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**IDAPA 34
TITLE 06
CHAPTER 02**

**34.06.02 - RULES GOVERNING THE ELECTRONIC RECORDING OF PLATS,
RECORDS OF SURVEY AND CORNER RECORD AND FILING FORMS**

000. LEGAL AUTHORITY.

In accordance with Section 67-903(9), Section 50-1304, 55-1606, and 55-1906 Idaho Code, the Secretary of State has authority to promulgate administrative rules in order to execute electronic filing of land surveying drawings and forms not inconsistent with the Uniform Real Property Electronic Recording Act enacted as Title 31, Chapter 29, Idaho Code and IDAPA 36.06.01 Rules Governing the Electronic Recording of Real Property.

(x-xx-xx)

001. TITLE AND SCOPE.

01. Title. These rules will be cited as IDAPA 34.06.02, “Rules Governing the Electronic Recording of Plats, Records of Survey and Corner Filing and Recording Forms,” IDAPA 34, Title 06, Chapter 02. (x-xx-xx)

02. Scope. These rules will govern the electronic filing, recording and retrieval of plats, records of survey and corner filing and perpetuation forms in the county recording offices under Title 50, Chapter 13, and Title 55, Chapters 16 and 19, Idaho Code. (x-xx-xx)

002. WRITTEN INTERPRETATIONS.

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, documents relating to the interpretation of these rules, and to the documentation of compliance with this chapter, are available for public inspection and copying at the Office of the Secretary of State. (x-xx-xx)

003. ADMINISTRATIVE APPEALS.

This chapter does not provide for appeal of the electronic filing, recording or retrieval requirements. (x-xx-xx)

004. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with these rules are subject to the provisions of the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code. (x-xx-xx)

005. -- 009. (RESERVED)

010. DEFINITIONS.

01. Document. The meaning will be the same as provided in Section 31-2902, Idaho Code. (x-xx-xx)

02. Electronic Document. The meaning will be the same as provided in Section 31-2902, Idaho Code. (x-xx-xx)

03. Electronic Recording. The delivery and return of an Electronic Document for the purpose of recording that document with the Participating Recorder. (x-xx-xx)

04. Electronic Signature. The meaning will be the same as provided in 31-2902(4), Idaho Code. (x-xx-xx)

05. Participating Recorder. A county recorder who has elected to accept Electronic Documents for filing, recording or retrieval. (x-xx-xx)

06. CAD (Computer-Aided Drafting). Software used to create drawings in vector format.

07. DWG (Drawing). A proprietary binary file format used for storing two- and three-dimensional design data and metadata. It is the native format for several CAD packages including DraftSight, AutoCAD™, IntelliCAD™ (and its variants), Caddie™ and Open Design Alliance compliant applications. (x-xx-xx)

08. DXF (Drawing eXchange Format). A file extension for a graphic image format typically used with AutoCAD™. (x-xx-xx)

09. PDF (Portable Document Format). The meaning shall be the same as provided in IDAPA 34.06.01, Rules Governing the Electronic Recording of Real Property. (x-xx-xx)

10. TIFF (Tag Image File Format). The meaning shall be the same as provided in IDAPA 34.06.01, Rules Governing the Electronic Recording of Real Property. (x-xx-xx)

11. Submitter. A professionally licensed land surveyor who requests that an Electronic Document be filed or recorded. (x-xx-xx)

011. ELECTRONIC RECORDING.

In addition to the following, Electronic Documents will conform to IDAPA 34.06.01, Rules Governing the Electronic Recording of Real Property (x-xx-xx)

01. Plats and Records of Survey, which utilizes scanned ink-signed Documents or Documents that have been created and signed electronically for the purposes of electronic recording must include a PDF or TIF(F) electronic file in the format accepted by the Participating Recorder. The digital file must also comply to the following standards:

- a. Finished size 18 x 27 as required by 50-1304 or 55-1905 Idaho Code;
- b. 2 COLOR BLACK/WHITE (1BPPP)
- c. TIF(F) electronic files and/or scanned images will have a 300 DPI minimum resolution
- d. Include an image of the Submitter's seal and an Electronic Signature
- e. Multiple sheets may be combined into one electronic file, if accepted by the Participating Recorder. (x-xx-xx)

02. If required by the County, CAD Drawings of Plats and Records of Survey will be submitted in either DWG or DXF format using guidelines provided by the County. The following minimum information must be included in the CAD file:

- a. Boundary line(s)
- b. Monuments
- c. Street Centerline(s) if applicable
- e. Section, ¼ section, Block OR Monument line(s)
- f. The drawing name will be as required by the County. If no drawing name format is provided, the drawing name will be the same as the Recording Index Number of the filed Electronic Document. (x-xx-xx)

03. Corner Record and Filing Forms which utilizes scanned ink-signed Documents or Documents that have been created and signed electronically for the purposes of electronic recording must include a PDF or TIF(F) electronic file in the format accepted by the Participating Recorder. The digital file will be compliant with the requirements of IDAPA 10.01.03 Rules for Corner Perpetuation and Filing and must also comply with the following standards:

- a. Finished size 8.5 x 14
- b. 2 COLOR BLACK/WHITE (1BPPP)
- c. TIF(F) and/or scanned images must have a 300 DPI minimum resolution.
- d. Include an image of the Submitter's seal and also an Electronic Signature
- e. Multiple sheets may be combined into one electronic file if accepted by the Participating Recorder. (x-xx-xx)

012. RETRIEVED FILES.

01. Plats and Records of Survey retrieval. The files retrieved must be legible at the size reproduced under Section 011.01 of this chapter.

02. Corner Filing and Perpetuation retrieval. The files retrieved must be legible at the size reproduced under Section 011.02 of this chapter.

013. PARTICIPATING RECORDER.

01. Documents Accepted. A Participating Recorder is only required to accept Electronic Documents containing Electronic Signatures that the Participating Recorder has the technology to support. (x-xx-xx)

02. Authentication. A Participating Recorder has no responsibility to authenticate Electronic Signatures. (x-xx-xx)

014. -- 999. (Reserved) (x-xx-xx)