

Electronic Filing and Storage of Survey Documents

Idaho Association of Counties, Clerks and Recorders

Problem Statement

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The Idaho Board of Licensure for Professional Engineers and Land Surveyors (IBPELS) desires to address concerns related to the filing, storing and reproducing plats and records of survey with county recorders. The concerns are summarized as follows:

1. Some counties do not have full size scanners and are scanning and storing 8 ½ by 11 inch size reductions of plats and records of survey. The required size is 18 by 27 inch with 3 ½ inch left margin and ½ inch margin on the other three sides. The concern is that these scanned documents, when reproduced, are not legible enough to serve their intended purpose. Surveyors and other members of the public are not well served by the storage and reproduction of these documents that do not show the required information in a legible manner.
2. Many counties and cities desire to convert the geospatial information on plats and records of survey into their GIS database. Many do this manually from a hard copy that is signed, sealed, and recorded. This is labor intensive, as a result, some are requiring the submittal of coordinates and/or CAD files that make this task easier for the jurisdiction. Surveyors have concerns about submitted data in CAD files that may be confidential or proprietary and the potential that this requirement may conflict with the signing and sealing requirements of the IBPELS statutes.
3. Statutes specific to corner records, plats and records of survey are silent regarding in the use of electronic filing, storage and signatures. There are other statutes and rules that allow for electronic filing, storing, signatures, notaries and the like, but these are not referenced or well understood by land surveyors and county recorders. Adopting a rule to clarify the process needed for the electronic recording of Corner Perpetuation and Filing (CP&F) forms, plats and records of survey should remove the ambiguity.
4. Idaho Code requires that the most current corner record instrument number be shown on Record of Surveys that are submitted for recording and that any new corner records prepared as a result of the survey being submitted be shown as well. This requires the surveyor to prepare and record CP&F forms before submitting the Record of Survey, often times requiring multiple trips to the courthouse in order meet this requirement. Allowing for the electronic recording of CP&Fs would allow for a more timely and efficient method of meeting this requirement. CP&Fs are legal size documents (11x14).
5. As technology advances, counties will want to adopt electronic filing and recording methods that allows for online or electronic submissions of CP&Fs, plats and records of survey in electronic format. It may be time to lay the legal framework in rule that provide structure to this method and to provide for minimum standards that ensure CP&Fs, plats and records of survey

are filed, stored, and recorded consistent with the sealing and other requirements of the IBPELS statutes and review and approval processes counties and local government need.

6. The IBPELS desires to address the above issues collaboratively to ensure effective solutions can be found. Some of the solutions may require statute and rule changes that clarify minimum requirements, and reference appropriate technology standards that will address the issues and concerns above. To that end, the IBPELS intends to engage the surveying professionals, county officials, the Idaho Association of Counties, and other interested stakeholders.

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