

FY10 TTF Progress Survey

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Questions 1-3 pertaining to the Clerk's **WEBSITE or SYSTEM** providing SRA.

Question 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.**

Enter Y for Yes or N for No. If answer N to this question, question 2-3 are automatically marked with and X for non-applicable.

Question 2 → **If Yes to question 1, list the website address:**

Enter the complete website address, beginning with http:// or https://.

Question 3 → **My website or system requires a user name and password for SRA.**

Enter Y for Yes or N for No.

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Questions 4-8 pertaining to **electronic INDEXES**.

Questions 4-8 → **If your office provides electronic indexes of land records, indicate the oldest continuous year for these types of indexes.**

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

Enter year in the YYYY format for each question. The system will accept any year from 1600 to current year. Enter 0000 if no index of that type exists. These fields are numeric.

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Questions 9-14 pertaining to **electronic IMAGES**.

Questions 9-13 → **If your office provides electronic images of land records, indicate the oldest continuous year for these types of images.**

9. Deeds / Deeds of Trust
10. Plats / Maps
11. Judgments / Liens
12. Financing Statements
13. Wills / Fiduciary

Enter year in the YYYY format for each question. The system will accept any year from 1600 to current year. Enter 0000 if no image of that type exists. These fields are numeric.

Question 14 → **The total number of land records' images available onsite is: _____**

Enter the total number of electronic land records' images available onsite in your courthouse. This number may be larger than the number given for question 16. This field is numeric. Whole numbers only.

Page 4		Questions 15-17 pertaining SECURE REMOTE ACCESS.
Question 15	→	My office provides SRA to land records' images to public (non-governmental) subscribers. Enter Y for Yes or N for No. If answer Yes, questions 16-31 must be answered. If answer No, questions 16-31 are automatically marked with an X for non-applicable.
Question 16	→	My total number of land records' images available through SRA is _____. Enter the total number of SRA images. Answer must be greater than 0, but equal to or less than the number given in question 14. This field is numeric. Whole numbers only.
Question 17	→	My office began providing SRA to land records' images to public (non-governmental) subscribers in _____ Enter month and year in the MM / YYYY format. This field is alpha-numeric.

Page 5		Questions 18-21 pertaining to SRA SUBSCRIPTION.
Question 18	→	Who approves / disapproves applications for subscription to SRA? _____ Enter the name of the person or entity responsible for approving or disapproving SRA subscription applications. This field is alpha-numeric.
Question 19	→	I accept / willing to accept public (non-governmental) subscribers to SRA. Enter Y for Yes or N for No. If answer Yes, questions 20-31 must be answered. If answer No, questions 20-31 are automatically marked with an X for non-applicable.
Question 20	→	I charge SRA subscription fee(s) of: _____ Enter monthly subscription fees. If applicable, enter discount for 6-month or year contract. Enter one-time fees, if applicable. This field is alpha-numeric.
Question 21	→	In my office, as of August 1, 2009, the number of registered public (non-governmental) subscribers to SRA is _____ Enter the number of registered SRA subscribers. This field is numeric.

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Page 6		Questions 22-25 pertaining to SRA PUBLICITY.
Question 22	→	My office has publicized the availability of SRA to land records' images. Enter Y for Yes or N for No. If answer Yes, questions 23-31 must be answered. If answer No, questions 23-31 are automatically marked with an X for non-applicable.
Question 23	→	My office has publicized SRA on my court's website. Enter Y for Yes or N for No.
Question 24	→	Other methods used to publicize SRA: _____ Other methods include flyer or handout, signage, letter or memo, newspaper or publication, public television or local channel advertisement, verbal announcement or presentation, email, fax, or political brochure. This field is alpha-numeric.
Question 25	→	My office has publicized SRA to the Bar Association. Enter Y for Yes or N for No.

Page 7		Questions 26-31 pertaining to SRA PUBLICITY.
Questions 26-30	→	My office has publicized SRA to: 26. Realtors 27. Surveyors 28. Title companies 29. Financial institutions 30. The Public Enter Y for Yes or N for No for each question.
Question 31	→	Other groups you have publicized to: _____ Enter other groups, such as public meeting, notice in government office, law library, civic league, genealogist group, appraisers, hospitals, title searchers, home builder associations, or legal secretaries. This field is alpha-numeric.

Page 8		Questions 32-37 pertaining to LINKAGES.
Questions 32-37	→	Indicate if these automated systems are linked to your land records' system. 32. Tax assessments 33. Title transfers 34. Delinquent real estate taxes 35. Building permits 36. Geographical Information System (GIS) 37. Case Management System (CMS) Enter Y for Yes or N for No for each question.

Page 9 Questions 38-42 pertaining to **TECHNOLOGY VENDORS.**

Questions 38-42 → **Indicate the technology vendors (including your locality) with whom you have signed a contract for the following services. Please spell out vendor names completely.**

- 38. Maintenance: Land records system
- 39. Maintenance: Secure remote access
- 40. Equipment: hardware and software
- 41. Redaction of social security numbers
- 42. Back scanning of images / Conversion

Enter vendor name for each question. If you do not have a vendor, enter NONE. This field is alpha-numeric.

Page 10 Questions 43-48 pertaining to **SSN REDACTION IN FY10.**

Question 43 → **My office / vendor performed SSN redaction in FY10.**

Enter Y for Yes or N for No. If answer Yes, questions 44-48 must be answered. If answer No, questions 44-48 are automatically marked with an X for non-applicable.

Question 44 → **Vendor name that performed SSN redaction in FY10. If your office performed SSN redaction, enter locality: _____**

Enter the vendor name. This field is alpha-numeric.

Question 45 → **The total number of images redacted in FY10 was: _____**

Enter number of images. This field is numeric. Whole numbers only.

Question 46 → **The cost per image for redaction in FY10 was: _____**

Enter the cost per image for redaction. Example: for 3.5 cents, enter .035. This field is numeric.

Question 47 → **The total cost for SSN redaction in FY10 was: _____**

Enter the total cost of redaction in FY10. Question 45 multiplied by Question 46 must equal Question 47 (Q45 X Q46 = Q47). Example: If Q45 x Q46 = 1555 X .035 = 54.425, enter 54.42. Do not round up or down cents. An attempt to enter 54.43 will result in an error message. This field is numeric.

Question 48 → **Enter the type of SSN redaction used in FY10 - Use number code (1, 2, 3, or 4):**

- 1 = Vendor OCR with NO manual pass
- 2 = Vendor OCR with 1 manual pass
- 3 = Vendor OCR with 2 manual passes
- 4 = Software-only purchase with in-house manual pass

Questions 49-53

→ Indicate the span of years for your redacted land records' images:

- 49. Deeds / Deeds of Trust
- 50. Plats / Maps
- 51. Judgments / Liens
- 52. Financing Statements
- 53. Wills / Fiduciary

Enter span of years (from _____ to _____) in the MM / YY format for each question. For example, if the span of years for deeds / deeds of trust is from January 1935 to August 2009, enter From: 0135 To: 0809. Enter 0000 for no redacted land records images.

Save

→ Press **ENTER** to save your entries on page 11. Print the screen for a record of your responses on the progress survey.

End of Survey

→ An **END OF SURVEY** message will appear on the lower center of page 11 of the survey.

Continue

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

PF Keys

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|------|--------------------------|-----|-----------------|
| → 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 | | |