

ORDINANCE NO. 96-13

WHEREAS, planning for document imaging in the Register of Deeds Office has been ongoing for the past four years, and

WHEREAS, the ICC Data Processing Commission is now in a position to provide the necessary hardware, software and training to convert the new recordings in the Register of Deeds Office to an optical imaging system,

NOW, THEREFORE, THE JEFFERSON COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS FOLLOWS:

1. The Register of Deeds is authorized to record on optical disks, records of deeds, mortgages or other instruments relating to real property.

2. Such records, placed on optical disks, shall be maintained indefinitely.

3. (a) The Register of Deeds shall maintain two copies of all records on the optical imaging system, one copy of which shall be stored at a separate location in a fire resistant, constant temperature and humidity controlled environment.

(b) The Register of Deeds shall verify the legibility and readability of a sample of record images to insure that the images are legible and readable.

(c) The Register of Deeds shall conduct inspections of images stored at least once every three years to verify there has been no degradation of image quality.

(d) The Register of Deeds shall transfer records to a new optical disk before the useful life of the original disk expires.

(e) Before changing to a different system, the Register of Deeds shall convert the records on this optical imaging system to the new system.

This ordinance shall take effect upon passage and publication, and shall be implemented by the Register of Deeds Office as equipment becomes available from the ICC Data Processing Commission.

Adopted by the Jefferson County Board of Supervisors the 10th day of September, 1996.

ATTEST:

Wendell A. Wilson, Chairman

Barbara A. Geyer, County Clerk

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