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Registrar of Voters

Located in the Old Courthouse at:
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Recording history one document at a time.

JANUARY 4, 2011

**IMPLEMENTATION OF NEW RECORDING PROCEDURES:
SCHEDULE, WEB ACCOUNTS AND PERTINENT INFORMATION**

This notice is to inform you that the Pima County Recorder's Office document recording system will be down from January 14, 2011 until approximately January 18, 2011. This includes both online research and research inside the Recorder's Office locations. The Eastside Office located at 6920 E. Broadway; Suite D will be closed on Friday, January 14, 2011 and Tuesday, January 18, 2011.

The Recorder's Office has been involved in the process of developing a new, comprehensive software program for document recording and research. We are pleased to announce that our new program is now ready for launch. Among other changes, the new system will record documents based on sequence numbers rather than the Docket and Page indexing system used currently. The last day of recording under our current system will be on Thursday, January 13, 2011. Once we have completed all indexing for documents recorded on January 13, 2011, we will convert our data and programming systems to the new system. Since our database for recorded documents contains several million documents, the conversion and data migration will take several days to complete. We expect to begin this migration on Friday, January 14, 2011. Documents submitted for recording on January 14, 2011 cannot be entered in the new system until the data migration is completed. We will hold those documents in order based on the time received in our office until our conversion is completed and then they will be entered in the new system. Although the documents will not be entered in the system until January 18, 2011, documents received on January 14 will show a January 14, 2011 recording date.

All of the Recorder's Office locations will be closed on January 17, 2011 in observance of the Martin Luther King Jr. Civil Rights Day holiday.

Please keep in mind that the Pima County Recorder's Office East Side facility will be closed on Friday, January 14, 2011, and Tuesday, January 18, 2011, due to the conversion/migration, and will open back up on Wednesday, January 19, 2011

There will be many changes in recording and archiving procedures for our staff members, as well as our customers and we will do our best to insure a smooth transition for everyone involved. Following is a breakdown of changes that may affect you as a customer:

Document Recording

- There will no longer be docket (or book) and page numbers issued. All recorded documents, including maps, will be assigned a sequence number only.
- Recording labels will remain virtually the same, with the exception of printed bar codes for Recorder's Office internal use.

Web Subscription Accounts -- What you need to know and do

- **There will be no web account access from Friday, January 14, 2011 until at least January 18, 2011, due to the necessary data migration.**
- **We expect access to accounts to be restored by January 18th but access will be dependent on the completion of the data migration process.**
- **While we anticipate a smooth transition, we suggest that you verify all of your account balances at the end of the business day on Thursday, January 13, 2011, to insure that your information migrates accurately. We recommend printing such information out for your records.**
- Subscription accounts to view recorded documents and maps will no longer have an expiration date. However, an account may be closed if there is no activity on it for more than one year. Please note that there is still an expiration date for accounts searching for only Affidavits of Value, and the same fees apply.
- All subscribers, *except Affidavit of Value-Only accounts*, will be able to view and print recorded documents *and* maps, providing improved access to more document types for our customers.
- With the new system, you will carry an account balance when you deposit funds into your account. If you still have images available in your image account at the time of our migration, your image balance will be depleted prior to deducting charges from your financial account. For example, if you have 50 images left in your current account to view images when we do the migration, and you send in \$45.00 for additional images, the new system will first deduct from the 50 images, then will deduct from your financial account once the 50 images are depleted.
- Fees will be \$0.225 per document to view recorded documents, and \$3.00 to view recorded maps.
- You will have the capability of viewing and printing a statement detailing exactly which documents you have viewed. You will simply need to enter a date range under “Account Detail Report,” and click on “Generate.”
- Please make sure you download, read and sign the “New User Agreement” under “Subscriber Access” if you have not already done so, in order to avoid interruption to your service.

Document Research

- You will be able to research recorded documents in all the ways you can currently research them.
- Instead of searching through microfilm and microfiche images for documents recorded before April 1, 1987, the images will be able to be viewed on the computer. We are in the process of entering Grantor/Grantee indexing for these documents and that data will become available over time. This portion is still on going and will be available at a later date.

Electronic Recording

Electronic recording is not available at this time. However, the new recording program has been written with electronic recording in mind, and the Recorder’s Office will start accepting electronic recordings in the near future.