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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 RECORDS**

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 or recording 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. (4-11-19)

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 Records,” IDAPA 34, Title 06, Chapter 02. (4-11-19)

02. Scope. These rules will govern the electronic filing, recording and retrieval of plats, records of survey and corner filing and perpetuation forms - known as corner records in the county recording offices under Title 50, Chapter 13, and Title 55, Chapters 16 and 19, Idaho Code. Only documents signed and sealed by a licensed professional land surveyor may be submitted for electronic filing or recording as governed by this chapter. Additional signatures and approvals are required by the county for plats as described in Title 50, Chapter 13, Idaho Code. (4-11-19)

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 or the Office of the Board of Licensure for Professional Engineers and Land Surveyors. (4-11-19)

003. ADMINISTRATIVE APPEALS.

This chapter does not provide for appeal of the electronic filing, recording or retrieval requirements. (4-11-19)

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. (4-11-19)

005. -- 009. (RESERVED)

010. DEFINITIONS.

01. Document. The meaning will be the same as provided in Section 31-2902, Idaho Code. (4-11-19)

02. Electronic Document. The meaning will be the same as provided in Section 31-2902, Idaho Code. (4-11-19)

03. Electronic Recording. The delivery and return of an electronic document for the purpose of recording that document with the participating recorder. (4-11-19)

04. Electronic Signature. The meaning will be the same as provided in 31-2902(4), Idaho Code. (4-11-19)

05. Participating Recorder. A county recorder who has elected to accept Electronic Documents for filing, recording or retrieval. (4-11-19)

06. CAD (Computer-Aided Drafting). Software used to create drawings in vector format. (4-11-19)

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. (4-11-19)

08. DXF (Drawing eXchange Format). A file extension for a graphic image format typically used with AutoCAD™. (4-11-19)

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. (4-11-19)

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.” (4-11-19)

11. Submitter. A professionally licensed land surveyor or a person designated by a professionally licensed land surveyor who requests that an electronic document be filed or recorded. (4-11-19)

011. ELECTRONIC FILING AND RECORDING.

In addition to the following, electronic documents will conform to IDAPA 34.06.01, Rules Governing the Electronic Recording of Real Property. (4-11-19)

01. Plats And Records Of Survey. 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: (4-11-19)

- a. Finished size 18 x 27 as required by 50-1304 or 55-1905, Idaho Code; (4-11-19)
- b. 2-COLOR BLACK/WHITE (1BPPP); (4-11-19)
- c. TIF(F) electronic files and/or scanned images will have a 400 DPI minimum resolution; (4-11-19)
- d. Include an image of the land surveyor's seal and an electronic signature; (4-11-19)
- e. Multiple sheets may be combined into one electronic file, if accepted by the participating recorder. (4-11-19)

02. Corner Record And Filing Forms. Corner record and filing forms – known as corner records, which utilize 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 minimum standards: (4-11-19)

- a. Finished size 8.5 x 14; (4-11-19)
 - b. 2-COLOR BLACK/WHITE (1BPPP); (4-11-19)
 - c. TIF(F) and/or scanned images must have a 400 DPI minimum resolution; (4-11-19)
 - d. Include an image of the land surveyor's seal and an electronic signature; (4-11-19)
 - e. Multiple sheets may be combined into one electronic file if accepted by the participating recorder. (4-11-19)
- Only one file is allowed for each corner record. (4-11-19)

012. RETRIEVED FILES.

01. Plats and Records Of Survey Retrieval. The files retrieved must be legible at the size reproduced under Subsection 011.01 of this chapter. (4-11-19)

02. Corner Record Retrieval. The files retrieved must be legible at the size reproduced under Subsection 011.02 of this chapter. (4-11-19)

013. PARTICIPATING RECORDER.

01. Documents Accepted. A participating recorder may elect to accept electronic documents containing electronic signatures that the participating recorder has the technology to support. Participating recorders may accept corner records, records of survey, or plats or any combination of the three. (4-11-19)

02. Authentication. Land surveyors must use electronic signatures that are authenticated by a third-party security certificate. A participating recorder has no additional responsibility to independently authenticate electronic signatures. (4-11-19)

014. MINIMUM STANDARDS.

01. Forms. Forms for corner records must comply with the requirements of IDAPA 10.01.03 and are available from the Board of Licensure for Professional Engineers and Land Surveyors. (4-11-19)

02. Corner Records. Minimum standards for corner records are as required in Title 55 Chapter 16, Idaho Code. (4-11-19)

03. Records of Survey. Minimum standards for records of survey are as required in Title 55 Chapter 19, Idaho Code. (4-11-19)

04. Plats. Minimum standards for plats are as required in Title 50, Chapter 13, Idaho Code. (4-11-19)

05. Compliance. Corner records, records of survey, or plats must comply with the requirements of this chapter and the minimum standards prior to electronically filing or recording. (4-11-19)

015. -- 999. (RESERVED)

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