**South Dakota Electronic Recording Commission**

**Teleconference**

**Tuesday, March 24, 2015**

**MINUTES**

The South Dakota Electronic Recording Commission met via teleconference on Tuesday, March 24, 2015. The Organizational meeting was called to order by Chairperson Julie Risty at 10:02 am CT / 10:02 am MT. Roll call was made and a quorum established with the following members present:

 Julie Risty, Minnehaha County Register of Deeds

 Elaine Reimer, Brule County Register of Deeds

 Deb Young, Davison County Register of Deeds

 Peggy Johnson, Sully County Register of Deeds

 Sheree Green, Lawrence County Register of Deeds

 Haven Stuck, SD State Bar Representative

 Greg Wick, SD Land Title Association Representative

 Mitch LeFleur, SD Land Title Association Representative

 Donald J. Straka, SD Bankers Association Representative

 Monte Watembach, Information Technology Professional

Mark Ladd, President of Property Record Industry Association (PRIA), as special guest

Kris Jacobsen, SDACO Deputy Director serving as support staff.

 **Motion to approve the December 16, 2014 Minutes** was made by Greg Wick, seconded by Sheree Green. **With no abstention or opposition, motion carried by unanimous vote.**

**Motion to approve the March 24, 2015 Agenda** was made by Donald Straka, seconded by Deb Young. **With no abstention or opposition, motion carried by unanimous vote.**

Chairperson Julie Risty gave a brief introduction to guest speaker, Mark Ladd, President of Property Record Industry Association (PRIA). Mr. Ladd expanded on his employment history in regards to E-Recording and his participation in the development of PRIA standards and practices for E-Recording.

Mr. Ladd gave an in-depth explanation of XML Standards as an extensive markup language that defines a set of rules for encoding documents in a format which is both human-readable and machine-readable as this state moves forward with the E-Recording option. He also elaborated on the different schemas required as well as an implementation guide that provides additional guidance to narrow the technical options available. This can be adjusted to cover all the necessary e-recording duties for each state. PRIA is also close to releasing an E-Recording Best Practices document.

Mr. Ladd also discussed the PRIA Models. Documents available for submission are divided into 3 separate models. Model 1 being very basic – paper document with wet ink signature and notary, but does not include indexing data. Model 2 comes packaged with indexing data fields according to the county’s requirements, and Model 3 being a fully electronic document. Mr. Ladd also explained the differences between “electronic notarization,” which is widely used, and “remote notarization,” which is very controversial and currently used only in the state of Virginia.

Deb Young gave an update on the committee’s review of 10 other state’s E-Recording Rules/Standards/Regulations. The group narrowed their focus to 5 states, each with sections that would more closely comply with South Dakota laws and recording requirements. Various components were discussed, such as the role of the trusted submitter, requirements of trusted submitters, and Memorandums of Understanding (MOU’s) between counties and trusted submitters, or vendors.

A sub-committee consisting of Julie Risty, Minnehaha County Register of Deeds; Elaine Reimer, Brule County Register of Deeds; Deb Young, Davison County Register of Deeds; Peggy Johnson, Sully County Register of Deeds; Sheree Green, Lawrence County Register of Deeds, and Monte Watembach, Information Technology Professional will work to compile a proposed draft of Administrative Rules and Standards for the commission’s review. Haven Stuck will also discuss the South Dakota administrative rules process and timeline.

No attendees were present for Public Comment.

The proposed draft of Administrative Rules and Standards will be discussed and reviewed at the next Commission meeting tentatively set for June 3, 2015 at 10:00 am CT / 9:00 am MT. Meeting information will be posted on the SDACO website [www.sdcounties.org](http://www.sdcounties.org) and at the Association office located at 211 E Prospect Avenue, Pierre, SD. Free teleconferencing service options will also be further researched. .

A motion to adjourn was made by Greg Wick, seconded by Donald Straka. **With no abstention or opposition, motion carried by a unanimous vote.**

Respectfully Submitted,

Kris Jacobsen, Deputy Director

South Dakota Association of County Officials