

Minutes of the  
Public Records Advisory Committee  
Van Block Conference Room  
March 24, 2010

Present: State Library – Ken Wiggin, State Librarian  
LeAnn Power, Public Records Administrator  
Lizette Pelletier, Public Records Archivist  
Jeff Collins, Public Records Archivist  
Kathy Makover, Field Archivist

CTCA- Joseph Camposeo, Chair,  
Susan Cyr, Joyce Mascena, Therese Pac,  
Patty Spruance, Lisa Valenti, Kate Wall,  
Paula Ray, Recording Secretary

The Chair called the meeting to order at 10:10 am.

**I. Briefing by Ken Wiggin**

Mr. Wiggin told the Committee that this morning they would be having a teleconference with Joann Constantini, Hillsborough, Florida Director of Official Records and Patsie Phillip, Indexing Manager Hillsborough County. LeAnn Power set up the conference call and distributed handouts on electronic recording statistics for Hillsborough County, the Electronic Recording Business Rules for Hillsborough County, and a list of Connecticut General Statutes that mention “recording” for review.

Ms. Constantini began with a general description of her office. She told the Committee she had 45 full time employees serving 1,520,000 people and that the office handled land recordings, court documents, marriage licenses, passports, and certified copies. The office had a public search area containing 16 computers and their total revenue for last year was \$65, 300,000. When she came to Hillsborough County in 2007 the office worked 6 days and 2 nights per week and was laboring under a very paper intensive process. With the installation of a new indexing system and electronic recording they had shortened the workweek, had opportunities for at home work and were able to process 2000-2600 documents per day. Some questions were asked about general office functions and the following points were made: there is no revenue sharing with the electronic recording vendor, electronic recording is a separate process from documents taken over the counter, the electronic recording program is capable of redaction for publicly viewed documents while keeping documents intact for internal use, and the office receives no revenue for copies made over the internet and only received money for certified copies issued out of the office.

Ms. Constantini then reviewed the Electronic Recording Business Rules with the Committee.

**1. Electronic Recording**

Their policy allows them to accept documents that are paper that have been scanned to electronically record and documents that are totally electronic. At this point they had only received documents that were scanned for electronic recording. All documents for electronic recording must be a TIFF or PDF format. Their largest security issue is getting through the firewall. Documents are returned electronically either in TIFF or PDF format specified by the filer. Documents must be filed at 300 dpi. They keep no paper in their office at all for electronic recordings.

## 2. Program Eligibility

Participation in the eRecording program is voluntary and the decision to do so is a business judgment.

## 3. County Requirements

They defined the types of documents that were eligible for electronic recording and their punctuation standards. The client was responsible to confirm that notary seals are present. The maximum size for electronic document batches was 25mb. Documents could be submitted at any time but would only be recorded during times of regular office operations. Document batches must be received by 3:00 pm local time to be recorded or rejected on the date received.

## 4. Payment Requirements

They accepted Automated Clearing House (ACH) Debit transactions.

The Committee had a discussion about redaction and other process issues with Ms. Constantini and Ms. Phillips.

### I. Update on E-Filing Commission

Mr. Wiggin reported the Commission had been studying legislation in other States and would be meeting the end of April to review their findings and begin to form some legislative suggestions for Connecticut.

### II. Legislative Review

Mr. Wiggin's sense was that most legislation affecting records this legislative session centered on the elimination of paper record requirements as a cost saving measure. He gave the example of the bill allowing towns to publicize official notices on their websites and eliminate the requirement for newspaper publication.

### III. Old Business

There was no old business conducted.

### IV. New Business

There was no new business conducted.

The meeting adjourned at 12:00 noon.

Respectfully submitted,

Paula B. Ray

