



## DELAWARE STATE-WIDE INFORMATION TECHNOLOGY AND ARCHITECTURE STANDARDS

Standard ID:	<b>IN-ARC-001</b>
Title:	<b>Real Property Electronic Recording Standard</b>
Domain:	<b>Information</b>
Discipline:	<b>Archive</b>
Effective Date:	<b>4/27/2009</b>
Revision no.:	<b>0</b>
Original Date:	<b>4/27/2009</b>

### I. Authority, Applicability and Purpose

- A) **Authority:** Title 29, Chapter 90C provides broad statutory authority to the Department of Technology and Information to implement statewide and inter-agency technology solutions, policy, standards and guidelines for the State of Delaware's technology infrastructure. "Technology" means computing and telecommunications systems, their supporting infrastructure and interconnectivity used to acquire, transport, process, analyze, store and disseminate information or data electronically. The term "technology" includes systems and equipment associated with e-government and Internet initiatives.
- B) **Applicability:** Applies to all State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of funding, access and continued use of these resources.
- C) **Purpose:** This standard covers the requirements for the electronic recording of real property records. The approach for this standard was heavily borrowed from the Commonwealth of Virginia (see "VIRGINIA REAL PROPERTY ELECTRONIC RECORDING STANDARD" SEC505-00, Effective Date: May 1, 2007)

### II. SCOPE

- A. **State of Delaware** – This Standard is for the reporting to the State of land records including deeds, indentures, letters of attorney relating to land, mortgages, releases of lien of mortgages, leases, releases, assignments, conditional sales and leases of railroad and railway equipment and rolling stock, plots and descriptions, and agreements of owners bounding and marking lands.
- B. **Areas Covered** – All counties and all Real Property filings within the counties.
- C. **Environments** – This standard covers all Real Property recordings reported to the State of Delaware.

These standards are adopted by the Department of Technology and Information (DTI), through the Technology and Architecture Standards Committee (TASC), and are applicable to all Information Technology use throughout the State of Delaware. Any questions or comments should be directed to [dti\\_tasc@state.de.us](mailto:dti_tasc@state.de.us).



## DELAWARE STATE-WIDE INFORMATION TECHNOLOGY AND ARCHITECTURE STANDARDS

### III. PROCESS

- A. **Adoption** – These standards have been adopted by the Department of Technology and Information (DTI) through the Technology and Architecture Standards Committee (TASC) and are applicable to all Information Technology use throughout the state of Delaware.
- B. **Revision** – Technology is constantly evolving; therefore the standards will need to be regularly reviewed. It is the intent of the TASC to review each standard annually. The TASC is open to suggestions and comments from knowledgeable individuals within the state, although we ask that they be channeled through your Information Resource Manager (IRM).
- C. **Contractors** – Contractors or other third parties are required to comply with these standards when proposing technology solutions to DTI or other state entities. Failure to do so could result in rejection by the Delaware Technology Investment Council. For further guidance, or to seek review of a component that is not rated below, contact the TASC at [dti\\_tasc@state.de.us](mailto:dti_tasc@state.de.us).
- D. **Contact us** – Any questions or comments should be directed to [dti\\_tasc@state.de.us](mailto:dti_tasc@state.de.us).

### IV. DEFINITIONS / DECLARATIONS

#### A. DEFINITIONS / DESCRIPTIONS

- 1. **Document** means information that is:
  - a) Inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form; and
  - b) Eligible to be recorded in the land records maintained by the recorder.
- 2. **Electronic document** means a document that is received by the recorder in an electronic form.
- 3. **Electronic** means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- 4. **Electronic recording commission** means the commission established by § 184 of Title 25.
- 5. **Electronic signature** A traceable e-mail or a biometric identifier applied to a message. The identifier may be based on digitized handwriting or another biometric feature (such as a fingerprint). The electronic signature cannot be removed and applied to other documents to forge a signature.<sup>1</sup>
- 6. **Paper document** means a document that is received by the recorder in a form that is not electronic.
- 7. **Person** means an individual, corporation, business trust, estate, trust, partnership, Limited Liability Company, association, joint venture, public corporation, government, or governmental subdivision, agency, or instrumentality, or any other legal or commercial entity.

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<sup>1</sup> Gartner, Inc. - [http://www.gartner.com/6\\_help/glossary/GlossaryMain.jsp](http://www.gartner.com/6_help/glossary/GlossaryMain.jsp)



## DELAWARE STATE-WIDE INFORMATION TECHNOLOGY AND ARCHITECTURE STANDARDS

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8. **PRIA** The Property Records Industry Association (PRIA) is a not-for-profit 501 (C)(6) corporation. The Association represents a unique partnership of business and government members of the property records industry, with the end goal of facilitating recordation and access to public property records. This goal is accomplished by facilitating the research, development, creation, and implementation of national standards, systems and procedures for the industry.<sup>2</sup>
9. **Real Property Records** means land and generally, whatever is erected, growing upon or affixed to it. It also includes rights issuing out of, annexed to, or exercisable within or about the real property.
10. **Recorder** means the recorder of deeds for the county in which a document is received.
11. **State** means a state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States.

### A. DECLARATIONS

1. This standard is not intended to conflict with any existing records retention schedules for local governments as issued by the Delaware Public Archives.
2. This standard brings Delaware in line with the recommendations for a uniform set of laws across the country for the electronic filing of land records, so once a real estate transaction goes to settlement, the attorney or settlement agent can file the documents for recordation directly from their office, streamlining real estate settlement processes for the benefit of the citizens Delaware and users of the electronic filing system.
3. Additional authority for this standard is provided by Title 25, Delaware Code, Chapter 1, § 180-184 regarding Electronic Recording, <http://delcode.delaware.gov/title25/c001/sc05/index.shtml>
4. For additional guidance, refer to Model Guidelines for Electronic Records as issued by the Delaware Public Archives, available at [http://archives.delaware.gov/govsvcs/records\\_policies/index.shtml#TopOfPage](http://archives.delaware.gov/govsvcs/records_policies/index.shtml#TopOfPage)

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<sup>2</sup> <http://www.pria.us/index2.asp>



## 5. PRIA XML Examples<sup>3</sup>

These are only 2 examples of the official standards. The complete and latest standards adopted by the State of Delaware as well as supporting documentation can be found at <http://dti.delaware.gov/information/standards-policies.shtml>

```
<ELEMENT PRIA_DOCUMENT (GRANTOR+, GRANTEE+, PROPERTY*, PARTIES, EXECUTION,  
MORTGAGE_CONSIDERATION?, CONSIDERATION*, RECORDABLE_DOCUMENT*, SIGNATORY*,  
NOTARY*, RECORDING_ENDORSEMENT?, EMBEDDED_FILE*)>  
<!ATTLIST PRIA_DOCUMENT  
  _ID ID #IMPLIED  
  _Code CDATA #IMPLIED  
  DocumentNonRecordableIndicator (Y | N) #IMPLIED  
  PRIAVersionIdentifier CDATA #IMPLIED  
  _UniqueIdentifier CDATA #IMPLIED  
  RecordableDocumentSequenceIdentifier CDATA #IMPLIED  
  RecordableDocumentType (AbstractOfJudgment | AffidavitOfDeath | Assignment |  
AssignmentOfMortgage | AssignmentOfDeedOfTrust | BargainAndSaleDeed | BlanketAssignment | Deed |  
DeedOfTrust | FederalTaxLien | Judgment | ModificationAgreementOrConsolidationAgreement | Mortgage |  
Other | PartialSatisfactionOfLien | PowerOfAttorney | QuitClaimDeed | Reconveyance | ReleaseOfLien |  
ReleaseOfFederalTaxLien | ReleaseOfStateTaxLien | ReleaseOfTreasurersTaxLien | SatisfactionOfLien |  
SatisfactionOfMortgage | SecurityInstrument | SignatureAffidavit | StateTaxLien | SubordinateLienAgreement  
| SubstitutionOfTrustee | TreasurersTaxLien | WarrantyDeed) #IMPLIED  
  RecordableDocumentTypeOtherDescription CDATA #IMPLIED  
<!ATTLIST GRANTEE  
  _ID ID #IMPLIED  
  _StreetAddress CDATA #IMPLIED  
  _StreetAddress2 CDATA #IMPLIED  
  _City CDATA #IMPLIED  
  _State CDATA #IMPLIED  
  _PostalCode CDATA #IMPLIED  
  _County CDATA #IMPLIED  
  _Country CDATA #IMPLIED  
  _FirstName CDATA #IMPLIED  
  _MiddleName CDATA #IMPLIED  
  _LastName CDATA #IMPLIED  
  _NameSuffix CDATA #IMPLIED  
  _UnparsedName CDATA #IMPLIED  
  _CapacityDescription CDATA #IMPLIED  
  MaritalStatusType (Married | NotProvided | Divorced | Separated | Unknown | Unmarried) #IMPLIED  
  NonPersonEntityIndicator (Y | N) #IMPLIED  
  _SequenceIdentifier CDATA #IMPLIED  
>
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<sup>3</sup> <http://www.pria.us/cart/publications.htm>



## DELAWARE STATE-WIDE INFORMATION TECHNOLOGY AND ARCHITECTURE STANDARDS

### PRIA Associated Document:

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<ELEMENT _ASSOCIATED_DOCUMENT EMPTY>
<!ATTLIST _ASSOCIATED_DOCUMENT
  _ID ID #IMPLIED
  _BookNumber CDATA #IMPLIED
  _BookType (Plat | Deed | Mortgage | Maps | Other) #IMPLIED
  _BookTypeOtherDescription CDATA #IMPLIED
  _Code CDATA #IMPLIED
  _CountyOfRecordationName CDATA #IMPLIED
  _Title CDATA #IMPLIED
  _InstrumentNumber CDATA #IMPLIED
  _Number CDATA #IMPLIED
  _OfficeOfRecordationName CDATA #IMPLIED
  _PageNumber CDATA #IMPLIED
  _RecordingDate CDATA #IMPLIED
  _RecordingJurisdictionName CDATA #IMPLIED
  _SequencelIdentifier CDATA #IMPLIED
  _StateOfRecordationName CDATA #IMPLIED
  _Type (AbstractofJudgment | AffidavitofDeath | Assignment | AssignmentofDeedofTrust |
AssignmentOfMortgage | BargainAndSaleDeed | BlanketAssignment | Deed | DeedOfTrust | FederalTaxLien
| Judgment | ModificationAgreementOrConsolidationAgreements | Mortgage | Other |
PartialSatisfactionOfLien | PowerofAttorney | QuitClaimDeed | Reconveyance | ReleaseofFederalTaxLien |
ReleaseOfLien | ReleaseofStateTaxLien | SatisfactionOfLien | SatisfactionofMortgage | StateTaxLien |
SecurityInstrument | SignatureAffidavit | SubordinateLienAgreement | SubstitutionofTrustee |
TreasurersTaxLien | WarrantyDeed) #IMPLIED
  _TypeOtherDescription CDATA #IMPLIED
  _VolumeNumber CDATA #IMPLIED
>
```



## DELAWARE STATE-WIDE INFORMATION TECHNOLOGY AND ARCHITECTURE STANDARDS

### III. **DEFINITION of RATINGS**

Individual components within a Standard will be rated in one of the following categories. <b>COMPONENT RATING</b>	<b>USAGE NOTES</b>
<ul style="list-style-type: none"> <li>• <b>STANDARD</b> – DTI offers internal support and/or has arranged for external vendor support as well (where applicable). DTI believes the component is robust and can be expected to enjoy a useful life of 5+ years from the Effective Date.</li> </ul>	<p>These components can be used without explicit DTI approval for both <b>new projects</b> and <b>enhancement</b> of existing systems.</p> <p><i>(1) Note the useful life concern for the “Acceptable” rating.</i></p>
<ul style="list-style-type: none"> <li>• <b>ACCEPTABLE</b> – DTI offers internal support and/or has arranged for external vendor support as well (where applicable). DTI believes the component is stable, but has a useful life <sup>(1)</sup> of less than 5 years from the Effective Date.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>EMERGING</b> – DTI considers the component to be a likely candidate for future classification as STANDARD or ACCEPTABLE within the state pending further investigation.</li> </ul>	<p>These components must be explicitly approved by DTI for <b>new projects</b>. They can be used for <b>minor enhancement</b> and <b>system maintenance</b> without explicit DTI approval.</p>
<ul style="list-style-type: none"> <li>• <b>DECLINING</b> – Deprecated - DTI considers the component to be a likely candidate to have support discontinued in the near future. A deprecated element is one becoming invalid or obsolete.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>LIMITED SUPPORT</b> – DTI has limited or no internal support capability for the component; or has no arrangement for vendor support for the product. Users must arrange for adequate overall support of the component through their own efforts.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>NOT SUPPORTED BY DTI</b> – DTI offers no internal support and has no arrangement for vendor support. Users must arrange for all support of the component through their own efforts.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>DISCONTINUE</b> – For reasons of overall risk, product support, high TCO, or other issues, the use of this technology is discouraged. All current instances of this technology should have a plan developed for its retirement. DTI expects to work aggressively with the users of such technologies to devise a collaborative plan.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>DISALLOWED</b> – DTI declares the component to be unacceptable for use and will actively intervene to disallow its use when discovered.</li> </ul>	

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- A. Applicability of Ratings** – The ratings and usage notes are intended to encourage technology decisions to move toward components that enjoy the full support of DTI. However, acknowledging that mass replacement of lower rated components is not feasible, DTI will allow continued maintenance, enhancement, and possibly limited new development using these components. In making such determinations, DTI may require that the requester demonstrate that they have adequate support arrangements in place.
- B. Missing Components** – No conclusions should be inferred if a specific component is not listed. Instead, contact the TASC to obtain further information.

### IV. Component Assessments

#	Component	Rating	Comments
1	Format PDF TIFF	Emerging	Real property records should be maintained in, or be exportable to, either PDF or TIFF formats.
2	XML Indexing Format	Emerging	Indexes should be in XML format and, at a minimum, should include Names, Document Type, Instrument Number, Volume/Page, and Recording Date. The full requirements are currently established by the Property Recording Industry Association (PRIA), PRIA eRecording XML Standard v2.4.1 (see <a href="http://www.pria.us">www.pria.us</a> ) and they are made a part of this Real Property Electronic Recording Standard by this reference.

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