

North Dakota Recorders Association meeting

Recorders Meeting at Bismarck Ramkota October 8th, 2007

33 members present:

Carol Fey-McIntosh, Jerene Bender-Renville, Karen Samek-Stutsman, Ann Johnsrud-McKenzie, Penny Hagen-Divide, Joanne Stanley-Mountrail, Sandi Waliser-Sioux, Mugsy Schatz-Slope, Barbara Steinke-Kidder, Anita Ibach-Emmons, Debbie Kroshus-Burleigh, Vicki Kubat-Cavalier, Lynelle Hoppe-Foster, Garlynn Helmoski-Grand Forks, Colleen Bertsch-Rolette, Carol Beckert-Starke, Jo Hoffert-Towner, Doris Randle-Benson, Janice Steffen-Griggs, Joyce Dockter-Sheridan, Pam Kuk-McHenry, Helen Christenson-Bottineau, Carrie Krause-Wells, Joyce Stern-Grant, Susan Froemke-Ransom, Donna Adams-Billings, Carrole Schaner-Morton, Brenda Cook-Mercer, Julie Foss-Trail, Nell Walstead-LaMoure, Ruth Stevens-Nelson, Sheila Dalen-Ward, Diane Link-Walsh, also present Michael Abel, Tracy Fillbrandt, Al Jaeger

1:30 pm Welcome by President Ruth Stevens, Nelson County Recorder

Mike Abel from the Association of Counties spoke to us about the marriage license program. State employee Carmel Barth makes changes to the certificates when she finds mistakes that were entered by the counties. Mikes questions to think about:

- 1.Should the counties have the ability to make the appropriate changes?
- 2.Should counties be able to enter the name of the minister instead of just Lutheran pastor or Catholic priest?
- 3.Issueing the same number twice.

Sheila Dalen states that counties still have to send the copies to the state. The SOS office will shred or take off site so they don't have to make a copy. Question: Will this be the same procedure if the counties are able to make changes?

Karen Samek: Slow printing time is a problem for her county and sometimes the same license gets two different numbers, when printed the second time. Sometimes it will take 5 minutes to print one copy. Mike Abel states this would be an ITD problem and should be addressed with them. The certificates printing in a foreign language is a software issue. Mike will find out if there are enough funds in the program to make the appropriate changes and he will get back to the Recorders marriage license group.

President Ruth Stevens, stated that we should not allow customers to add a piece of paper taped to a legal size document. So if there is not a 1" margin on a legal size sheet of paper then we should charge the extra \$10.00. We should also be using the Recording square in the middle of the document if provided.

Sheila Dalen handed out a guideline for Burial Permit Procedures. We will have to find out what the retention schedule will be for the filed document. The fee will be \$10.00 to file the burial permit and it will be the responsibility of the funeral director to deliver to our office.

Next we discussed the AG's opinions. We are still waiting to hear from the requests and the respective counties will contact President Ruth Stevens with the information as soon as possible. (i.e. Transfers on Land Condemnations by the DOT when taxes are not paid, and charging for digital images.)

Nell Walstead reported on the NACRC convention she attended in Richmond, VA. She handed out the registration form for the individual counties that explains the duties and purpose of NACRC.

Sheila reported on the Abstractors convention and added what the abstractors would like to see change. They asked that we make sure to add the Mtg Doc. Number on the Mtg. Assignment when asked to do so. They would like to see all plats go to the Qtr, Qtr. But admitted that this is not a Records issue and should go to the engineers that draw up the documentation.

President Ruth Stevens asked the assembly to please remember that amounts and interest rates are no longer required on the Mortgages sent to our offices to be recorded. Do not return these documents or ask that the amounts be added.

Tracy Fillbrandt from the SOS office spoke to us about the UCC Real Estate Filings and the date for the clean-up list she would be sending. She will also be sending a list of the Misc. Statutory Liens that need to be checked for accuracy. Tracy told us that the implementation date of the SKOS system has been moved back to May of 2008. Please be sure that the Labels are readable. If they are not and a copy request is made we will have to find the document and make it legible. When the labels at the SOS office are too light to read she has typed over them or written over the labels to insure they are dark enough to read. She was asked about training and stated that the SOS office is planning 8 different sessions. (2) Sessions in each of the 4 quads. That will insure that the Recorder and the Deputy in each office will have a chance to train in the system. SSN's should not show on any of the searches and the numbers will be redacted and not shown on the CD's sold by the State, or the documents accessible to the public. When entering your UCC's on the computer be sure to use the 11 digit file number for the image. You don't have to scan the refile certificates.

Do scan the updates.

Real Estate UCC-1A, documentation is not part of the system so you do not have to scan the page with the Recording information attached. If you have any questions do not hesitate to call or e-mail Tracy.

Secretary of State Al Jaeger, spoke to us about the election process and how our responsibilities are changing. He handed out the Century Code provisions that will become our jobs. If you ever have any questions please call his office and talk to LeAnn if he is unavailable. The number is 701-328-4146. This change has been brought about because half of the Clerks are State Employees and the Chief Justice of the Supreme Court of North Dakota, feels this is a conflict of interest. Ballots are to be held by the counties in the respective districts and giving them to the Clerk of Court would be giving

the ballots directly to the State office. Recorders must maintain the security of the ballots, and make sure they are wrapped and sealed on delivery. There was some discussion on absentee or mail in votes. They are delivered and counted in the districts where they belong. It was suggested that we have a Receipt of Ballots that can be signed and dated by the judge delivering the documents on the evening of the election. It could include Number of Ballots delivered, date, time and signatures of both parties. It was suggested that the SOS office make a check list for the recorders to follow.

SOS Al Jaeger also spoke to us about Notaries: We still have to accept the embossed stamp as of right now. There are 11,000 notaries in the state. Please do not notarize a document that you are recording.

Sheila Dalen handed out the T-shirts and caps that she had made for the convention. Sheila did an exceptional job and we are sure to be a hit at the Game night of the convention.

President Ruth Stevens adjourned the meeting.

Respectfully Submitted
Donnell Walstead
LaMoure County Recorder