

# County Recorders of Iowa

Presented by:

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Iowa County  
Recorders Association

## Iowa County Recorders Association

- We are a group of dedicated professional leaders that have taken on new duties without significant additional resources by being adaptable, creative and by using technology.
- We have successfully saved money by working more efficiently with limited resources and staff.
- County Recorders have come together to create a statewide land records system, without sacrificing local service and flexibility.
- Conveyance documents start with us. They need to be recorded before going to the Auditor for transfer, the Assessor where the value is recorded and reviewed, and prior to taxes being figured and collected. The tax buck STARTS with the Recorder.



# The Important Role of the County Recorder In Iowa

- The office of the county recorder was created by the first Legislative Assembly of the Territory of Iowa in 1839.
- The basic duty of the county recorder was to maintain official records of documents affecting title to real estate in order to preserve property rights and protect innocent third parties in real estate transactions.
- Since, 1839, the Recorder has acquired more responsibilities such as Registrar of Vital Records, Passport Agent and issuer of recreational vehicle registrations and hunting and fishing licenses.

# Recorder's role - past, present and future

The cornerstone of the Iowan economic system.

- Every parcel, building, and piece of property in our county is represented in a document that has been recorded in our office; we protect and preserve those documents for future generations.
- These documents are a visible sign of a massive behind-the-scenes process that is foundational to the economy.
- The Recorder's responsibility is to preserve property rights and protect innocent third parties in real estate transactions.
- The less-efficient the Office of the Recorder is, the more expensive it is to the homeowners and stakeholders of our county.

Tama County, Iowa  
Amelia Kemper RECORDER  
Instr. Number: 2022-3186  
Recorded: 12/2/2022 at 2:50:01.0 PM  
County Recording Fee: \$17.00  
Iowa E-Filing Fee: \$23.59  
Combined Fee: \$40.59  
Revenue Tax: \$1,087.20

**Return To:** Douglas W. Beals, 26 South 1st Ave, Suite 302, Marshalltown, IA 50158  
**Taxpayer:** Samuel J. Kvidera, 1977 R Ave, Dysart, IA 52224  
**Preparer:** Douglas W. Beals, 26 South 1st Ave, Suite 302, Marshalltown, IA 50158, Phone: (641) 752-4271



## TRUSTEE WARRANTY DEED

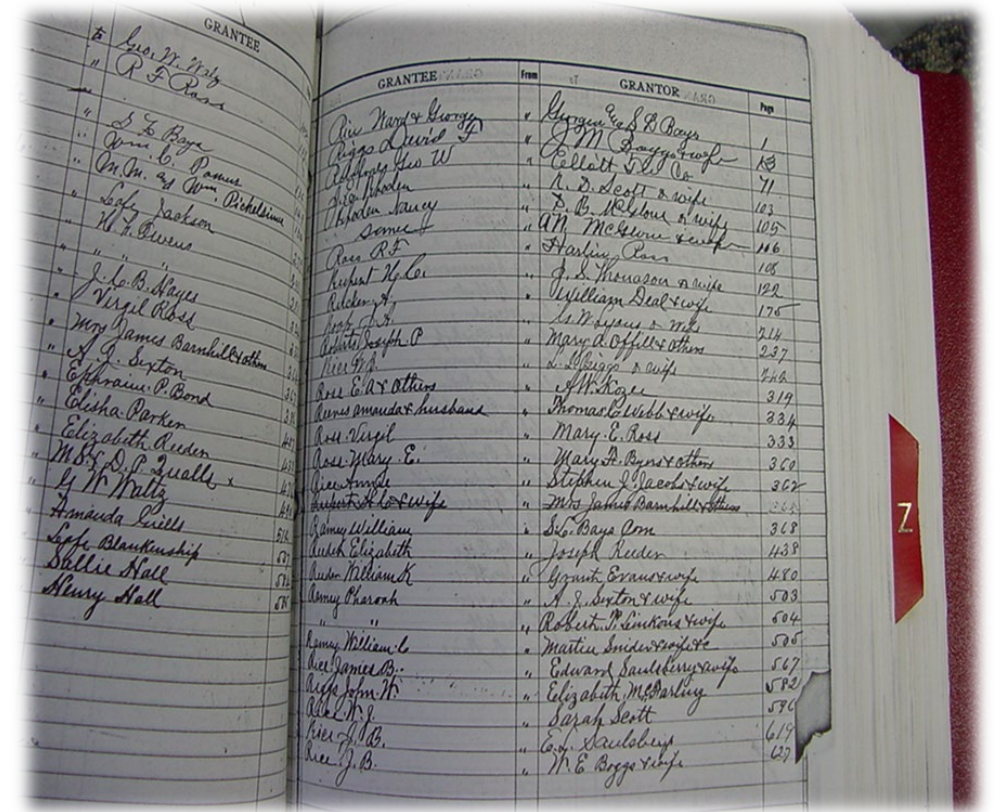
For the consideration of One Dollar(s) and other valuable consideration, Jacqueline K. Winchip and Gina Merrill, Co-Trustees of The Ellsworth C. Cizek and Marlys M. Cizek Revocable Trust, does hereby Convey to Samuel J. Kvidera and Julie K. Kvidera, husband & wife, joint tenants with full rights of survivorship and not as tenants in common., the following described real estate in Tama County, Iowa:

The Northwest Quarter of the Southwest Quarter (NW ¼ SW1/4) of Section Twenty-five (25), Township Eighty-five (85) North, Range Fourteen (14), West of the 5<sup>th</sup> P.M., in Tama County, Iowa.

There is no known private burial site, well, solid waste disposal site, underground storage tank, hazardous waste, or private sewage disposal system on the property as described in Iowa Code Section 558.69, and therefore the transaction is exempt from the requirement to submit a groundwater hazard statement

# The Recorder's Office

- It used to be so simple ...a little technology and lots of books. In today's global economy anyone in the world can own property in our communities.
- The paper records of old are not sufficient to meet modern needs for electronic access. We used to be able to do everything in our own unique way, and now we are compelled to develop and follow standards.
- In the beginning keeping paper records may have been sufficient but this no longer holds true.
- Our standard of business has improved, and we have leveraged technology to keep up with our local business partners.





# Recorders have a business to run

The job of the County Recorder is much more than indexing & filing real estate records. We have multiple roles and have gladly accepted many new duties. We have adapted, learned new skills and adopted new technology.

- Cornerstone of Property Records
- Archive Specialist
- Disaster Recovery Expert
- Privacy Protector
- Customer Service Specialist
- Registrar of Vital Records
- Passport Agent
- Outdoor Enthusiast

# Recorders have a business to run

- ... where everyone in the county is a customer and a shareholder.
- ... and many other processes are dependent on the processes carried out in our office.

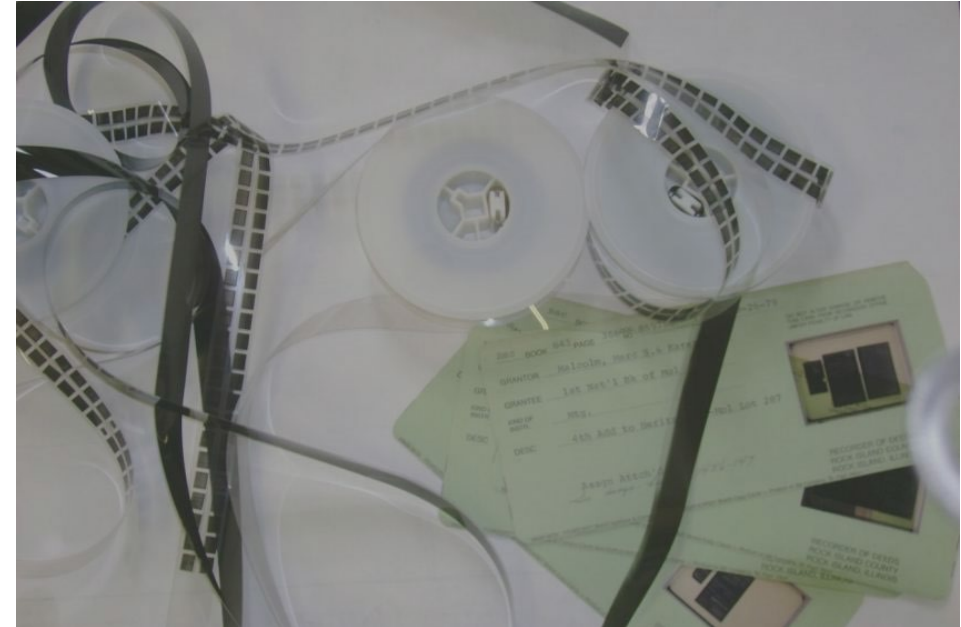


County Recorders have great relationships with the offices they partner with and can get answers almost immediately for constituents who rely on them. For taxpayers, that is a direct line of communication between themselves and their state offices. If we don't get our job done, the rest of the industry is affected. We have internal customers who depend on us to complete our work before they can do theirs.

# Archive Specialist

The Recorder's office is responsible for centuries of information

- ... that must be kept forever.
- ... that must be protected.
- ... that must be accessible for public inspection.
- ... with media and technology that keeps changing.



Some might think of County Recorders as file clerks or librarians, but our responsibilities for record keeping go deeper. We are preservationists and archivists who must adopt new technologies to maintain and sometimes convert information to formats which are accessible to businesses and citizens.

From paper to microfilm to digitized images, it is imperative that County Recorders preserve vital records and real estate records forever. We value our partnership with the Supervisors as preservation is a joint endeavor.



# Disaster Recovery Expert

We must be prepared.....



**If access to our records is disrupted, or if we are unable to perform our recording duties – everyone in the real estate industry is affected. Titles can't be cleared. Loans can't be closed. Owners can't take possession of their property. For these reasons we must be prepared when ...**



# Tornadoes Strike

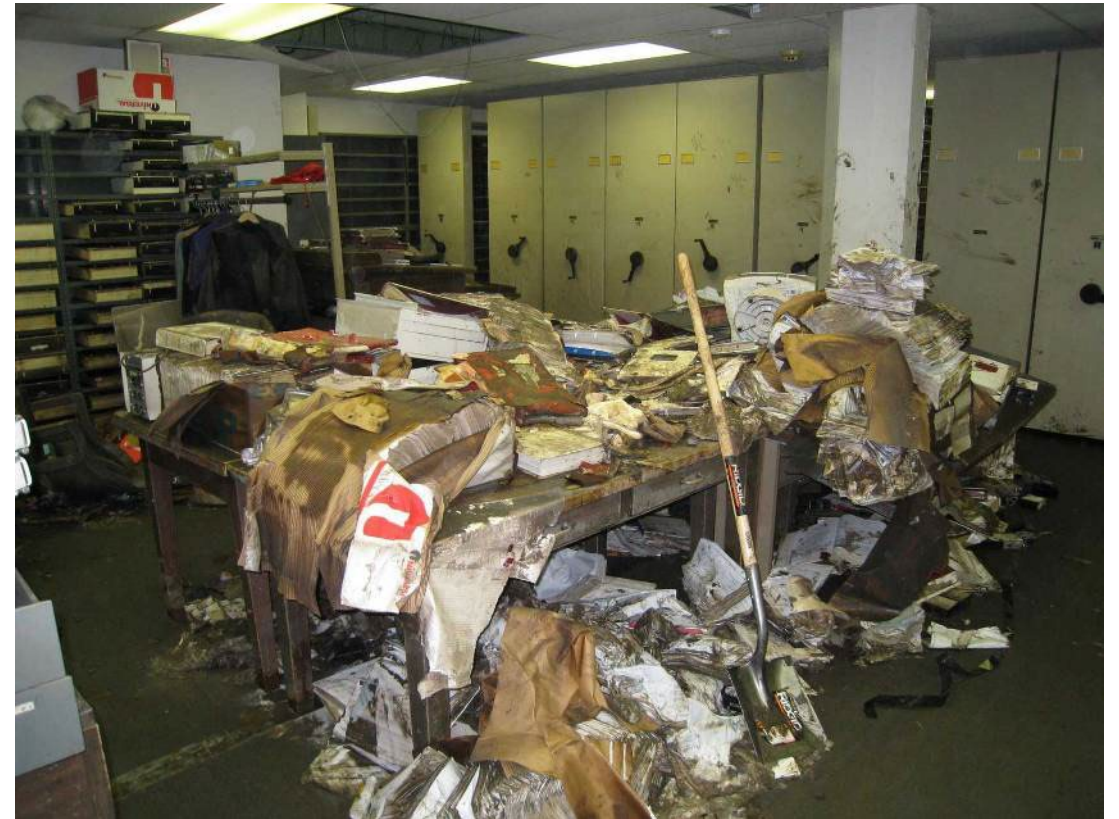
Marshalltown - 2018





# Flood Waters Rise

Linn County - Summer 2008



# Fires Rage

- Page County - 1991





# How Do We Recover When Disaster Hits?

By having a disaster recovery plan in place for our offices!





# Iowa County Recorders have embraced technology

By archiving not only new property records electronically but prior years as well.

- ...and transferring them to a statewide website for public viewing after going through a redaction process.
- ...many Recorders are scanning vital records and DNR files, not only for space issues but disaster recovery.



# The Recorder's office is responsible for a serious amount of money

- ....representing significant revenue to both county and state budgets.
- ....which is processed electronically (EFT).
- .... which is managed in a fiscally responsible manner.



County Recorders process millions of transactions each year in the form of recording fees, transfer taxes, license fees or other payments. Individually most of these retail-like transactions are small. But they add up, and that represents a significant revenue to the county and to state budgets. The revenue generated supports our operations. Many County Recorders across the state accept credit cards ... reducing the risk of check fraud and increasing cash flow for the county and our partner agencies.

# Recorders work daily with 4 State agencies

- Iowa Department of Natural Resources
- Iowa Department of Revenue
- Iowa Department of Health and Human Services
- Iowa Secretary of State.

Iowa Department of  
**REVENUE**



# America's first state-wide e-submission service

User Name:

Password:

SIGN IN

IOWA   
LAND RECORDS

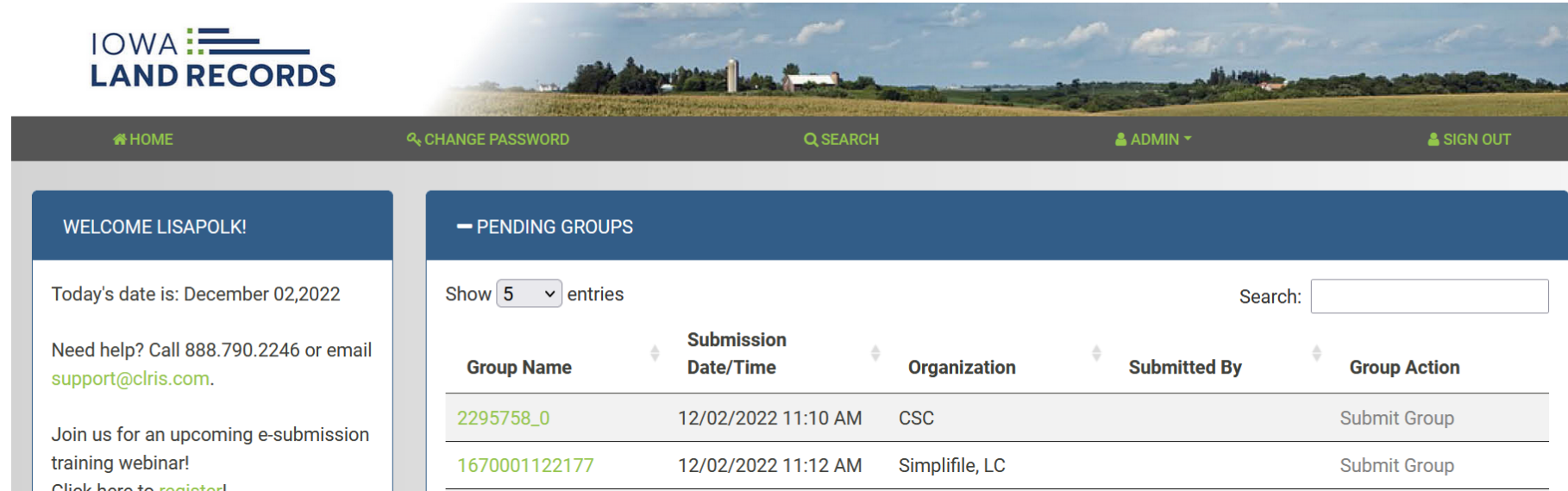


<https://iowalandrecords.org/>

- Iowa is the leader in the nation in delivering the first and still today, most comprehensive and user-friendly electronic records access and recording in the country. Not a leader – but THE Leader!
- We also created a disaster recovery system that all County Recorders can access. By participating in the Iowa Land Records website, county recorders created an additional unaltered version of the electronic documents in their office. This project was funded through legislative action and is user-fee based. That is the kind of ingenuity county recorders bring to county government.

# America's first state-wide e-submission service

- Iowa Land Records is much more than just a web site for looking up real estate records.
- It is also the first statewide system for electronic recording.



The screenshot displays the Iowa Land Records website. At the top, the logo "IOWA LAND RECORDS" is visible. Below the logo is a navigation bar with links: HOME, CHANGE PASSWORD, SEARCH, ADMIN, and SIGN OUT. The main content area is divided into two sections. On the left, a "WELCOME LISAPOLK!" message includes the date "December 02, 2022", contact information "888.790.2246" and "support@clris.com", and a link to "register". On the right, a "PENDING GROUPS" section shows a table of pending submissions. The table has columns for Group Name, Submission Date/Time, Organization, Submitted By, and Group Action. Two entries are listed: one with Group Name "2295758\_0" and Organization "CSC", and another with Group Name "1670001122177" and Organization "Simplifile, LC". Both entries have a "Submit Group" action link.

**IOWA LAND RECORDS**

HOME CHANGE PASSWORD SEARCH ADMIN SIGN OUT

**WELCOME LISAPOLK!**

Today's date is: December 02, 2022

Need help? Call 888.790.2246 or email [support@clris.com](mailto:support@clris.com).

Join us for an upcoming e-submission training webinar!  
[Click here to register!](#)

**PENDING GROUPS**

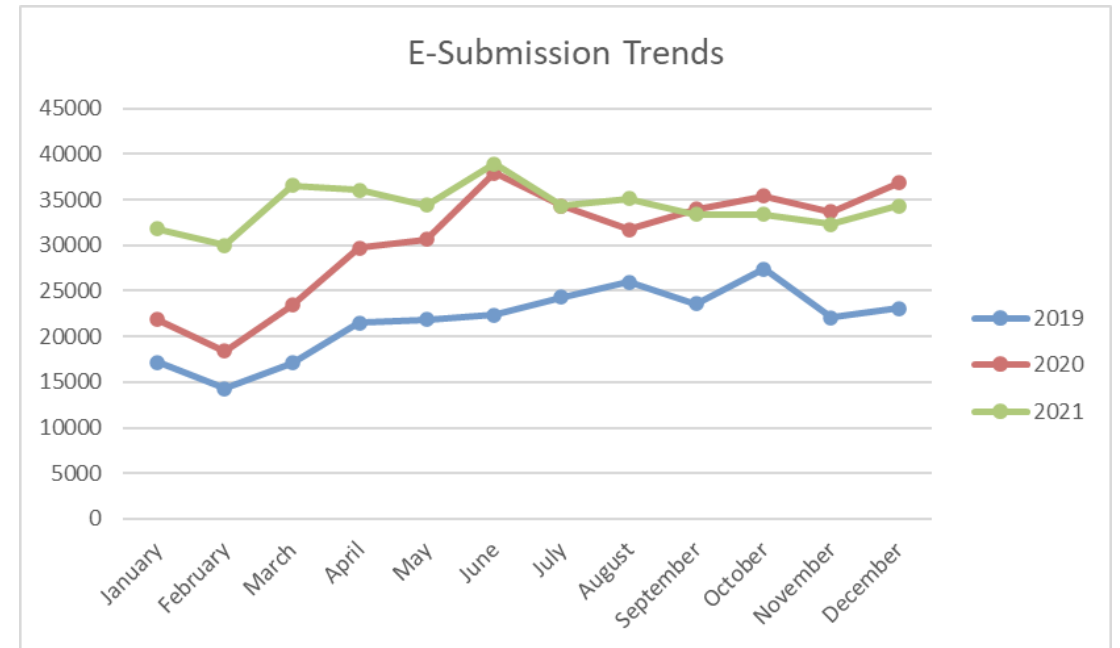
Show 5 entries Search:

Group Name	Submission Date/Time	Organization	Submitted By	Group Action
2295758_0	12/02/2022 11:10 AM	CSC		<a href="#">Submit Group</a>
1670001122177	12/02/2022 11:12 AM	Simplifile, LC		<a href="#">Submit Group</a>



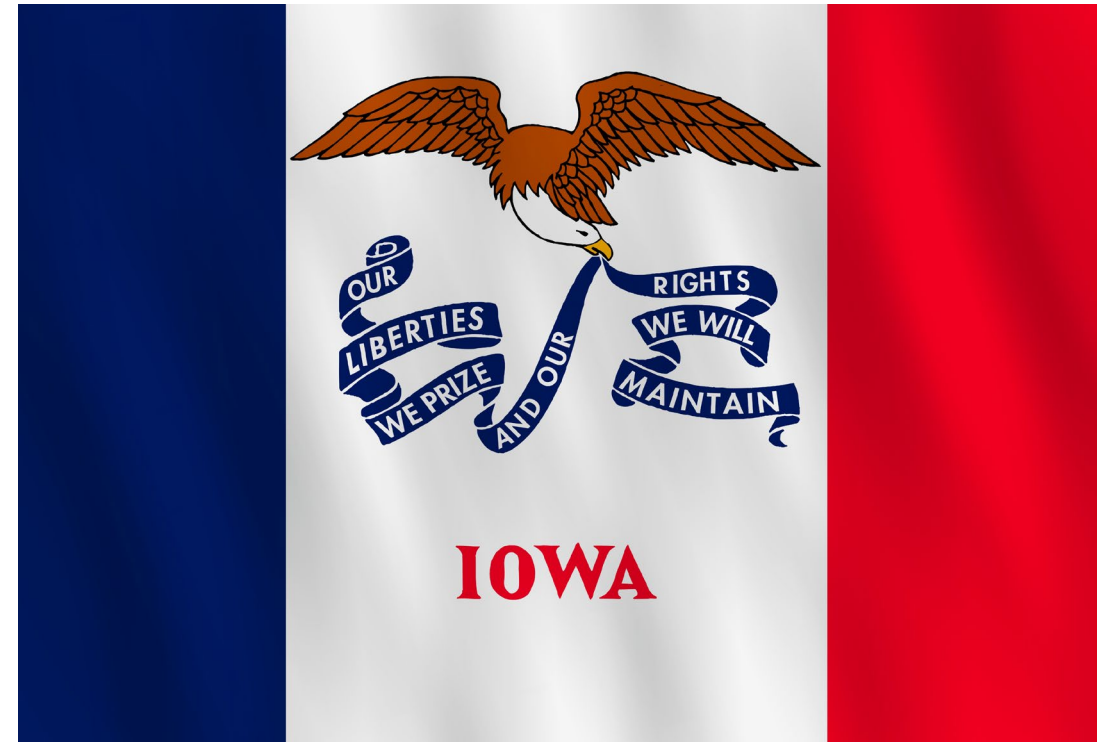
# Efficiency Expert

- In calendar year 2021, lowans filed 56% of their documents electronically,
- Since an electronically filed document takes a fraction of the time to process, the result is net savings to the property taxpayer, by reducing the cost of a person to process those documents.
- Electronic filing increased significantly during the COVID-19 pandemic.



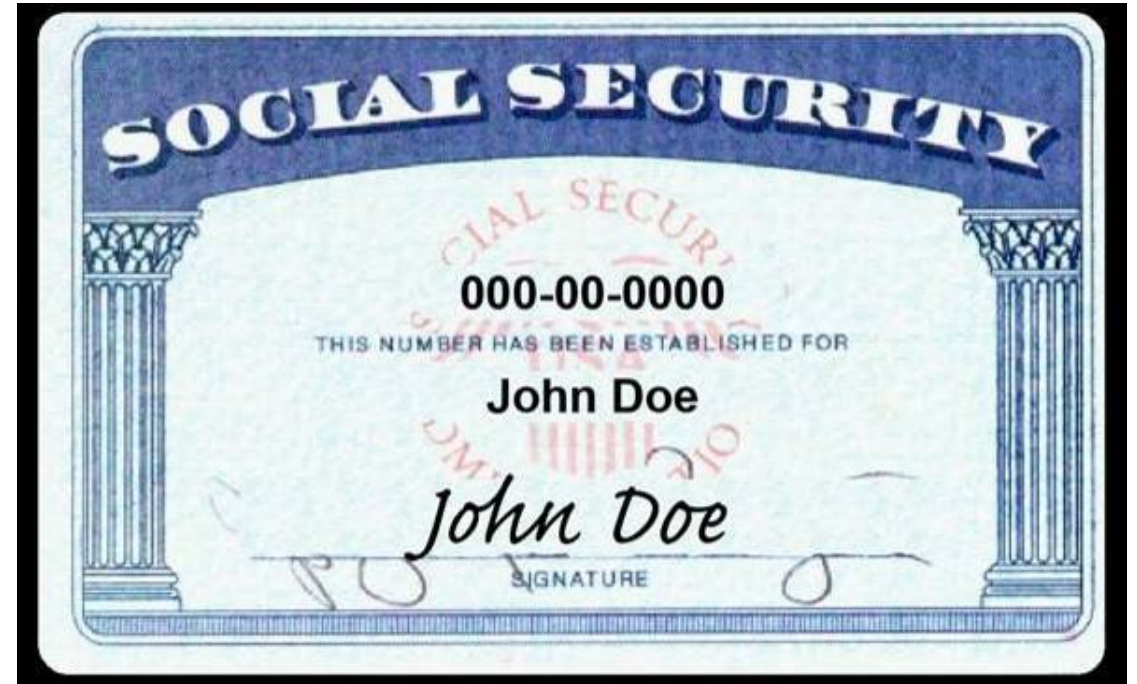
# Efficiency Expert

- Recorders are team leaders
- ... who process growing document volumes without additional help.
- ... who have cross-trained and can handle every situation with ease.
- ... who are open to accepting new duties and challenges.
- In 2022, Iowa county recorders help eliminate the unnecessary filing of groundwater hazard statements with no reportable conditions



# Privacy Protector

- County Recorders are the first line of defense against fraud
- ... by monitoring new documents for Social Security Numbers and other personal information.
- ... by redacting personal information for public document images.
- ... by enforcing state laws that restrict access to military and vital records.
- ... by monitoring real estate transactions for suspicious activity.





# Customer Service Specialist

## We serve our customers

- When the customer is present, we strive to respond to their needs as quickly as possible.
- When the customer is online, we process their requests efficiently.
- We are always busy with indexing, document scanning and filing – work that must be done when we are not providing direct service to customers.
- We are always looking for ways to do things better, faster and with high quality.



# Registrar of Vital Records

- ... Birth Records.
- ... Marriage Records.
- ... Death Records
  
- We play a small but important part in everyone's life.





## We took an oath of office ...

- and sometimes we also must take the heat.
- Some of you may remember the controversy surrounding the Varum case regarding same sex marriage.
- When the decision was issued, we were reminded by Attorney General Tom Miller that we had no choice but to comply with the law.

# Passport Agent

- Some County Recorder offices assist customers and accept passport applications on behalf of the United States Department of State.
- Some also take passport photos.





# Outdoor Recreational Activities

- Iowa Recorders register recreational vehicles in partnership with the Iowa Department of Natural Resources.
- By promoting Iowa's outdoor recreational activities, Recorders are directly supporting natural resources and local economies.
- ... 195,661 Boats
- ... 30,289 ATVs
- ... 20,360 Snowmobiles
- ... 50,552 ORVs
- ... 8,460 ORMs
- ... 989,141 Hunting & Fishing Privileges



# Cornerstone

- Let's return to our starting point, the County Recorder's office plays a crucial role in making home ownership possible.
- Recorded documents are the linchpin for property value and property taxes.
- County Recorders quietly provide local service, with nation-leading innovation and service, while saving taxpayers money.







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Recorders Association

- The Recorders are partnering with their Board of Supervisors in order to preserve records and stay in step with new technology. ARPA funding is a great way to get this accomplished.
- Are there any questions?
- **THANK YOU**