

**Business Operating Procedures for
Electronic Recording by the Bristol Town Clerk**

The following provisions shall constitute the business operating procedures of the Town Clerk with regard to electronic filing and recording of documents in the Town Clerk's office:

1. Electronic recording models to be accepted by the Town Clerk.

The Town Clerk will accept scanned images of ink-signed documents together with electronic indexing information. The Town Clerk will accept documents that have been created, signed and notarized electronically along with the electronic indexing information. Proper indexing of received documents will be the responsibility of the Town Clerk. After the Town Clerk performs an examination of the electronically imaged documents and indexing data, the recording process will be completed and the electronic version of the recorded document will be returned to the Delivery Agent electronically with the electronic recording data.

2. Document types to be accepted by the Town Clerk.

The Town Clerk will accept any document electronically that it receives and records in a paper format, consistent with Connecticut General Statutes, with the exception of maps and any documents which require the payment of a conveyance tax or the filing of a real estate conveyance tax return to the State.

3. Technical specifications for data formats to be accepted by the Town Clerk.

Electronic recording shall meet technical standards for electronic document formatting and data fields as prescribed by the Property Records industry Association (PRIA) in the PRIA eRecording XML Standard Version 2.4, as amended from time to time, which includes PRIA Request Version 2.4.2 (August 2007), as amended from time to time; PRIA Response Version 2.4.2 (August 2007), as amended from time to time; Document Version 2.4.1 (October 2007), as amended from time to time; and Notary Version 2.4.1 (October 2007), as amended from time to time.

4. Electronic transmissions and security.

Electronic documents shall be transmitted and stored as either TIFF or PDF files, in accordance with the TIFF 6.0 specification, published by the International Organization for Standardization as ISO 12639.2004, Graphic technology — Prepress digital data exchange — Tag image file format for image technology (TIFF/IT), as amended from time to time, or the PDF 1.7 specification, published by the International Organization for Standardization as ISO 320004:2008, Document management — Portable document format — Part 1: PDF 1.7, as amended from time to time.

(a) The Town Clerk will coordinate with the Delivery Agent and the land records

management system vendor for the City of Bristol, Cott Systems, Inc., to implement and maintain procedures to ensure the security of the electronic document delivery system and the land records management system, including the authenticity and integrity of the electronic documents and of the public record maintained by the Town Clerk.

(b) The Town Clerk shall provide a secure method for accepting electronic documents through the electronic document delivery system and for recording and maintaining documents in its land records management system. Security standards implemented by the Town Clerk shall accommodate electronic signatures and electronic notarizations of electronic documents in a manner that complies with chapter 92a of the Connecticut General Statutes.

(c) The Delivery Agent shall implement and maintain security procedures for all electronic transmissions to the Town Clerk through the electronic document delivery system and shall be responsible for maintaining the security of the electronic document delivery system within the office of such Delivery Agent/Submitter.

(d) Electronic document delivery systems and land records management systems shall protect against system and security failures and, in addition, shall provide backup, disaster recovery, and audit trail mechanisms. The Delivery Agent and the land records management system vendor, Cott Systems, Inc., shall provide audit trail information to the Town Clerk upon request.

(e) Electronic document delivery systems and land records management systems shall not permit any unauthorized party to modify, manipulate, insert or delete information, without detection, in electronic documents or in the public record maintained by the Town Clerk.

(f) If a breach in security is detected by the Town Clerk, the Delivery Agent or the land records management system vendor, Cott Systems, Inc., the party discovering the breach shall immediately notify the other two parties and the three parties shall work cooperatively to take remedial action and to resolve any issues related to the breach.

5. Indexing fields required for each document code.

The Town Clerk will be responsible for providing indexing fields for each document submitted by the Delivery Agent/Submitter. The Submitter must complete at least one grantor and one grantee entry, and the type of document submitted.

6. Requirements for signature and notarization.

(a) Documents containing electronic signatures or electronic notarizations shall conform to all applicable standards established by the Secretary of the State and to all applicable sections of the Connecticut General Statutes, including, but not limited to, chapter 15 of the Connecticut General Statutes and sections 3-94a to 3-95, inclusive, of the Connecticut General Statutes.

(b) The Town Clerk shall only be required to accept electronic documents containing electronic signatures or electronic notarizations that the Town Clerk has the technology to support.

(c) The Town Clerk is not responsible for authenticating electronic signatures or electronic notarizations.

7. Payment for recording fees.

The Town Clerk shall accept ACH Credit payment for all recording fees and applicable taxes electronically from the Delivery Agent by means of an approved ACH processing account as determined and established by the Town Clerk. The Delivery Agent shall assume full liability for payment in full of all fees due and payable and shall remit any such funds via ACH credit on a daily basis into the Town Clerk's established processing account. The Delivery Agent shall also send a confirming email report to the Town Clerk no later than the opening of the Town Clerk's office on the next banking day.

8. Hours for acceptance of electronic submissions and processing schedule for document acceptance.

The Town Clerk's office shall accept electronic recording between the hours of 8:30 a.m. to 3:00 p.m. EST, Monday through Friday, except for holidays. Documents submitted electronically by the Delivery Agent prior to 3:00 p.m. on any day the Town Clerk's office is open for business will be processed and recorded on that business day. Any documents submitted by the Delivery Agent after 3:00 p.m. on any business day will be processed and recorded no later than the next business day.

Documents submitted by the Delivery Agent to the Town Clerk for electronic recording shall be processed for acceptance, rejection or recording in the order in which they are received by the Town Clerk. The time of the recording shall be the time when the Town Clerk completes recording of the document in the ordinary course of business. Neither the time of transmission by the Delivery Agent or the time of electronic receipt by the Town Clerk shall have any effect on the time of recording.

The office may close for storm related events, power outages, unexpected town hall closures, or similar emergencies. eRecordings will be processed the first day town offices are officially reopened after such occurrences.

9. Electronic recording processing requirements: Notice of confirmation or rejection.

(a) The Town Clerk shall provide notice of confirmation or rejection of recording through the electronic document delivery system.

(1) A notice of confirmation shall include recording information for the electronic document accepted for recording and shall identify the electronic

document accepted for recording.

(2) A notice of rejection shall include a brief explanation of the reason or reasons for rejection and shall identify the electronic document rejected for recording.

(3) If the Town Clerk complies with the notice requirements, the failure of the Delivery Agent and or submitter to receive actual notice of confirmation or rejection of a recording shall not affect the validity of the confirmation or rejection.

(b) The Town Clerk may contact the Delivery Agent and or submitter regarding an electronic document submitted for recording prior to sending a notice of confirmation or rejection. The Delivery Agent and or submitter shall ensure that every set of documents submitted to the Town Clerk for electronic recording includes telephone or e-mail contact information.

(c) The Town Clerk shall receive electronic documents and enter the time of receipt in accordance with sections 7-24 and 7-25 of the Connecticut General Statutes.