

**Electronic Recording Commission
Electronic Recording Standards**

Title 4. Administration
Part VIII. Bureau of Commissions, Elections and Legislation
Subpart G. Electronic Recording Commission
Chapter 201. Real Property Electronic Recording Standards

Section 201.1. Purpose and application

This chapter applies to real property electronic recording in the office of the county recorder of deeds or other county official responsible for the recordation of documents in counties without recorders of deeds pursuant to the Uniform Real Property Electronic Recording Act (21 P.S. §§ 483.1 - 483.9) of the Pennsylvania Statutes. A recorder who accepts electronic documents for recording shall do so in accordance with this chapter and with all applicable sections of the laws of Pennsylvania, including, but not limited to, the Uniform Real Property Electronic Recording Act.

Sec. 201.2. Definitions

As used in this chapter:

- (1) "County Records Committee" means the committee established by section 1 of the Act of August 14, 1963 (P.L. 839, No. 407), known as the County Records Act (16 P.S. § 13001).
- (2) "Delivery agent" means a party who has entered into an agreement with a recorder to deliver an electronic document from a submitter to a recorder and to return the recorded document to the submitter.
- (3) "Document" has the same meaning as provided in section 2 of the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act (21 P.S. § 483.2).
- (4) "Electronic" has the same meaning as provided in section 2 of the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act (21 P.S. § 483.2).
- (5) "Electronic document" has the same meaning as provided section 2 of the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act (21 P.S. § 483.2).
- (6) "Electronic document delivery system" means an automated system for the secure transmission of an electronic document between a submitter and a recorder.
- (7) "Electronic recording" means the delivery and return of an electronic document, using an electronic document delivery system, for the purpose of recording that document on the land records, using a land records management system.
- (8) "Electronic signature" has the same meaning as provided in section 2 of the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act (21 P.S. § 483.2).
- (9) "Land records management system" means a system for recording and indexing documents on the land records, accessing and maintaining the land records, and meeting the retention standards

promulgated by the County Records Committee pursuant to the County Records Act (16 P.S. §§ 13001-13006).

(10) "Land records management system vendor" means a party who provides a land records management system.

(11) "PDF" or "Portable Document Format" means a file format created by Adobe Systems, Inc. that uses the PostScript printer description language to create documents. PDF files capture the appearance of the original document, can store both text and images, are difficult to modify, and can be rendered with free, cross-platform viewer software.

(12) "Recorder" means a county recorder of deeds or other county official responsible for the recordation of documents in counties without recorders of deeds who has elected to accept electronic documents for recording.

(13) "Property Records Industry Association (PRIA)" means the not-for-profit corporation, established jointly by government and business, to develop and promote national standards and best practices for the land records industry.

(14) "Recording information" means the information added to a document at the time such document is recorded, including but not limited to, the date and time of receipt of such document for recording, the name and municipality of the recording officer, and the book and page of such document or other suitable indication of its location.

(15) "Submitter" means a party who requests that an electronic document be recorded.

(16) "TIFF" or "Tagged Image File Format" means a non-proprietary, defined file format for storing bit-mapped images.

Sec. 201.3. Electronic Recording Models

Electronic documents shall conform to the most current models and latest revisions of standards prescribed by the Property Records Industry Association (PRIA). Information on PRIA and the specific requirements and standards are found on the PRIA website at: www.pria.us.

Can we substitute this link in Sec. 201.3; <http://www.pria.us/i4a/pages/index.cfm?pageid=3787>.

Instead of www.pria.us.

<http://www.pria.us/i4a/doclibrary>

Sec. 201.4. Data Formats

Electronic recording shall conform to the most current technical standards for electronic document formatting and data fields as prescribed by the Property Records Industry Association (PRIA).

Information on PRIA and the specific requirements and standards are found on the PRIA website at: www.pria.us.

Can we substitute this link in Sec. 201.3; <http://www.pria.us/i4a/pages/index.cfm?pageid=3787>.

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Sec. 201.5. Electronic Document Formats

Electronic documents shall be transmitted and stored as either TIFF or PDF files or in any future formats approved by the County Records Committee.

Sec. 201.6. Electronic Signatures and Electronic Notarizations

(a) Documents containing electronic signatures or electronic notarizations shall conform to all applicable standards established by the Department of State and to all applicable sections of the laws of Pennsylvania, including, but not limited to, chapter 41 of the Pennsylvania Statutes (Uniform Electronic Recording Act, 73 P.S. § 2260.101, et seq.); the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act (21 P.S. §§ 483.1 - 483.9) and the Act of October 9, 2013 (No. 73), known as the Revised Uniform Law on Notarial Acts (57 Pa.C.S. §§ 301 - 331).

(b) A recorder shall only be required to accept electronic documents containing electronic signatures or electronic notarizations that the recorder has the technology to support.

(c) A recorder shall not be responsible for authenticating electronic signatures or electronic notarizations.

Sec. 201.7. Electronic Recording Processing Requirements

(a) A recorder shall provide notice of confirmation or rejection of recording through the electronic document delivery system.

(1) A notice of confirmation shall include recording information for the electronic document accepted for recording and shall identify the electronic document accepted for recording.

(2) A notice of rejection shall include a brief explanation of the reason or reasons for rejection and shall identify the electronic document rejected for recording.

(3) If a recorder complies with the notice requirements, the failure of a submitter to receive actual notice of confirmation or rejection of a recording shall not affect the validity of the confirmation or rejection.

(b) A recorder may contact a submitter regarding an electronic document submitted for recording prior to sending a notice of confirmation or rejection. The delivery agent shall ensure that the submitter includes telephone or e-mail contact information with each such submission.

(c) A recorder shall receive electronic documents and enter the time of receipt in accordance with section 6 of the Act of March 18, 1775 (Sm.L. 422) (16 P.S. §9731).

Sec. 201.8. Security Requirements

(a) The recorder, the delivery agent and the land records management system vendor shall implement and maintain procedures to ensure the security of the electronic document delivery system and the land records management system, including the authenticity and integrity of the electronic documents and of the public record maintained by the recorder.

(b) A recorder shall provide a secure method for accepting electronic documents through the electronic document delivery system and for recording and maintaining documents in the land records management system. Security standards implemented by a recorder shall accommodate electronic signatures and electronic notarizations of electronic documents in a manner that complies with the Uniform Real Property Electronic Recording Act (21 P.S. §§ 483.1 - 483.9) and the Revised Uniform Law on Notarial Acts (57 Pa.C.S. §§ 301 - 331) and any regulations of the Department of State on electronic notarizations.

(c) A delivery agent shall implement and maintain security procedures for all electronic transmissions to a recorder through the electronic document delivery system and shall be responsible for maintaining the security of the electronic document delivery system within the office of such delivery agent.

(d) Electronic document delivery systems and land records management systems shall protect against system and security failures and, in addition, shall provide backup, disaster recovery, and audit trail mechanisms. The delivery agent or land records management system vendor shall provide audit trail information to the recorder upon request.

(e) Electronic document delivery systems and land records management systems shall not permit any unauthorized party to modify, manipulate, insert or delete information, without detection, in electronic documents or in the public record maintained by the recorder.

(f) If a breach in security is detected by the recorder, delivery agent or land records management system vendor, such recorder, agent or vendor shall notify the other two parties immediately. The recorder, agent and vendor shall work cooperatively to take remedial action and to resolve any issues related to a breach.

Sec. 201.9. Records Retention, Preservation and Disclosure

(a) Land records and indexes are permanent records and shall be retained in accordance with the Act of August 14, 1963 (P.L. 839, No. 407), known as the County Records Act (16 P.S. §§ 13001-13006).

(b) Each recorder shall maintain a systematic program for producing a microfilm back-up of land records and indexes that meet the standards for archival quality as promulgated by the County Records Committee. The security microfilm shall be stored at a secure, off-site facility with proper temperature and humidity controls.

(c) The recorder shall release computer-stored public records in accordance with the Act of February 14, 2008 (P.L. 6, No. 3), known as the Right to Know Law (65 P.S. §§ 67.101-67.3104).

Sec. 201.10. Agreement and Procedures

(a) The delivery agent and recorder shall enter into an agreement specifying the terms and conditions of participation in the recorder's electronic recording program. The provisions of the agreement shall be consistent with this chapter and with the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act.

At a minimum the agreement shall address the following items:

- (1) Accepted document types;
- (2) Defined technical specifications for data formats, electronic document formats, electronic transmissions and security;
- (3) Indexing fields required for each document type;
- (4) Electronic signature and electronic notarization requirements;
- (5) Payment options for recording fees and applicable taxes;
- (6) Hours during which electronic submissions will be accepted and processing schedules that affect order of acceptance;
- (7) Electronic document acceptance and rejection requirements and procedures;

(8) Responsibility of the delivery agent to review the qualifications of each potential submitter and to approve the potential submitter prior to granting access to the electronic document delivery system; [is this going away entirely?] and

(9) Responsibility of the delivery agent to enter into an agreement with each approved submitter, in which the submitter agrees to submit electronic documents for recording in

accordance with all applicable state statutes and regulations and to maintain the security of the electronic document delivery system within the office of such submitter. No secondary agreement shall be required between the submitter and the recorder.

(b) A recorder may include in the agreement other procedures and requirements consistent with this chapter and with all applicable sections of the laws of Pennsylvania, including, but not limited to, the Act of July 5, 2012 (P.L. 935, No. 100), known as the Uniform Real Property Electronic Recording Act, in order to implement fully an electronic recording program.

(c) A recorder shall (1) establish procedures for electronic recording in the county, (2) post the procedures in the recorder's office, on the county's Internet web site, if available, and through the electronic document delivery system, and (3) make a copy of the procedures available on request. The procedures shall cover, at a minimum, the items listed in subdivisions (1) to (9), inclusive, of subsection (a) of this section.