




Notice of Change in Recording Procedures

June 4, 2010

Revised: January 4, 2011

The Pima County Recorder's Office announces that significant changes are being made to our computer system that will have a substantial impact on our public records system. The symbol  designates areas of change and implementation.

The Pima County Recorder's Office will change a number of recording procedures as we move from our current Recorder's Online System (ROLS) to a more advanced Document Online Recording Information System (DORIS). The changes are necessary to modernize our computer system to speed up research and document processing time. The following areas will change as a result of this modernization project:

Recording Numbers

The most significant change is that we will no longer be assigning Docket and Page numbers or Book and Page numbers to recorded documents of any kind. For several years we have been assigning documents two different numbers, a docket and page identifier and a sequence number. Under the new system, only a sequence number will be assigned to recorded documents. People researching documents recorded under the old method will still be able to locate the documents based on the previously issued docket and page or book and page numbers. The public and online system users researching documents under the new method of recording will be able to search for the documents by name, document type or by sequence number.

The sequence number will reflect the day of recording and the consecutive sequence of when the document was recorded for that particular day. For example, the 10th document recorded on October 9, 2010 would be assigned sequence number 20102820010. The first 4 digits show the year of recording, the next three digits reflect the day of the year (October 9 is the 282nd day of the year) and the last four digits reflect the document order of recording for the day. The actual recording date will also be printed on the label.

Recording Label

The Recording Label attached to documents will also appear different. A bar code will now appear on the label. That bar code is for the Recorder's Office internal use in making the digital image of the document in order to streamline that process. Since docket and page numbers will no longer be issued, that information will no longer be printed on the right hand side of each page of a recorded document. The label will continue to reflect the number of pages contained in the document as well as the sequence number.

Web Accounts

There will also be significant changes for our online customers. Under the current system, a customer is required to designate in advance whether they will be researching and reviewing recorded documents, maps or both. Different fees are assessed based on the type of document being reviewed. Document recording accounts currently expire every 6 months, but Map accounts do not expire.

Every online account customer, except those subscribers for Affidavit of Property Value only will be able to review both maps and recorded images. The fee to review a recorded document will be \$.225 (22 ½ cents) per document and \$3.00 per map. To open a new account, a new customer must pay a minimum fee of \$100.00 which includes a non-refundable account set up fee of \$50.00 and the balance will be available for reviewing documents or maps. The minimum payment for additional images or maps will be \$45.00 per payment. The new account set up fee will not be assessed against any account already existing in our system on June 15, 2010.

The changes will also include a customer account tracking program that will allow customers to monitor their account usage including the identifiers of all documents and maps reviewed and the fees assessed.

Online accounts will no longer have an expiration date. However, the Recorder's Office will contact users who have had no account usage in the most recent six month time period. Accounts that remain inactive for twelve consecutive months will be closed.

User agreements will be required for all online account users. For current account holders, the agreements will be posted on our web site to download with instructions on how to send back by June 15, 2010. **Signed agreements must be returned to the recorders immediately to avoid interruption of service and maintain a current.**

Any new account users will be required to return a signed agreement at the time of payment to set up the account.

Public Research (in development)

Another change will be to the Public Research area of the Recorder's Office. The Recorder's Office has completed a project to make digital images of all microfilm and microfiche documents that have been recorded. Rather than searching through cabinets of rolled film and microfiche for the historic documents, public researchers in the Recorder's Office will be able to view the images electronically.

The Recorder's Office also has a project ongoing to index the historic documents to allow for research by name, docket and page, book and page and document type through the computer system. Access to the indexing of the older documents for research will be made available as the

indexing of each month of recorded documents is completed. When this portion of the project is completed, all documents ever recorded in Pima County will be indexed and available for research through the computer system. This project will take several years to fully complete.

Public researchers will no longer be printing documents directly. In the past we have found many customers who have printed entire documents when they really only wanted one page of a document. In order to prevent this costly waste of materials, the document print command will send the customer's choice to a print account. When the customer has completed research, the customer service representative at the front counter will confirm the print order with the customer before the documents are printed. We do not expect that this change will result in a substantial delay in completing the public transactions.

Electronic Recording (in development)

Shortly after these changes go into effect, the Pima County Recorder's Office will begin the next modernization project which will be to accommodate electronic recordings from pre-established account holders. That e-recording system is expected to become available ~~2010~~ **2011**.

Should you have any questions regarding these changes, please contact the Recorder's Office at 740-4350.