/19/2024 01:38 PM	Not Checked	Not Public			
		2024-1539	DOC477S68	08/19/2024 01:38 PM	Not Checked	Not Public			
		2024-1540	DOC477S69	08/19/2024 03:39 PM	Not Checked	Not Public			
		2024-1541	DOC477S70	08/20/2024 06:19 AM	Not Checked	Not Public			
		2024-1543	DOC477S72	08/20/2024 06:19 AM	Not Checked	Not Public			
		2024-1542	DOC477S71	08/20/2024 06:19 AM	Not Checked	Not Public			
		2024-1544	DOC477S73	08/20/2024 08:16 AM	Not Checked	Not Public			

Status Search

Showing Page 19 of 19

Display 10 ▾

« < 17 18 19 > »

Book	Page	Reference Number	Code	Recorded Date	Redaction Status	Image Status	View Index	View Unredacted
2024	3683		2024_3683	08/08/2024 12:00 AM	Checked For Redaction	Public		
2024	3680		2024_3680	08/08/2024 12:00 AM	Checked For Redaction	Public		
2024	3684		2024_3684	08/08/2024 12:00 AM	Checked For Redaction	Public		
2024	3634		2024_3634	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3648		2024_3648	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3650		2024_3650	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3649		2024_3649	08/08/2024 12:00 AM	Not Checked	Not Public		
2024	3685		2024_3685	08/08/2024 12:00 AM	Not Checked	Not Public		



Search Tips



Unsure how a county indexes?

- Book and Page?
- Reference number?
- Search a date range to learn how the county indexed in the year the document was recorded
- I am doing a search for a Buchanan County deed 2020-0159 but a search does not locate the document.
- Is the document too old to be on ILR? What is the proper input for the document? 2020-0159? 2020R0159?

Reconciliation

- Please reconcile *regularly*
- Report irregularities to ILR ASAP
- POS funds distributed next business day
 - Reasons for delay
- E-Submission funds distributed day of recording
 - Reasons for delay



Clean-Up

- You can update your team passwords!
 - They can update yours under Admin
- Color signatures are okay on E-Submission
- Surveys
 - Both landscape and portrait orientation are allowed with index legend
 - Up to 24x36





SUPPORT CONTACT

support@clris.com

888-790-2246

Advocacy & Legislation





The Telephone Game



- Let us do a thought experiment
- Write something down, two sentence
- Whisper the message along
- After 10 people end the call



The Telephone **Message**



- What did you hear?
- What could have improved that message?
- Did your individual bias influence the message?
- What would have happened if you read out the message instead of repeating what you heard?
- Did you ask to read the written message?



End The Telephone Game



How can we improve?

Backbrief

- Repeat the message



**Seven Times.
Seven Ways.**



Here are eight possibilities:

- (1) Chain of command (word of mouth)
- (2) email (direct)
- (3) text
- (4) video
- (5) presentation
- (6) weekly updates (via email)
- (7) on our internal website
- (8) printouts distributed at the site



ADVOCACY

How do we strengthen our message

FIRST FEE INCREASE IN 40 YEARS

IOWA COUNTY RECORDERS ASSOCIATION
IOWA LAND RECORDS

SIMPLIFY RECORDING FEES

Recording fees would be simplified to rounded numbers for recording services while reducing the overall net fee increase. Calculating recording fees would be more predictable and understandable.

REMOVE \$1 Records Management Fee. REMOVE \$1 Electronic Transaction Fee.

- **REPEAL:** Additional Transaction Fee (\$7.00 per transaction) for multi-transaction documents with reasonable limits
- **REPEAL:** Non-Standard Recording Fee (\$10.00)

PER DOCUMENT FUNDING ALLOCATION

- \$2 allocated to "Recording Technology Fund" for Recorder's Office tech needs
- \$3 allocated to ILR operations and projects
- Remaining recording fee income goes to the County General Fund

	CURRENT	PROPOSED	INFLATION
1 PAGE	\$7	\$10	\$20.44
4 PAGES	\$22	\$40	\$64.24

NOTE: The example of 4 pages was selected for representation because it is roughly the average number of pages recorded per document in Iowa counties. The service fee of \$3.00 per document for E-Submission (e-filing) would remain unchanged and would not be increased. The proposal does not address fee policy relating to real estate transfer taxes or the auditor's transfer fee. The inflation rate was calculated using an inflation calculator. This handout used the Federal Reserve Bank of Minneapolis calculator at <https://www.minneapolisfed.org/about-us/monetary-policy/inflation-calculator>.

- Study the handout
- We are developing FAQs
- Share it, 7 times, 7 different ways
- Ask for feedback
- Share with us the feedback
- Repeat the process
- No communication is too much

March 13, 2024
County Day



Seven-times, Seven Ways





LOBBYING

2024 Legislative Priorities

Review Recorder Legislative Plan & Timeline (Proposed in Aug 2023)





ADVOCACY RESOURCES

Legislation/ Policy Briefs

Talking Points

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 Records 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 recorded in a county recorder's documents are a visible sign of a complex process that is vital for the economy.

INFLATION VS. LAST FEE CHANGE

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

Mortgage Recording Fee Contiguous States



State	One Page	Four Pages
Iowa	\$4	\$4
Nebraska	\$10	\$10
Wisconsin	\$10	\$10
South Dakota	\$10	\$10
Missouri	\$10	\$10
Minnesota	\$10	\$10

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



SCAN THIS CODE!

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 Recorder's Office for:

- Vital records such as a birth, marriage, or death certificate
- Marriage licenses
- 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.org/wp-content/uploads/2022/01/28E-File-28E.pdf>

2024 DEPUTIES CONFERENCE

ELEVATE YOUR GAME

Thursday, September 26 – West Des Moines



SCAN FOR INFO



ICRA HUB & RESOURCES

iowaLandRecords.org/membership-login/



LOGIN

iowaLandRecords.org/membership-login/



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](#)

[2024 STAKEHOLDER SURVEY REPORT](#)

EXTERNAL CONTACTS

[Bank Card USA](#)

[Iowa Department of Natural Resources](#)

[Iowa Department of Public Health](#)

[Iowa Department of Revenue](#)



RESOURCES

ICRA Resource Hub



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

Advocacy

Communication/ Newsletters

- See customer communications

Share what you do

- Search & e-sub handout
- Brochure
- Map (published March '23)

RESOURCES

ICRA Resource Hub



Procedures

Manuals, guides, etc.

MANUALS, POLICIES & PROCEEDURES



Recorders Manual (Full)



Recorders Manual Apps



Vital Records User Manual



ESS Policy & Procedures



Doc Formatting Standards



Formatting Analysis Table



Feb 2024 Maintenance Cost
Share

REAL ESTATE REDACTION INFORMATION



RESOURCES



Meetings posted here

Follow & get notified when new videos post

What else?

- Wild Card demo
- Admin user management
- Search & E-Sub demos **with timestamps!**



Introductions

**Blockchain
UPDATE**

2024 PRIA CONFERENCE

 **AUG 21ST**  **1:00 PM EDT**

2024 ANNUAL CONFERENCE
Cleveland, Ohio

**PRIA
Rocks**



PHIL DUNSHEE
**PROJECT MANAGER, IOWA
LAND RECORDS**

**CO-SPEAKING WITH LARRY
BURTNES, DIGITAL ASSET
REGISTRATION TECHNOLOGIES,
INC.**



BACKGROUND



Politician?

Lobbyist?

Policy Adviser?

State Agency COO?

Trouble Shooter?

Consultant?

Project Manager?

Strategist?

CORE TRAITS



- Attracted to Big Ideas
- Accepts Challenges
- Defies Doubters and Critics
- Believes in Representative Self-Governance
- Thinks Local Control + State Goals = Success
- Champions for Customers and Stakeholders
- Committed to Standards and Improvement
- Maintains Technology Can Transcend Barriers
- Leverages Opportunities For The Future

2025 BIG IDEAS



**Secure a
Fee/Budget
Increase – Viewed
as Impossible for
40 Years**



**Modernize
Recording
Policy and
Practices**



**Advance
Compelling
Projects**

Notification System Plan



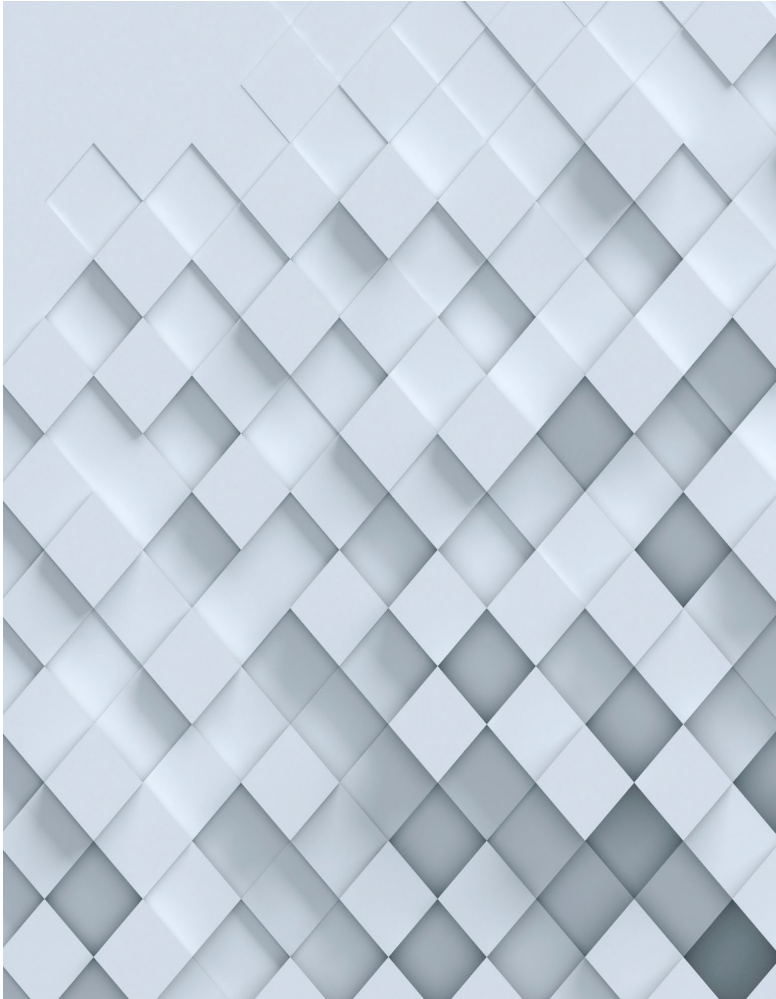
- **Two Workflows**
 - Individual
 - Business
- **Two Notification Types**
 - Name Notification
 - Associated Reference Notification
- **Accessed Through ILR Search Application**
- **Up to Nine Notification Profiles**
- **Customer Dashboard**

Back The Blue Concept



- **Information Shielding – Not Redaction**
 - Law Enforcement and Court Officers
 - Victims of Abuse?
- **Index Information and Documents Shielded**
 - Information Not Displayed In Search Results
- **Trusted and Permissioned User Exceptions**
 - Licensed Attorneys
 - Licensed Surveyors
 - Authorized Land Title Professionals
 - Loan Officers

Filling Property Information Gaps



- **Identify Gaps in Parsed Location Information**
 - Section, Township, Range
 - Parcel Identification Numbers
 - Lot, Block, Subdivision
- **Sources of Data for Filling Gaps**
 - Unparsed County/ILR Data Fields
 - Other County Office
 - External Databases
- **Verified Information With County Recorder**
- **Insert in ILR Database**
- **Make Available to Counties - Option**

Reconnect with Beacon (and GIS)

Beacon™ Story County, IA / City of Ames

Layers Map Search Ames Comp Story Comp Results Comp Results **Report** Soil Report Ames Comp Results Pictometry Imagery

Homestead Tax Credit and Exemption (Story County)

[Apply Online for the Homestead Tax Credit and Exemption](#)

Military Service Tax Exemption Application (Story)

[Apply Online for the Military Service Tax Exemption](#)

Iowa Land Records

NOTICE! Iowa Land Records has launched a new 2.0 version of their web portal. Please see the following to access the new portal or for more information.

- [If you work in the real estate industry professionally, submit a Business Application](#)
- [If you are an individual searching for your records or the records of family members, submit a Citizen Search Application](#)

[Search Business Application](#)

[Citizen Search Application](#)

[Already have an account? Login Here](#)

[YOUTUBE Search 2.0 - Webinar 8.15.2023](#)

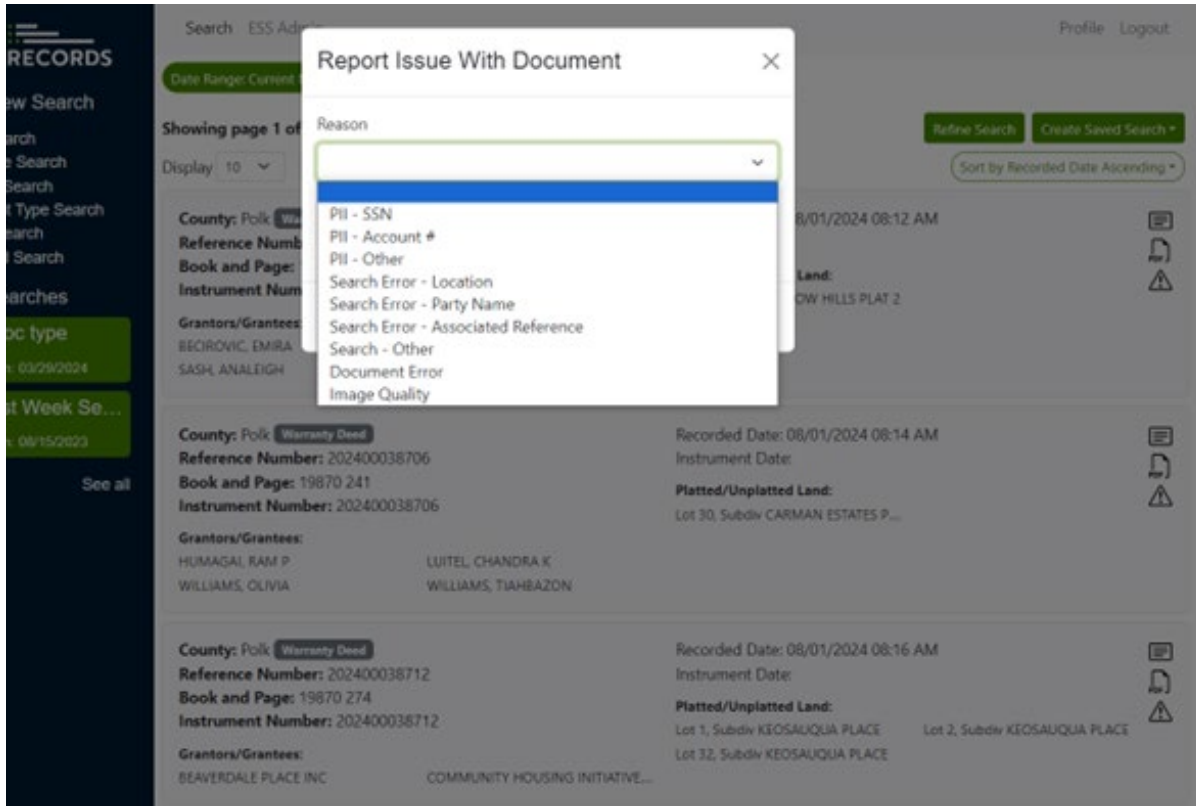
Map



Photos

- Reconnect Through an Updated API
- Open to Registered ILR Users – ILR User IDs
- Link Individual ILR Document to Corresponding Beacon Property Record
- Link Individual Beacon Record to ILR Conveyance Document
- Multi-Year Project – Parcel ID

A Redaction Update



- June 29 – Service Disrupted
- Temporary Redaction Process Started July 10
- 63 Records have been redacted
- Working with CSI to restart Services on a New Platform
- Testing of the Updated System is Underway
- Going Forward – ILR Will Explore Other Alternatives

IOWA LAND RECORDS