

July 22, 2004

Dear Customer,

Due to internal productivity improvements that are scheduled for the last quarter of this calendar year and to provide the necessary transition period for the changes, the Records Department is revising the recording requirements.

Recording Information Summary Sheet – “RIS” Form

Effective July 31, 2004, it will not be necessary to submit the Recording Information Summary Sheet (“RIS”) with each document presented for recording. However, we will continue to accept the RIS form if it is attached in order to provide you with some time to make any necessary changes. We do request that you complete changes by September 2004. Please contact me if you have concerns about this target date.

Standards Remaining in Effect

Please note that the other standards (margins, paper size, etc.) listed in the regulation effective July 1, 2000 remain in effect. It is very important to **comply with margin requirements** so that we can properly affix bar code recording information to the document. Also, now that the office converted to first page only bar code information, it is important to **number sequentially all document pages**.

Standards remaining in effect are as follows:

1. Instruments must be legible and suitable for imaging.
2. Each page of an instrument must be 8.5 inches by 11 inches unfolded.
3. Pages must be printed on one side only, with a 1.5 inch margin at the top and 1.0 inch margins at the bottom and the sides.
4. All pages, including the attachments, must be numbered sequentially.
5. All information required for recording purposes must be at least 10-point font in size and printed in black ink. Handwritten information is not acceptable.
6. Paper stock must be 20-pound opaque stock in white or off-white.

First Page Only Bar Code

The Records Department recently converted to a first page only bar code. This was implemented to reduce the high level of work effort and overtime expended on the labeling process especially in light of the very high volumes the Department is experiencing.

The first page bar code lists all relevant information including the number of pages, each of the three types of fees collected if applicable, the Document Identifier Number, and the date and time of recording. .

Please note that the number of pages in each document continues to be reviewed and counted by the staff at two points in the workflow and the scans are also verified.

Additionally, the system automatically checks and generates an error report should there be a discrepancy between the number of pages listed and the actual number of physical pages. The proof date cannot be advanced until any existing page errors are rectified. In summary, there are a number of controls in place to verify page count.

Please contact me if you have questions. I can be reached at 215-686-2261, 215-686-2273 (fax) or by e-mail, joan.decker@phila.gov.

Thank you for your cooperation.

Sincerely yours,

Joan Decker
Records Commissioner

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