



# Technology Trust Fund

# FY11 TTF BUDGET MANUAL

*Compensation Board* & Circuit Court Clerks

# Table of Contents

FY11 TTF FAQ	i
Purpose Codes and Description Codes	v

## **Part A** FY11 TTF Budget Request Process

<i>Screen 1</i>	VITA Network	1
<i>Screen 2</i>	COIN Logon ID and Password	2
<i>Screen 3</i>	COIN Last System Access	3
<i>Screen 4</i>	COIN Main Menu	4
<i>Screen 5</i>	FY11 Technology Trust Fund Budget Request Introduction	5
<i>Screen 6</i>	FY11 TTF Budget Request Main Menu	6
<i>Screen 7</i>	Option 1: FY10 TTF Progress Survey	8
<i>Screen 8</i>	Option 2: Certification for Secure Remote Access to Land Records	14
<i>Screen 9</i>	Option 3: VITA Certification for Clerks Currently Providing SRA to Land Records	16
<i>Screen 10</i>	Option 4: Election to FY11 \$4 Budget Request	18
<i>Screen 11</i>	Option 5: \$4 Budget Request for Equipment and Services	20
<i>Screen 12</i>	Option 6: Certification for \$4 Budget Request	22
<i>Screen 13</i>	Option 7: \$1 Fund Budget Request for Equipment and Services	23
<i>Screen 14</i>	Option 8: Certification for \$1 Fund Budget Request	25
<i>Screen 15</i>	Option 9: Submit FY11 TTF Budget Request	26
<i>Screen 16</i>	FY11 \$4 and \$1 Fund Budget Request Totals	27

## **Part B** Code of Virginia

§ 17.1-276	Fee allowed for providing remote access to certain records.	vi
§ 17.1-279	Additional fee to be assessed by circuit court clerks for information technology.	vi
§ 17.1-292	Applicability; definitions.	viii
§ 17.1-293	Posting and availability of certain information on the Internet; prohibitions.	ix

# Table of Contents

## **Part B**

### **Code of Virginia**, continued

§ 17.1-294	Secure remote access to land records.	x
§ 17.1-295	Definitions.	x

## **Appendix**

FY11 TTF Budget Request (Options 2-9 on the TTF Main Menu)	xii
--	-----

# FAQ for FY11 Technology Trust Fund

**Do I need to review the FY11 TTF Budget Manual to successfully complete the budget process?** You may be able to complete the budget process without any help at all; however, the budget manual has been developed to answer almost any question you may have and we 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?** Prior to the budget period in August, Clerks need to obtain from their technology vendor an estimate or breakdown of their technology needs for the current fiscal year. This information is vital in preparing a TTF budget.

**Can I see my \$4 available balance before I start the budget process?** In late July 2010, access the Compensation Board website at <http://www.scb.virginia.gov> under the tab Land Records Technology for FY11 TTF \$4 Available Funding. In March 2010, an estimate of the FY11 TTF \$4 available funding is located on the Compensation Board website under the tab Constitutional Officers Budgets and Salaries / FY11 Budget Estimates / choose locality and select Clerks Technology Trust Fund Revenue Estimates.

**Do I need to print my TTF screens?** Save (ENTER) and print (SCREEN PRINT) every page as you are completing the TTF 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 mid-year or 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 create line items in my TTF \$4 budget?** Required fields for a \$4 request are:

- **SEL** – The SEL field allows 1 character.
  - **A** to add a new line item;
  - **U** to update a line item that has already been entered; or
  - **D** to delete a line item that has already been entered.
- **Vendor** – Enter your locality, Supreme Court or private vendor for equipment and services. The Vendor field allows 20 characters.
- **Line Item Description** – Line item descriptions should be specific and concise. Duplicate line item descriptions are not allowed. The Line Item Description field allows 20 characters.
- **Description Code** – The Description Code field allows 2 characters.
  - **B** for back scanning or conversion services;
  - **E** for equipment and/or software;
  - **MR** for maintenance of records system;
  - **MS** for maintenance of Secure Remote Access;
  - **R** for redaction services; or
  - **O** for other / miscellaneous services.
- **Purpose Code** – The Purpose Code field allows 1 character.
  - **L** for land records requests or
  - **N** for areas of the court not related to land records.
- **Total Cost** – Enter a total cost for each line item request. The Total Cost field allows 11 characters.

# FAQ for FY11 Technology Trust Fund

**Am I eligible to request money from the \$1 Fund budget during the TTF August budget period?** Clerks may request money from the \$1 Fund (Option 7) provided their \$4 available funding is fully budgeted AND **no** Purpose Code N request was made from \$4 money. Clerks who have zero \$4 available funding have priority for approval from the \$1 Fund. 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 regardless of historical fund collections. **Required fields for a \$1 Fund budget is EXACTLY the same as that for a \$4 budget with these exceptions:**

- **Description Code O** (for other / miscellaneous services) **is not available** from the \$1 Fund.
- **Purpose Code N** (for areas of the court not related to land records) **is not available** from the \$1 Fund.

**Can I request TTF money for redaction services?** Clerks may request \$4 or \$1 Fund money to purchase backfile or day forward redaction services from a vendor. All redaction requests require additional documentation: **1) quote from the Clerk's redaction vendor AND 2) Redaction Form** (located at [www.scb.virginia.gov](http://www.scb.virginia.gov) under the tab Land Records Technology). See the FAQ below for the information that must be included on the vendor quote and redaction form. Fax the quote and form to the Compensation Board, to the attention of Lisa Carson, (804) 371-0235. **Requests for redaction services will NOT be considered if unaccompanied by the information outlined below.**

**What information does the Compensation Board require to approve a redaction request?** The Compensation Board requires the following information on the redaction quote from the vendor AND the Redaction Form (see above FAQ). These recommendations come from *Methods for the Redaction of Social Security Numbers from Electronic Land Record Documents Report* (October 2006) by the VITA Redaction Workgroup.

1. **Backfile or Day Forward Redaction.**
2. **Type of Redaction.** The recommended redaction method is the OCR (Optical Character Recognition) software plus one manual review by a trained technician who provides a quality control measure (OCR + 1X). Other types of redaction include a software-only purchase and software plus a double manual review (OCR + 2X).
3. **Cost per Image.** The maximum cost of OCR + 1X method of redaction is 4 cents or less per image. The same cost applies to day-forward redaction services.
4. **Total Cost.** The total cost for all types of images.
5. **Type of Image.** Types of land records' images include deeds / deeds of trust, wills / fiduciary, judgments / liens, financing statements, and plats / maps (Purpose Code L). Images dealing with areas of the court not related to land records include marriage licenses and civil / criminal court cases (Purpose Code N).
6. **Number for each Type of Image.** The number of images expected to be redacted for each type of image (5) listed above. If applicable, the number of Purpose Code N images expected to be redacted.
7. **Span of Years for each Type of Image.** Back-file redaction covers the period of January 1935 to the present. Day forward redaction may include the current fiscal year or one or more years in the future.
8. **Accuracy Rate.** The Workgroup recommended at least a 95% accuracy rate or greater for the OCR + 1X redaction method.
9. **Manual Review.** Ask your vendor if the manual review (+ 1X) applies only to the images flagged by the OCR software or if every image is reviewed by the human eye.

**Your technology vendor has the above information. This information must be provided to the Compensation Board in the form of redaction quote and FY11 Redaction Form. Redaction requests are not considered valid unless accompanied by the above information.**

**Additional charges** for training, installation, and maintenance must be incorporated into the 4 cents or less per image cost. Redaction line item requests in TTF budgets, because they require additional information, should not be intermingled with other TTF equipment and/or services requests. Redaction funding may not be used for any other purpose.

# FAQ for FY11 Technology Trust Fund

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

**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.

**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 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, what will the Compensation Board consider in approving the FY11 TTF budget requests?** The *Code of Virginia* set the deadline for providing SRA to land records on or before July 1, 2008. In approving 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. Clerks who do not submit a certification for providing SRA to land records (Option 2 on the TTF Main Menu in COIN) will receive no allocation from TTF.

**Can I get help if I am having technical problems completing my TTF budget?** Email Lisa Carson at [lisa.carson@scb.virginia.gov](mailto: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 FY11 TTF budget in COIN?** Midnight, August 31, 2010 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 second half.

**When do I receive my TTF funds?** TTF is a **REIMBURSEMENT** system and therefore no different than your monthly office expenses reimbursement process. The *Code of Virginia*, § 15.2-1636.13, provides: 1) the local governing body must first appropriate all funds for expenditure, 2) the expense is incurred, 3) the locality pays the expenditure and 4) reimbursement is requested from the Commonwealth, in that order. TTF does not prepay technology expenses. **On a monthly basis, TTF reimbursement may not exceed 50% of the budgeted amount or the total available cash, whichever is greater.** On the reimbursement screen each month COIN will show the TTF \$4 available cash. \$4 available cash is the prior-year unbudgeted and unexpended cash plus the current year-to-date cash collections. Upon making a reimbursement request in COIN, the Clerk must certify that expenditures listed are those actually incurred in the conduct of official business of the Clerk of the court for the month rendered and that invoices covering these expenditures have been submitted to the Board of Supervisors or their authorized agent for payment. The locality representative must also certify that expenditures have been verified and approved by the Board of Supervisors or authorized agent for payment. Contact Paige Christy at [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov) for questions involving TTF reimbursement.

**Do \$4 and \$1 Fund monies carry over from one fiscal year to the next?** FY11 \$4 cash collections that exceed reimbursements will carry over to FY12. Unbudgeted and unexpended \$4 cash will carry over. Line item descriptions will not carry over from year to year. Clerks must create a new TTF budget with new line items every August. **Unexpended \$1 Fund monies will not carry over.** This policy has changed from prior years because \$1 Fund allocations are now dependant upon the level of current-year incoming collections and budgeted amounts based on projected collections cannot be guaranteed.

## FAQ for FY11 Technology Trust Fund

**What if I decide to change my TTF budget mid-year?** If your TTF budget needs a mid-year change, consult the FY11 TTF Mid-Year Docket / Non-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 if you have questions about mid-year TTF budget changes. The Compensation Board does not guarantee access to unbudgeted \$4 funds mid-year. Decisions regarding mid-year access to unbudgeted \$4 monies are made on a case-by-case basis. Contact Lisa Carson for questions regarding a mid-year docket or non-docket request at [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).

**What is the deadline for FY11 Mid-Year Docket / Non-Docket Requests?** FY11 TTF Docket requests (asking for additional \$4 funds) and Non-Docket requests (transferring funds between budget line items or changing the vendor name / item description) must be submitted to the Compensation Board for approval by the Executive Secretary not later than May 15, 2011. Contact Lisa Carson for questions regarding a mid-year docket or non-docket request at [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).

**What is the deadline for TTF Reimbursement in FY11?** The May Payroll / Expense Reimbursement Period in the first week of June 2011 is the deadline for FY11 TTF requests. **No** TTF reimbursement request will be accepted beyond this deadline. No TTF reimbursement requests will be processed during the June Payroll / Expense Reimbursement Period in the third week of June 2011. Contact Paige Christy at [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov) for questions involving TTF reimbursement.

# Purpose Codes and Description Codes

**Two Purpose Codes (L and N) are available to budget for \$4 equipment and services; Purpose Code N is NOT available to budget from the \$1 Fund:**

**L** = land records

**N** = areas of the court not related to land records (not available in \$1 Fund budgeting)

## § 17.1-279, Sections B, 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.

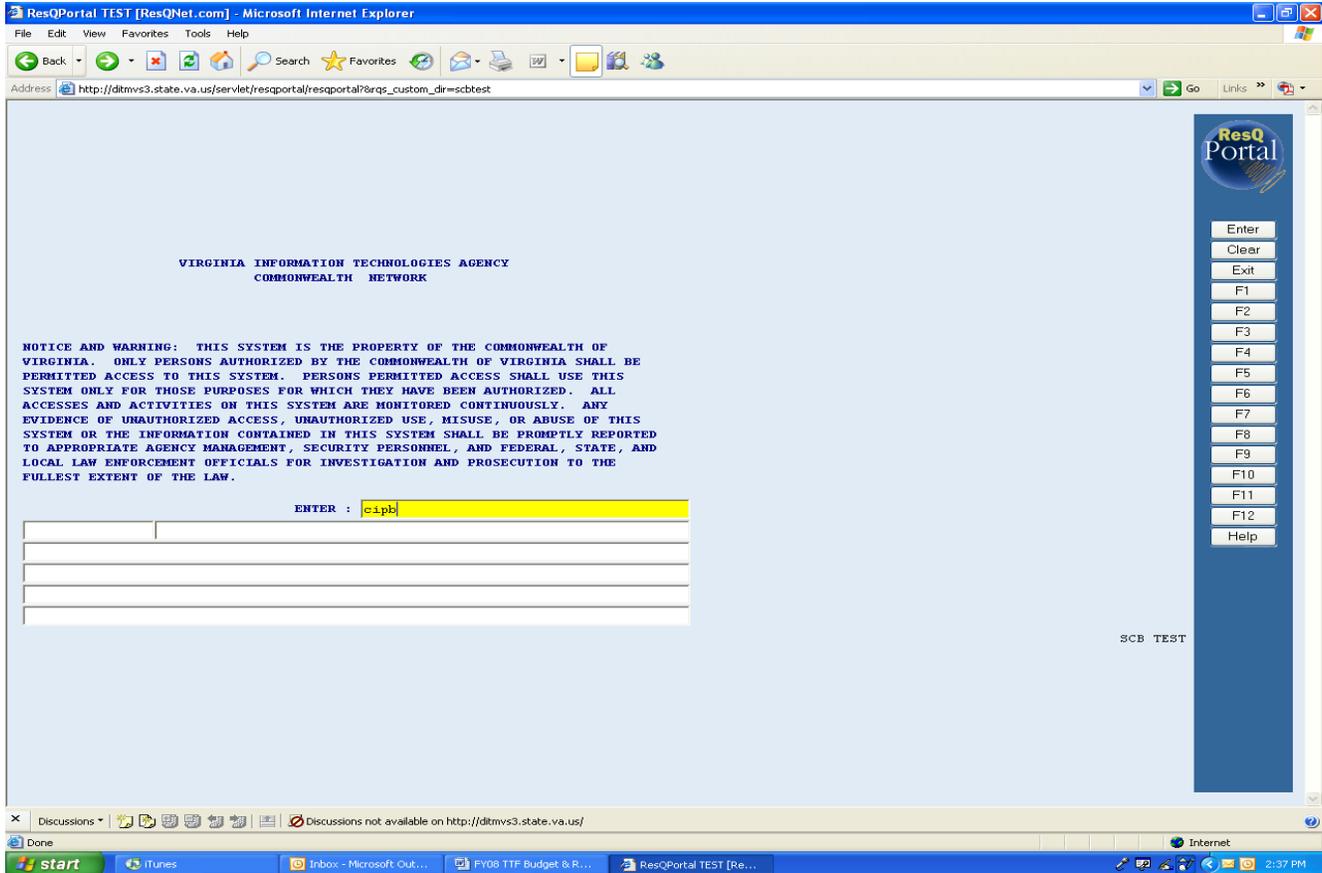
**Six description codes are available to budget for \$4 equipment and services; Description Code O is NOT available to budget from the \$1 Fund:**

## Description Codes

- B** Back scanning or conversion services
- E** Equipment (hardware and software)
- MR** Maintenance services for records management system
- MS** Maintenance services for secure remote access
- R** Redaction services for social security numbers
- O** Other miscellaneous services (not available in \$1 Fund budgeting)

# PART A ~ FY11 TTF Budget

## Screen VITA Network



**VITA Network** → Logon to the Virginia Information Technologies Agency (VITA) network using one of three methods:

- VITA Mainframe via locality networks;
- ResQportal using the Compensation Board web site Restricted Access; 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.virginia.gov/coininformation/coin\\_production\\_instructions.pdf](http://www.scb.virginia.gov/coininformation/coin_production_instructions.pdf).

Screens from ResQportal are shown in this manual.

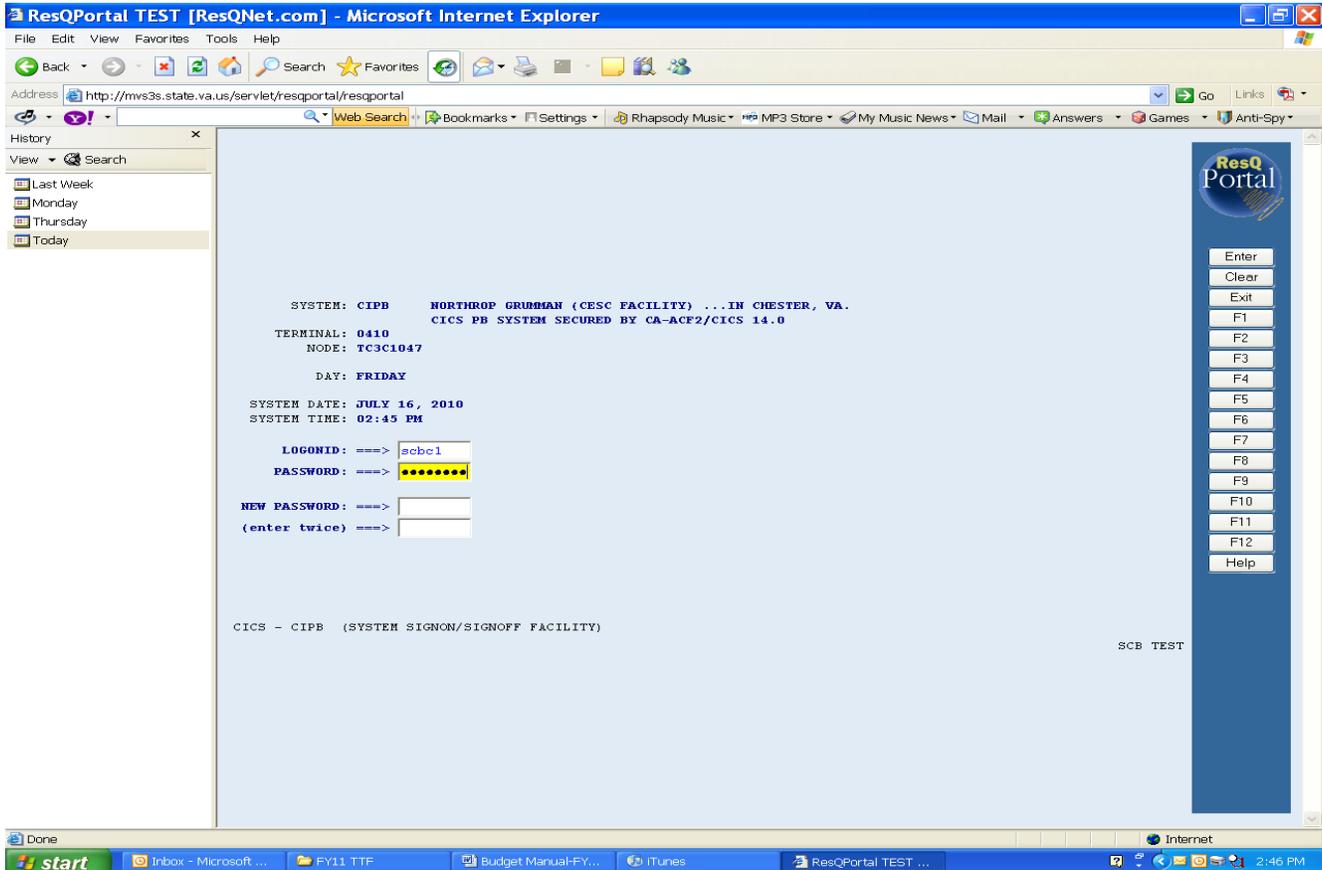
**COIN** → Enter the four-letter code, **c1pb** to logon to the COIN Production Region.

**Production Region** Do NOT use logon **c1dc**, the testing region.

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

# PART A ~ FY11 TTF Budget

## Screen 2 COIN Logon ID and Password



**COIN Logon ID** → 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.

In ResQportal, 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.

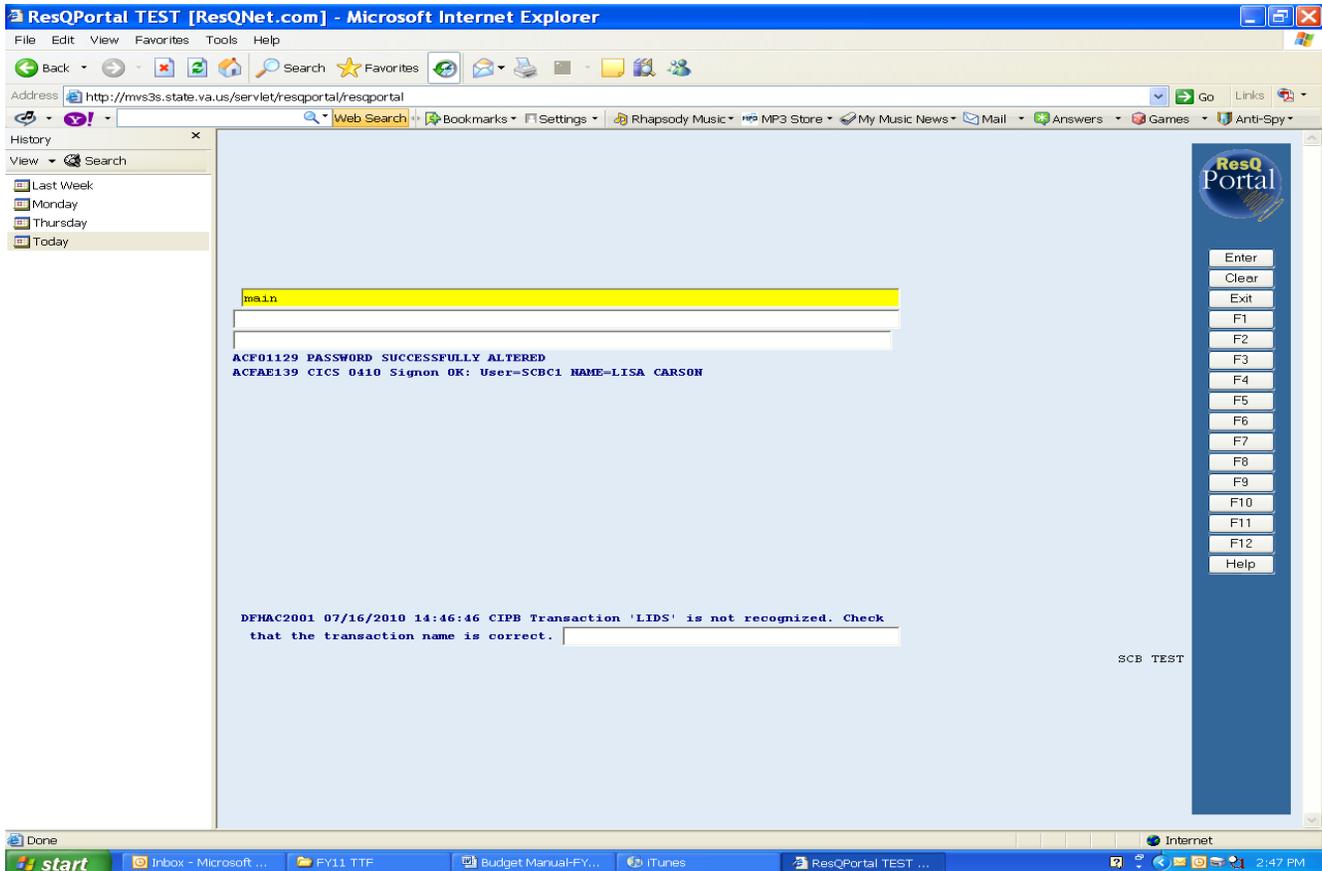
**COIN Password** → Enter your **password**. If your password has expired, contact the Compensation Board to reset your password at (804) 786-0786. If you have a logon supplied by your locality and not the Compensation Board, then you must contact your locality's security officer to reset your password.

This is a required field.

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

# PART A ~ FY11 TTF Budget

## Screen COIN Last System Access



### **COIN Main Menu**

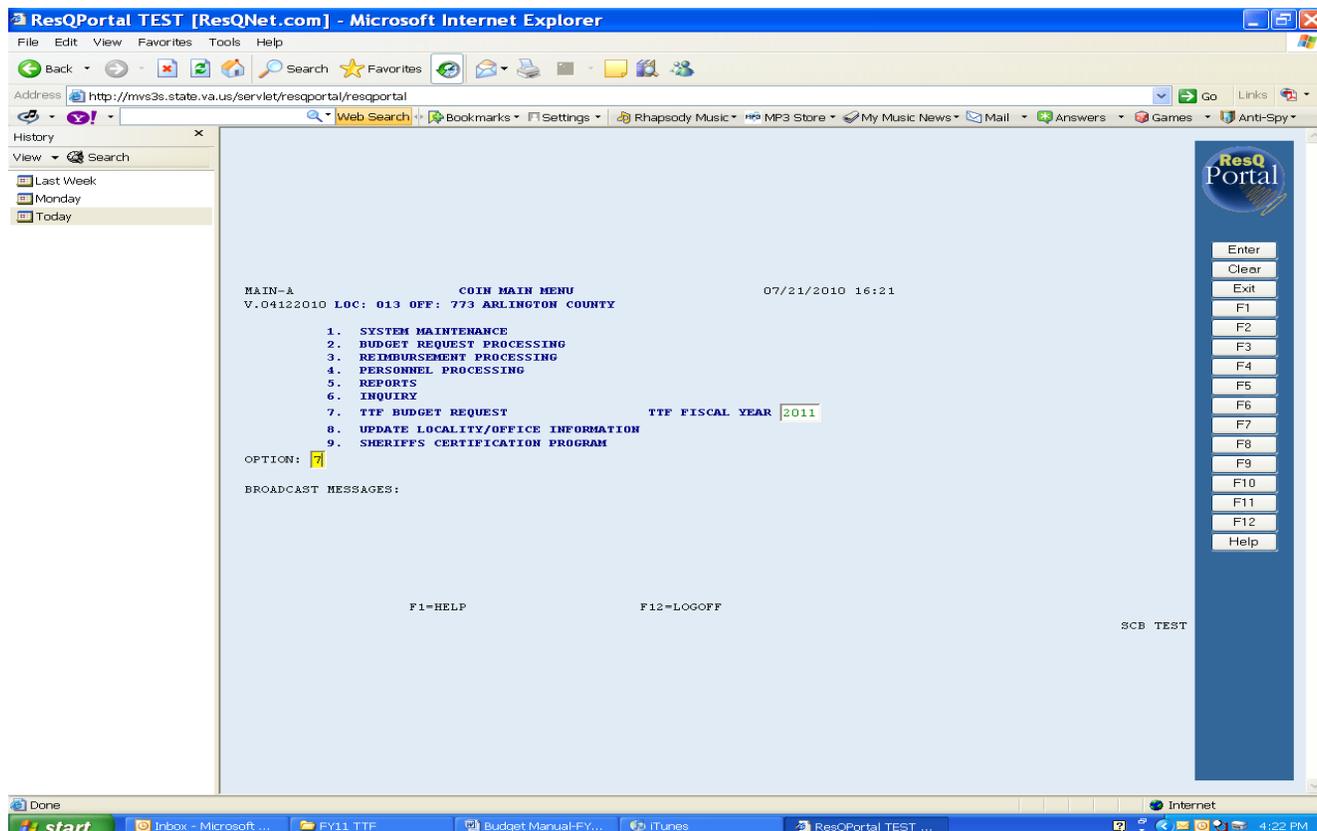
→ Enter the four-letter code **main** as the last system access to the COIN Main Menu.

### **Continue**

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

# PART A ~ FY11 TTF Budget

## Screen 4 COIN Main Menu

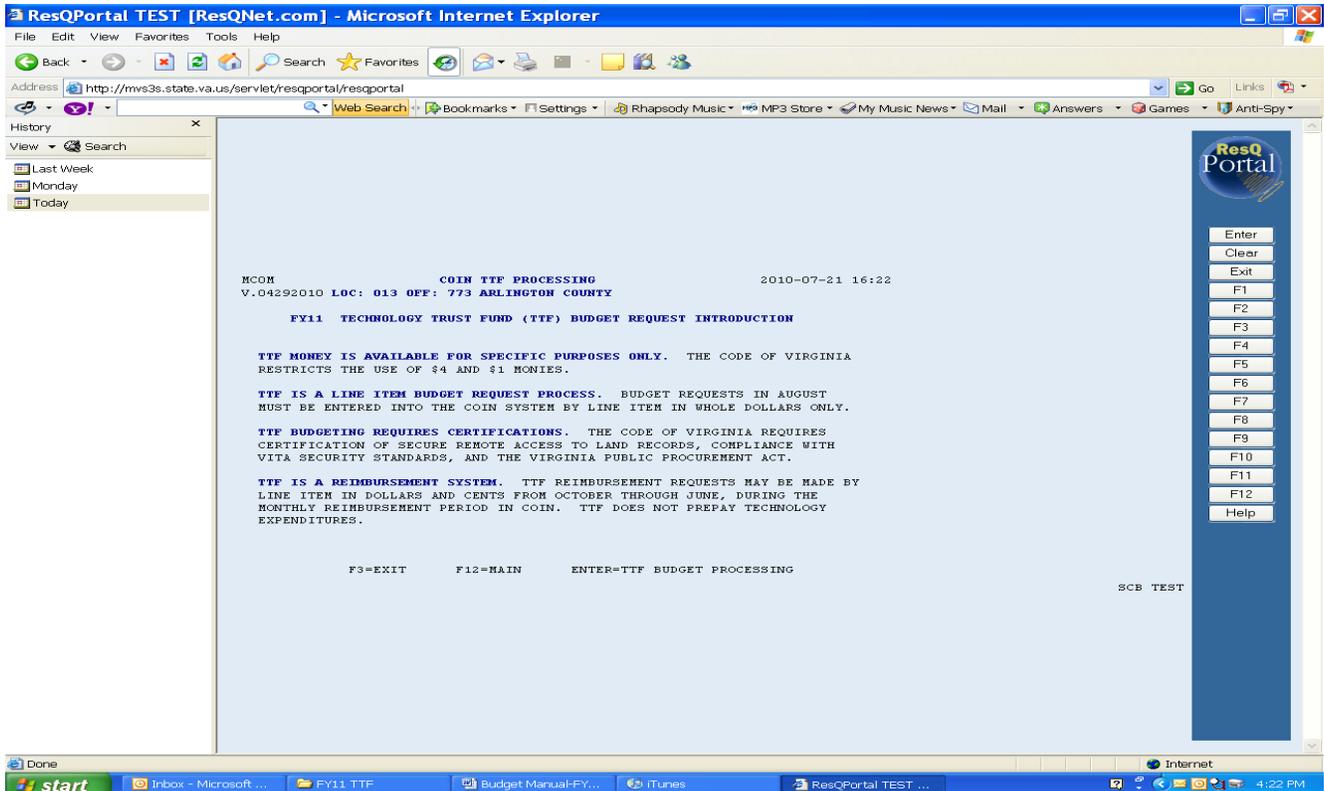


- TTF Budget Request** → On the COIN Main Menu, Enter **7** to choose the TTF Budget Request.
- TTF Fiscal Year** → **FY11 is the default fiscal year** on the TTF Budget Request Main Menu. You may view a previous fiscal year.
- Continue** → Press **ENTER** to continue to the TTF Budget Request Main Menu.

# PART A ~ FY11 TTF Budget

Screen 5

## FY11 Technology Trust Fund (TTF) Budget Request Introduction



### **TTF Introduction**

→ Please review the FY11 TTF Request Information screen prior to TTF budgeting:

**TTF MONEY IS AVAILABLE FOR SPECIFIC PURPOSES ONLY. THE CODE OF VIRGINIA RESTRICTS THE USE OF \$4 AND \$1 MONIES.** TTF was established to finance automation and technology improvements in the Clerk's office in order to provide secure remote access (SRA) to land records.

**TTF IS A LINE ITEM BUDGET REQUEST PROCESS. BUDGET REQUESTS IN AUGUST MUST BE ENTERED INTO THE COIN SYSTEM BY LINE ITEM IN WHOLE DOLLARS.** Required fields for \$4 and \$1 Fund budgeting are: SEL, Vendor Name, Item Description, Description Code, Purpose Code, and Total Cost.

**TTF BUDGETING REQUIRES CERTIFICATIONS. THE CODE OF VIRGINIA REQUIRES CERTIFICATION OF SECURE REMOTE ACCESS TO LAND RECORDS, COMPLIANCE WITH VITA SECURITY STANDARDS, AND VIRGINIA PUBLIC PROCUREMENT ACT.**

**TTF IS A REIMBURSEMENT SYSTEM. TTF REIMBURSEMENT REQUESTS MAY BE MADE NY LINE ITEM IN DOLLARS AND CENTS FROM OCTOBER THROUGH JUNE, DURING THE MONTHLY REIMBURSEMENT PERIOD IN COIN. TTF DOES NOT PREPAY TECHNOLOGY EXPENDITURES.** Clerks must incur the expense of technology equipment and services before they seek reimbursement from TTF.

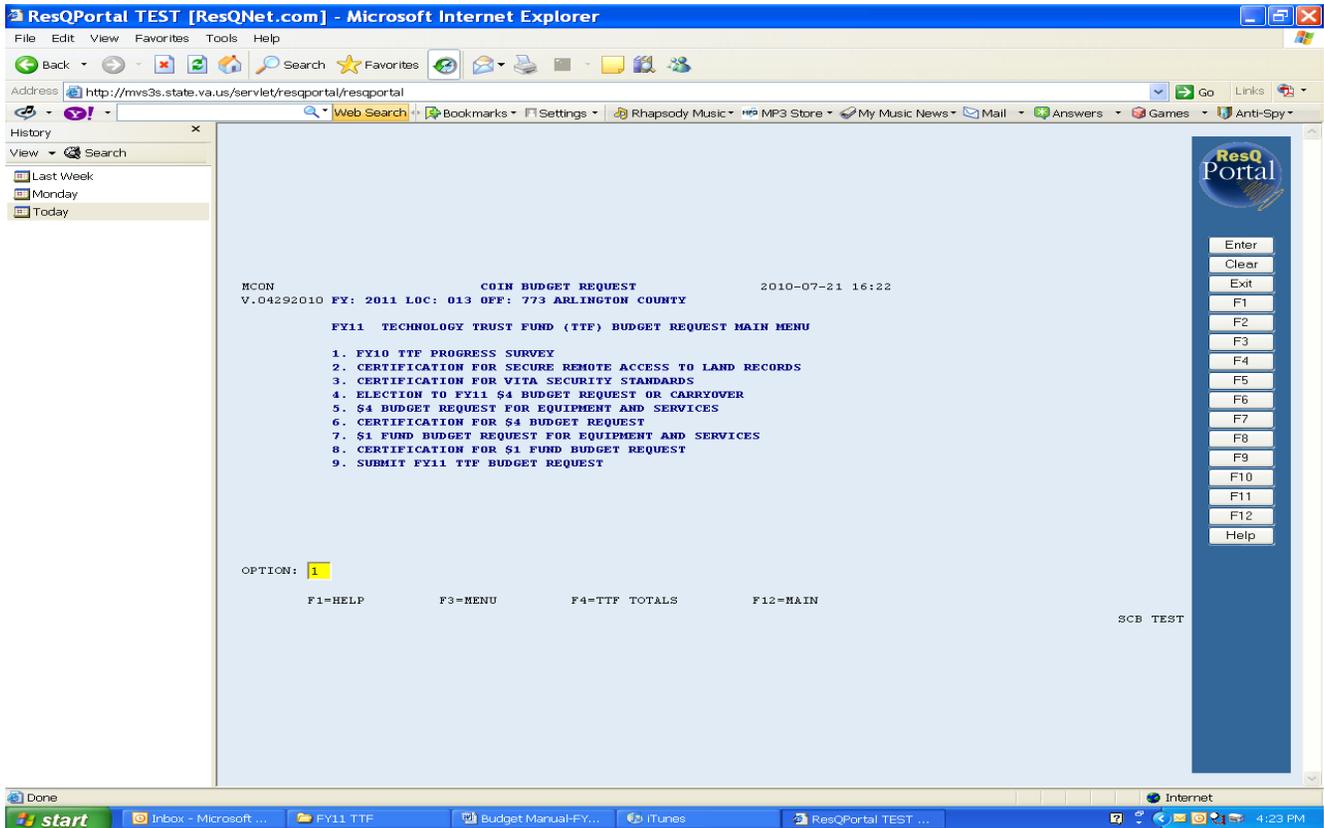
### **Continue**

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

# PART A ~ FY11 TTF Budget

## Screen 6

### FY11 TTF Budget Request Main Menu



**TTF Main Menu** → The nine (9) selections on the FY11 TTF Budget Request Main Menu are:

**Option 1 – FY10 TTF Progress Survey.** 11 screens 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.** Certify YES or NO to currently providing SRA to land records' images to public (non-governmental) subscribers.

**Option 3 - Certification for VITA Security Standards.** Certify YES or NO to compliance with VITA's security standards.

**Option 4 - Election to FY11 \$4 Budget Request.** If a Clerk certifies YES to FY11 budget request, the Clerk may proceed to Option 5. If a Clerk certifies NO to FY11 budget request, the Clerk's \$4 available balance will carryover to FY12 and the FY11 TTF Budget Request process will end.

## PART A ~ FY11 TTF Budget

### **TTF Main Menu, continued**

→ **Option 5 - \$4 Budget Request for Equipment and Services.** Only those Clerks who budget their entire \$4 available funding may request from the \$1 Fund.

**Option 6 - Certification for \$4 Budget Request.** Clerks who make a FY11 \$4 budget request for equipment and services must certify compliance with the *Code of Virginia*.

**Options 7 - \$1 Fund Budget Request for Equipment and Services.** Only those Clerks who budget their entire FY11 \$4 available funding may make a budget request from the \$1 Fund. **Clerks who make a Purpose Code N request from their \$4 available funding may NOT make a request from the \$1 Fund.**

**Option 8 - Certification for \$1 Fund Budget Request.** Clerks must certify a shortfall of their \$4 available funding when requesting money from the TTF \$1 Fund.

**Option 9 - Submit FY10 TTF Budget Request.** If the Clerk has opted to budget their \$4 available funding (greater than \$0) then the \$4 certification (Option 6) must be complete for COIN to accept this logon. If the Clerk has requested \$1 Fund monies then the \$1 Fund certification (Option 8) must be complete for COIN to accept this logon.

### **\$4 Available Balance**

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

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

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

### **Continue**

→ Enter 1 to proceed to FY11 TTF Progress Survey. Press **ENTER** to continue.

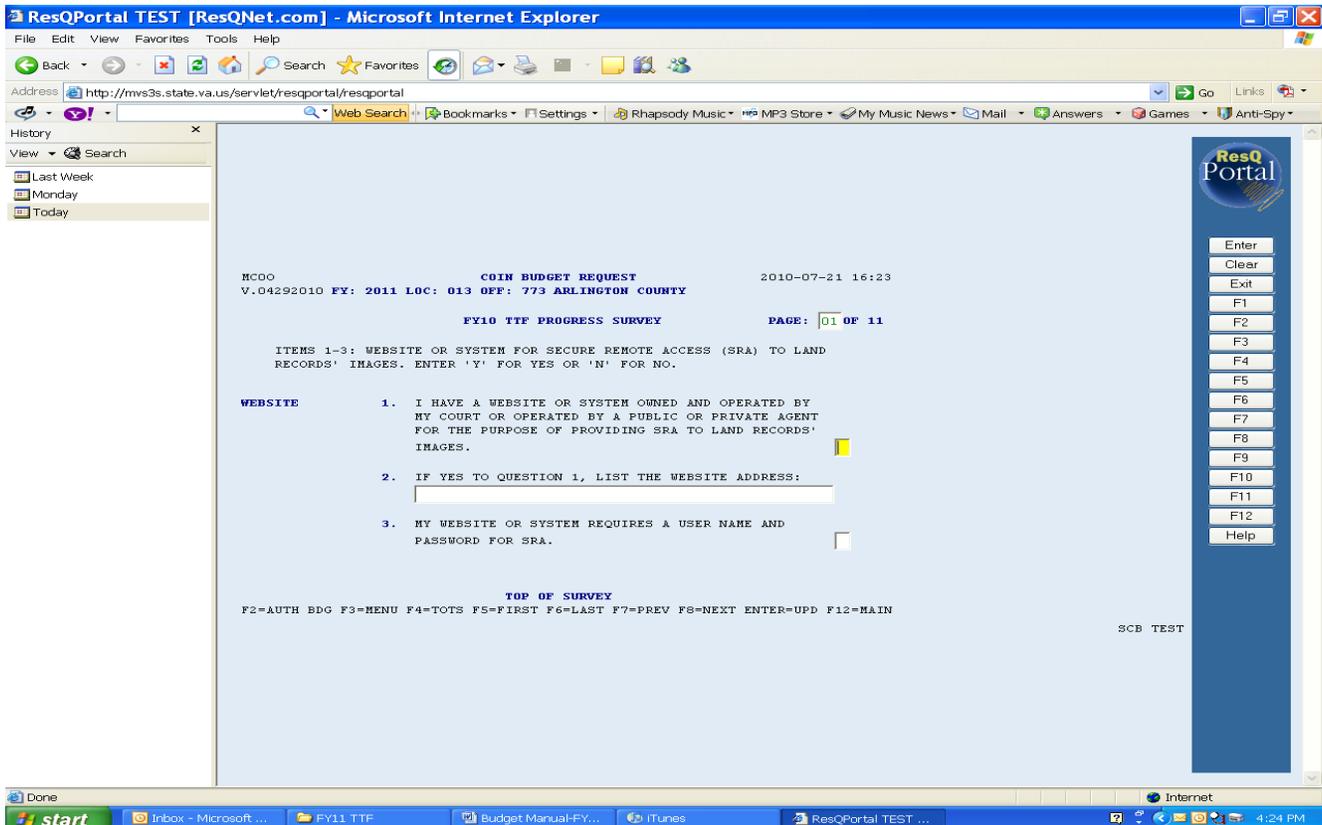
### **PF Keys**

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

**IMPORTANT: The FY11 TTF Budget Request process opens at midnight on July 31 and closes at midnight on August 31, 2010. The entire TTF budgeting process (Options 1-9) 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 FY11 TTF \$4 available funding to FY12. **Mid-year access (October through June) to TTF funds not previously budgeted in August is not guaranteed to Clerks who do not complete the TTF Budget Request process in August.**

# PART A ~ FY11 TTF Budget

## Screen 7 Option 1: FY10 TTF Progress Survey



### TTF Progress Survey

- **Option 1** is the first step in the FY11 TTF Budget Request process. The progress survey is a series of 11 screens. Pictured above is the first page only. Users may exit and re-enter the survey at a later date. **All questions must be answered before the system will allow the user to proceed to the \$4 budget election (Option 4) and \$4 Equipment and Services Budget screen (Option 5). If you do not know the answer to a question, consult your technology vendor.**

ResQportal users **TAB** between questions.

### Save

- Press **ENTER** to save your entries on each page. Print each page for a record of your responses on the progress survey.

### Next page

- Press **F8** key to proceed to next page of the survey.

# PART A ~ FY11 TTF Budget

## FY10 TTF PROGRESS SURVEY

### Page 1 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.

### Page 2 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.

### Page 3 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.

# PART A ~ FY11 TTF Budget

## 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, 2010, the number of registered public (non-governmental) subscribers to SRA is** \_\_\_\_\_

Enter the number of registered SRA subscribers. This field is numeric.

# PART A ~ FY11 TTF Budget

## 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.

# PART A ~ FY11 TTF Budget

## 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: \_\_\_\_\_

Enter the vendor name. If your office performed SSN redaction, enter in-house; if your locality performed SSN redaction enter locality 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: Enter .035 for 3.5 cents per image; enter .04 for 4 cents per image. This field is numeric.

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

Enter the total cost of redaction. Question 45 multiplied by Question 46 must equal Question 47 ( $Q45 \times Q46 = Q47$ ). Enter whole dollars and cents. Example: If  $Q45 \times Q46 = 1555 \times .035 = 54.425$ , enter 54.42. Do not round up or round 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

# PART A ~ FY11 TTF Budget

**Page 11**

Questions 49-53 pertaining to **SSN REDACTION**.

**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 MMY format for each question. For example, if the span of years for deeds / deeds of trust is from January 1935 to August 2010, enter From: 0135 To: 0810. Enter 0000 if your office has 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.

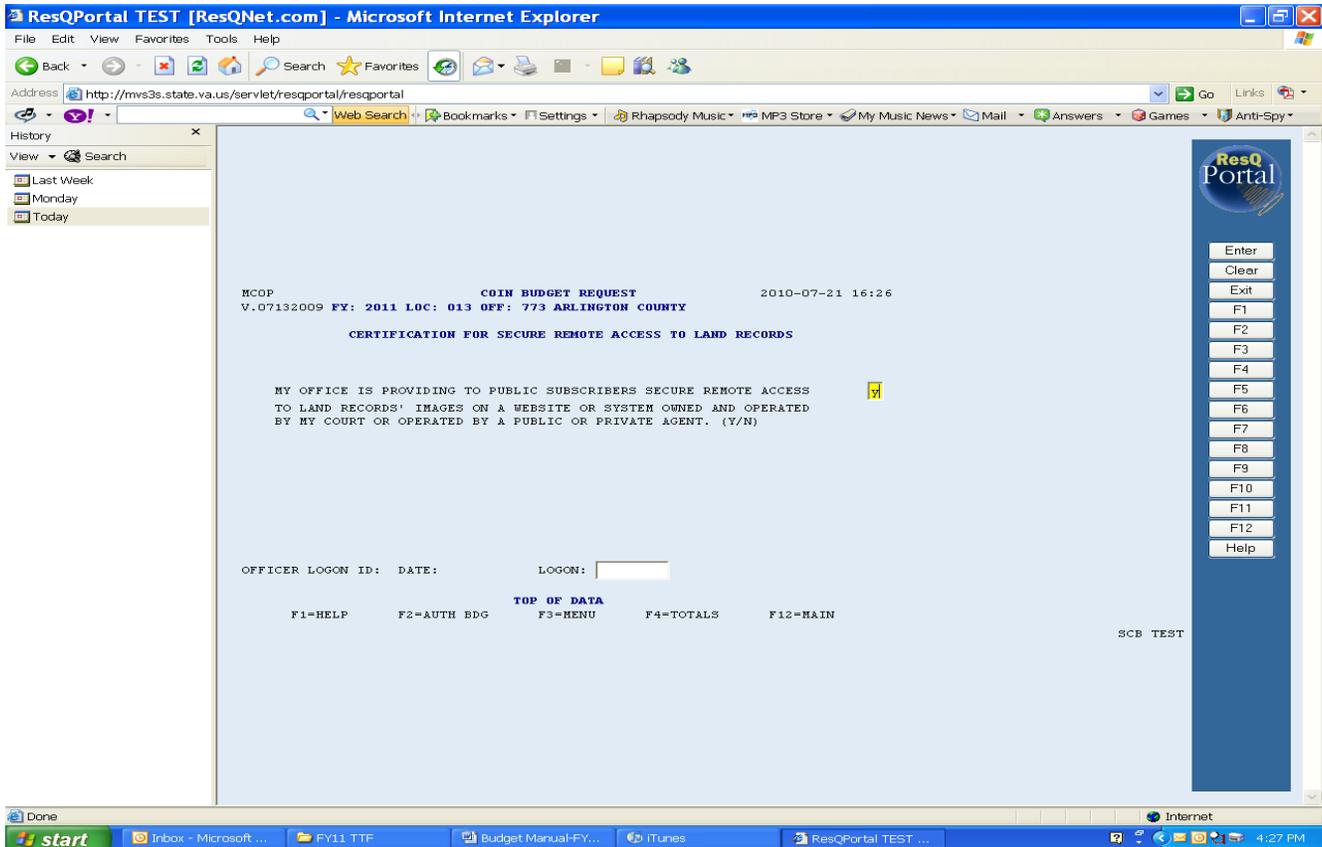
**Continue** → Press **F3** to return to the TTF Main Menu.

**PF Keys** →

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 ~ FY11 TTF Budget

## Screen Option 2: Certification for Secure Remote Access 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 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 (VITA).

#### **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 ~ FY11 TTF Budget

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

**Enter “Y” for Yes** if you are currently providing SRA to land records’ images to public (non-governmental) 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 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 secure 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 (non-governmental) 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.**

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/her land records provided secure remote access to those land records on or before July 1, 2008. The complete text of § 17.1-279 is located at the back of this manual.

**A YES answer allows the Clerk to budget their \$4 available funding (Options 5-6) in FY11 and the opportunity to make a request from the \$1 Fund for equipment and/or services (Options 7-8). If a Clerk answers NO to Option 2 no allocation of TTF monies shall be made and the Clerk’s FY11 TTF Budget Request process is concluded.**

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

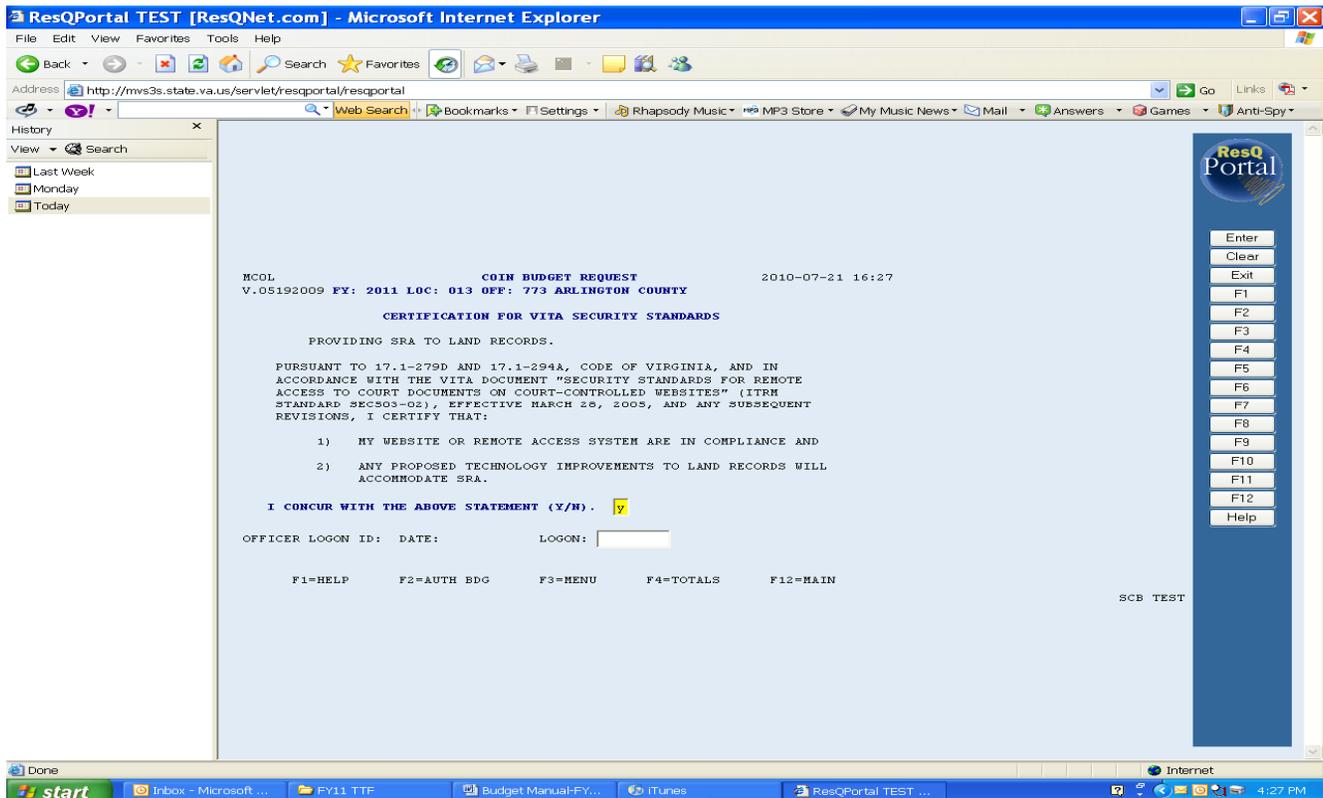
**Save** → **Press ENTER to save your entry.** This is a required field. Print the screen for a record of your certification. An **UPDATE SUCCESSFUL** message should appear in the bottom center of your screen.

**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 ~ FY11 TTF Budget

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



### SRA to Land Records

→ **Option 3:** This option is only available to Clerks who answer YES 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. Clerks are required to certify compliance with the secure remote access standards developed by VITA (ITRM Security SEC503-02), dated March 28, 2005, located at <http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/>.

**A YES answer allows the Clerk to budget their \$4 available balance (Options 5-6) in FY11 and the opportunity to make a request from the \$1 Fund for equipment and/or services (Options 7-8). If a Clerk answers NO to Option 2 no allocation of TTF monies shall be made and the Clerk's FY11 TTF Budget Request process is concluded.**

### 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.

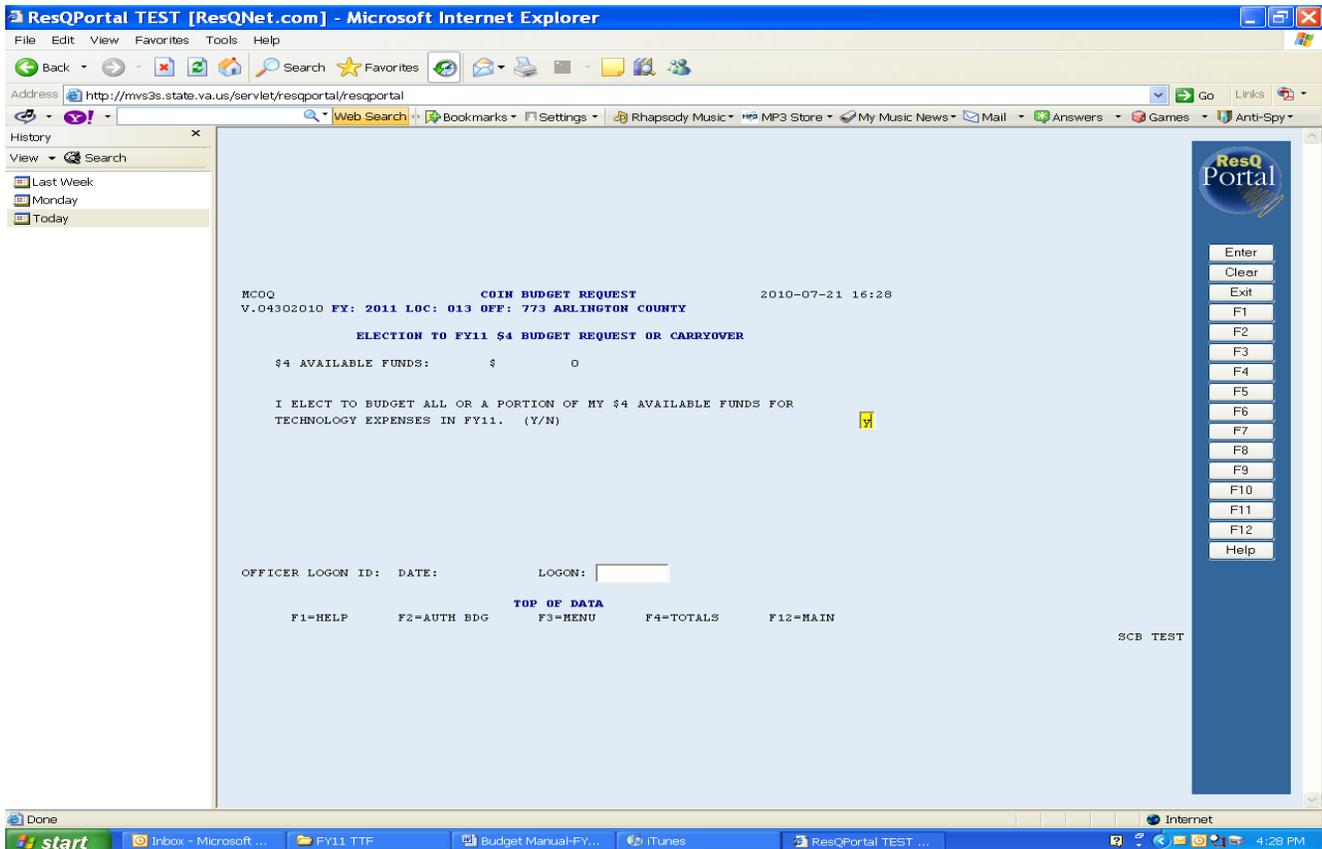
## PART A ~ FY11 TTF Budget

- 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 ~ FY11 TTF Budget

Screen 10

## Option 4: Election to FY11 \$4 Budget Request



- FY11 \$4 Budget** → **Option 4** is an election for a Clerk to budget all or a portion of his/her FY11 TTF \$4 available funding. **If a Clerk certifies YES to FY11 budget request, the Clerk may proceed to Option 5.**
- \$4 Carryover** → **If a Clerk certifies NO to Option 4, the Clerk's FY11 TTF Budget Request process is concluded.** Accumulations of FY11 \$4 available cash will carryover to FY12. Available cash is prior year unbudgeted and unexpended \$4 available funding plus current year-to-date cash collections. If a Clerk chooses to carryover, the Compensation Board cannot guarantee access to \$4 available funding 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 FY11 TTF \$4 mid-year docket request is necessary to have access to \$4 funds previously requested for carryover. **Clerks who carryover their FY11 \$4 available funding may NOT make a request from the \$1 Fund.** You must budget your entire \$4 available funding before making a request from the \$1 Fund.

# PART A ~ FY11 TTF Budget

## **\$4 Available Funding Formula**

→ The formula for FY11 **\$4 available funding** is:

FY10 Carryover (Unbudgeted and Budgeted Unspent \$4 / \$1 Fund)	-	FY11 Transfer of \$2.98 M to Clerk's GF	+	Projected FY11 \$4 Collections	=	<b>FY11 \$4 available funding</b>
---	---	---	---	--------------------------------------	---	---

The FY11 transfer of \$2.98M to the Clerk's General Fund and the allocation of projected FY11 \$4 collections is made possible by an \$8M line of credit extended to the Technology Trust Fund in FY11 which must be repaid with actual FY11 TTF cash collections.

## **\$0 Available Funding**

→ **Clerks with a \$0 available funding should elect "N" for Option 4.** \$4 budgeting is not available to Clerks with \$0 available funding. After electing "N" and providing your officer logon, return to the TTF Main Menu (F3) and make a budget request for equipment and services from the \$1 Fund (Options 7-8).

## **Budget Election**

→ An election to **budget** your FY11 \$4 available funding means that your TTF funds can be applied to equipment and services line items to support technology improvements for one or both purposes:

- Purpose Code L = Land records
- Purpose Code N = Areas of the court not related to land records

## **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 to budget or carryover.

## **Continue**

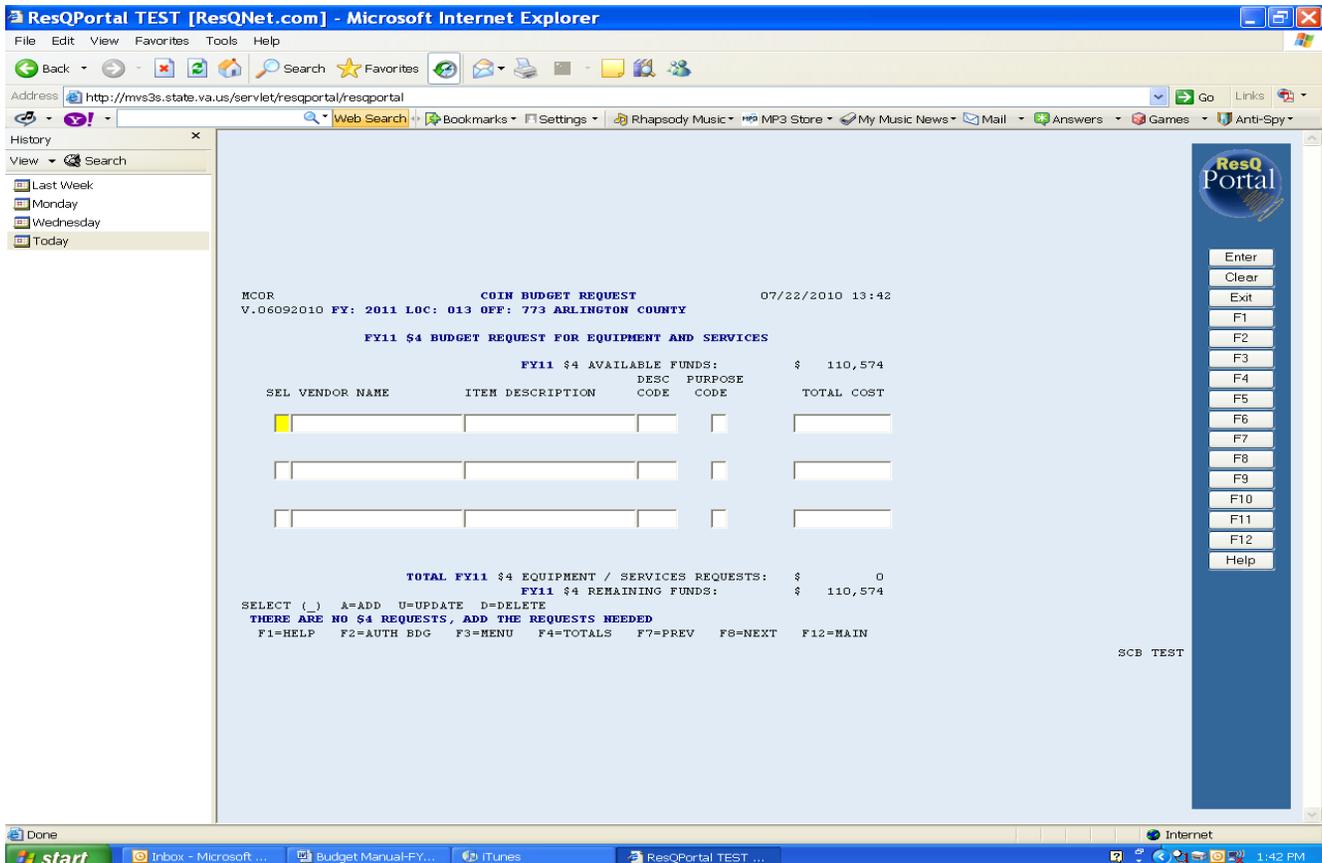
→ Press **F3** to return to the TTF Main Menu

## **PF Keys**

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

# PART A ~ FY11 TTF Budget

## Screen 11 Option 5: \$4 Budget Request for Equipment and Services



### \$4 Equipment and Services

- Option 5 allows Clerks to budget their FY11 \$4 available funding for technology equipment and services. The total equipment and services budget request(s) may not exceed your FY11 TTF \$4 available funding.

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

### \$0 Available Funding

- **If your \$4 available funding is \$0, budget your requests from the \$1 Fund** (Option 8). Only Clerks with a \$4 available funding greater than \$0 may budget using Option 5.

### \$1 Fund Request

- **Clerks must budget their entire \$4 available funding before making a request from the \$1 Fund.**

### Select (SEL)

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

If the adjustments do not immediately take effect, check the totals screen with **F4** or return to the TTF Main Menu with **F3**, then return to the budget screen. To make line items changes (add, update or delete) AFTER the Clerk has certified the \$4 budget (Option 6), email Lisa Carson to remove your \$4 certification.

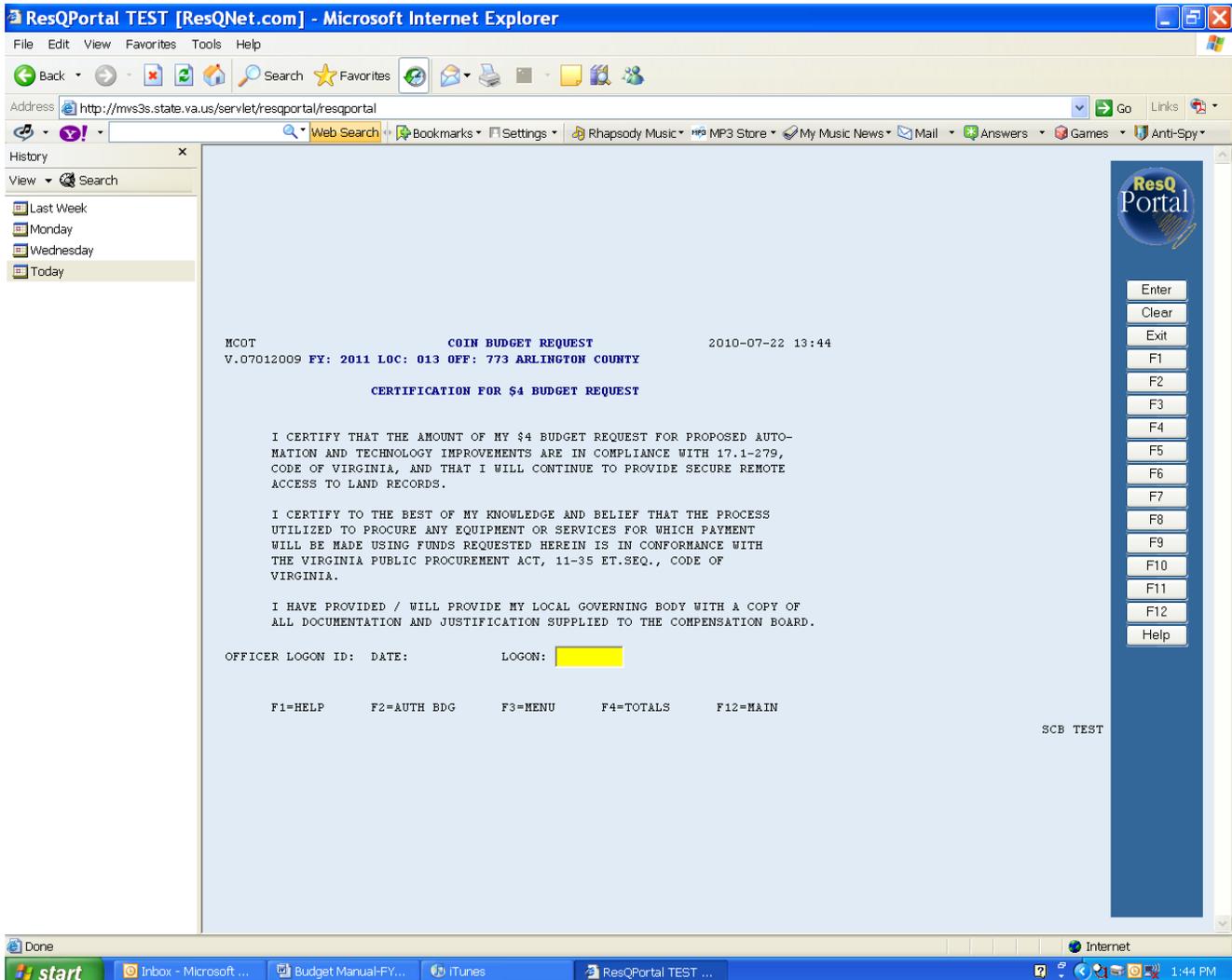
# PART A ~ FY11 TTF Budget

- Vendor Name** → Enter the **vendor name** (locality, Supreme Court or private vendor). Please spell out vendor name as completely as possible. The Vendor field allows 20 characters.
- Item Description** → Enter a brief line item description of the equipment and services requested. Please make descriptions **specific and concise**. Equipment and services **combined** into one request are NOT allowed. Use the **categories below** to create separate line items (do NOT combine categories into one line item). **Broad descriptions** such as “equipment” or “services” are NOT allowed. **Duplicate** line item descriptions are NOT allowed. The Line Item Description field allows 20 characters.
- Description Code** → Description codes for \$4 equipment and services are listed below. The Description code field allows 2 characters.
- B** = Back scanning or conversion services
  - E** = Equipment (hardware and software)
  - MR** = Maintenance services for records management system
  - MS** = Maintenance services for SRA.
  - R** = Redaction services for social security numbers
  - O** = Other miscellaneous services.
- Purpose Code** → Enter purpose code **L** or **N** for each line item. The Purpose Code field allows 1 character.
- L** = Land records.
  - N** = Areas of the court **NOT** related land records.
- Total Cost** → Enter the **total cost** for each line item. The Total Cost field allows 11 characters.
- Save** → **Press ENTER after completing the entire screen (1, 2, or 3 line items)**. 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 \$4 Equipment and Services screen will display 3 line items. Press **F8** if additional screens are necessary.
- Total \$4 Requests** → COIN automatically sums the total cost for all \$4 Equipment and Services line items. Your \$4 remaining funding will be displayed. Total \$4 Equipment and Services request(s) may not exceed your FY11 \$4 available funding.
- Budget Totals Screen** → **Press F4 to view your total \$4 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 ~ FY11 TTF Budget

Screen 12

## Option 6: Certification for \$4 Budget Request



**\$4 Certification** → **Option 6** is a certification screen that is **required for Clerks who make a FY11 \$4 budget request for Equipment and Services** (Options 5).

The *Code of Virginia*, § 17.1-279 B, states that a Clerk must submit a written certification to the Compensation Board for secure remote access and conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budget requests should 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.

## PART A ~ FY11 TTF Budget

- 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.
- 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 ~ FY11 TTF Budget

Screen 13

## Option 7: \$1 Fund Budget Request for Equipment and Services

The screenshot shows a web browser window titled "ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer". The address bar shows "http://mvs3s.state.va.us/servlet/resqportal/resqportal". The page content includes:

MCOU COIN BUDGET REQUEST 07/21/2010 16:31  
V.06092010 FY: 2011 LOC: 013 OFF: 773 ARLINGTON COUNTY

**FY11 \$1 FUND BUDGET REQUEST FOR EQUIPMENT AND SERVICES**

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

**TOTAL FY11 \$1 EQUIPMENT / SERVICES REQUESTS: \$ 0**

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

SCB TEST

### **\$1 Fund Equipment**

→ **Option 7** is available to all Clerks who certify that their request from the \$1 Fund is based upon a shortfall of \$4 funds needed to continue to provide SRA to land records' images. \$1 Fund requests have the following conditions:

- Clerks must fully budget their **entire \$4 available funding** in order to make a request from the \$1 Fund.
- Clerks who make a **Purpose Code N request** (areas of the court NOT related to land records) from their \$4 available funding may NOT make a request from the \$1 Fund.
- **Purpose N requests** from the \$1 Fund are NOT permitted.

Once requests have been made, Compensation Board staff will review in order to determine priority allocation of the \$1 Fund. Due to funding limitations, all \$1 Fund requests may not be approved at the September Board meeting.

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

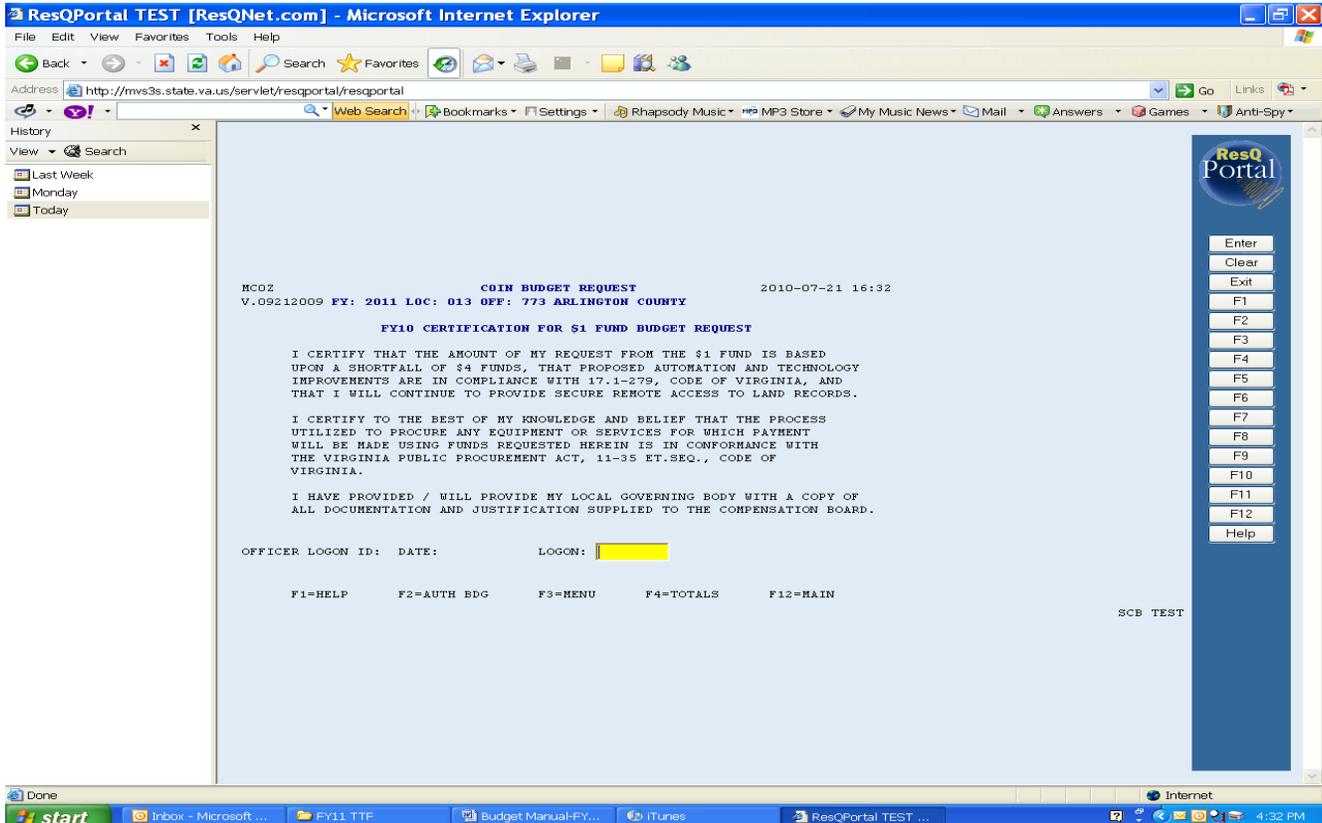
# PART A ~ FY11 TTF Budget

- Select (SEL)** → **A** = Add a new line item. **ENTER**.  
**U** = Update (change) a line item. **ENTER**.  
**D** = Delete an existing line item. **ENTER**.
- If the adjustments do not immediately take effect, check the totals screen with **F4** or return to the TTF Main Menu with **F3**, then return to the budget screen. To make line items changes (add, update or delete) **AFTER** the Clerk has certified the \$4 budget (Option 6), email Lisa Carson to remove your \$1 Fund certification.
- Vendor Name** → Enter the **vendor** name (locality, Supreme Court or private vendor). Please spell out vendor name as completely as possible. The Vendor field allows 20 characters.
- Item Description** → Enter a brief line item description of the equipment and services requested. Please make descriptions **specific and concise**. Equipment and services **combined** into one request are **NOT** allowed. Use the **categories below** to create separate line items (do **NOT** combine categories into one line item). **Broad descriptions** such as “equipment” or “services” are **NOT** allowed. **Duplicate** line item descriptions are **NOT** allowed. The Line Item Description field allows 20 characters.
- Description Code** → Description codes for \$1 Fund equipment and services are listed below. The Description Code field allows 2 characters.
- B** = Back scanning or conversion services  
**E** = Equipment (software and hardware)  
**MR** = Maintenance services for records management system  
**MS** = Maintenance services for SRA system.  
**R** = Redaction services for social security numbers
- Purpose Code** → **L = land records. Purpose Code N equipment and services may not be requested from the \$1 Fund.** The Purpose Code field allows 1 character.
- Total Cost** → Enter the **total cost** for each line item. The Total Cost field allows 11 characters.
- 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 \$1 Fund Equipment and Services screen will display 3 line items. Press **F8** if additional screens are necessary.
- Total \$1 Requests** → COIN automatically sums the total cost for all \$1 Fund Equipment and Services line items.
- Budget Totals Screen** → **Press F4 to view your total \$1 Fund 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 ~ FY11 TTF Budget

Screen 14

## Option 8: Certification for \$1 Fund Budget Request



### \$1 Fund Certification

→ **Option 8** is a certification screen **required for Clerks who make a \$1 Fund budget request**. The Clerk must certify that a shortfall of funds exists in order to continue to provide secure remote access to land records' images.

The *Code of Virginia*, § 17.1-279 B, states that a Clerk must submit a written certification to the Compensation Board for secure remote access and 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.

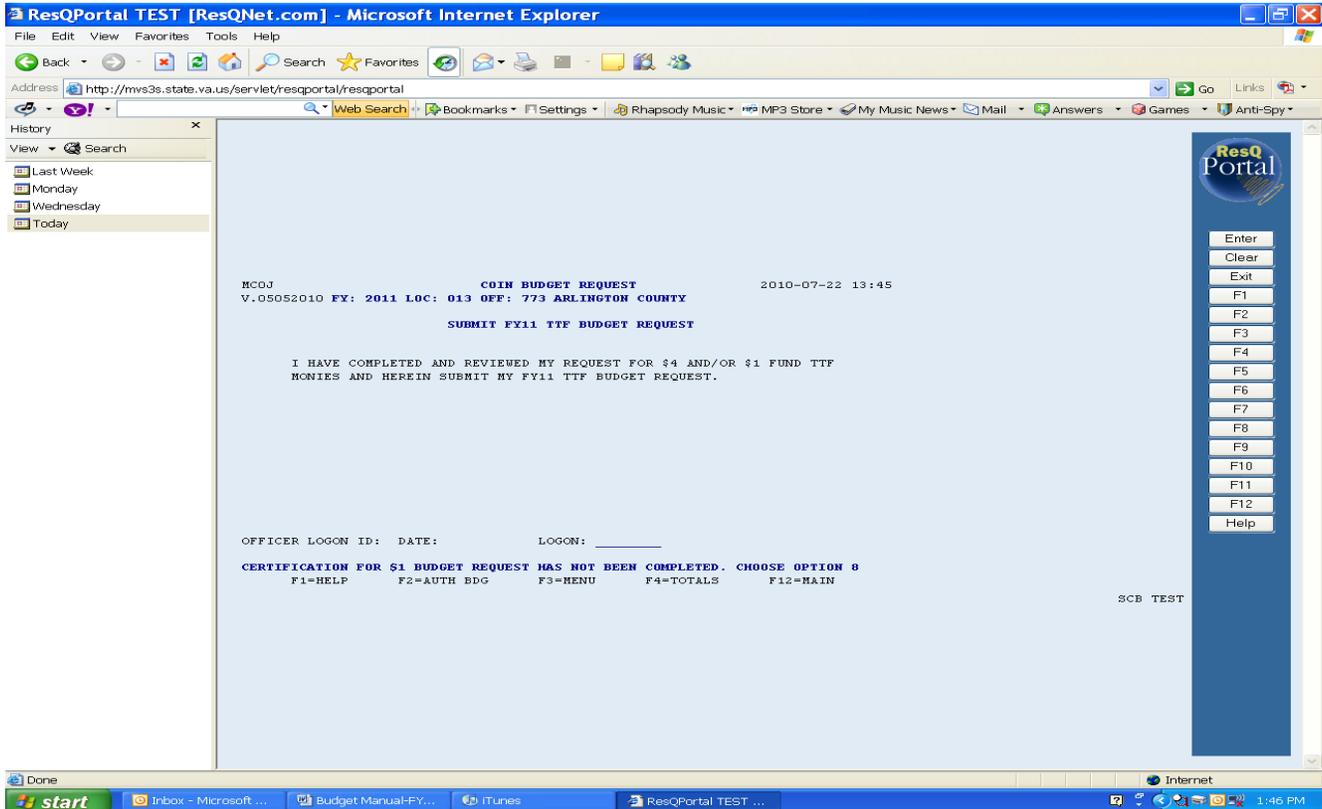
### PF Keys

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

# PART A ~ FY11 TTF Budget

Screen 15

## Option 9: Submit FY11 TTF Budget Request



### TTF Budget Submission

→ Option 9 completes the FY11 TTF Budget Request process.

If the Clerk has opted to budget their \$4 available balance (greater than \$0) then the \$4 certification (Option 6) must be complete for COIN to accept this logon. If the Clerk has requested \$1 Fund monies then the \$1 Fund certification (Option 8) must be complete for COIN to accept this logon.

### Officer Logon

→ 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 FY11 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 ~ FY11 TTF Budget

## Screen 16 FY11 \$4 and \$1 Fund Budget Request Totals

MCOM COIN BUDGET REQUEST 07/22/2010 13:46  
V.05052010 FY: 2011 LOC: 013 OFF: 773 ARLINGTON COUNTY

**FY11 \$4 AND \$1 FUND BUDGET REQUEST TOTALS**

		\$4 AVAILABLE FUNDS	\$	110,574
		\$4 REMAINING FUNDS	\$	0
\$4 REQUESTS	LAND RECORDS	NOT LAND RECORDS		TOTAL
	\$ 110,574	\$ 0		\$ 110,574
\$1 REQUESTS	\$ 10,000			\$ 10,000
\$4 AND \$1 TOTAL	\$ 120,574	\$ 0		\$ 120,574

F1=HELP F3=MENU F12=MAIN SCB TEST

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

- \$4 Available balance;
- \$4 Remaining balance;
- \$4 equipment and services requests for land records (Purpose Code B);
- \$4 equipment and services requests for areas of the court not related to land records (Purpose Code F);
- Total \$4 equipment and services requests;
- Total \$1 Fund equipment and services requests for land records;
- Total \$4 and \$1 Fund equipment and services requests for land records; and
- Total \$4 and \$1 Equipment and/or Services requests.

Your total FY11 \$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 – Code of Virginia

### § 17.1-276. Fee allowed for providing secure remote access to land records.

A. A clerk of the circuit court who provides secure remote access to land records pursuant to § [17.1-294](#) may charge a fee as provided in this section established by the clerk to cover the operational expenses. Operational expenses shall include, but not be limited to, (i) computer support, maintenance, enhancements, upgrades, and replacements and office automation and information technology equipment including software and conversion services; (ii) preserving, maintaining, and enhancing court records, including, but not limited to, the costs of repairs, maintenance, consulting services, service contracts, redaction of social security numbers from land or other records, and system replacements or upgrades; and (iii) improving public access to records maintained by the clerk. 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 the clerk's nonreverting local fund to be used to cover operational expenses. 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.

The Office of the Attorney General, Division of Debt Collection, shall be exempt from paying any fee for remote access to land records. If any clerk contracts with an outside vendor to provide remote access to land records to subscribers, such contract shall contain a provision exempting the Office of the Attorney General, Division of Debt Collection, from paying any access or subscription fee.

B. (Expires September 30, 2012) The clerk of the Circuit Court of Prince William County may establish a pilot program under which the clerk assesses a daily fee for remote access to land records and a separate fee per image downloaded in an amount not to exceed the fee provided in subdivision A 8 of § [17.1-275](#). The clerk shall make a report on any such pilot program to the House Committee for Courts of Justice and the Senate Committee for Courts of Justice on or before September 30, 2012. The report shall provide a summary of the pilot program and include the level of participation, the costs of the program, and the revenues generated by the program.

(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](#); 2009, cc. [76](#), [723](#), [797](#); 2010, c. [430](#).)

### § 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

## PART B – Code of Virginia

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 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. The clerk may require any entity that is a nonresident of the Commonwealth, prior to becoming a subscriber, to demonstrate that such entity is authorized to do business in Virginia and is in good standing with the State Corporation Commission or other applicable state or federal regulatory agency and that such entity will comply with the secure remote access standards developed by the Virginia Information Technologies Agency pursuant to § [17.1-294](#). In the case of an individual, the clerk may require a person who is a nonresident of the Commonwealth to demonstrate that such person has a legal presence in Virginia and will comply with the secure remote access standards developed by the Virginia Information Technologies Agency pursuant to § [17.1-294](#). Compliance with secure remote

## PART B – Code of Virginia

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. 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 such an application includes automation or technology improvements that would require an interface with the case management system or the financial management system operated and maintained by the Executive Secretary of the Supreme Court for the purpose of providing electronic information to state agencies in accordance with § [17.1-502](#), the circuit court clerk, or the court's designated application service provider, shall certify to the Compensation Board that such automation or technology improvements will comply with the security and data standards of the systems operated and maintained by the Executive Secretary of the Supreme Court.

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 Technology Trust 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](#); 2009, cc. [793](#), [858](#); 2010, c. [430](#).)

### § 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:

## PART B – Code of Virginia

"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. However, the clerk shall not post information on his website that includes private activity for private financial gain.

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.

## PART B – Code of Virginia

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.

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](#); 2010, c. [430](#).)

### § 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. Beginning July 1, 2012, any land record made available to subscribers via secure remote access may contain only the last four digits of the social security number of any party.

2. However, the original land 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.

3. 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](#); 2009, c. [312](#).)

### § 17.1-295. Definitions.

As used in this title:

## PART B – Code of Virginia

"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 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

## FY11 TTF Budget Request (Options 2-9 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. Enter YES or NO.		
Date:	Officer Logon ID:	Officer Name:

OPTION 3 – CERTIFICATION FOR VITA SECURITY STANDARDS (If answer to Option 2 is YES)		
<b>CURRENTLY PROVIDING SRA TO LAND RECORDS.</b>		
Pursuant to §§ 17.1-279 D and 17.1-294 A, <u>Code of Virginia</u> , and in accordance with the security standards developed by VITA (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.		
To concur with the above statement, enter YES or NO.		
Date:	Officer Logon ID:	Officer Name:

OPTION 4 – ELECTION TO FY10 \$4 BUDGET REQUEST		
FY11 \$4 Available Balance: _____		
I elect to budget all or a portion of my \$4 available balance for technology expenses in FY11. Enter YES or NO.		
Date:	Officer Logon ID:	Officer Name:

# Appendix

## FY11 TTF Budget Request, continued

### OPTION 5 – FY11 \$4 BUDGET REQUEST FOR EQUIPMENT AND SERVICES

FY11 \$4 Available Balance:                   \$ \_\_\_\_\_

Vendor	Line Item Description	Description Code	Purpose Code	Total Cost
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total FY11 \$4 Equipment and Services Requests:   \$ \_\_\_\_\_

FY11 \$4 Remaining Balance:                               \$ \_\_\_\_\_

**\$4 Description Codes**

- B** = Back scanning / conversion services
- E** = Equipment (software & hardware)
- MR** = Maintenance of records management system
- MS** = Maintenance of SRA system
- R** = Redaction of social security numbers
- O** = Other

**\$4 Purpose Codes**

- B** = land records
- F** = areas of the court not related to land records

# Appendix

## FY11 TTF Budget Request, continued

### OPTION 6 – CERTIFICATION FOR \$4 BUDGET REQUEST

I certify that the amount of my \$4 budget request for proposed automation and technology improvements are in compliance with § 17.1-279, Code of Virginia, and that I continue to provide secure remote access to land records' images.

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., Code of Virginia.

I have provided / will provide my local governing body with a copy of all documentation and justification supplied to the Compensation Board.

Date:

Officer Logon ID:

Officer Name:



# Appendix

## FY11 TTF Budget Request, continued

### OPTION 8 – CERTIFICATION FOR \$1 FUND BUDGET REQUEST

I certify that the amount of my 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 I continue to provide secure remote access to land records' images.

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., Code of Virginia.

I have provided / will provide my local governing body with a copy of all documentation and justification supplied to the Compensation Board.

Date:

Officer Logon ID:

Officer Name:

### OPTION 9 – SUBMIT FY11 TTF BUDGET REQUEST

I have completed and reviewed my request for \$4 and/or \$1 Fund TTF monies and herein submit my FY11 TTF budget request.

Date:

Officer Logon ID:

Officer Name:

**END OF TTF BUDGET REQUEST**