



Technology Trust Fund

FY09 TTF BUDGET AND REIMBURSEMENT MANUAL

Compensation Board & Circuit Court Clerks

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Part B FY09 TTF Reimbursement

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TTF Budgeting FAQs

Do I need to read the FY09 TTF Budget and Reimbursement Manual to successfully complete the budget process? You may be able to complete the budget process without any help at all; however, the manual has been constructed to answer almost any question you may have and we strongly recommend reviewing the manual to assist you in completing your budget request before contacting Compensation Board staff for assistance.

Do I need to contact my technology vendor prior to the TTF budget period in August?

In July, prior to the budget period in August, Clerks need to obtain from their technology vendor an estimate or breakdown of their technology needs for fiscal year 2009. This information is vital in preparing a TTF budget.

Can I see my \$4 available balance before I start the budget process? Access the Compensation Board website at <http://www.scb.virginia.gov> under the tab Land Records Technology / Clerks' FY09 TTF \$4 Available Balance (available in late July 2008).

Do I need to print my TTF screens? Save (ENTER) and print (SCREEN PRINT) every page as you are completing the budget process in case you have technical problems and need help. These screen prints may also serve as a valuable "history" of TTF budgeting for subsequent years.

What does it mean when I certify "Yes" to providing secure remote access (SRA) to land records? Indicating YES to SRA means that ALL of the following is TRUE:

- ✓ The Clerk's technology vendor has established a **website or system** in compliance with the security standards established by the Virginia Informational Technologies Agency (VITA) for the purpose of providing SRA to land records' images;
- ✓ The Clerk has established a process whereby the public (non-governmental entity or individual) may **register for subscription** to the SRA, and if approved by the Clerk, sign a subscription agreement, may pay a subscription fee and receive a security password(s) for remote access to electronic land records;
- ✓ The Clerk **has accepted/is willing to accept** public subscribers to SRA; and
- ✓ The Clerk has made the **public aware** of the availability of SRA to land records (as appropriate).

How do I budget for equipment purchases? Equipment purchased **directly** by the Clerk should be requested in the Equipment Budget. Equipment purchased through a **vendor** with whom you have signed a services contract should be requested in the Services Budget.

What should I write in the description column of the Equipment and Services budgets?

A good line item description is specific. Broad descriptions such as "equipment" or "services" will not be accepted. Also, there should be no duplicate line item descriptions.

TTF Budgeting FAQs

Can I request TTF money for redaction services? Clerks may request \$4 or \$1 Fund money to purchase redaction services from a vendor; however, please refer to the FAQ regarding \$1 Fund requests and the availability of \$1 funds. **Funding for day-forward redaction services will be considered by the Compensation Board in the same manner as back-file redaction requests.** Clerks may contract for day-forward redaction services at a maximum of 4 cents per image. All redaction requests, whether \$4 or \$1, back file or day-forward, must be accompanied by a quote from the Clerk's vendor. Fax the quote to the Compensation Board, to the attention of Lisa Carson, (804) 371-0235, not later than close of business on Friday, August 29. **Requests for redaction services will NOT be considered if unaccompanied by a vendor quote.** Include your locality's name and FIPS code on the fax.

Can I request TTF money for areas of my court other than land records? Pursuant to 17.1-279 F, *Code of Virginia*, Clerks may request \$4 money for areas of their court other than land records (Purpose Code F requests) ONLY if they certify to currently providing SRA to land records. Pursuant to the Code of Virginia, the Compensation Board may not approve Purpose Code F requests from the \$1 Fund. **If the Compensation Board approves a Purpose Code F request from \$4 money, NO \$1 Fund requests from the Clerk will be considered for the remainder of the fiscal year.**

How are vendors performing the redaction of social security numbers? The Compensation Board follows these redaction recommendations from the *Methods for the Redaction of Social Security Numbers from Electronic Land Record Documents Report* (October 2006) by the VITA Redaction Workgroup. Know what your redaction vendor (or potential vendor) is doing:

1. **Method.** The redaction method recommended by the Workgroup is the OCR (Optical Character Recognition) software plus one manual review by a trained technician who provides a quality control measure. This method is known as OCR + 1X. This method applies to both back-file redaction and day-forward redaction.
2. **Cost.** The estimated average cost of OCR + 1X method of redaction is 4 cents or less per image. The same cost applies to day-forward redaction services.
3. **Accuracy.** The Workgroup applied a 95% accuracy rate for the OCR + 1X redaction method. In a poll of three redaction vendors conducted by the Compensation Board in April 2007 the accuracy rate was declared to be between 98.8% and 99.9%. Ask your vendor to guarantee an accuracy rate for the OCR + 1X redaction method.
4. **Span of Years.** Back-file redaction covers the period of January 1935 to the present.
5. **Flagged Images.** Ask the vendor if the manual review is applied to only flagged images or if every image is reviewed by the human eye. Know what you are paying for.
6. **Copies versus Originals.** Redaction should never result in the permanent removal of text from the original document, only copies (images) of original documents.
7. **Sub-Contracts and Out-Sourcing.** Ask if the redaction services are sub-contracted out or out-sourced to a foreign company or a company operating outside the U.S. This could be a security issue.

Does the Compensation Board require a RFP process / multiple bids from TTF vendors?

The Compensation Board does not involve itself with the locality's RFP / bidding process for purchased goods and services. In dealing with TTF vendors, Clerks must follow their specific locality's procurement guidelines.

TTF Budgeting FAQs

Can I make a \$1 Fund request during the TTF August budget period? In August 2008, Clerks may request money from the \$1 Fund for the items below (provided their \$4 available balance is fully budgeted AND **no** Purpose Code F request was made from \$4 money). At the September Board meeting, the Compensation Board will consider all requests for \$1 Fund monies on a case-by-case basis for consistency with Code requirements and the priorities identified below, regardless of historical fund collections. However, if funds are not sufficient to address all requests that are in line with identified priorities, the Board may establish criteria to prioritize the allocation of remaining funds.

- 1) Annual secure remote access internet hosting fee;
- 2) Land records system development / maintenance;
- 3) Equipment and maintenance costs;
- 4) Redaction services; and
- 5) Back scanning / conversion services.

Does TTF pay for personnel in the Clerk's office? As directed in § 17.1-279 B, *Code of Virginia*, funds may not be used for personnel costs within the Circuit Court Clerks' offices. TTF cannot fund staff to ease workload conditions in either the land records area or other areas of the Clerk's office not related to land records. TTF may reimburse a vendor for services such as back scanning court records because it is directly related to the stated purpose of TTF: automation and technology improvements for SRA to land records. The vendor must be someone other than the Clerk's office and the employee must have clearly defined work hours that relate directly to the TTF purpose; however, a vendor may be the locality if the locality is providing such TTF services to the Clerk's office.

In September 2008, what will the Compensation Board consider in approving the FY09 TTF budget requests? The *Code of Virginia* set the deadline for providing SRA to land records on or before July 1, 2008. In approving FY09 TTF budgets, the Compensation Board will be looking for line items that show a Clerk's ongoing commitment to providing SRA to land records and the accompanying equipment, services and maintenance costs associated with SRA. For Clerks who do not submit a certification for providing SRA to land records, no allocation from TTF shall be made in FY09.

Can I get help if I am having technical problems completing my TTF budget? Email Lisa Carson at lisa.carson@scb.virginia.gov if you are experiencing technical problems and are unable to complete your TTF budget. Attempt to complete your TTF budget as early in the month of August as possible. The final week of August is extremely busy for Compensation Board staff involved in the TTF budget process.

When is the last possible date to complete my FY09 TTF budget in COIN? Midnight, August 31, 2008 is the deadline, but do not wait until the last week of August to begin the TTF budget process. If you have problems, you will get timelier customer service in the first half of August than in the last.

What if I decide to change my TTF budget mid-year? If your TTF budget needs a mid-year change, consult the FY09 TTF Mid-Year Docket Request Packet on the Compensation Board website located at <http://www.scb.virginia.gov> under the tab Land Records Technology. You must determine whether your mid-year change requires docket action or is a non-docket request. Contact Lisa Carson at lisa.carson@scb.virginia.gov if you have any questions about mid-year TTF budget changes.

What if I have problems with a mid-year reimbursement request? Paige Christy handles TTF reimbursements. You may contact her at paige.christy@scb.virginia.gov or (804) 225-3442.

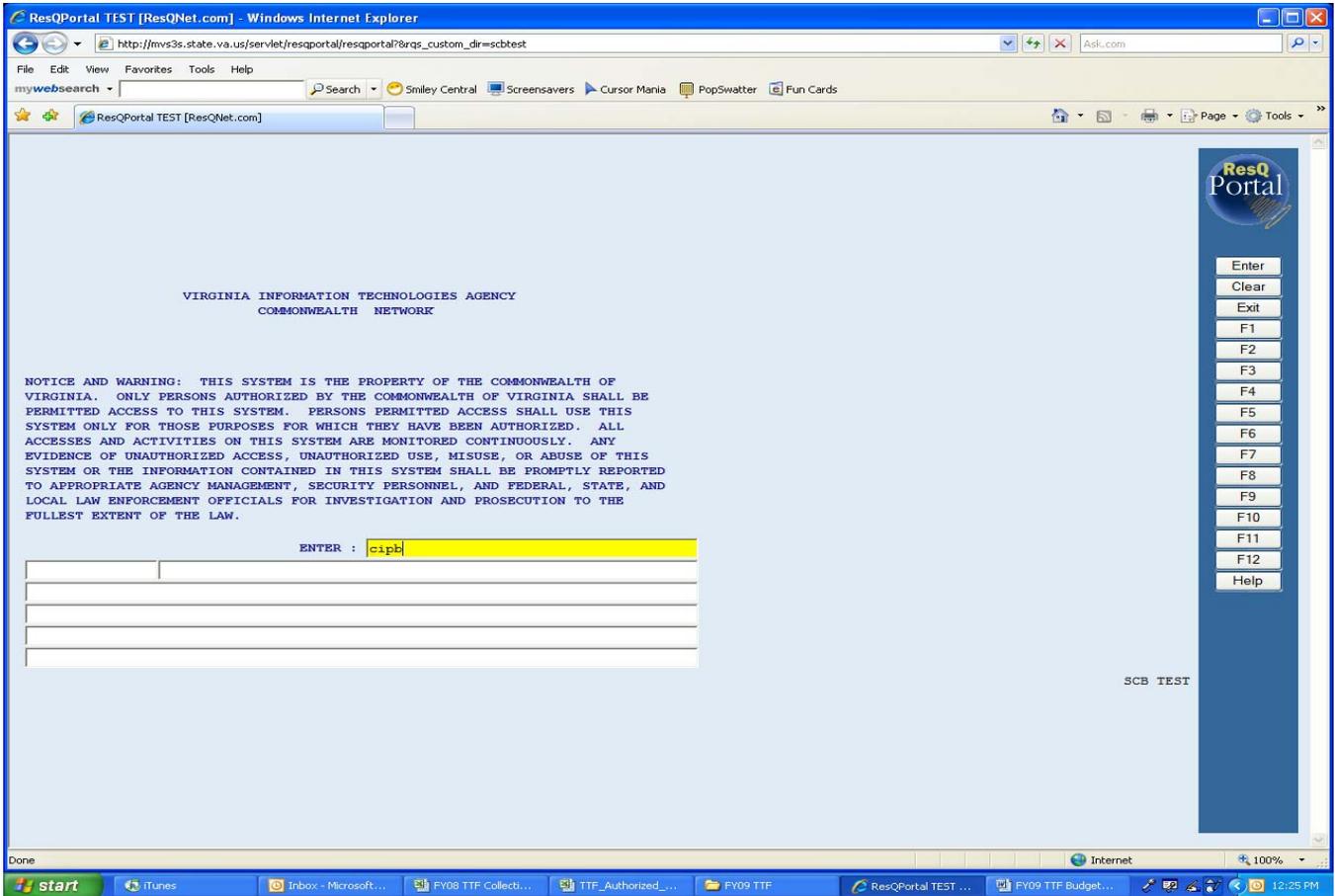
Purpose Codes

Purpose Codes for Equipment and/or Services Requests from TTF § 17.1-279, Sections B and F, Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records in individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in **areas of the court not related to land records**.

Part A - FY09 TTF Budget Request

Screen VITA Network



- VITA Network** → Logon to the Virginia Information Technologies Agency (VITA) network using one of three methods:
- VITA Mainframe via locality networks;
 - Attachmate or ResQportal options using the Compensation Board web site Restricted Access (Primary link); or
 - VITA access via Supreme Court of Virginia (Clerks only).

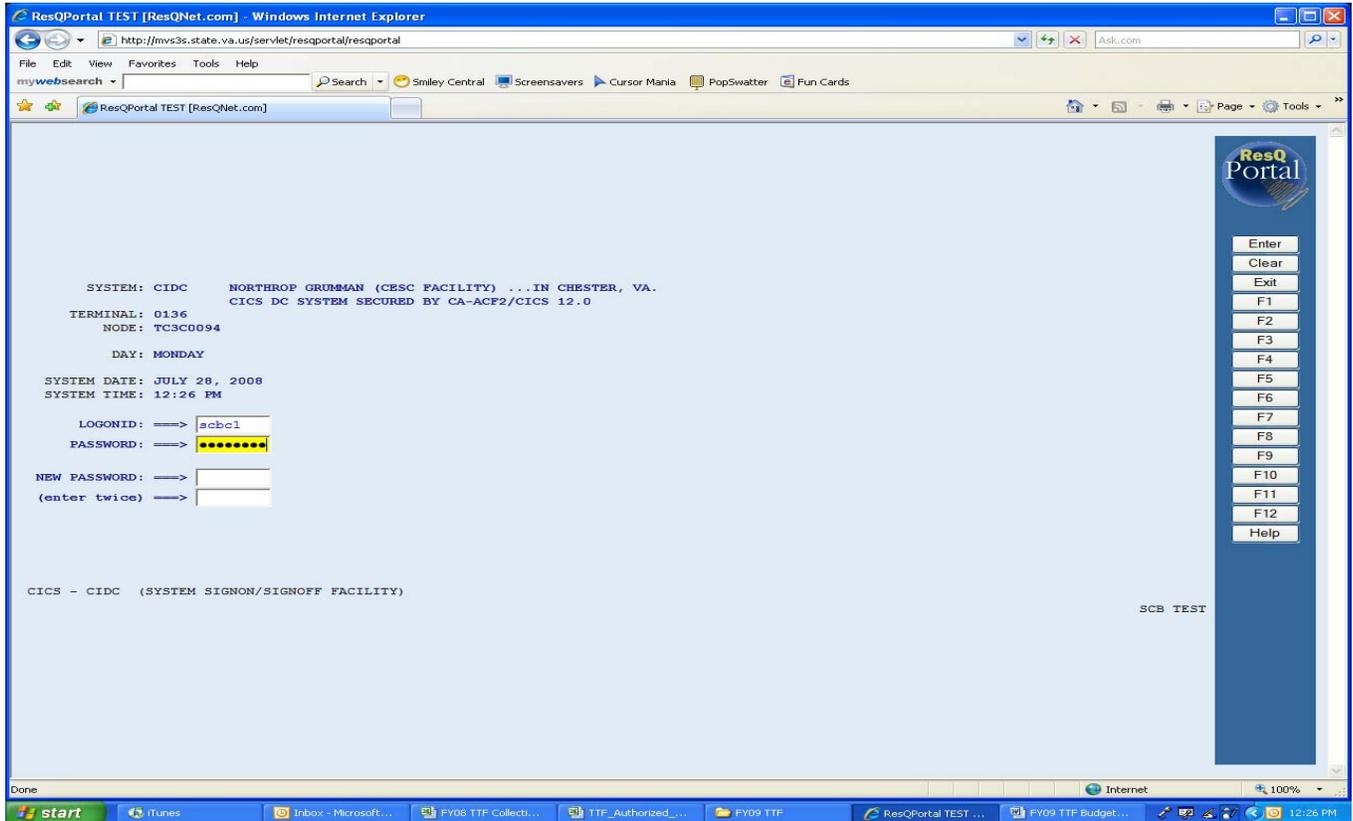
For more instructions regarding logon to COIN see the Compensation Board web site at http://www.scb.state.va.us/coininformation/coin_production_instructions.pdf.

Screens from ResQportal are shown in this manual.

- COIN Production Region** → Enter the four-letter code, **cipb** to logon to the COIN Production Region. **Do NOT** use logon **cidc**, the testing region.
- Continue** → Press **ENTER** to continue the logon process.

Part A – FY09 TTF Budget Request

Screen 2 COIN Logon ID and Password



COIN Logon ID → Enter your **Logon ID**, an alphanumeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet.

If you choose the Secondary link of the ResQportal on the Compensation Board's website (not the primary link), a screen will appear that will prompt you for a generic username and password (i.e., scbte01 through scbte09) before the screen shown above.

This is a required field.

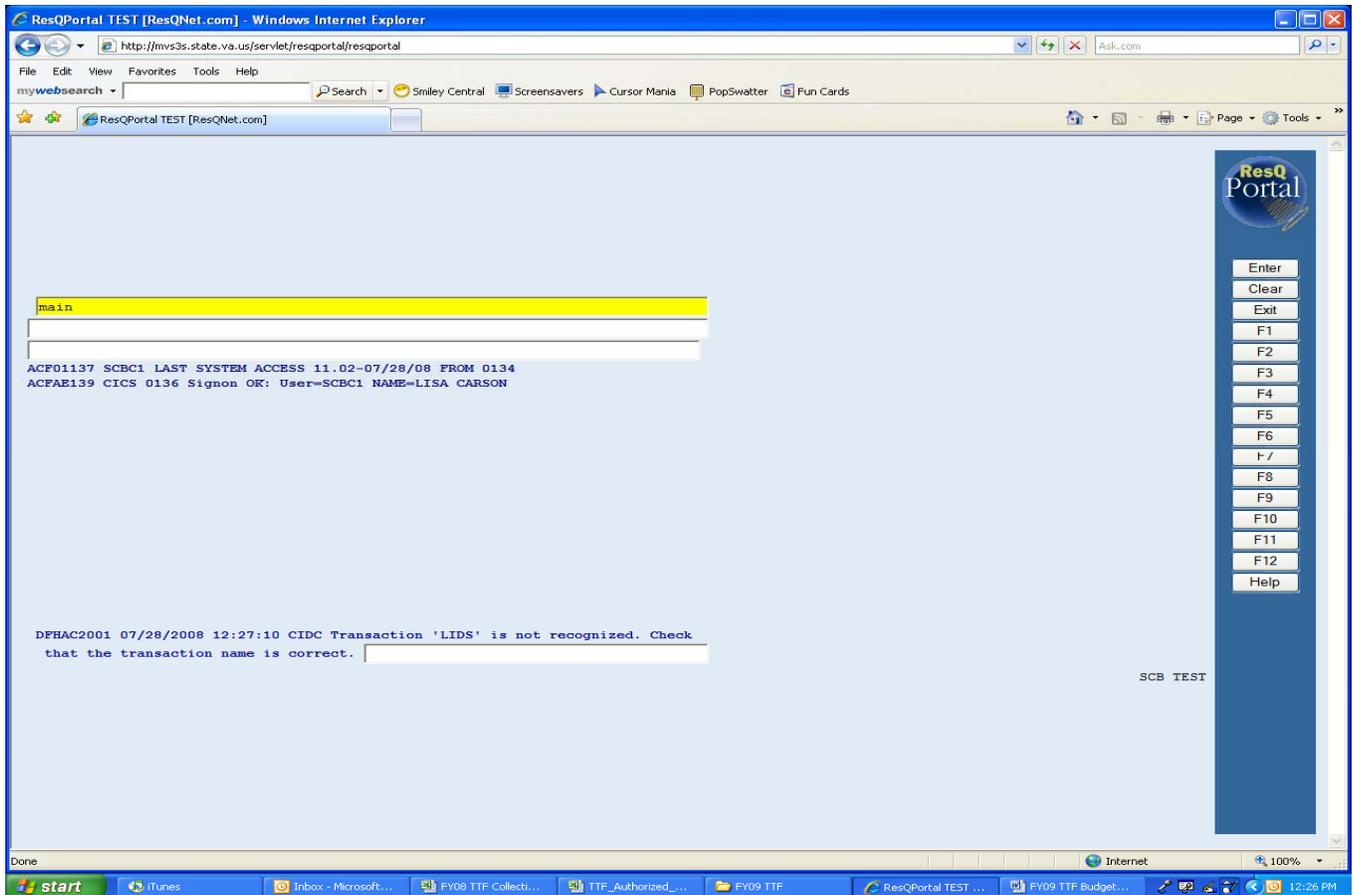
COIN Password → Enter your **password**. If your password has expired, contact the Compensation Board to reset your password at (804) 786-0786. If you have a logon supplied by your locality and not the Compensation Board, then you must contact your locality's security officer to reset your password.

This is a required field.

Continue → Press **ENTER** to continue the logon process.

Part A – FY09 TTF Budget Request

Screen *COIN* Last System Access

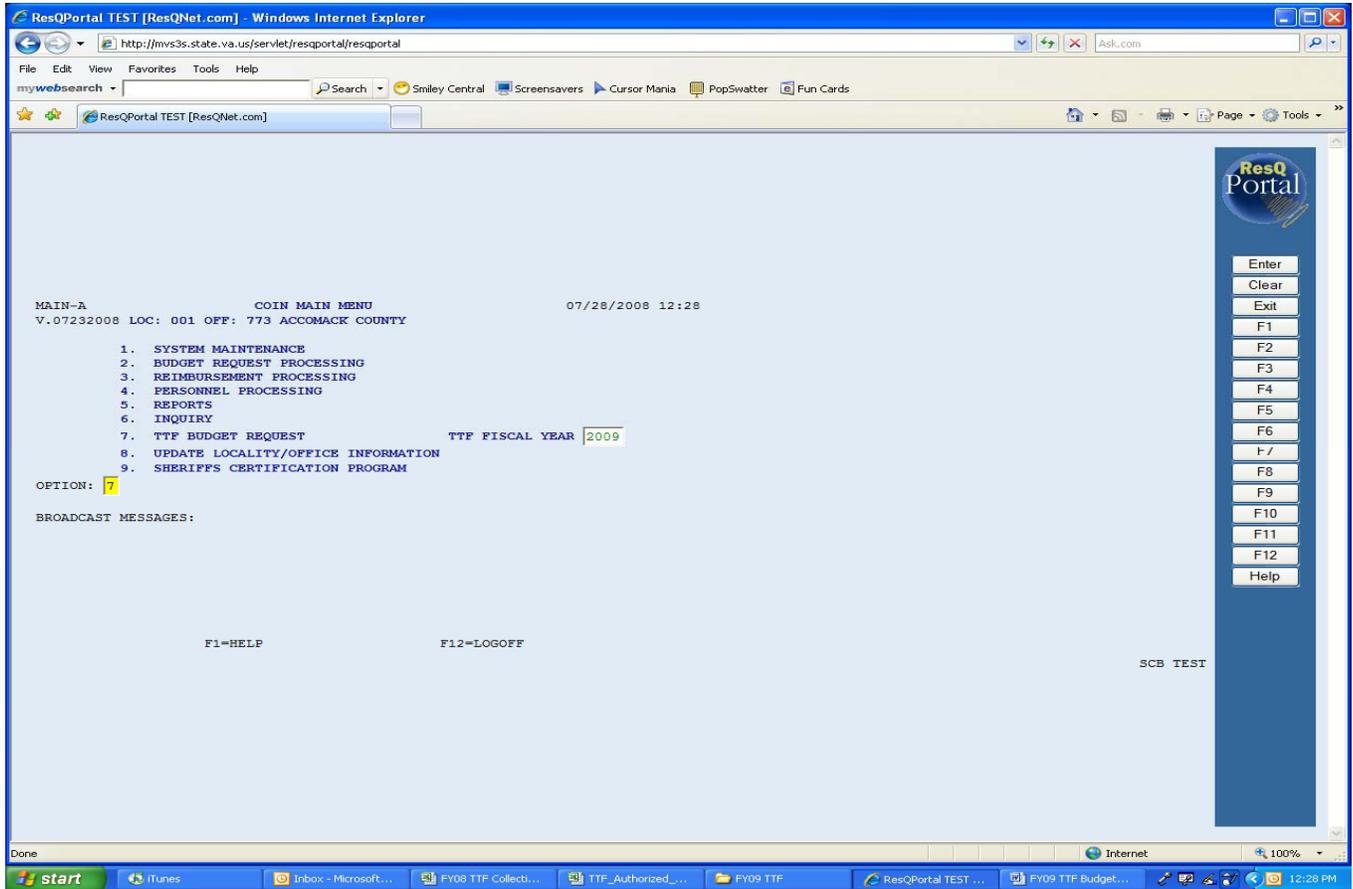


COIN Main Menu → Enter the four-letter code **main** as the last system access to the COIN Main Menu.

Continue → Press **ENTER** to continue the logon process.

Part A – FY09 TTF Budget Request

Screen 4 COIN Main Menu



TTF Budget Request → On the COIN Main Menu, Enter **7** to choose the TTF Budget Request.

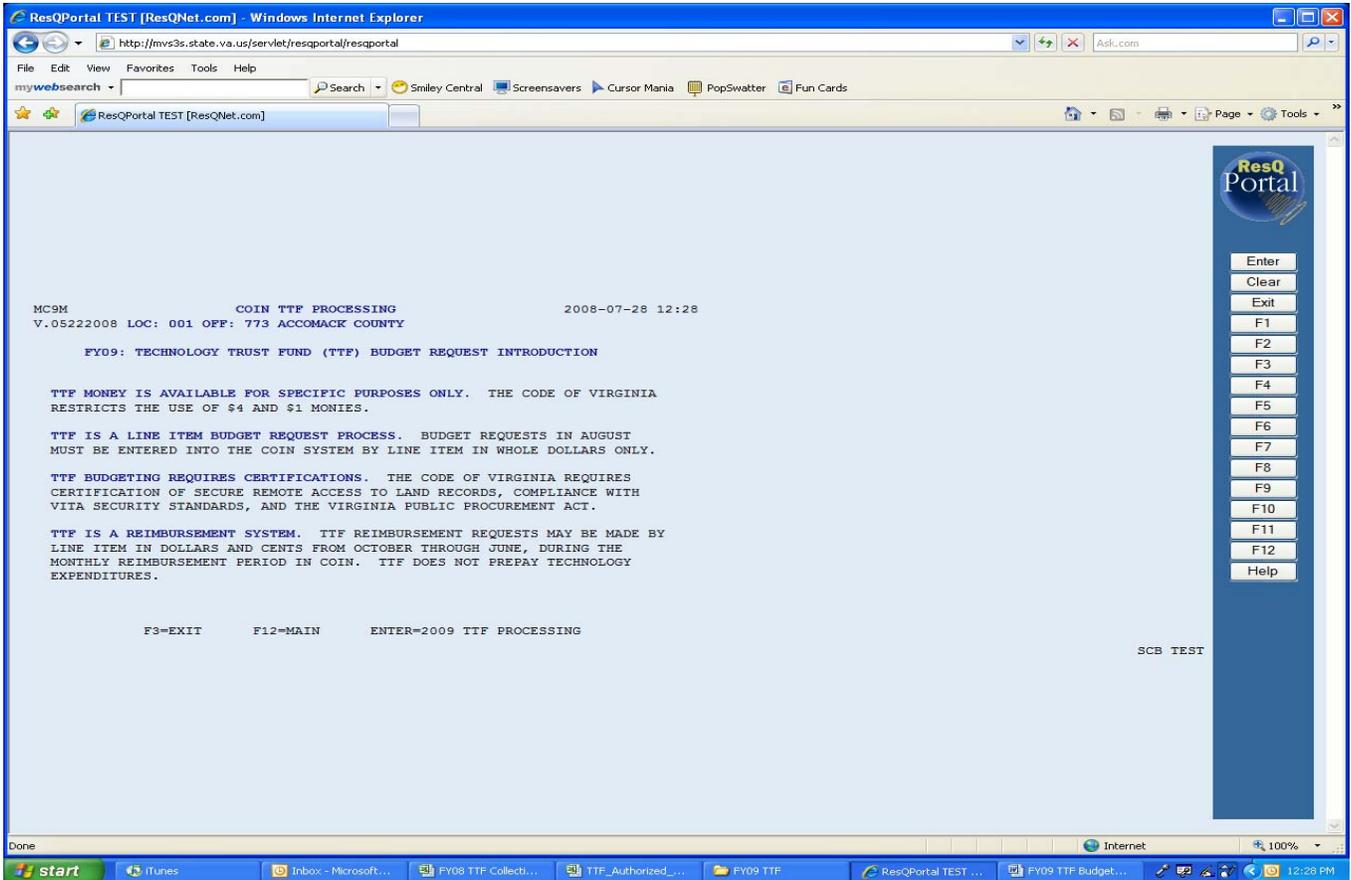
TTF Fiscal Year → **FY09 is the default fiscal year** on the TTF Budget Request Main Menu. You may view a previous fiscal year.

Continue → Press **ENTER** to continue to the TTF Budget Request Main Menu.

Part A – FY09 TTF Budget Request

Screen 5

FY09 TTF Budget Request Introduction



TTF Introduction

→ **TTF is available for specific purposes only.** The Technology Trust Fund (TTF) was established to fund automation and technology improvements in the Clerk's office. Since the initial inception of TTF, the General Assembly has mandated a deadline for providing SRA to land records on or before July 1, 2008. The *Code of Virginia*, § 17.1-279, outlines the use of TTF funds.

TTF is a line item budget request process. Budget requests in August must be entered into the COIN system **by line item in whole dollar amounts**. When budgeting, the Clerk must supply the following information for each budget request:

Equipment	Equipment Description, Purpose Code, Unit Cost, and Quantity
Services	Vendor Name, Service Description, Purpose Code, and Total Cost

TTF budgeting requires certifications. The *Code of Virginia*, § 17.1-279, requires Circuit Court Clerks to submit to the Compensation Board **written certifications for both \$4 and \$1 budget requests**. The Clerk must certify compliance with security standards developed by VITA. The required certifications are built into the TTF Budget Request process in COIN. The *Code of Virginia* also requires certification of the Virginia Public Procurement Act.

Part A – FY09 TTF Budget Request

TTF
Introduction,
continued

TTF is a reimbursement system. TTF reimbursement requests must be made by line item in dollars and cents from October through June during the monthly reimbursement period in COIN. **TTF does not prepay technology expenditures.**

Continue

→ Press **ENTER** to proceed to the TTF Main Menu.

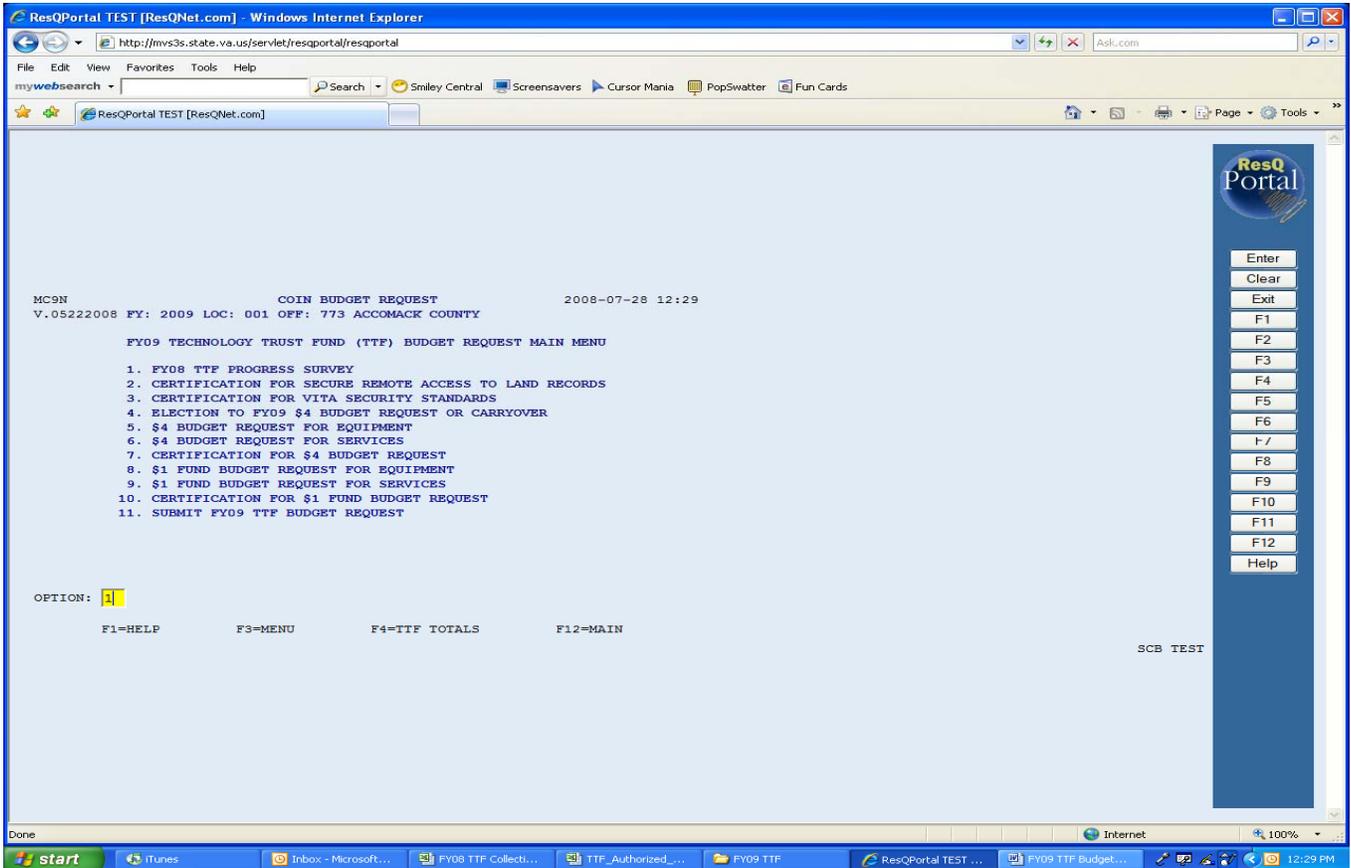
PF Keys

→ F1 Help screen
F3 Exit
F12 Logoff

Part A – FY09 TTF Budget Request

Screen 6

FY09 TTF Budget Request Main Menu



TTF Main Menu → The 11 selections on the FY09 TTF Budget Request Main Menu are options of the TTF budget process in COIN:

Option 1 - FY08 TTF Progress Survey. All Clerks must complete a series of 14 screens that provide the Compensation Board with current information on the status of SRA to land records and other information.

Option 2 - Certification for Secure Remote Access to Land Records. All Clerks must certify either YES or NO to currently providing SRA to land records' images to public subscribers.

Option 3 - Certification for VITA Security Standards. All Clerks must certify compliance with VITA's security standards.

Option 4 - Election to FY09 \$4 Budget Request or Carryover. All Clerks must elect either to budget all or a portion of their FY09 \$4 available balance or carryover their FY09 \$4 available balance to a subsequent fiscal year.

Part A – FY09 TTF Budget Request

**TTF Main
Menu,
continued**

Options 5 and 6 - \$4 Budget Request for Equipment and \$4 Budget Request for Services. Clerks who elect to budget \$4 funds in FY09 must budget for equipment and/or services. Only those Clerks who budget their entire \$4 available balance may make a budget request from the \$1 Fund.

Option 7 - Certification for \$4 Budget Request. Clerks who make a FY09 \$4 budget request for equipment and/or services must certify compliance with the *Code of Virginia*. Options 1-4, 5 and/or 6 must be complete before using Option 7.

Options 8 and 9 - \$1 Fund Budget Request for Equipment and \$1 Fund Budget Request for Services. Only those Clerks who budget their entire \$4 available balance may make a budget request from the \$1 Fund. Clerks who make a Purpose Code F request from their \$4 available balance may not make a request from the \$1 Fund. See Screens 15 and 16 for details regarding the uses of \$1 Fund money in FY09.

Option 10 - Certification for \$1 Fund Budget Request. Options 8 and/or 9 must be complete before using Option 10. Clerks must certify a shortfall of their \$4 available balance when requesting money from the TTF \$1 Fund.

Option 11 - Submit FY09 TTF Budget Request. Clerks use Option 11 to submit their FY09 TTF Budget Request. Options 1-4 must be complete before using Option 11. If the Clerk chooses to budget in Option 4, then Options 5 and/or 6 and 7 must be complete before COIN will accept the logon for Option 11. If Options 8 and/or 9 are complete then Option 10 must also be complete for COIN to accept the Option 11 logon.

**\$4 Available
Balance**

Clerks may check their \$4 available balance using the **F4 key**.

**\$4 and \$1 Fund
Budget Totals**

→ At any point in the budget process, Clerks may view their FY08 \$4 and \$1 Budget Request Totals using the **F4 key**.

Continue

→ Enter 1 to proceed to FY08 TTF Progress Survey. Press **ENTER** to continue.

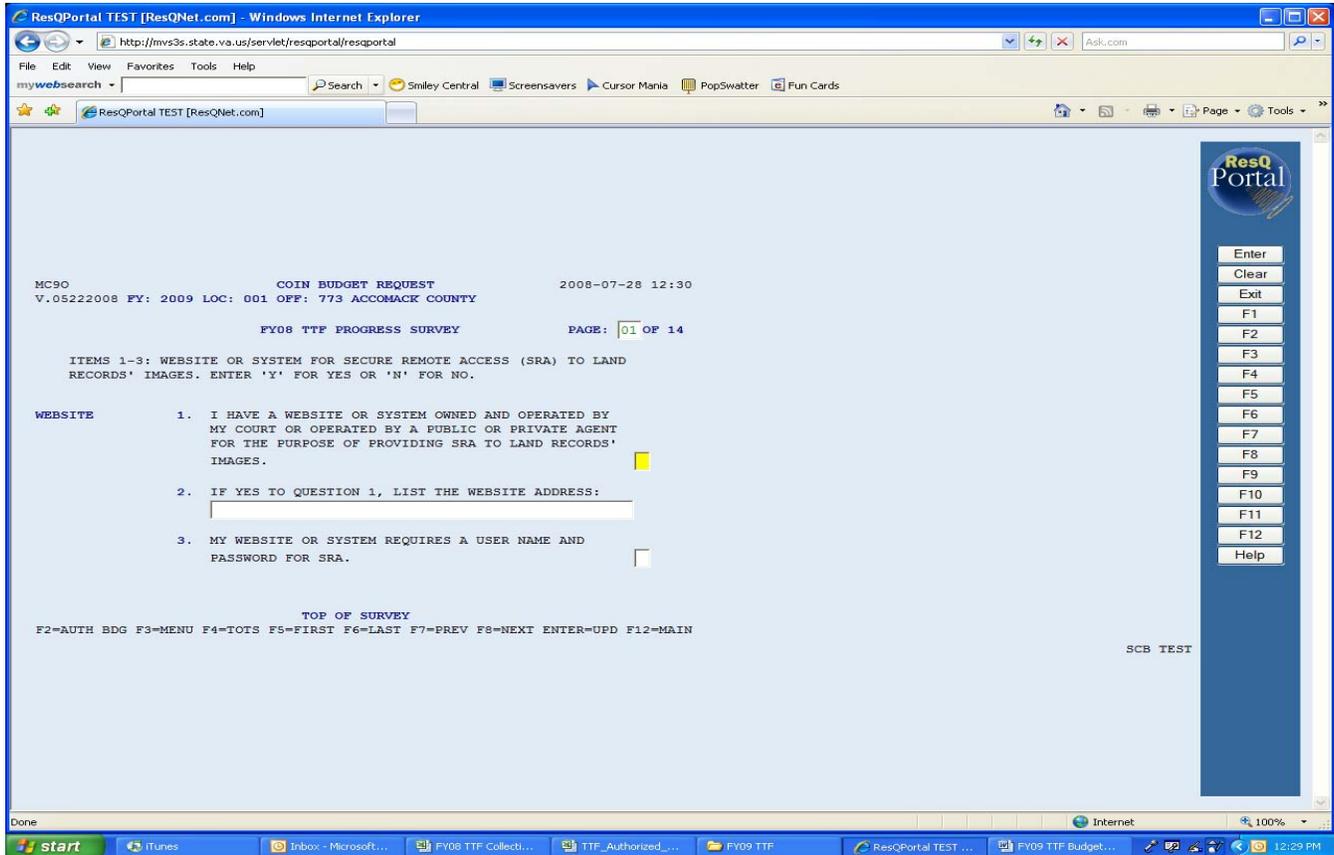
PF Keys

→ F1 Help screen
F3 COIN Main Menu
F4 TTF Totals screen
F12 COIN Main Menu

IMPORTANT: The FY09 TTF Budget Request process opens at midnight on Thursday, July 31 and closes at midnight on Sunday, August 31, 2008. The entire TTF budgeting process (Options 1-11) must be concluded by the deadline. No extensions will be made for Clerks who do not complete the budget process in COIN by the deadline. Clerks who do not complete the budget process will automatically carryover their FY09 TTF \$4 available balance to a future fiscal year. Mid-year access to TTF funds is not guaranteed to Clerks who do not complete the FY09 TTF Budget Request process in August 2008.

Part A – FY09 TTF Budget Request

Screen 7 Option 1: FY08 TTF Progress Survey



TTF Progress Survey

→ **Option 1** is the FY08 TTF Progress Survey and the first step in the FY09 TTF Budget Request process. The progress survey is a series of 14 screens. Pictured above is the first screen only (see Appendix B for all the FY08 TTF Progress Survey questions). All questions on the survey must be answered before the system will allow access to \$4 and \$1 Fund budget screens (Options 5-6, 8-9). The survey must be completed before certification in Option 4. Instructions are located at the top of each screen.

ResQportal users must **TAB** between questions.

On pages 2 and 4 of the survey, continuous years of your electronic indexes and images, 1600 to the current year is the valid range of answers for questions 4-8 and 11-15.

On page 14, span of years for your redacted land records images, list the month and year in the spaces following the FROM and TO in a MMY format. For example, if your redacted images for deeds / deeds of trust span from January 1980 to June 2008, answer in this way, FROM: 0180 and TO: 0608. January 1935 (0135) to August 2008 (0808) is the valid range of answers for questions 56-60.

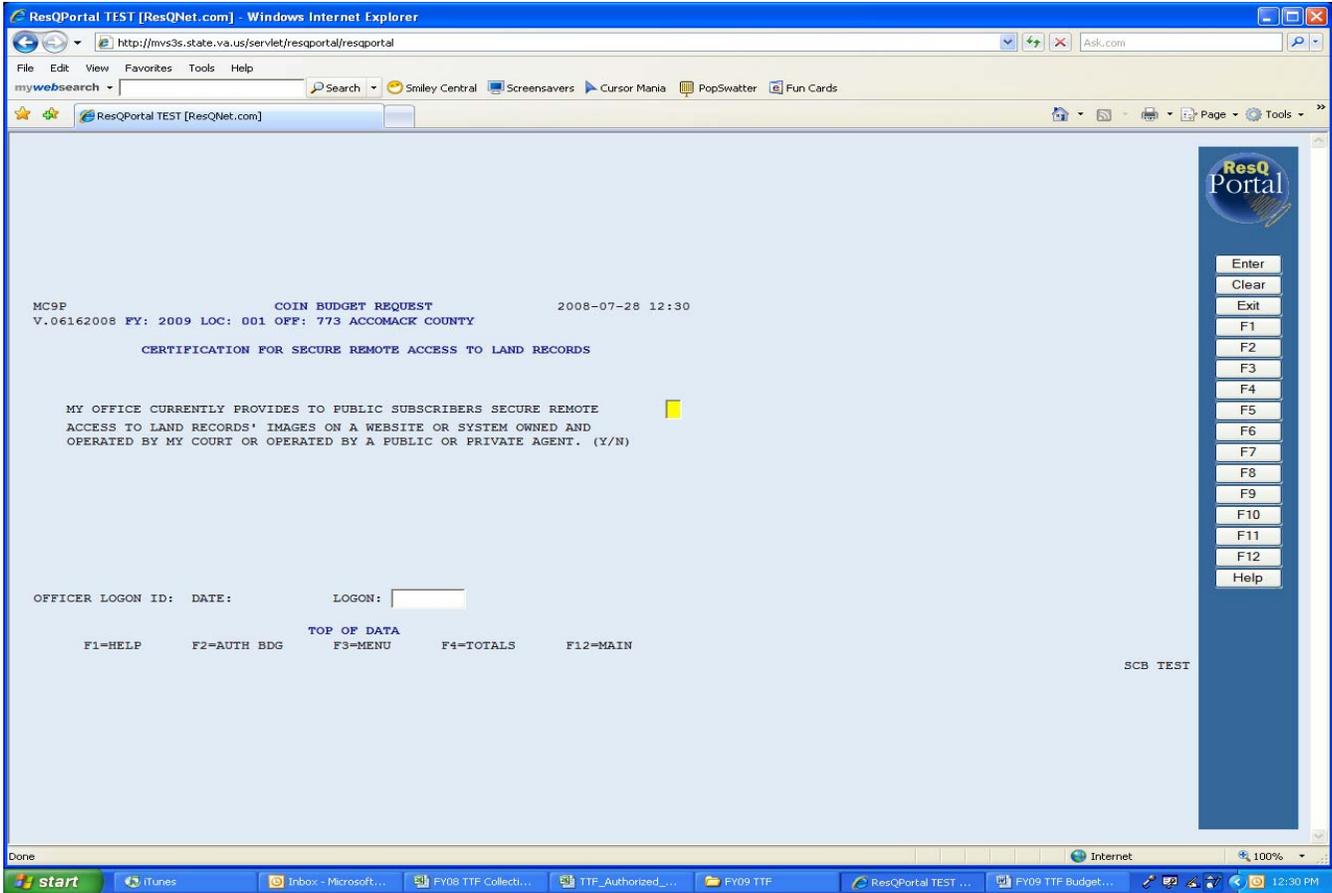
Users may exit and re-enter the survey at a later date.

Part A – FY09 TTF Budget Request

- Save** → Press **ENTER** to save your entries on each screen and generate an UPDATE SUCCESSFUL message. Print the screens for a record of your responses on the progress survey.
- Next Page** → Press **F8** key to proceed to next page of the survey.
- End of Survey** → An **END OF SURVEY** message will appear on the lower center of the last page of the survey. Press **F3** to return to the TTF Main Menu.
- Continue** → Press **F3** to return to the TTF Main Menu.
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-----------------|
| F2 | Authorized Budget screen | F7 | Previous screen |
| F3 | TTF Main Menu | F8 | Next screen |
| F4 | TTF Totals screen | F12 | COIN Main Menu |
| F6 | Last Screen | | |

Part A – FY09 TTF Budget Request

Screen Option 2: Certification for SRA to Land Records



§ 17.1-295, Code of Virginia. Definitions.

Public Access

Public access means that the Clerk of the Circuit Court has made available to subscribers that are other than governmental agencies, secure remote access (SRA) to land records maintained by the clerk in the accordance with § 17.1-294.

Secure Remote Access

Secure remote access means public access by electronic means on a network or system to land records maintained by the Clerk of the Circuit Court or the Clerk's designated application service providers, in compliance with the Secure Remote Access Standards developed by the Virginia Information Technologies Agency.

Subscriber

Subscriber means any person who has entered into a subscriber agreement with the Clerk of the Circuit Court authorizing the subscriber to have secure remote access to land records maintained by the Clerk or the Clerk's designated application service providers. If the subscriber is an entity with more than one person who will use the network or system to access land records maintained by the Clerk or the Clerk's designated application service providers, each individual user shall execute a subscriber agreement and obtain a separate "user id" and "password" from the Clerk. The subscriber is responsible for the fees due under this title and the proper use of the secure remote access system pursuant to the subscriber agreement, applicable Virginia law, and the secure remote access standard developed by VITA.

Part A – FY09 TTF Budget Request

Certify SRA → **Option 2** is a certification screen for secure remote access.

Enter “Y” for Yes if you are currently providing SRA to land records’ images to public subscribers on a website or system owned and operated by my court or operated by a public or private agent. Indicating “Y” for the SRA certification means that **ALL of the following is true:**

- ✓ The Clerk’s technology vendor has established a **website or system** in compliance with the security standards established by the Virginia Informational Technologies Agency (VITA) for the purpose of providing SRA to land records’ images;
- ✓ The Clerk has established a process whereby the public (non-governmental entity or individual) may **register for subscription** to the SRA, and if approved by the Clerk, sign a subscription agreement, may pay a subscription fee and receive a security password(s) for remote access to electronic land records;
- ✓ The Clerk **has accepted/is willing to accept** public subscribers to SRA; and
- ✓ The Clerk has made the **public aware** of the availability of SRA to land records (as appropriate).

Enter “N” for No if you are **NOT** currently providing SRA to land records’ images to public subscribers on a website or system owned and operated by my court or operated by a public or private agent. Indicating “N” for this certification means that **ONE OR MORE of the above is NOT true.**

A “Y” answer allows the Clerk to budget their \$4 available balance (Options 5-7) and the opportunity to make a request from the \$1 Fund for equipment and/or services (Options 8-10).

A “N” answer concludes the Clerk’s FY08 TTF budget request process.

Any value other than “Y” or “N” will result in an error message.

Logon ID → **Enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

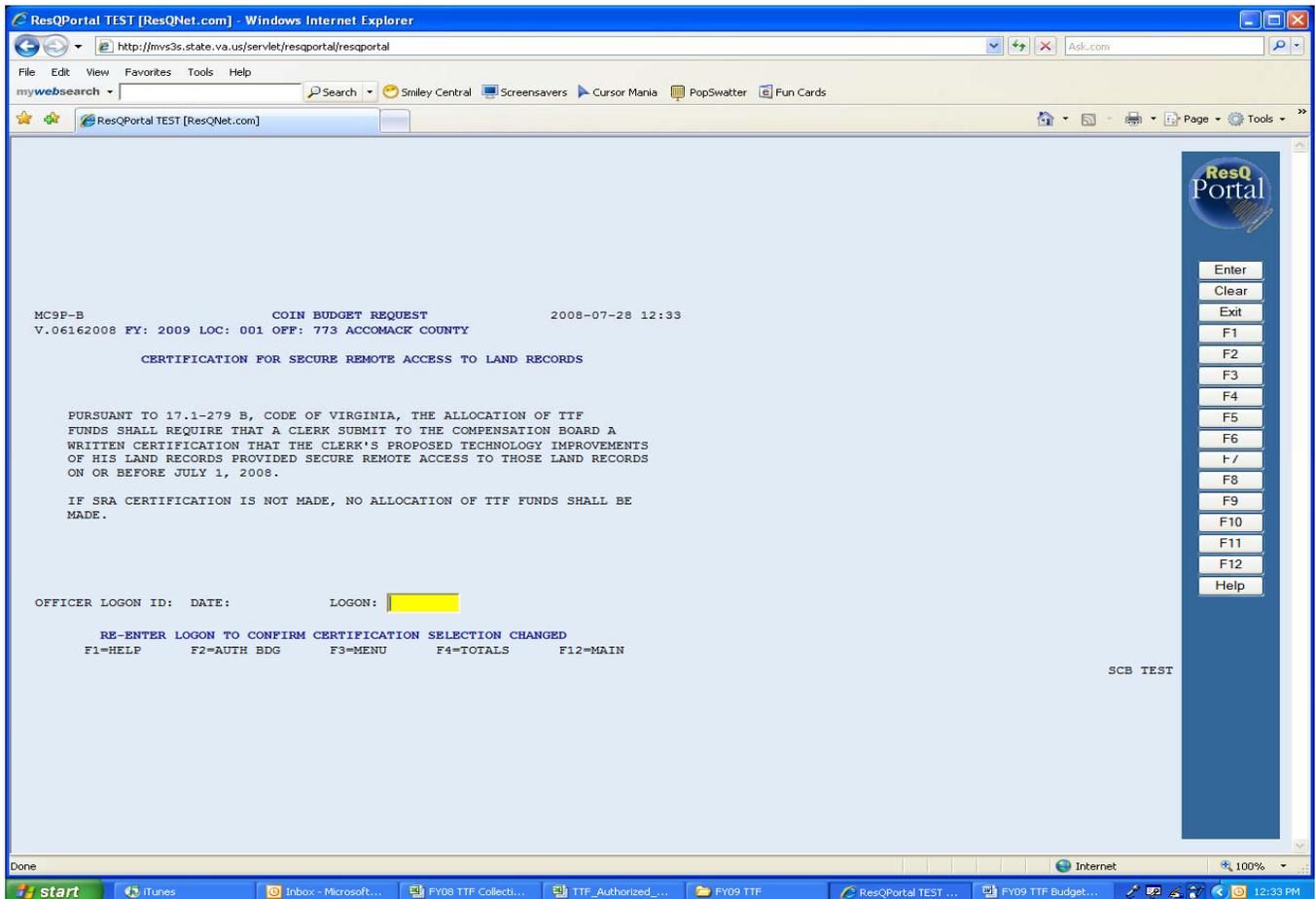
Save → **Press ENTER to save your entry.** This is a required field. Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.

Continue → Press **F3** to return to the TTF Main Menu.

PF Keys → F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu

Part A – FY09 TTF Budget Request

Screen Option 2: Final Logon for Clerks Not Currently Providing SRA to Land Records



Not Providing SRA

- **Option 2:** This option is only available to Clerks who answer “N” to Option 2 and **will end the Clerk’s FY09 TTF budget request process** (and automatically carryover the Clerk’s \$4 available balance).

Pursuant to § 17.1-279 B, *Code of Virginia*, the allocation of TTF funds shall require that a Clerk submit to the Compensation Board a written certification that the Clerk’s proposed technology improvements of his land records provided SRA to those land records on or before July 1, 2008.

If certification for currently providing SRA to land records (Option 2) is “N”, then no allocation of TTF funds shall be made at this time.

Officer Logon

- **Enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Part A – FY09 TTF Budget Request

- Save Data** → Press **ENTER** to save your entry. Print the screen for a record. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.
- Continue** → Press **F3** to return to the TTF Main Menu.
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-------------------|
| F1 | Help screen | F4 | TTF Totals screen |
| F2 | Authorized Budget screen | F12 | COIN Main Menu |
| F3 | TTF Main Menu | | |

Part A – FY09 TTF Budget Request

Screen 10

Option 3: VITA Certification for Clerks Currently Providing SRA to Land Records

MC9L COIN BUDGET REQUEST 2008-07-28 12:32
V.06162008 FY: 2009 LOC: 001 OFF: 773 ACCOMACK COUNTY

FY09 CERTIFICATION FOR VITA SECURITY STANDARDS

CURRENTLY PROVIDING SRA TO LAND RECORDS.

PURSUANT TO 17.1-279D AND 17.1-294A, CODE OF VIRGINIA, AND IN ACCORDANCE WITH THE VITA DOCUMENT "SECURITY STANDARDS FOR REMOTE ACCESS TO COURT DOCUMENTS ON COURT-CONTROLLED WEBSITES" (ITRM STANDARD SEC503-02), EFFECTIVE MARCH 28, 2005, AND ANY SUBSEQUENT REVISIONS, I CERTIFY THAT:

- 1) MY WEBSITE OR REMOTE ACCESS SYSTEM ARE IN COMPLIANCE AND
- 2) ANY PROPOSED TECHNOLOGY IMPROVEMENTS TO LAND RECORDS WILL ACCOMMODATE SRA.

I CONCUR WITH THE ABOVE STATEMENT (Y/N) .

OFFICER LOGON ID: DATE: LOGON:

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN

SCB TEST

SRA to Land Records

→ **Option 3:** This option is only available to Clerks who answer “Y” to the SRA Certification in Option 2.

The *Code of Virginia*, § 17.1-279, requires that Circuit Court Clerks provide SRA to land records on or before July 1, 2008. The complete text of § 17.1-279 is located in Appendix A. Clerks are required to certify compliance with the “Secure Remote Access to Online Court Documents Standard” (ITRM Security SEC503-02) developed by VITA, dated March 28, 2005, located at <http://www.vita.virginia.gov> under Library / Governance Publications: ITRM Policies, Standards and Guidelines / Information Security Standards.

A “Y” answer to this certification allows the Clerk to budget their \$4 available balance (Options 5-7) and an opportunity to make a request from the \$1 Fund for equipment and/or services (Options 8-10).

An “N” answer concludes the Clerk’s FY08 TTF budget request process.

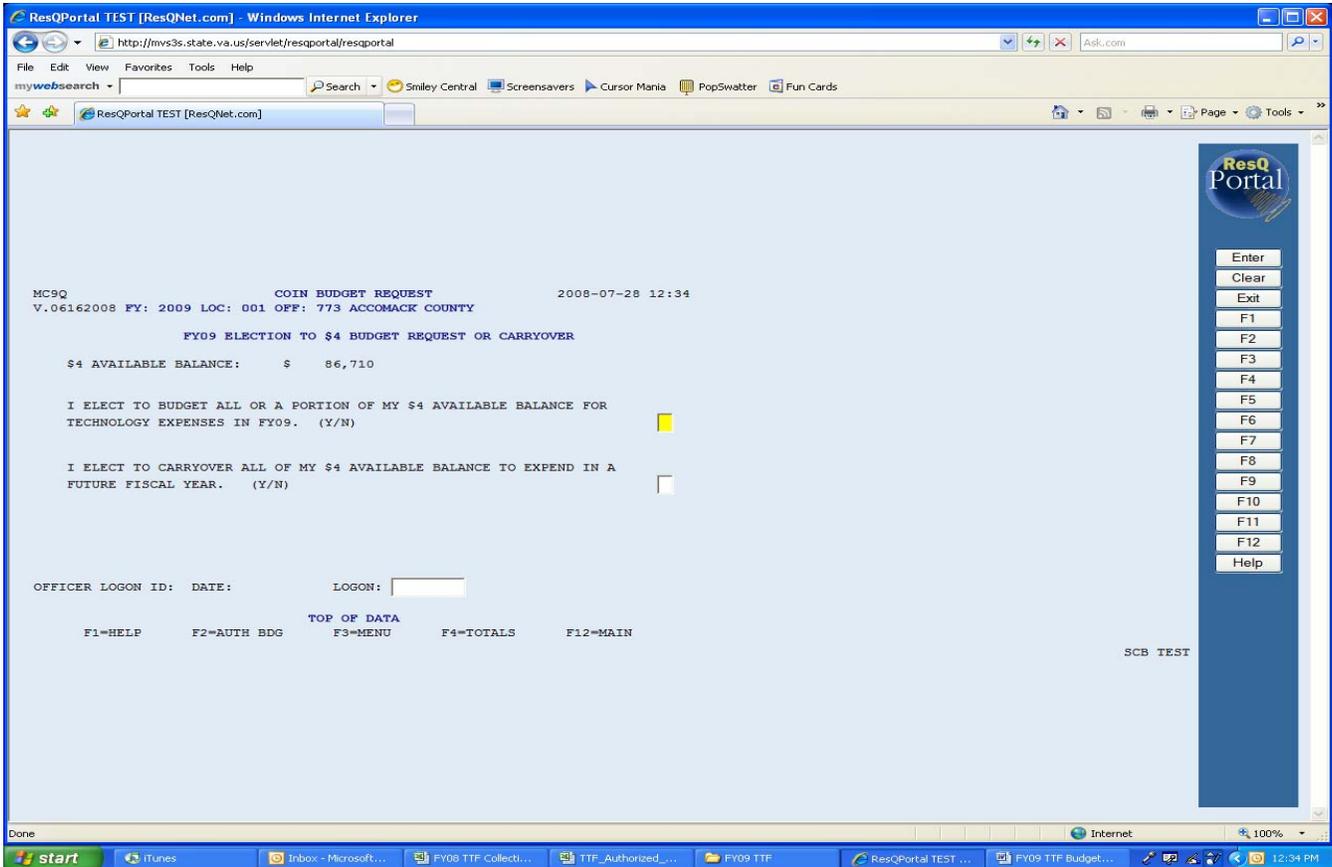
Part A – FY09 TTF Budget Request

- Certification** → To concur with the certification, enter “Y” for Yes. Any value other than “Y” or “N” will result in an error message. This is a required field. **TAB** to the next field.
- Logon ID** → **Enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.
- Save** → **Press ENTER to save your entry.** Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.
- Continue** → Press **F3** to return to the TTF Main Menu.
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-------------------|
| F1 | Help screen | F4 | TTF Totals screen |
| F2 | Authorized Budget screen | F12 | COIN Main Menu |
| F3 | TTF Main Menu | | |

Part A – FY09 TTF Budget Request

Screen 11

Option 4: Election to FY09 \$4 Budget Request or Carryover



FY09 Budget or Carryover

→ **Option 4** gives the Clerk a choice to budget all or a portion of their FY09 \$4 available balance or carryover to a future fiscal year. The first statement is a request to budget \$4 in FY09 and the second statement is a carryover request. **A budget election and carryover election are mutually exclusive. Respond to one statement with a “Y” and the other statement with an “N”.**

The formula for your FY09 \$4 available balance is:

FY08 unbudgeted & unexpended \$4 balance	+	FY08 \$4 collection fees	+	FY08 unexpended \$1 Fund balance	-	Transfer of TTF \$1.49 M to Clerk's GF	=	FY09 \$4 available balance
---	---	--------------------------------	---	--	---	--	---	---------------------------------------

\$0 Available Balance

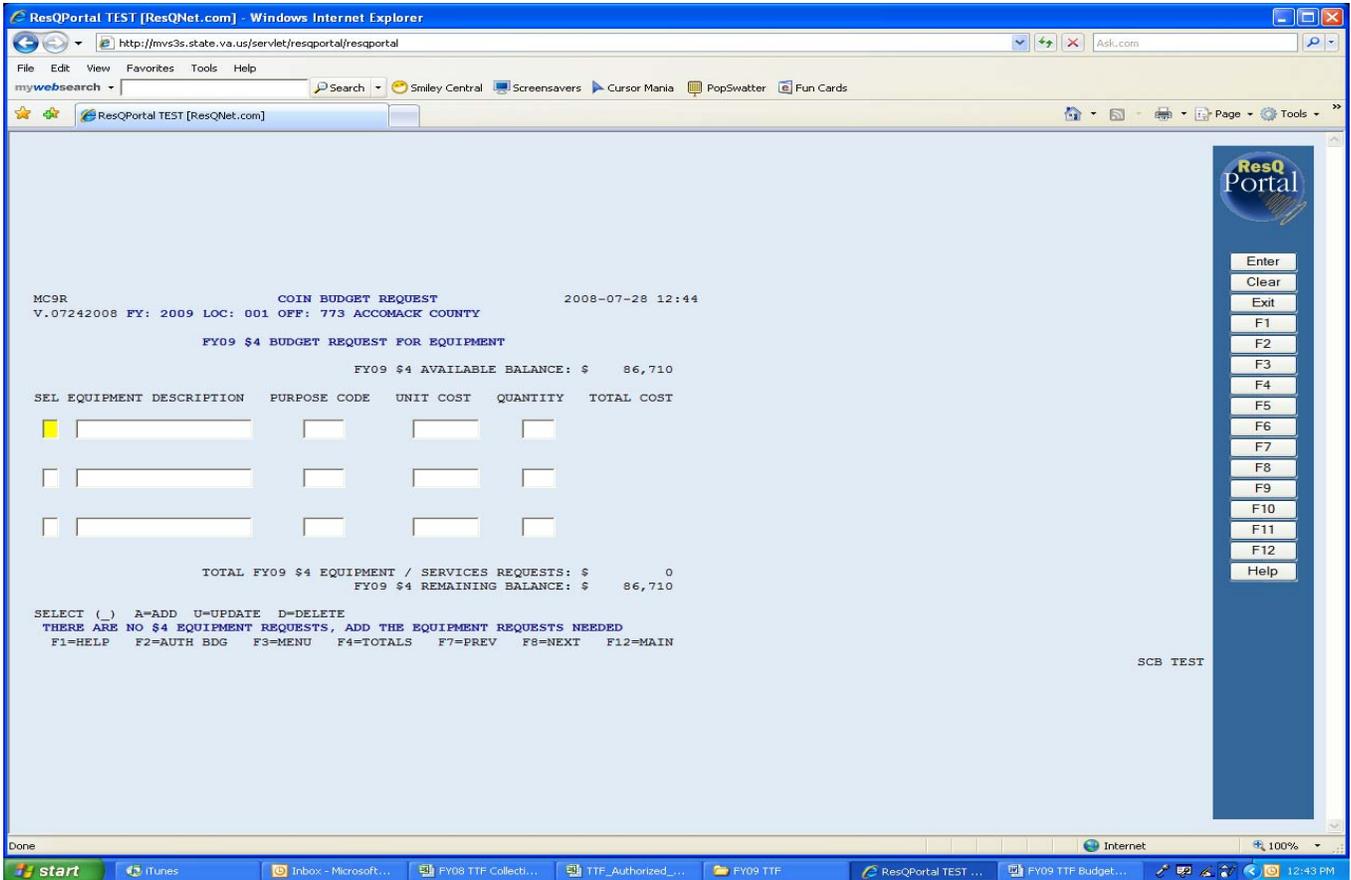
→ **Clerks with a \$0 available balance should elect “N” for budget and “Y” for carryover.** \$4 budgeting is not available to Clerks with \$0 available balance. After certifying your carryover request, you may return to the TTF Main Menu (F3) and make a budget request for equipment and/or services from the \$1 Fund (Options 8- 10).

Part A – FY09 TTF Budget Request

- Budget Election** → An election to **budget** the FY09 \$4 available balance means that your TTF funds can be applied to an equipment request(s) and/or services request(s) to support:
- Technology improvements for land records, and/or
 - Technology improvements in areas of the court not related to land records (Purpose Code F requests)
- Carryover Election** → A **carryover** election means that your FY09 \$4 available balance will carryover to FY10. **If you elect to carryover FY09 TTF \$4 funds, the Compensation Board cannot guarantee access to your TTF \$4 funds mid-year.** Each mid-year request for TTF money not previously budgeted in August is determined on a case-by-case basis and on the availability of unencumbered funds. A FY09 TTF \$4 mid-year docket request is necessary to have access to \$4 funds previously requested for carryover.
- Carryover and the \$1 Fund** → **Clerks who elect to carryover their FY09 \$4 available balance may not make a request from the \$1 Fund (exception: Clerks with \$0 available balance).** Budget your entire \$4 available balance before making a request from the \$1 Fund.
- Logon ID** → **Enter your COIN USER ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.
- Save** → Any value other than “Y” and “N” will result in an error message. This is a required field. **Press ENTER to save your entry.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your election.
- Continue** → Press **F3** to return to the TTF Main Menu
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-------------------|
| F1 | Help screen | F4 | TTF Totals screen |
| F2 | Authorized Budget screen | F12 | COIN Main Menu |
| F3 | TTF Main Menu | | |

Part A – FY09 TTF Budget Request

Screen 12 Option 5: \$4 Budget Request for Equipment



\$4 Equipment → **Option 5** allows a Clerk to budget their FY09 \$4 available balance for technology equipment.

ONLY EQUIPMENT PURCHASED DIRECTLY (AND NOT THROUGH A VENDOR) IS TO BE REQUESTED ON THE EQUIPMENT BUDGET SCREENS. If you are planning to purchase the equipment through a vendor with whom you have signed a services contract, please request it on the Services budget screens (Option 6).

The total equipment and/or services budget request(s) may not exceed your FY09 TTF \$4 available balance.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

\$0 Available Balance → **If your \$4 available balance is \$0, budget your requests from the \$1 Fund** (Options 8-10). Only Clerks with a \$4 available balance greater than \$0 may budget using Options 5-7.

\$1 Fund Request → **A Clerk must budget their entire \$4 available balance before making a request from the \$1 Fund. Clerks with \$0 available balance may request from the \$1 Fund.**

Part A – FY09 TTF Budget Request

- Select (SEL)** → **A** = Add a new line item. **ENTER**.
U = Update (change) a line item. **ENTER**.
D = Delete an existing line item. **ENTER**.
- Use SEL functions one at a time, then ENTER. Select A and ENTER a line item to generate an UPDATE SUCCESSFUL message before using the U (update) or D (delete) function. If the A, U, or D does not disappear after you ENTER that line item, the system did not save your request. Check the **F4** totals screen or **F3** to the TTF Main Menu and then return to the budget screen and try again.
- Line items cannot be added, updated or deleted once the Clerk has certified the \$4 budget (Option 7).
- \$4 Equipment Description** → Enter a brief description of the **Equipment** up to 20 characters per line item. Please make descriptions as **specific** as possible. Descriptions such as “Equipment” and **duplicate descriptions** will not be accepted. This is a required field.
- Purpose Code** → Enter only **Bi, Bii, Biii, Biv, Bv, or F** for each budget line item. For an explanation of purpose codes, refer to page iv of this manual. This is a required field.
- Unit Cost** → Enter the unit cost of the equipment requested. The cost must be a **whole number greater** than zero. Do NOT enter the \$ symbol, commas or cents. This field is numeric and required.
- Quantity** → Enter the **quantity** of equipment requested using whole numbers greater than zero. This field is numeric and required.
- Total Cost** → COIN will automatically compute the **total cost** (unit cost X quantity) for each line item.
- Save** → **Press ENTER after completing every line item.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your budget request.
- Additional Line Items** → Each Equipment Request screen will only allow/display 3 line items. Press **F8** if additional equipment screens are necessary.
- Total \$4 Equipment** → COIN will automatically sum the total cost for all \$4 Equipment line items (and will include any requests for \$4 Services already entered). Your \$4 remaining balance will be displayed. Total \$4 Equipment and/or Services request(s) may not exceed your FY09 \$4 available balance.
- Budget Totals Screen** → **Press F4 to view your total budget requests.** If the F4 Totals screen has the correct amounts, then COIN has saved your data. **Print this screen.**
- Continue** → Press **F3** to return to the TTF Main Menu
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-----------------|
| F1 | Help screen | F7 | Previous screen |
| F2 | Authorized Budget screen | F8 | Next screen |
| F3 | TTF Main Menu | F12 | COIN Main Menu |
| F4 | TTF Totals screen | | |

Part A – FY09 TTF Budget Request

Screen 13

Option 6: \$4 Budget Request for Services

MC9S COIN BUDGET REQUEST 2008-07-28 12:44
V.06162008 FY: 2009 LOC: 001 OFF: 773 ACCOMACK COUNTY

FY09 \$4 BUDGET REQUEST FOR SERVICES

FY09 \$4 AVAILABLE BALANCE: \$ 86,710

SEL	VENDOR NAME	SERVICE DESCRIPTION	PURPOSE CODE	TOTAL COST
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

TOTAL FY09 \$4 EQUIPMENT / SERVICES REQUESTS: \$ 0
FY09 \$4 REMAINING BALANCE: \$ 86,710

SELECT () A=ADD U=UPDATE D=DELETE
THERE ARE NO \$4 SERVICE REQUESTS, ADD THE SERVICE REQUESTS NEEDED
F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

SCB TEST

\$4 Services → **Option 6** allows a Clerk to budget their FY09 \$4 available balance for technology services.

EQUIPMENT PURCHASED THROUGH A VENDOR IS TO BE REQUESTED ON THE SERVICES BUDGET SCREEN. If you are planning to purchase the equipment directly, request it on the \$4 Equipment budget screen (Option 5).

The total equipment and/or services budget request(s) may not exceed your FY09 TTF \$4 available balance.

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

Hiring Personnel → Pursuant to § 17.1-279 B, *Code of Virginia*, funds shall not be used for personnel costs within the Circuit Court Clerks' offices. Funding to hire employees to perform TTF services, such as indexing or back scanning, should be requested under \$4 Services with the locality as vendor. TTF reimbursements are made to the locality.

\$0 Available Balance → **If your \$4 available balance is \$0, budget requests from the \$1 Fund** (Options 8-10). Only Clerks with a \$4 available balance greater than \$0 may budget using Options 5-7.

Part A – FY09 TTF Budget Request

- \$1 Fund Request** → **A Clerk must budget their entire \$4 available balance before making a request from the \$1 Fund. Clerks with \$0 available balance may request from the \$1 Fund.**
- Redaction Services** → Clerks may request \$4 money to purchase redaction services from a vendor. If making a request for redaction services, the Clerk must obtain a **quote from their vendor** for the services and fax the quote to the Compensation Board, to the attention of Lisa Carson, (804) 371-0235, not later than Friday, August 29. Clearly identify which services you wish to purchase. Include your locality's name and FIPS code. **Requests for redaction services will not be considered if unaccompanied by a vendor quote.**
- Select (SEL)** → **A** = Add a new line item. **ENTER.**
U = Update (change) a line item. **ENTER.**
D = Delete an existing line item. **ENTER.**
- Use SEL functions one at a time, then ENTER. Select A and ENTER a line item to generate an UPDATE SUCCESSFUL message before using the U (update) or D (delete) function. If the A, U, or D does not disappear after you ENTER that line item, the system did not save your request. Check the **F4** totals screen or **F3** to the TTF Main Menu and then return to the budget screen and try again.
- Line items cannot be added, updated or deleted once the Clerk has certified the \$4 budget (Option 7).
- Vendor** → Enter the **vendor** name. Please spell out as completely as possible. This is a required field.
- \$4 Services Description** → Enter a brief description of the Services up to **20 characters** per line item. Please make line item descriptions as **specific** as possible. Descriptions such as "Services" and **duplicate descriptions** will not be accepted. This is a required field.
- Purpose Code** → Enter only **Bi, Bii, Biii, Biv, Bv, or F** for each budget line item. For an explanation of purpose codes, refer to page iv of this manual. This is a required field.
- Total Cost** → Enter the total cost for the services for each budget line item. The total cost must be a **whole number** greater than zero. Do NOT enter the \$ symbol, commas or cents. This field is numeric and required.
- Save** → **Press ENTER after completing every line item.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your budget request.
- Additional Line Items** → Each Services Request screen will only allow/display 3 line items. Press **F8** if additional screens are necessary.
- Total \$4 Services** → COIN will automatically sum the total cost for all \$4 Equipment and Services line items and show the \$4 remaining balance. Total \$4 Equipment and/or Services request(s) cannot exceed your FY08 \$4 available balance.
- Budget Totals Screen** → **Press F4 to view your total budget requests.** If the F4 Totals screen has the correct amounts, then COIN has saved your data. **Print this screen.**

Part A – FY09 TTF Budget Request

Continue → Press **F3** to return to the TTF Main Menu.

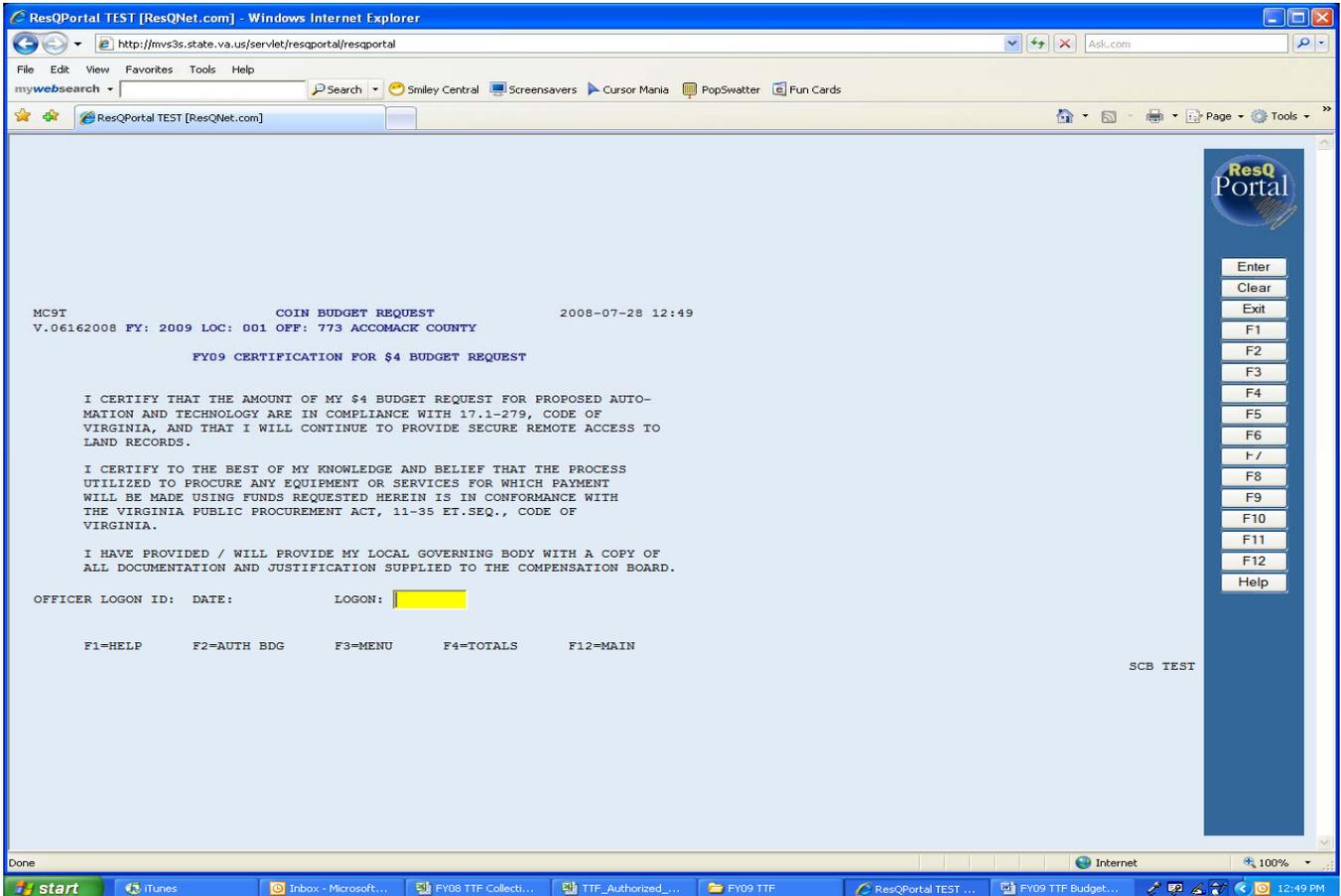
PF Keys →

F1	Help screen	F7	Previous screen
F2	Authorized Budget screen	F8	Next screen
F3	TTF Main Menu	F12	COIN Main Menu
F4	TTF Totals screen		

Part A – FY09 TTF Budget Request

Screen 14

Option 7: Certification for FY09 \$4 Budget Request



\$4 Certification → **Option 7** is a certification screen that is **required for Clerks who make a FY09 \$4 budget request for Equipment and/or Services** (Options 5 and 6).

The *Code of Virginia*, § 17.1-279 B, states: The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2008. Clerks must also certify conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests must be copied to your local governing body.

Certification → To concur, enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save → Press **ENTER** to save your certification. Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.

Part A – FY09 TTF Budget Request

Continue → Press **F3** to return to the TTF Main Menu.

PF Keys → F1 Help screen F4 TTF Totals screen
F2 Authorized Budget screen F12 COIN Main Menu
F3 TTF Main Menu

Part A – FY09 TTF Budget Request

Screen 15

Option 8: \$1 Fund Budget Request for Equipment

MC9U COIN BUDGET REQUEST 2008-07-28 12:51
V.06162008 FY: 2009 LOC: 001 OFF: 773 ACCOMACK COUNTY

FY09 \$1 FUND BUDGET REQUEST FOR EQUIPMENT

SEL	EQUIPMENT DESCRIPTION	PURPOSE CODE	UNIT COST	QUANTITY	TOTAL COST
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

TOTAL FY09 \$1 EQUIPMENT REQUESTS: \$ 0
TOTAL FY09 \$1 EQUIPMENT / SERVICES REQUESTS: \$ 0

SELECT () A=ADD U=UPDATE D=DELETE
THERE ARE NO \$1 EQUIPMENT REQUESTS, ADD THE EQUIPMENT REQUESTS NEEDED
F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

SCB TEST

\$1 Fund Equipment

→ **Option 8** is available to all Clerks who certify that their request from the \$1 Fund is based upon a shortfall of \$4 funds, that proposed automation and technology improvements are in compliance with § 17.1-279, *Code of Virginia*, and that they will continue to provide SRA to land records.

Clerks must fully budget their entire \$4 available balance in order to make a request from the \$1 Fund. Clerks who make a Purpose Code F request from their \$4 available balance may not make a request from the \$1 Fund. Clerks with \$0 available balance may request from the \$1 Fund.

The Compensation Board will accept requests from the FY09 \$1 Fund for the following items:

- 1) Annual secure remote access (SRA) internet hosting fee;
- 2) Land records system development / maintenance;
- 3) Equipment and maintenance costs;
- 4) Redaction services; and
- 5) Back scanning / conversion services.

Part A – FY09 TTF Budget Request

\$1 Fund Equipment, continued

At the September Board meeting, the Compensation Board will consider all requests for \$1 Fund monies on a case-by-case basis for consistency with Code requirements and the priorities identified below, regardless of historical fund collections. However, if funds are not sufficient to address all requests that are in line with identified priorities, the Board may establish criteria to prioritize the allocation of remaining funds.

ONLY EQUIPMENT PURCHASED DIRECTLY (AND NOT THROUGH A SERVICES VENDOR) IS TO BE REQUESTED ON THE EQUIPMENT BUDGET SCREENS.

If you are planning to purchase the equipment through a vendor with whom you have signed a services contract, please request it on the Services budget screens (Option 9).

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

Select (SEL)

- **A** = Add a new line item. **ENTER**.
U = Update (change) a line item. **ENTER**.
D = Delete an existing line item. **ENTER**.

Use SEL functions one at a time, then ENTER. Select A and ENTER a line item to generate an UPDATE SUCCESSFUL message before using the U (update) or D (delete) function. If the A, U, or D does not disappear after you ENTER that line item, the system did not save your request. Check the **F4** totals screen or **F3** to the TTF Main Menu and then return to the budget screen and try again.

Line items cannot be added, updated or deleted once the Clerk has certified the \$1 budget (Option 10).

\$1 Equipment Description

- Enter a brief description of the **Equipment** up to 20 characters per line item. Please make descriptions as **specific** as possible. Descriptions such as "Equipment" and **duplicate descriptions** will not be accepted. This is a required field.

Purpose Code

- Enter only **Bi, Bii, Biii, Biv, or Bv** for each budget line item. For an explanation of purpose codes, refer to page iv of this manual. **Purpose Code F requests may not be made using the \$1 Fund.** This is a required field.

Unit Cost

- Enter the unit cost of the equipment requested. The cost must be a **whole number** greater than zero. Do NOT enter the \$ symbol, commas or cents. This field is numeric and required.

Quantity

- Enter the **quantity** of equipment requested using whole numbers only greater than zero. This field is numeric and required.

Total Cost

- COIN will automatically compute the **total cost** (unit cost X quantity) for each line item.

Save

- **Press ENTER after completing every line item.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your budget request.

Additional Line Items

- Each Equipment Request screen will only allow/display 3 line items. Press **F8** if additional equipment screens are necessary.

Total \$1 Fund Requests

- COIN will automatically sum the total cost for all your \$1 Fund Equipment and Services line items.

Part A – FY09 TTF Budget Request

- Budget Totals Screen** → **Press F4 to view your total budget requests.** If the F4 Totals screen has the correct amounts, then COIN has saved your data. **Print this screen.**
- Continue** → Press **F3** to return to the TTF Main Menu
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-----------------|
| F1 | Help screen | F7 | Previous screen |
| F2 | Authorized Budget screen | F8 | Next screen |
| F3 | TTF Main Menu | F12 | COIN Main Menu |
| F4 | TTF Totals screen | | |

Part A – FY09 TTF Budget Request

Screen 16

Option 9: \$1 Fund Budget Request for Services

ResQPortal TTF [ResQNet.com] - Windows Internet Explorer

http://mvs3s.state.va.us/servlet/resqportal/resqportal

File Edit View Favorites Tools Help

mywebsearch - Search

Smiley Central Screensavers Cursor Mania PopSwatter Fun Cards

ResQPortal TEST [ResQNet.com]

ResQ Portal

Enter
Clear
Exit
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Help

MC9V COIN BUDGET REQUEST 2008-07-30 16:23
V.06162008 FY: 2009 LOC: 510 OFF: 773 ALEXANDRIA CITY

FY09 \$1 FUND BUDGET REQUEST FOR SERVICES

SEL	VENDOR NAME	SERVICE DESCRIPTION	PURPOSE CODE	TOTAL COST
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

TOTAL FY08 \$1 SERVICES REQUESTS: \$ 0
TOTAL FY08 \$1 EQUIPMENT / SERVICES REQUESTS: \$ 0

SELECT () A=ADD U=UPDATE D=DELETE
THERE ARE NO \$1 SERVICE REQUESTS, ADD THE SERVICE REQUESTS NEEDED
F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F7=PREV F8=NEXT F12=MAIN

SCB TEST

Done

start iTunes Inbox - Microsoft Out... olise-dokse FY09 TTF Budget & R... ResQPortal TEST [Re... Internet 100% 4:22 PM

\$1 Fund Services

→ **Option 9** is available to all Clerks who certify that their request from the \$1 Fund is based upon a shortfall of \$4 funds, that proposed automation and technology improvements are in compliance with § 17.1-279, *Code of Virginia*, and that they will continue to provide SRA to land records.

Clerks must fully budget their entire \$4 available balance in order to make a request from the \$1 Fund. Clerks who make a Purpose Code F request from their \$4 available balance may not make a request from the \$1 Fund. Clerks with \$0 available balance may request from the \$1 Fund.

The Compensation Board will accept requests from the FY09 \$1 Fund for the following items:

- 1) Annual secure remote access (SRA) internet hosting fee;
- 2) Land records system development / maintenance;
- 3) Equipment and maintenance costs;
- 4) Redaction services; and
- 5) Back scanning / conversion services.

Part A – FY09 TTF Budget Request

\$1 Fund Services, continued

At the September Board meeting, the Compensation Board will consider all requests for \$1 Fund monies on a case-by-case basis for consistency with Code requirements and the priorities identified below, regardless of historical fund collections. However, if funds are not sufficient to address all requests that are in line with identified priorities, the Board may establish criteria to prioritize the allocation of remaining funds.

EQUIPMENT PURCHASED THROUGH A VENDOR IS TO BE REQUESTED ON THE SERVICES BUDGET SCREENS.

If you are planning to purchase the equipment directly, request it on the Equipment budget screens (Option 8).

Press **TAB** to move from field to field. Do NOT use the \$ symbol, commas or cents.

Hiring Personnel

- Pursuant to § 17.1-279 B, *Code of Virginia*, funds shall not be used for personnel costs within the circuit court clerks' offices. Funding to hire employees to perform TTF services, such as indexing or back scanning, should be requested under Services with the locality as vendor. TTF reimbursements are made to the locality.

Redaction Services

- Clerks may request \$1 Fund money to purchase redaction services from a vendor. If making a request for redaction services, the Clerk must obtain a **quote from their vendor** for the services and fax the quote to the Compensation Board, to the attention of Lisa Carson, (804) 371-0235, not later than Friday, August 29. Clearly identify which services you wish to purchase. Include your locality's name and FIPS code. **Requests for redaction services will not be considered if unaccompanied by a vendor quote.**

Select (SEL)

- **A** = Add a new line item. **ENTER.**
U = Update (change) a line item. **ENTER.**
D = Delete an existing line item. **ENTER.**

Use SEL functions one at a time, then ENTER. Select A and ENTER a line item to generate an UPDATE SUCCESSFUL message before using the U (update) or D (delete) function. If the A, U, or D does not disappear after you ENTER that line item, the system did not save your request. Check the **F4** totals screen or **F3** to the TTF Main Menu and then return to the budget screen and try again.

Line items cannot be added, updated or deleted once the Clerk has certified the \$1 budget (Option 10).

Vendor

- Enter the **vendor** name. Please spell out as completely as possible. This is a required field.

\$1 Services Description

- Enter a brief description of the Services up to **20 characters** per line item. Please make line item descriptions as **specific** as possible. Descriptions such as "Services" and **duplicate descriptions** will not be accepted. This is a required field.

Purpose Code

- Enter only **Bi, Bii, Biii, Biv, or Bv** for each budget line item. For an explanation of purpose codes, refer to page iv of this manual. **Purpose Code F requests may not be made using the \$1 Fund.** This is a required field.

Total Cost

- Enter the total cost for the services for each budget line item. The total cost must be a **whole number** greater than zero. Do NOT enter the \$ symbol, commas or cents. This field is numeric and required.

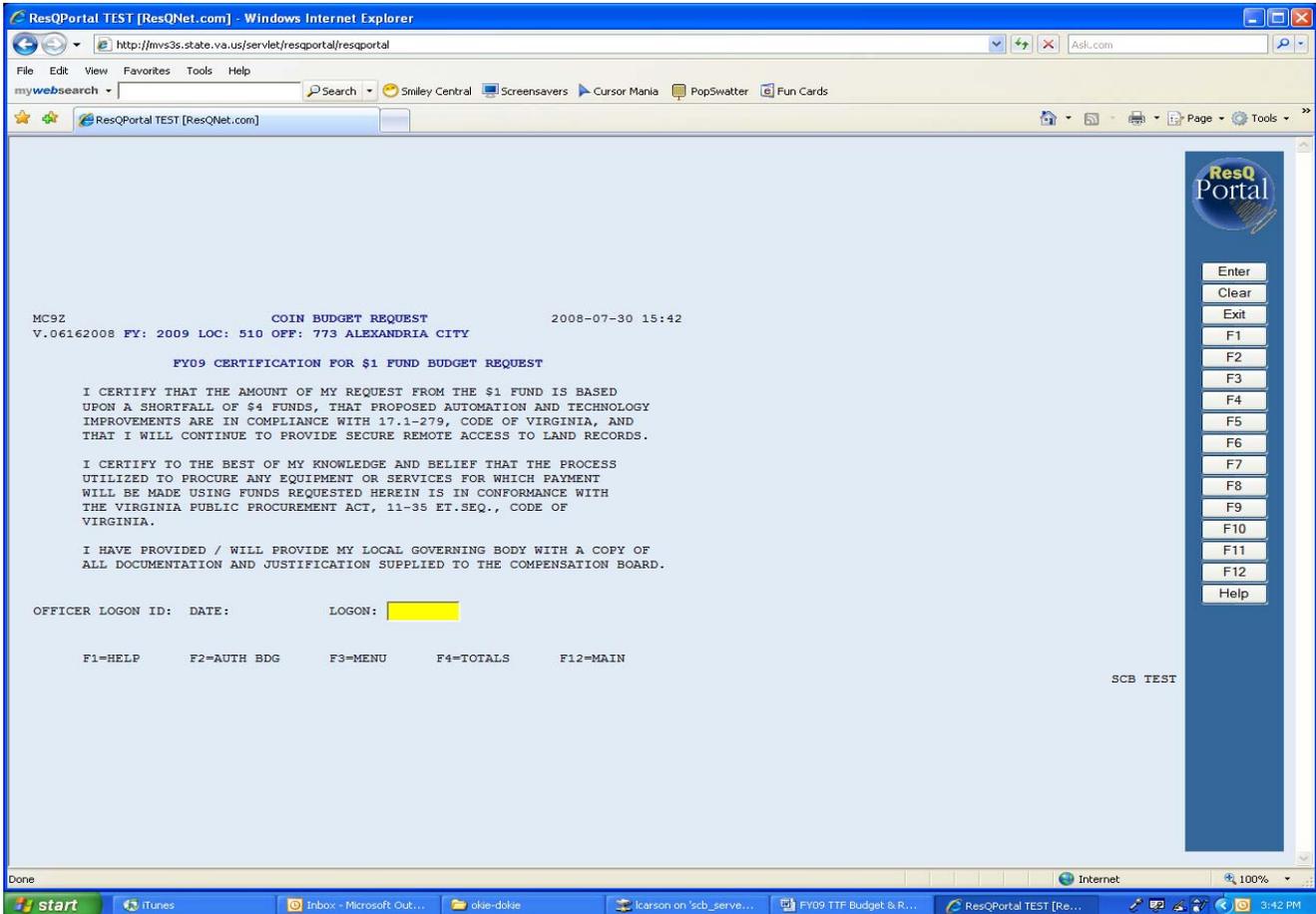
Part A – FY09 TTF Budget Request

- Save** → **Press ENTER after completing every line item.** An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for a record of your budget request.
- Additional Line Items** → Each Services Request screen will only allow/display 3 line items. Press **F8** if additional screens are necessary.
- Total \$1 Fund Requests** → COIN will automatically sum the total cost for all your \$1 Fund Equipment and Services line items.
- Budget Totals** → **Press F4 to view your total budget requests.** If the F4 Totals screen has the correct amounts, then COIN has saved your data. **Print this screen.**
- Continue** → Press **F3** to return to the TTF Main Menu.
- PF Keys** →
- | | | | |
|----|--------------------------|-----|-----------------|
| F1 | Help screen | F7 | Previous screen |
| F2 | Authorized Budget screen | F8 | Next screen |
| F3 | TTF Main Menu | F12 | COIN Main Menu |
| F4 | TTF Totals screen | | |

Part A – FY09 TTF Budget Request

Screen 17

Option 10: Certification for FY09 \$1 Fund Budget Request



\$1 Certification → **Option 10** is a certification screen required for Clerks who make a \$1 Fund budget request. The Clerk must certify that a shortfall of \$4 funds, that proposed automation and technology improvements are in compliance with § 17.1-279, *Code of Virginia*, and that they will continue to provide SRA to land records.

The *Code of Virginia*, § 17.1-279 C, states: The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 200. Clerks must also certify conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests must be copied to your local governing body.

Certification → To concur, enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save → Press **ENTER** to save your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen. Print the screen for your records.

Part A – FY09 TTF Budget Request

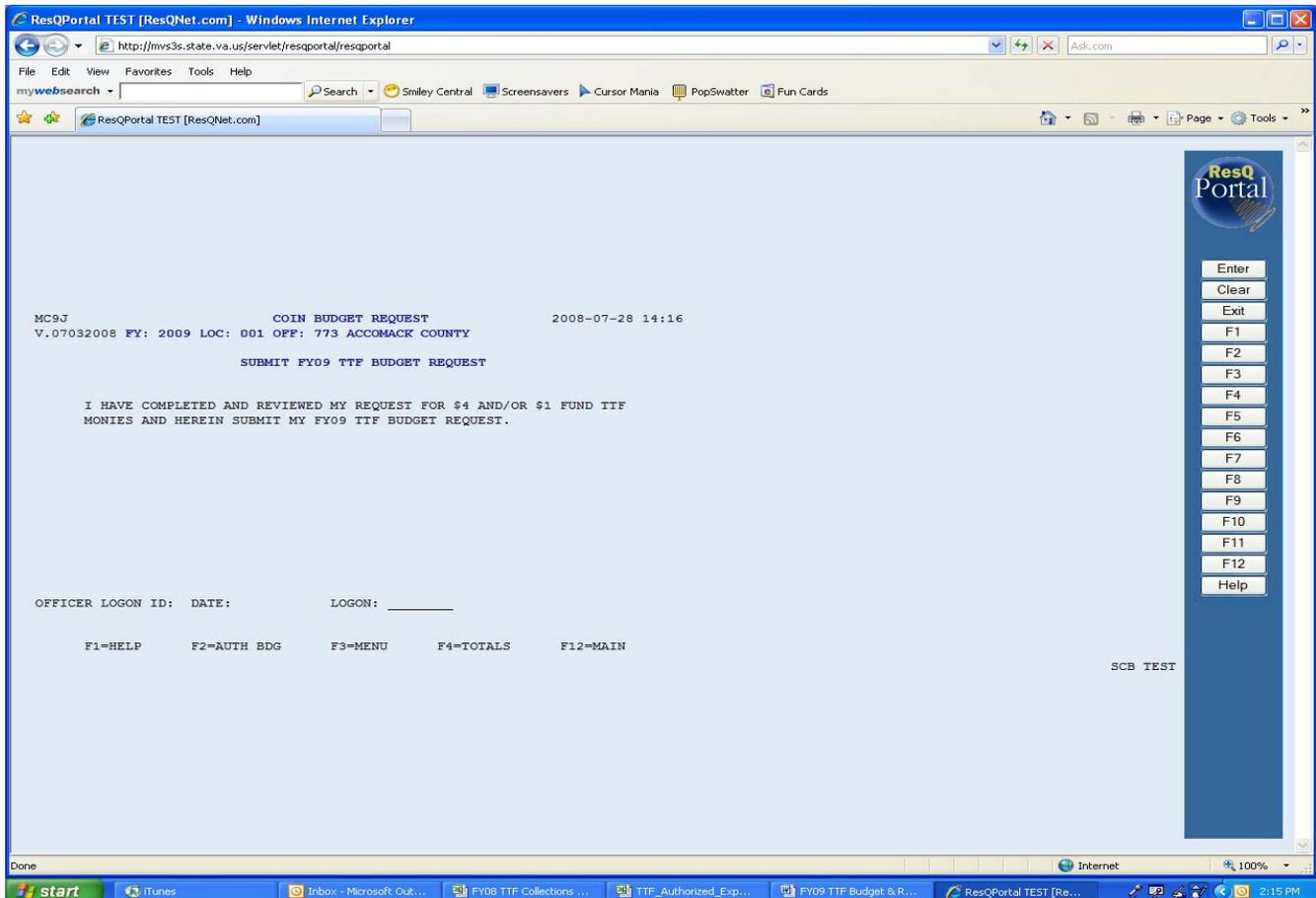
PF Keys

→ F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F12 COIN Main Menu

Part A – FY09 TTF Budget Request

Screen 18

Option 11: Submit FY09 TTF Budget Request



TTF Budget Submission

→ Option 11 **completes the FY09 TTF Budget Request Process for Clerks.**

COIN accepts an officer logon on this screen only if Options 1, 2, 3, and 4 are complete. If Option 4 is "Y" then Options 5 and/or 6 and 7 must also be complete for COIN to accept the logon for Option 11. If Options 8 and/or 9 are complete then Option 10 must also be complete for COIN to accept the logon for Option 11.

Officer Logon

→ To concur, enter your **Logon ID**, an alpha-numeric code supplied by the Compensation Board. The first three characters of your ID are letters of the alphabet. This is a required field.

Save

→ Press **ENTER** to save your certification. A message should appear in the bottom center of your screen: **YOUR FY09 TTF BUDGET REQUEST HAS BEEN SUCCESSFULLY SUBMITTED. THANK YOU.** Print the screen for your records.

PF Keys

→ F1 Help screen
F2 Authorized Budget screen
F3 TTF Main Menu
F4 TTF Totals screen
F12 COIN Main Menu

Part A – FY09 TTF Budget Request

Screen 19 FY09 \$4 and \$1 Budget Request Totals

MC9W COIN BUDGET REQUEST 07/28/2008 12:47
V.06162008 FY: 2009 LOC: 001 OFF: 773 ACCOMACK COUNTY

FY09 \$4 AND \$1 FUND BUDGET REQUEST TOTALS

		\$4 AVAILABLE BALANCE	\$	86,710	
		\$4 REMAINING BALANCE	\$	86,710	
	LAND RECORDS	NOT LAND RECORDS		TOTAL	
\$4 EQUIPMENT	\$ 0	\$ 0	\$	0	
\$4 SERVICES	\$ 0	\$ 0	\$	0	
\$4 TOTAL	\$ 0	\$ 0	\$	0	
\$1 EQUIPMENT	\$ 0	\$ 0	\$	0	
\$1 SERVICES	\$ 0	\$ 0	\$	0	
\$1 TOTAL	\$ 0	\$ 0	\$	0	
\$4 AND \$1 EQUIPMENT	\$ 0	\$ 0	\$	0	
\$4 AND \$1 SERVICES	\$ 0	\$ 0	\$	0	
\$4 AND \$1 TOTAL	\$ 0	\$ 0	\$	0	

F1=HELP F3=MENU F12=MAIN

SCB TEST

F4 Totals Key → The F4 key displays TTF \$4 and \$1 budget request totals:

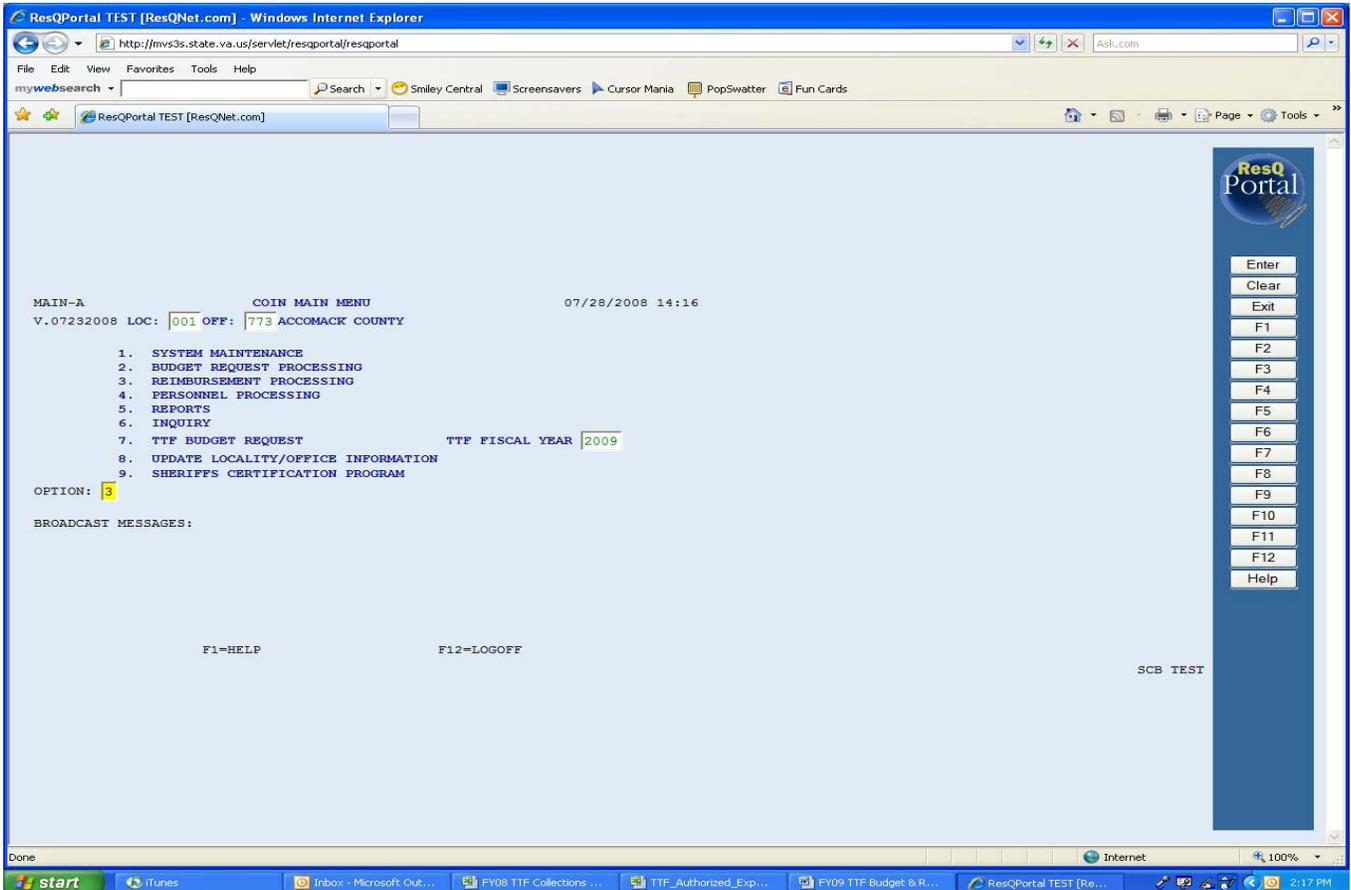
- \$4 Equipment and/or Services request(s) for land records;
- \$4 Equipment and/or Services request(s) for technology improvements in areas of the court not related to land records;
- Total \$4 Equipment and/or Services request(s);
- \$1 Equipment and/or Services requests; and
- Total \$4 and \$1 Equipment and/or Services request(s).

Your total FY09 \$4 TTF budget request cannot exceed your \$4 available balance.

PF Keys → F1 Help screen
F3 TTF Main Menu
F12 COIN Main Menu

Part B - FY09 TTF Reimbursement

Screen 20 COIN Main Menu



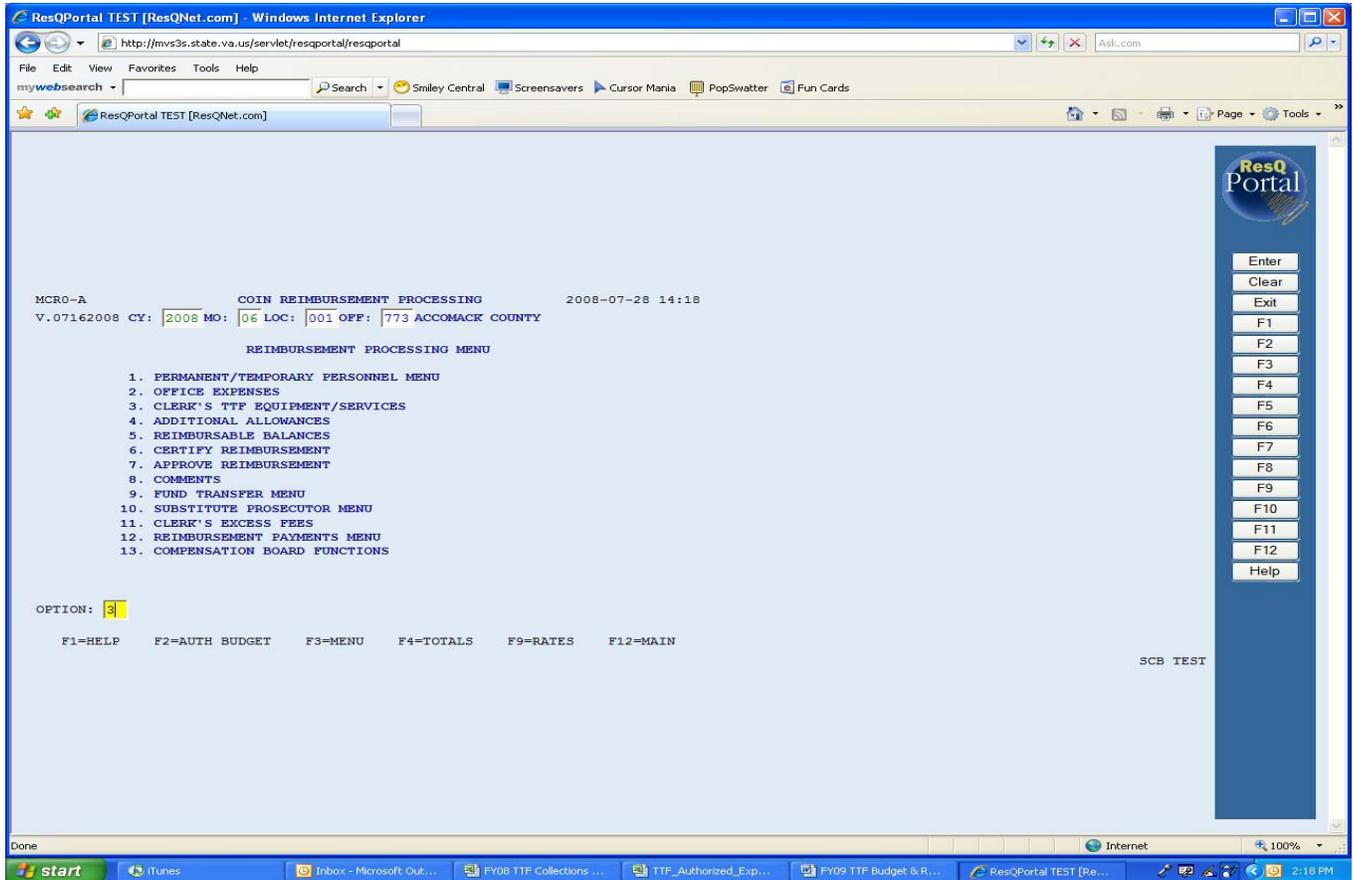
Option → Select **3** for the Reimbursement Processing Menu.

Continue → Press **ENTER**.

PF Keys → F1 Help screen
F12 COIN Main Menu

Part B – FY09 TTF Reimbursement

Screen 21 COIN Reimbursement Processing Menu



Option → Select **3** for the Equipment Expense Request screen.

Continue → Press **ENTER**.

PF Keys →

F1	Help screen	F4	Totals
F2	Authorized Budget screen	F9	Rates
F3	Previous screen	F12	COIN Main Menu

Part B – FY09 TTF Reimbursement

Screen 22 COIN Authorized Budget

MCBC-A COIN REIMBURSEMENT PROCESSING 07/28/2008 14:22
V.06102008 CY: 2008 MO: 06 LOC: 001 OFF: 773 ACCOMACK COUNTY
BUDGET AS CURRENTLY AUTHORIZED: JULY - JUNE BALANCE

	CURRENT MONTH	AUTHORIZED BUDGET	EXPENDED TO DATE	BALANCE REMAINING
PERMANENT PERSONNEL				
OASDI				
VRS				
GRP INS				
TEMPORARY PERSONNEL				
OASDI				
OFFICE EXPENSES	32991.00	0.00	33395.19	-33395.19
EQUIPMENT EXPENSES				
ADDL ALLOWANCES				
ADJUSTMENTS				
TOTALS	32991.00	0.00	33395.19	-33395.19

F1=HELP F2=AUTH BDGT F3=MENU F4=TOTALS F9=RATES F12=MENU

SCB TEST

Authorized Budget

→ Use **F2** to access the Clerk's current authorized budget. This screen shows the current authorized budget for the Clerk's office. The **Equipment Expenses** line shows the TTF equipment and services budget for the :

- Amount requested for the current reimbursement month (Current Month);
- Total budgeted amount approved for the fiscal year (Authorized Budget);
- Amount expended year-to-date (Expended To Date); and
- Remaining balance (Balance Remaining).

Continue

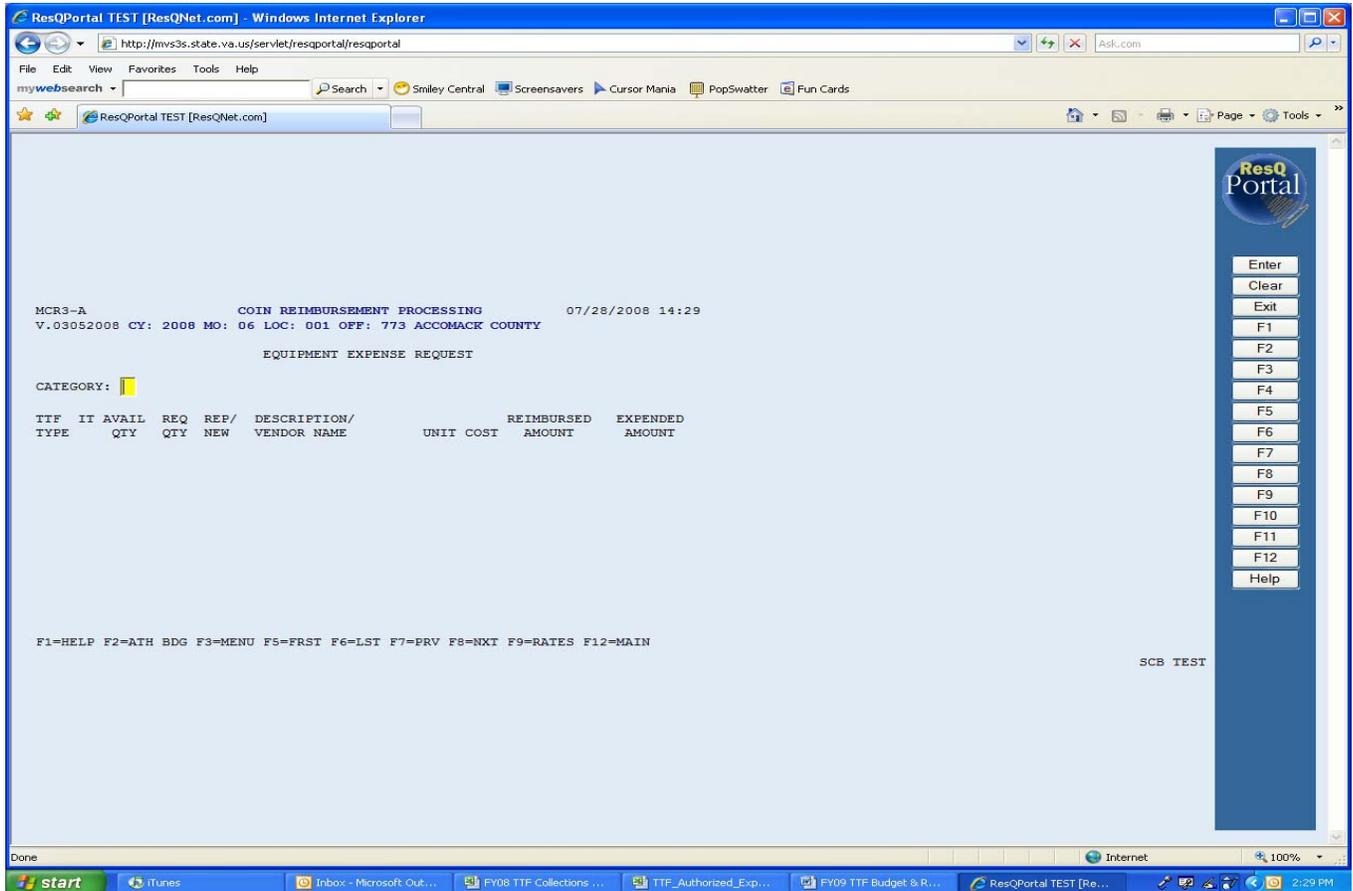
Use **F3** to return to the Equipment Expense Request screen.

PF Keys

→ F1 Help screen
F2 Authorized Budget screen
F3 Reimbursement Menu
F4 Totals
F9 Rates
F12 COIN Main Menu

Part B – FY09 TTF Reimbursement

Screen 23 Clerk's Equipment Expense Request



Equipment Expense Request

→ **Option 3** is the Equipment Expense Request screen. This screen is a request for reimbursement for Equipment and/or Services budgeted from the Technology Trust Fund.

Category

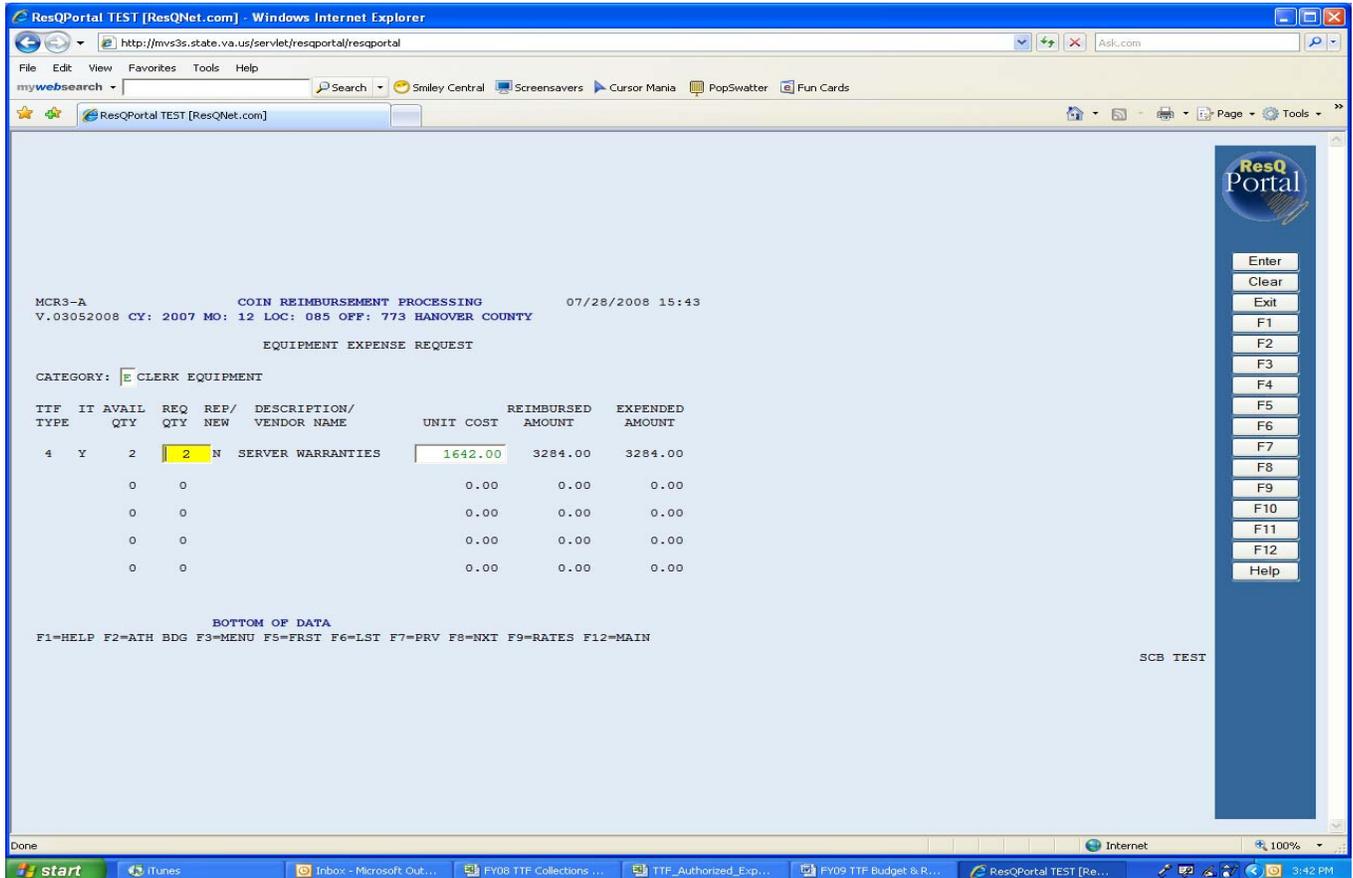
→ Enter **E** for equipment or **S** for services for your reimbursement request. Press **ENTER**.

PF Keys

→ F1	Help screen	F7	Previous screen
F2	Authorized Budget screen	F8	Next screen
F3	Reimbursement Menu	F9	Rates
F5	First screen	F12	COIN Main Menu
F6	Last screen		

Part B – FY09 TTF Reimbursement

Screen 24 Clerk's Equipment Reimbursement



Equipment Request

→ This screen is for reimbursement of **equipment** budgeted through the Technology Trust Fund. Use your **FY09 TTF budget** (requested in August 2008) to identify the line items used in COIN. Reimbursement is made using the same line items.

Use the "Tab" key to move from field to field. Do not enter symbols, such as \$ or &, and no commas, periods, or slashes.

Requested Quantity

→ Enter a requested quantity under **REQ QTY** of one (1) or more equipment items, not to exceed the available quantity (AVAIL QTY) for each item to be reimbursed.

Unit Cost

→ Change the pre-listed **UNIT COST** to the amount of the actual unit cost, not to exceed the pre-listed unit cost for each item to be reimbursed.

PF Keys

- | | | | |
|------|--------------------------|-----|-----------------|
| → F1 | Help screen | F7 | Previous screen |
| F2 | Authorized Budget screen | F8 | Next screen |
| F3 | Reimbursement Menu | F9 | Rates |
| F4 | First screen | F12 | COIN Main Menu |
| F5 | Last screen | | |

Part B – FY09 TTF Reimbursement

Screen 25 Clerk's Services Reimbursement

MCR3-A
V.03052008 CY: 2007 MO: 12 LOC: 085 OFF: 773 HANOVER COUNTY
07/28/2008 15:43
EQUIPMENT EXPENSE REQUEST
CATEGORY: CLERK SERVICES

TTF TYPE	IT AVAIL QTY	REQ QTY	REP NEW	DESCRIPTION/VENDOR NAME	UNIT COST	REIMBURSED AMOUNT	EXPENDED AMOUNT
4 Y	1	<input type="text" value="1"/>	N	BACKFILE CLEAN UP HANOVER COUNTY	<input type="text" value="46.96"/>	46.96	324.34
4 Y	1	<input type="text" value="1"/>	N	EQUIP MAINTENANCE INTREPID	<input type="text" value="875.50"/>	875.50	875.50
4 Y	1	<input type="text" value="1"/>	N	SUPPORT SERVICES AMCAD LLC	<input type="text" value="1000.00"/>	1000.00	9400.00
	0	0			0.00	0.00	0.00
	0	0			0.00	0.00	0.00

BOTTOM OF DATA
F1=HELP F2=ATH BDG F3=MENU F5=FRST F6=LST F7=PRV F8=NXT F9=RATES F12=MAIN

SCB TEST

Services Request

→ This screen is for reimbursement of **services** budgeted through the Technology Trust Fund. Use your **FY09 TTF budget** (requested in August 2008) to identify the line items used in COIN. Reimbursement is made using the same line items.

Use the "Tab" key to move from field to field. Do not enter symbols, such as \$ or &, and no commas, periods, or slashes.

Requested Quantity

→ Enter a requested quantity under **REQ QTY** of one (1) or more services items, not to exceed the available quantity (AVAIL QTY) for each item to be reimbursed.

Unit Cost

→ Change the pre-listed **UNIT COST** to the amount of the actual unit cost, not to exceed the pre-listed unit cost for each item to be reimbursed.

PF Keys

→ F1	Help screen	F7	Previous screen
F2	Authorized Budget screen	F8	Next screen
F3	Reimbursement Menu	F9	Rates
F4	First screen	F12	COIN Main Menu
F5	Last screen		

Part B – FY09 TTF Reimbursement

TTF reimbursement is available from October through June during the monthly reimbursement period in COIN. If reimbursement requests are approved, TTF payments are sent to localities on a monthly basis along with other Compensation Board funds. **TTF does not prepay technology expenditures.** The Compensation Board makes a TTF reimbursement payment to the Treasurer or Director of Finance of the locality. For questions regarding TTF reimbursement, contact Paige Christy at (804) 225-3442 or by email at paige.christy@scb.virginia.gov.

TTF is a line item reimbursement system. **TTF reimbursement requests must use the same line item categories as originally budgeted for in August 2008.** If your budget needs change mid-year, consult the FY09 Mid-Year Docket Request Packet located on the Land Records Technology tab on Compensation Board website at <http://www.scb.virginia.gov> to determine if your budget changes require a docket action. Contact Lisa Carson at lisa.carson@scb.virginia.gov if you have any questions about TTF budget changes or docket requests.

Reimbursement Steps

- Step 1* Clerk receives invoice from the vendor for payment.
- Step 2* Clerk forwards invoice to local governing body for payment.
- Step 3* Treasurer or Director of Finance pays the invoice.
- Step 4* Clerk enters amount of invoice (not to exceed the FY09 \$4 Available Balance or \$1 Fund request) into COIN. Provide specific budget and line item identifying information from which the expenditure is to taken:
- Budget - Choose \$4 or \$1 Equipment; Choose \$4 or \$1 Services.
 - Line item - Provide description and quantity for equipment; provide vendor and description for services.
- Step 5* Payment from the Compensation Board is sent to Treasurer or Director of Finance to be deposited in a special account for TTF.
- Step 6* Clerk retains a copy of the invoice for documentation.

Part B – FY09 TTF Reimbursement

The Compensation Board can reimburse for technology improvements for land records and improvements in the in areas of the court not related to land records, pursuant to § 17.1-279 (B, F) Code of Virginia.

Purpose Codes

Purpose Codes for Equipment and/or Services Requests from TTF § 17.1-279, Sections B and F, Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records in individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in **areas of the court not related to land records**.

The Code of Virginia further stipulates that TTF ***“funds shall not be used for personnel costs within the Circuit Court Clerks' offices”***. Funding to hire employees to perform technology trust fund services, such as indexing or scanning, should be requested under the Services Budget with the locality listed as vendor or hiring agent. TTF reimbursements will be made to the locality and not the Circuit Court Clerk's office.

Appendix A

§ 17.1-276. Fee allowed for providing remote access to certain records.

A clerk of the circuit court who provides secure remote access to land records pursuant to § [17.1-294](#) may charge a fee established by the clerk to cover the operational expenses of such electronic access, including, but not limited to, computer support, maintenance, enhancements, upgrades, replacements, and consulting services. A flat fee may be assessed for each subscriber, as defined in § [17.1-295](#), in an amount not to exceed \$50 per month. The fee shall be paid to the clerk's office and deposited by the clerk into a special nonreverting local fund to be used to cover operational expenses of such electronic access, as defined herein. The circuit court clerk shall enter into an agreement with each person whom the clerk authorizes to have remote access, in accordance with the security standards established by the Virginia Information Technologies Agency.

(1985, c. 489, § 14.1-118.1; 1993, c. 445; 1995, c. 592; 1997, c. 413; 1998, cc. 650, 872; 2004, c. 230; 2006, c. 474; 2008, cc. 823, 833.)

§ 17.1-279. Additional fee to be assessed by circuit court clerks for information technology.

A. In addition to the fees otherwise authorized by this chapter, the clerk of each circuit court shall assess a \$5 fee, known as the "Technology Trust Fund Fee," in each civil action, upon each instrument to be recorded in the deed books, and upon each judgment to be docketed in the judgment lien docket book. Such fee shall be deposited by the State Treasurer into a trust fund. The State Treasurer shall maintain a record of such deposits.

B. Four dollars of every \$5 fee shall be allocated by the Compensation Board from the trust fund for the purposes of: (i) developing and updating individual land records automation plans for individual circuit court clerks' offices; (ii) implementing automation plans to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth pursuant to § [17.1-294](#); (iii) obtaining and updating office automation and information technology equipment including software and conversion services; (iv) preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades; and (v) improving public access to court records. The Compensation Board in consultation with circuit court clerks and other users of court records shall develop and update policies governing the allocation of funds for these purposes. However, such funds shall not be used for personnel costs within the circuit court clerks' offices. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2008.

The annual budget submitted by each circuit court clerk pursuant to § [15.2-1636.7](#) may include a request for technology improvements in the upcoming fiscal year to be allocated by the Compensation Board from the trust fund. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board shall allocate the funds requested by the clerks in an amount not to exceed the deposits into the trust fund credited to their respective localities.

C. The remaining \$1 of each such fee may be allocated by the Compensation Board from the trust fund (i) for the purposes of funding studies to develop and update individual land-records automation plans for individual circuit court clerks' offices, at the request of and in consultation with the individual circuit court clerk's offices, and (ii) for the purposes enumerated in subsection B to implement the plan

Appendix A

to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth. The allocations pursuant to this subsection may give priority to those individual clerks' offices whose deposits into the trust fund would not be sufficient to implement its modernization plan. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will provide secure remote access to those land records on or before July 1, 2008.

D. 1. Secure remote access to land records shall be by paid subscription service through individual circuit court clerk's offices pursuant to § [17.1-276](#), or through designated application service providers. Compliance with secure remote access standards developed by the Virginia Information Technologies Agency pursuant to § [17.1-294](#) shall be certified by the individual circuit court clerks' offices to the Compensation Board. The individual circuit court clerk's office or its designated application service provider shall certify compliance with such secure remote access standards. Nothing in this section shall prohibit the Compensation Board from allocating trust fund money to individual circuit court clerks' offices for the purpose of complying with such secure remote access standards or redaction of social security numbers from land records.

2. If a circuit court clerk proceeds to accelerate the redaction of social security numbers from land records using local funds, the clerk may request reimbursement for such expenditures from the Technology Trust Fund in accordance with clause (iv) of subsection B to provide reimbursement to the locality for advancing such funds in the fiscal year in which such local expenditures are incurred. For local expenditures to accelerate the redaction of social security numbers from land records incurred in prior fiscal years for which reimbursement has not been previously made, the Compensation Board may approve payment to the locality in accordance with clause (iv) of subsection B upon certification by the locality that it has advanced such funds.

3. Every circuit court clerk shall provide secure remote access to land records pursuant to § [17.1-294](#) on or before July 1, 2008.

E. Such fee shall not be assessed to any instrument to be recorded in the deed books nor any judgment to be docketed in the judgment lien docket books tendered by any federal, state or local government.

F. If a circuit court clerk provides secure remote access to land records on or before July 1, 2008, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in his office that are not related to land records. Such request shall not exceed the deposits into the trust fund credited to that locality.

G. Information regarding the technology programs adopted by the circuit court clerks shall be shared with the Virginia Information Technologies Agency, The Library of Virginia, and the Office of the Executive Secretary of the Supreme Court.

H. Nothing in this section shall be construed to diminish the duty of local governing bodies to furnish supplies and equipment to the clerks of the circuit courts pursuant to § [15.2-1656](#). Revenue raised as a result of this section shall in no way supplant current funding to circuit court clerks' offices by local governing bodies.

I. Effective July 1, 2006, except for transfers pursuant to this section, there shall be no transfers out of the fund, including transfers to the general fund.

(1996, c. 431, § 14.1-125.2; 1997, c. 675; 1998, c. 872; 2000, cc. 440, 446; 2002, cc. 140, 250, 637; 2003, cc. 205, 865, 981, 1021; 2004, c. 676; 2005, cc. 681, 738; 2006, c. 647; 2007, cc. 548, 626.)

Appendix A

§ 17.1-292. Applicability; definitions.

A. The provisions of § [17.1-293](#) of this article shall apply to clerks of the courts of record as defined in § [1-212](#) and courts not of record as defined in § [16.1-69.5](#).

B. As used in this article:

"Internet" means the international computer network of interoperable packet-switched data networks.

"Land records" means any writing authorized by law to be recorded on paper or in electronic format that the clerk records affecting title to real property, including but not limited to instruments, orders, or any other writings recorded under this title, Article 5 (§ [8.01-446](#) et seq.) of Chapter 17 of Title 8.01, Title 8.9A and Chapter 6 (§ [55-106](#) et seq.) of Title 55.

(2007, cc. 548, 626.)

§ 17.1-293. Posting and availability of certain information on the Internet; prohibitions.

A. Notwithstanding Chapter 37 (§ [2.2-3700](#) et seq.) of Title 2.2 or subsection B of this section, it shall be unlawful for any court clerk to disclose the social security number or other identification numbers appearing on driver's licenses or information on credit cards, debit cards, bank accounts, or other electronic billing and payment systems that was supplied to a court clerk for the purpose of paying fees, fines, taxes, or other charges collected by such court clerk. The prohibition shall not apply where disclosure of such information is required (i) to conduct or complete the transaction for which such information was submitted or (ii) by other law or court order.

B. Beginning January 1, 2004, no court clerk shall post on the Internet any document that contains the following information: (i) an actual signature, (ii) a social security number, (iii) a date of birth identified with a particular person, (iv) the maiden name of a person's parent so as to be identified with a particular person, (v) any financial account number or numbers, or (vi) the name and age of any minor child.

C. Each such clerk shall post notice that includes a list of the documents routinely posted on its website.

D. Nothing in this section shall be construed to prohibit access to any original document as provided by law.

E. This section shall not apply to the following:

1. Providing access to any document among the land records via secure remote access pursuant to § [17.1-294](#);

2. Postings related to legitimate law-enforcement purposes;

3. Postings of historical, genealogical, interpretive, or educational documents and information about historic persons and events;

4. Postings of instruments and records filed or recorded prior to 1907; and

5. Providing secure remote access to any person and his counsel to documents filed in matters to which such person is a party.

F. Nothing in this section shall prohibit the Supreme Court or any other court from providing online access to a case management system that may include abstracts of case filings and proceedings in the courts of the Commonwealth.

G. The court clerk shall be immune from suit arising from any acts or omissions relating to providing remote access on the Internet pursuant to this section unless the clerk was grossly negligent or engaged in willful misconduct.

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This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law, or to affect any cause of action accruing prior to July 1, 2005.

(2007, cc. 548, 626.)

§ [17.1-294](#). Secure remote access to land records.

A. No circuit court clerk shall provide secure remote access to any land record that does not comply with the provisions of this section and the secure remote access standards developed by the Virginia Information Technologies Agency in consultation with the circuit court clerks, the Executive Secretary of the Supreme Court, the Compensation Board, and users of land and other court records.

B. 1. The original record maintained by the clerk may contain a social security number if otherwise provided by law, but that original record shall not be made available via secure remote access unless it complies with this section.

2. Except in cases where the original record is required by law to contain a social security number, the attorney or party who prepares or submits the land record for recordation has the responsibility for ensuring that the social security number has been removed from the writing prior to the instrument's being submitted for recordation.

C. Nothing in this section shall be construed to prohibit access to any original document as provided by law.

D. The clerk of the circuit court of any jurisdiction shall be immune from suit arising from any acts or omissions relating to providing secure remote access to land records pursuant to this section unless the clerk was grossly negligent or engaged in willful misconduct.

(2007, cc. 548, 626.)

§ [17.1-295](#). Definitions.

As used in this title:

"Electronic recording of land records" means the networks or systems maintained by a clerk of the circuit court, or the clerk's designated application services providers, for the submittal of instruments for electronic filing of land records in accordance with the Uniform Real Property Electronic Recording Act (§ [55-142.10](#) et seq.) and the provisions of Article 2.1 (§ [55-66.8](#) et seq.) of Chapter 4 of Title 55 regarding the satisfaction of mortgages.

"Public access" means that the clerk of the circuit court has made available to subscribers that are other than governmental agencies, secure remote access to land records maintained by the clerk in accordance with § [17.1-294](#).

"Secure remote access" means public access by electronic means on a network or system to land records maintained by the clerk of the circuit court or the clerk's designated application service providers, in compliance with the Secure Remote Access Standards developed by the Virginia Information Technologies Agency.

"Subscriber" means any person who has entered into a subscriber agreement with the clerk of the circuit court authorizing the subscriber to have secure remote access to land records maintained by the clerk or the clerk's designated application services providers. If the subscriber is an entity with more than one person who will use the network or system to access land records maintained by the clerk, or

Appendix A

the clerk's designated application services providers, each individual user shall execute a subscriber agreement and obtain a separate "user id" and "password" from the clerk. The subscriber is responsible for the fees due under this title and the proper use of the secure remote access system pursuant to the subscriber agreement, applicable Virginia law, and Secure Remote Access Standards developed by the Virginia Information Technologies Agency.

(2008, cc. 823, 833.)

Appendix B

FY08 TTF Progress Survey (Option 1 on the TTF Main Menu)

Items 1-3: Website or system for secure remote access (SRA) to land records' images.

Website	1. I have a website or system owned and operated by my court or operated by a public or private agent for the purpose of providing SRA to land records' images. (Y/N)	
	2. If YES to question 1: List the website address: _____	
	3. My website or system requires a user name and password for SRA. (Y/N)	

Items 4-8: If your office provides electronic indexes of land records, indicate the oldest continuous year for these types of indexes. Enter 0000 if no index of that type exists.

Electronic Indexes	4. Deeds / Deeds of Trust	
	5. Plats / Maps	
	6. Judgments / Liens	
	7. Financing Statements	
	8. Wills / Fiduciary	

Items 9-10: Indicate if your office provides electronic indexes of land records. (Y/N)

Index Access	9. My office provides onsite access to electronic indexes of land records.	
	10. My office provides remote access to electronic indexes of land records.	

Items 11-15: If your office provides electronic images of land records, indicate the oldest continuous year for these types of images. Enter 0000 if no image of that type exists.

Electronic Images	11. Deeds / Deeds of Trust	
	12. Plats / Maps	
	13. Judgments / Liens	
	14. Financing Statements	
	15. Wills / Fiduciary	

Appendix B

FY08 TTF Progress Survey, continued

Items 16-17: Indicate the status of your office in providing onsite access to land records' images.

Onsite Access

16. My office provides onsite access to land records' images. (Y/N)
17. The total number of land records' images available onsite is:

Items 18-21: Indicate the status of your office in providing secure remote access (SRA) to land records' images.

SRA

18. My office provides SRA to land records' images to public (non-governmental) subscribers. (Y/N)
19. My total number of land records' images available through SRA is:
20. My office began providing SRA to land records' images to public (non-governmental) subscribers in (provide MM/YYYY format):
21. My technology vendor has informed me that I am SRA capable. (Y/N)

Items 22-25: Indicate how your office handles the SRA subscription process.

SRA Subscription

22. My office is responsible for approving / disapproving applications for subscription to SRA. (Y/N)
23. I accept public (non-governmental) subscribers to SRA. (Y/N)
24. I charge SRA subscription fee(s) of:
- _____
-
25. In my office, as of August 1, 2008, the number of registered public (non-governmental) subscribers for SRA is:

Appendix B

FY08 TTF Progress Survey, continued

Items 26-29: Indicate how your office has publicized the availability of SRA to land records' images to the public.

SRA Publicity Part 1	26.	My office has publicized the availability of SRA to land records' images. (Y/N)	<input type="checkbox"/>
	27.	My office has publicized SRA on my court's website. (Y/N)	<input type="checkbox"/>
	28.	Other SRA publicity:	

		—	

	—		

	—		
	29.	My office has publicized SRA to the BAR Association. (Y/N)	<input type="checkbox"/>

Items 30-35: Indicate how your office has publicized the availability of SRA to land records' images to the public.

SRA Publicity Part 2	30.	My office has publicized SRA to realtors. (Y/N)	<input type="checkbox"/>
	31.	My office has publicized SRA to surveyors. (Y/N)	<input type="checkbox"/>
	32.	My office has publicized SRA to title companies. (Y/N)	<input type="checkbox"/>
	33.	My office has publicized SRA to financial institutions. (Y/N)	<input type="checkbox"/>
	34.	My office has publicized SRA to the public. (Y/N)	<input type="checkbox"/>
	35.	Other groups:	

	—		

	—		

Items 36-39: Indicate your office procedures in providing electronic images of land records.

Office Procedures	36.	My office offers the capability to e-file (electronically file) land records' images. (Y/N)	<input type="checkbox"/>
	37.	If answer to question 36 is YES, please identify the types of land records that are e-filed with your office.	

		—	

Appendix B

38. My office requires the use of a cover sheet in electronic format to be submitted with each document that is e-filed. (Y/N)
39. My office requires the use of a unique PIN (parcel identification number) to identify electronic images of land records. (Y/N)

Appendix B

FY08 TTF Progress Survey, continued

Items 40-45: Indicate if these automated systems are linked to your land records system. (Y/N)

Linkages

- 40. Tax Assessments
- 41. Title Transfers
- 42. Delinquent Real Estate Taxes
- 43. Building Permits
- 44. Geographical Information System (GIS)
- 45. Case Management System (CMS)

Items 46-50: Indicate the technology vendors (including your locality) with whom you have signed a contract for the following services. Please spell out vendor names completely.

Technology Vendors

- 46. Land records automation system:

—

- 47. Secure remote access internet hosting:

—

- 48. Equipment, software, and maintenance:

—

- 49. Redaction of social security numbers:

—

- 50. Back scanning of images / conversion:

—

Appendix B

FY08 TTF Progress Survey, continued

Items 51-55: Indicate your FY08 progress in the redaction of social security numbers (SSN) from your land records' images.

**SSN
Redaction**

- 51. A vendor / my office redacted SSNs in FY08. (Y/N)
- 52. Vendor name who performed SSN redaction. If your office performed SSN redaction in-house, enter locality:

- 53. The total number of images redacted in FY08 was:
- 54. The total cost for SSN redaction in FY08 was:
- 55. Name the type of SSN redaction in FY08 (choose one):
 - 1) Vendor performs OCR with no manual pass;
 - 2) Vendor performs OCR plus 1 manual pass;
 - 3) Vendor performs OCR plus 2 manual passes; or
 - 4) Software purchase only with in-house manual pass.

Items 56-60: Indicate the span of years for your redacted land records' images. List month and year (Example: For May 2000, Enter 050. Enter 0000 for no redacted land records' images.

**SSN
Redaction**

- 56. Deeds / Deeds of Trust FROM:
TO:
- 57. Plats / Maps FROM:
TO:
- 58. Judgments / Liens FROM:
FROM: TO:
- 59. Financing Statements FROM:
TO:
- 60. Wills / Fiduciary FROM:
TO:

END OF SURVEY

Appendix C

FY09 TTF Budget Request (Options 2-10 on the TTF Main Menu)

OPTION 2 – CERTIFICATION FOR SECURE REMOTE ACCESS TO LAND RECORDS

My office currently provides to public subscribers secure remote access to land records' images on a website or system owned and operated by my court or operated by a public or private agent. (Y/N)

Date:

Officer Logon ID:

Officer Name:

OPTION 2 – FINAL LOGON (If answer to above certification is NO)

NOT CURRENTLY PROVIDING SRA TO LAND RECORDS.

Pursuant to § 17.1-279 B, Code of Virginia, the allocation of TTF funds shall require that a Clerk submit to the Compensation Board a written certification that the Clerk's proposed technology improvements of his land records provided secure remote access to those land records on or before July 1, 2008.

If SRA certification is not made, no allocation of TTF funds shall be made.

Date:

Officer Logon ID:

Officer Name:

OPTION 3 – CERTIFICATION FOR VITA SECURITY STANDARDS (If answer to Option 2 is YES)

CURRENTLY PROVIDING SRA TO LAND RECORDS.

Pursuant to §§ 17.1-279 D and 17.1-294 A, Code of Virginia, and in accordance with the VITA document "Security Standards for Remote Access to Court Documents on Court-Controlled Websites" (ITRM Standard SEC503-02), effective March 28, 2005, and any subsequent revisions, I certify that:

- 1) My website or remote access system are in compliance and
- 2) Any proposed technology improvements to land records will accommodate SRA.

I concur with the above statement (Y/N).

Date:

Officer Logon ID:

Officer Name:

Appendix C

FY09 TTF Budget Request, continued

OPTION 4 – ELECTION TO FY09 \$4 BUDGET REQUEST OR CARRYOVER		
FY09 \$4 Available Balance: \$ _____		
I elect to budget all or a portion of my \$4 available balance for technology expenses in FY09. (Y/N)	<input style="width: 100%; height: 30px;" type="text"/>	
I elect to carryover all of my \$4 available balance to expend in a future fiscal year. (Y/N)	<input style="width: 100%; height: 30px;" type="text"/>	
Date: <input style="width: 150px;" type="text"/>	Officer Logon ID: <input style="width: 200px;" type="text"/>	Officer Name: <input style="width: 250px;" type="text"/>

OPTION 5 – FY09 \$4 BUDGET REQUEST FOR EQUIPMENT				
FY09 \$4 Available Balance: \$ _____				
Equipment Description	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total FY09 \$4 Equipment / Services Requests				\$
FY09 \$4 Remaining Balance				\$

Appendix C

FY09 TTF Budget Request, continued

OPTION 6 – FY09 \$4 BUDGET REQUEST FOR SERVICES			
FY09 \$4 Available Balance: \$ _____			
Vendor Name	Services Description	Purpose Code	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total FY09 \$4 Equipment / Services Requests			\$
FY09 \$4 Remaining Balance			\$

OPTION 7 – FY09 CERTIFICATION FOR \$4 BUDGET REQUEST		
<p>I certify that the amount of my \$4 budget request for proposed automation and technology improvements are in compliance with § 17.1-279, <u>Code of Virginia</u>, and that I will continue to provide secure remote access to land records.</p> <p>I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, 11-35 et.seq., <u>Code of Virginia</u>.</p> <p>I have provided / will provide my local governing body with a copy of all documentation and justification supplied to the Compensation Board.</p>		
Date:	Officer Logon ID:	Officer Name:

Appendix C

FY09 TTF Budget Request, continued

OPTION 11 – SUBMIT FY09 TTF BUDGET REQUEST

I have completed and reviewed my request for \$4 and/or \$1 Fund TTF monies and herein submit my FY09 TTF budget request.

Date:

Officer Logon ID:

Officer Name: