

**Planning subcommittee
Work plan review**

Task	Done	In progress	Not done	Notes
1. Consider studying existing system configurations, hardware types, outsourcing practices, and vendor choices.	v			Was included in standards development interviews and surveys by BenNevis.
2. Consider estimating the extent to which existing systems will require modification or replacement to accommodate any changes that the ERER Task Force recommends.	v			See #31
3. Consider updating the results of the county-by-county survey regarding tract indexes, Torrens, and other matters that the county recorders are currently conducting.				Out of scope
4. Consider inventorying the major categories of land-related records that counties currently maintain, including, for example, zoning maps, building permit files, wetland and other natural resource inventories, and property tax records.	v			Was included in standards development interviews and surveys by BenNevis. Additional work on this - Out of scope – implementation at the county level
5. Consider using its website to keep public-sector employees, private-sector users, and the general public informed of the ERER Task Force’s progress, as a way of evaluating its ideas and building support for its final recommendations.	v			www.commissions.leg.state.mn.us/lcc/erertf.htm
6. Consider conducting pilot studies of different types of electronic recording technology in a small cross-section of counties including, for example, rural as well as metropolitan counties, before recommending any such technology for statewide use.		v		Pilots underway – all Level 3
7. Consider modeling the major public- and private-sector functions and workflows associated with real estate recording, both inside and outside of government, in order to identify tasks that are affected by real estate recording.		v		Pilots – Phase II
8. Consider studying (i) what other states have done with respect to authenticating, securing, and determining the recording priority of recordable instruments, and (ii) how U.S. systems other than real estate recording systems (for example, UCC filings, state and federal court filings) address those concerns.	v			Was included in standards development interviews and surveys by BenNevis.
9. Consider explaining how the ERER Task Force will produce its work, including, for example, through subcommittees, by supervising the work of a new ERER Task Force staff, by retaining consultants, or through a combination of those approaches.	v			See 2001 ERERTF WorkPlan http://www.commissions.leg.state.mn.us/lcc/workplan.pdf

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10. Consider preparing a timeline for future ERER Task Force work.		v		Review and revise
11. Consider emphasizing the overriding importance of identifying features that will both (i) facilitate or enhance county recorders' numbering, indexing, recording, payment, verification of receipt, certification, return of documents, and on- and off-site customer-access services, and (ii) foster procedures and policies that promote uniform, secure, accessible, and user-friendly electronic creation, transmission, recording, storage, retrieval, and preservation of, as well as payment for, real estate documents.		v		Pilots – Phase II
12. Consider requiring that any technology-based improvements to existing systems that it recommends provide for long-term maintenance and development of electronic real estate recording, including the migration, conversion, and preservation of data over time.		v		Connect with #15
13. Consider how to build a framework for sharing and communicating information that would rely on existing, recognized policies and standards for technology, metadata, or data, and that would best support and improve procedures for recording, gaining access to, searching, preserving and retrieving real estate records.		v		Pilots – Phase II
14. Consider developing performance standards for electronic management of real estate records that do not specify particular hardware or software applications.		v		Pilots, based on schemas.
15. Consider the implications of integrating existing paper, microfilm, microfiche, and optical methods of storing real estate documents with any digital, encrypted, or other document formats that the ERER Task Force recommends, to help make access to and searches of the real estate recording system as seamless and uniform as possible.		v		Pilots - Connect to #12

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16. Consider the many ancillary functions that are part of the real estate recording process, including for example (i) collection of deed and mortgage registry taxes; recording, well and conservation fees; special assessments and pas t-due real estate taxes; and Green Acres amounts, (ii) disclosure of information regarding wells and waste disposal systems, (iii) subdivision of land and lot-splitting, (iv) filing of Affidavits of Purchaser and Examiner’s Directives in the Torrens system, and (v) with respect to real estate conveyances, verification of the tax parcel number; determination of the assessed value of the real estate; and disclosure of the name and address of the new taxpayer.		v		Pilots – Phase II
17. Consider ensuring that any electronic real estate recording system that the EREK Task Force recommends accommodates citizens' statutory rights to privacy and confidentiality of sensitive data and information as well as lawful uses of the real estate record, and supports units of government that are authorized to (i) revise, supplement, or otherwise modify certificates of real estate value (CRVs) and other documents that part of the real estate recording process, (ii) search and compile such data for purposes unrelated to real estate recording, and (iii) require an audit trail of particular real estate transactions.		v		Pilots – Phase II
18. Consider requiring that any enhancements or changes to existing applications that the EREK Task Force recommends be designed to be developed in phases and adaptable to various systems.	v			2 phases defined.
19. Consider whether a tract index should be mandatory in all counties, and if so, whether it should replace the grantor-grantee index as the official index.		v		Legal Subcommittee. recommendation
20. Consider recommending the creation, evaluation, and revision of uniform indexing standards to facilitate computerized searches, for example, by clarifying whether “John Smith Truck Co.” will be indexed as <i>Smith, John, Truck Co.</i> or as <i>John Smith Truck Co.</i> , and whether a name that starts with “Saint” be indexed as <i>Saint, St.</i> , or <i>St.</i>	v			PRIA standard - only a recommendation

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21. Consider whether use of any uniform indexing standards should be mandatory; whether such use should be prospective only; and if indexing standards are to be used retrospectively as well as prospectively, how far back in time existing indexes should be amended.	v			Rejected
22. Consider defining the term “real estate records,” including, for example, clarifying whether probate records and judgments are included.	v			
23. Consider studying the costs and benefits of linking real estate records with other layers of public data including, for example, data regarding transportation, hydrology, topography, and political boundaries, as part of the statewide geographic information system (GIS).				Out of scope
24. Consider creating a simplified platting process that would facilitate reference to real estate parcels that are subject to metes and bounds or other complex legal descriptions.				Out of scope
25. Consider recommending the inclusion of parcel identification numbers (PINs), geographic information system (GIS) identifiers, or other unique labels in recordable instruments to foster cross-referencing among real estate records and other layers of public data such as city assessor’s records and Minnesota Department of Revenue records.		v		Pilots – Phase II Counties must make PINs available.
26. Consider identifying the entity(ies) that will be responsible for developing and updating standards for the content and format of electronic real estate records.		v		
27. Consider making user-friendly, reliable, and convenient on- and off-site public access to real estate records an important goal of any authentication, security, and recording-priority standards that it proposes.		v		Pilots – Phase II
28. Consider identifying the legal issues involved in determining the recording priority of instruments filed in person, by mail, and electronically.		v		Referred to counties. Evaluation in pilots

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29. Consider surveying the Uniform Electronic Transactions Act, Data Practices Act, Official Records Act, Records Management Act, Torrens statute, recording act, laws concerning notarial acts, and all other Minnesota statutes and regulations (i) to determine which should be amended or repealed in response to the introduction of electronic technology into the real estate recording system, and (ii) to identify any new legislation that may be required.		v		Evaluation in pilots. Legal Subcommittee. has drafted language for permanent recording
30. Consider studying who should bear the financial risk of breaches in security and other problems that might arise with the introduction of electronic technology into the real estate recording system.		v		Pilots – Phase II
31. Consider estimating the costs and benefits of (i) operating the real estate recording system in its current form, and (ii) implementing and maintaining any technology upgrades or other changes that the ERER Task Force recommends.		v		Pilots – Phase II
32. Consider the appropriateness and feasibility of making recording and similar fees, as well as copying and certification charges, uniform in all counties.				Out of scope
33. Consider public and private funding alternatives, Internet advertising, new user access fees, a new statewide technology trust fund, and allowing counties to retain current mortgage registry and deed taxes and the recording surcharge as possible revenue sources, in order to assure that every county can pay for any technology upgrades or other electronic real estate recording initiatives that the ERER Task Force recommends.				Out of scope
34. Consider proposing that the legislature offer counties financial or other incentives (1) to adopt uniform indexing standards prospectively, and (2) to amend existing indexes to comport with them.	v			Rejected
35. Consider protecting, to the extent feasible, the significant public- and private-sector investments in real estate record systems that have been made to date.		v		Pilots – Phase II

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36. Consider proposing educational, financial, or other incentives to encourage those in the public and private sector that currently use the real estate record system to participate in any electronic recording initiatives that the ERER Task Force recommends.		v		Pilots – Phase II
37. Consider whether it is appropriate and feasible for counties to collect filing fees and other revenues associated with the real estate recording process electronically.		v		Pilots – Phase II