## Appendix A – Current Workflow

The existing paper process is time-consuming, requiring a lender to make several stops to get a document to its final destination. The recording process requires other agencies to be involved because the Courthouse process is only one piece of the overall effort. Providing the ability to file these documents electronically will be convenient, secure, efficient, and improve accuracy, saving time and resources.
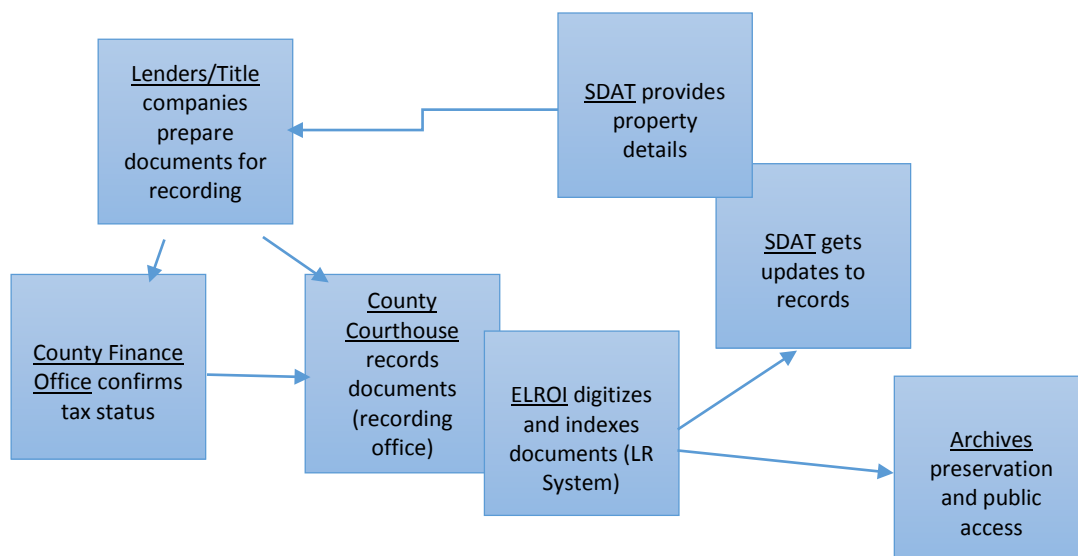
Steps:
1. Lenders and the title industry prepare paperwork for a real estate transaction, conducting traditional research from multiple sources, such as SDAT, ELROI and mdlandrec.
2. The County Finance Office checks the status, determines if tax is due and stamps the document accordingly.
3. The document is presented at the County Courthouse, staff analyzes the document, checks for appropriate supporting materials, calculates and collects fees, stamps the document, numbers the document and sends it for processing into the ELROI system where it's scanned, indexed and verified.
4. Collected Fees are distributed the next day.
5. The ELROI system sends full verified books to the Archives for preservation and public access.

Linking agencies and the ability to exchange information via a secure web portal could allow us to create workflows to keep the documents moving through SDAT, local Finance Offices, and Courthouses, all of whom are involved when recording a land record transaction. With automation, we anticipate more accuracy, efficiency and fewer rejections.

Appendix B – Draft for Specific Document Processing

DOC CODE IN ELROI	DOC NAME	Done in FY13 62726	REJECTION REASONS	REQS FOR DOCS	HELPER DOCS TO RECORD	OPT DOCS TO RECORD	HELPER DOCS NOT RECORDED	RECORDING FEES CALCULATIONS (GENERAL FUND)	ST XFER TAXES	SURCHG (IMPRV FUND)	WHAT HAPPENS THERE (FINANCE OFFICE)	STAMPS	INDEXING REQ DATA FIELDS FOR ELROI (see App C)	COMMENTS	Some examples of LOGIC
8	REL	20988	Missing Reference book and page	GR GE SIGNATURE REFID	NONE	NONE	NONE	$10	NONE	$40	N/A	N/A	GR GE REFID		Releases go directly to the courthouse for recording. If it's a Baltimore County transaction, and it contains a Grantee and Grantor and a Reference Book and Page and has a signature, it's recordable, else reject it. Collect $10 recording fee and $40 surcharge. Hold fields in Col O and also capture the data fields as shown in Appendix C for exporting to ELROI with images.
2	DEED TR	15033	NOTBC NOTR	ADDR	INTAKE	NONE	NONE	$20 (<9 PGS OR PRINCIPAL) $75 (>9 PGS + NOT PRINCIPAL)	NONE	$40	COLL $2.50 PER $500 REC TAX	FO APPRV (PULL LOGIN) + (TAXES PD OR TAXES NOT	GR GE TAX ID ADDR	W/ DEED, IF PURCH MONEY MTG > CONSIDERATION ADDL REC TAX ONLY ON EXCESS	
1	DEED SIMPLE	11803	NOTBC	GR GE ADDR CERTPREP SIGNATURE RESIDENCE STATUS	EX FR WH OR PART EX INTAKE AFFIDS REQ BY TAX PROP 12-108	AFFID FTHB OWNER OCCUPIED	LIEN CERT IF <60% ASSESSED VALUE, HUD	$20 (<9 PGS OR PRINCIPAL) $75 (>9 PGS + NOT PRINCIPAL)	.5% ST XFER OR .25% FTHB	$40	CONF TAXES PD; COLL $2.50 PER $500 REC TAX + 1.5% CO XFR (- IF OO 1ST $22K EXEMPT) MAX $330	FO APPRV (PULL LOGIN) + (TAXES PD OR TAXES NOT PD)	DOC CODE GR GE TAX ID ADDR REC DATE COUNTY		Deeds go to the Finance Office for calculation of transfer tax, and get stamped either Paid or No taxes Due. Then they go to the LR office. If the property is in Baltimore County, has a Grantor and Grantee, an address, certificate of preparation, a signature and a residence status, it can be recorded, else reject. It gets additional treatment if it's a first time home buyer, needs affidavit. Hold fields in Col O and also capture the data fields as shown in Appendix C for exporting to ELROI with images.
33	ASSMT D/TR	9217	Missing Reference book and page	REFID ADDR	NONE	NONE	NONE	$20 (<9 PGS OR PRINCIPAL) $75 (>9 PGS + NOT PRINCIPAL)	NONE	$40	N/A	N/A	GR (ASSIGN BK & BORROWER) GE (RECEIVING BK OR LENDER), REFID		
174	REFINANCE	3339	Missing Reference book and page	REFID ADDR AFFIDAVIT ORIG MTGRS PAYOFF AMT PRINCIPAL	INTAKE	NONE	NONE	$20	NONE	$40	COLL $2.50 PER $500 REC TAX ON NEW - UNPD	FO APPRV (PULL LOGIN) + (TAXES PD OR TAXES NOT	GR GE TAX ID ADDR REFID		
42	ASSMT DEED	850	NOTBC	GR GE ADDR CERTPREP SIGNATURE RESIDENCE STATUS	EX FR WH OR PART EX INTAKE AFFIDS REQ BY TAX PROP 12-108	AFFID FTHB OWNER OCCUPIED	LIEN CERT IF <60% ASSESSED VALUE, HUD	$20 (<9 PGS OR PRINCIPAL) $75 (>9 PGS + NOT PRINCIPAL)		$40	CONF TAXES PD; COLL $2.50 PER $500 REC TAX + 1.5% CO XFR (- IF OO 1ST $22K EXEMPT) MAX $330	FO APPRV (PULL LOGIN) + (TAXES PD OR TAXES NOT PD)	DOC CODE GR GE TAX ID ADDR REC DATE COUNTY		
6	MTG	541	NOTBC PART DR AFFID	ADDR	INTAKE	NONE	NONE	$20 (<9 PGS OR PRINCIPAL) $75 (>9 PGS + NOT PRINCIPAL)	NONE	$40	COLL $2.50 PER $500 REC TAX	FO APPRV (PULL LOGIN) + (TAXES PD OR TAXES NOT	GR GE TAX ID ADDR	HOW TO DISCERN PARTIAL DRAW IN CODING	
7	PAR REL	433	Missing Reference book and page	GR GE SIGNATURE REFID	NONE	NONE	NONE	$10	NONE	$40	N/A	N/A	GR GE REFID		
20	Q C DEED	400	NOTBC	GR GE ADDR CERTPREP SIGNATURE RESIDENCE STATUS	EX FR WH OR PART EX INTAKE AFFIDS REQ BY TAX PROP 12-108	AFFID FTHB OWNER OCCUPIED	LIEN CERT IF <60% ASSESSED VALUE, HUD			$40	CONF TAXES PD; COLL $2.50 PER $500 REC TAX + 1.5% CO XFR (- IF OO 1ST $22K EXEMPT) MAX $330	FO APPRV (PULL LOGIN) + (TAXES PD OR TAXES NOT PD)	DOC CODE GR GE TAX ID ADDR REC DATE COUNTY	FORM TEMPLATE	
43	ASSMT MTG	122	Missing Reference book and page	REFID ADDR	NONE	NONE	NONE	$20 (<9 PGS OR PRINCIPAL) $75 (>9 PGS + NOT PRINCIPAL)	NONE	$40	N/A	N/A	GR (ASSIGN BK & BORROWER) GE (RECEIVING BK OR LENDER)		

Appendix C – Draft Export Information for Land Record Vendor

Below is an example of the data fields required for export; to be captured from the Intake Sheet and/or system indexing, exact format to be provided at project start.

Field	Data Type	Length	Comments
Document ID	int	n/a	System generated number
Book	int	n/a	
Start Page	smallint	n/a	
End Page	smallint	n/a	
Book Type	*	*	book_id, book_description, default value
Clerk Initials	varchar	12	clerk_id smallint
Recording Date	datetime	n/a	
Instrument ID	int	n/a	
Instrument Type	char	10	instrument_type_id smallint
Recorder's Initials	char	3	
Amount	decimal	16	
Remarks	varchar	255	notes
First Name	char	20	
Middle Name	char	20	
Last Name	char	35	
Generation	char	4	
Role	char	8	
Grantee/Grantee	smallint	n/a	
Private/Commercial	smallint	n/a	
Corporation	varchar	75	corporation_id int
Reference	*	*	document_id, reference_doc_id
Parcel ID	int	n/a	
Subdivision	varchar	63	
Lot	char	4	
Block	char	4	
Block (Balt City)	smallint	n/a	