**2019 New County Officer’s School - Recorders Agenda**

**Thursday January 17, 2019**

**Sheraton West Des Moines**

**Benton Room**

7:30 am - 8:00 am Registration and Morning Refreshments (Pre-Con Area)

8:00 am - 8:45 am Welcome, Introductions, Mentorship matchup by Travis Case/Deb Roberts/Sue Meyer

* History
* Service on committees/boards

8:45 am - 9:30 am Certification Program by Nancy Booten/Ann Dittsworth

9:30 am - 10:00 am Resources for Recorders by Kris Colby, Deb Roberts, Travis Case

* Recorder Manual
* Iowa General Assembly
* DNR/RVVRS (Dept of Natural Resources)
* IDOR (Dept of Revenue)
* IVES/IDPH (Department of Public Health – Vital Records Bureau)

10:00 am - 10:30 am Recorder Budget & Finance by Chad Airhart

10:30 am - 10:45 am Break

10:45 am - 12:00 pm Working with Documents by Teresa Olson/Sue Meyer

* Document formatting standards, fees, indexing standards, document types
* Iowa’s document management fee

12:00 pm - 1:00 pm Lunch

1:00 pm - 1:45 pm Iowa Land Records (ILR) by Sue Meyer/Kris Colby

* ILR: uploading, reports, administrative functions, recorder info page
* E-Submission
* Credit Cards
* Online banking

1:45 pm - 2:30 pm Passports & Vital Records by Megan Clyman/Chad Airhart

2:30 pm - 2:45 pm Break

2:45 pm - 3:30 pm Department of Natural Resources by Kim Anderson/Stacie Herridge

* RVVRS/ELSI processing
* Registration and Titling
* Q&A

3:30 pm - 3:40 pm Wrap-up/Closing Remarks by Travis Case