



# Good Deeds

News from the Office of the Recorder of Deeds, Chester County, PA 19380

Summer 2004

## Office Officials:

Terence Farrell, *Recorder of Deeds*  
Ruth C. Haganir, *Deputy Recorder*  
Edward C. Sweeney, *Solicitor*

## Mailing Address (as of 7/12/04):

Chester County Recorder of Deeds  
121 N. Walnut Street, Suite 100  
P.O. Box 2748  
West Chester, PA 19380-0991

Telephone: 610-344-6330

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E-mail: [Rodinfo@chesco.org](mailto:Rodinfo@chesco.org)

Website: [www.chesco.org/recorder](http://www.chesco.org/recorder)

Click on "Records Search" for records on line

## Hours:

The office is opened Monday through Friday from 8:30 a.m. to 4:30 p.m. However, same-day document recording stops at 4:00 p.m. on all days. For your convenience, the Record Room opens at 7:30 a.m., weather permitting.

## Fees:

For a full list of fees charged for services, see our website: [www.chesco.org/recorder](http://www.chesco.org/recorder)

## Reminder:

To save time and facilitate the filing and recording of documents in the Chester County Office of Recorder of Deeds, submitting parties should include two return self-addressed, stamped envelopes with the initial filing. The first envelope will be used to notify the submitting party the document has been received and the second envelope will be used to return the original recorded document. If return envelopes aren't included, the notification process will take longer to complete.

Prior Newsletters are available at [www.chesco.org/recorder](http://www.chesco.org/recorder)

## Recorder of Deeds Office Schedules Move



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The Chester County Recorder of Deeds office will operate from a new location, 121 North Walnut Street, West Chester, with the first day scheduled to be Monday, July 12, 2004.

"The relocation of our office is part of the County of Chester's plan to construct a new Justice Center and refurbish the existing Chester County Courthouse," said Terence Farrell, Recorder of Deeds of Chester County. "We have been carefully planning our move to not disrupt our service to the public. There will be some minimal interruptions, but that can't be avoided."

The Recorder of Deeds' current office is in The Dague Building on Market Street, West Chester, which also houses the county's Tax Assessment, BLR and GIS departments. The building will be demolished.

The planned move will take place on Friday, July 9 and the Recorder of Deed's search room will be closed for the day, but the recording of documents will be done until 4:00 p.m. at the front counter. Also, the Recorder of Deeds' Internet site, [www.chesco.org/recorder](http://www.chesco.org/recorder), will be available.

The Recorder of Deeds office is scheduled to be open for business at 8:30 a.m. on Monday, July 12 at the new office. The new office building is at the site of the former General Sales car dealership. The Recorder of Deeds office and search room, along with the BLR counter, will be located on the first floor of the building. The Tax Assessment and GIS offices will be located on the second floor.

For those visiting our new office, parking will be available on the street and at the parking garage across the street from the YMCA of Chester County building and adjacent to the new office at 121 North Walnut Street.

"We're taking every step possible to make this a smooth transition and I want to thank the public for their patience both before, and after this move," Farrell said.

The move to the Walnut Street location is only temporary for the Recorder of Deeds Office. The office will eventually be located at the historic courthouse when refurbishing is completed. There is no date set for the move to the courthouse.

## New Document Standards Begin in January

In an effort to standardize the filing of records and making documents easier for the public to review and for county employees to record, the Chester County Recorder of Deeds Office is instituting new document standards policy beginning in January 2005.

The Chester County standards are based upon the standards generated by the Property Records Industry Association (PRIA).

"At the moment, all different styles, paper sizes and fonts are used," said Terence Farrell, Chester County Recorder of Deeds. "PRIA has been working on national standards for the past four years and some states, but not Pennsylvania,

have adopted those standards. Pennsylvania does allow each Recorder to establish Business Practice Standards. This office has adopted the PRIA standards as our Business Practice Standards."

For information on the document standards, the public should visit the PRIA website at <http://taskforce.cifnet.com/priaus/>. Questions on the new standards can be sent to the Recorder of Deeds office at [rodinfo@chesco.org](mailto:rodinfo@chesco.org).

Under the new standards, all submissions must be on a standard 8 1/2" X 11" piece of white paper. At the top of the first page a three-inch margin must be included. The left hand side must contain "prepared

by" and "return to" party information, including name, address and telephone number. The right half must be reserved for the exclusive use of the Recorder of Deeds. All other margins on all following pages must be one inch.

Also, the Uniform Parcel Identifier (UPI) must be typed on the first page of the document. If the UPI number is illegible or ambiguous, the document will be returned to secure a legible, unambiguous UPI number. Submitters must check with BLR prior to submission that UPI is correct. If a valid UPI has been assigned to a parcel, the office will no longer accept "part of" the parent parcel. BLR can be reached at 610 344-5968.

## Recorder of Deeds Office Upgrades Recording System

The Recorder of Deeds office is upgrading its recording system to the latest version of CRIS+.

"This upgrade will increase the productivity of the Recorder's staff," said Terence Farrell, Chester County Recorder of Deeds. "We also anticipate an increase in the speed of the public database."

New computers and recording stations will be installed under the

lease agreement the Recorder's office has with the Eagle Computer branch of Tyler Technologies. The upgrade is expected to be completed by July 16, 2004.

One new upgrade will be a "Pay to Print" feature in the CRIS+ public system used in the Recorder of Deed's search room. Once a title searcher or a member of the general public finds a document they want

to print, they will be prompted to pay for the copy of the document, based upon how many pages the document contains.

The title community will have the ability to open an account in the new system and deposit funds, which will be drawn down as each copy is printed. Information regarding this new feature is available in the Recorder of Deeds office.

## 40 Years of Historical Images Slated for Access from Database

Ever wanted to print your Deed from on-line? Well, soon that may be possible – whether your Deed was recorded in 2004 or way back in 1960.

The Chester County Recorder of Deeds office is in the midst of a plan to add 40 years of historical images to the index information database that is already available over the Internet. The project is daunting – more than 5.5 million images must be uploaded into the database and uploaded correctly.

"Once this project is completed, the public will have easy access to more than 40 years of public records," said Terence Farrell, Chester County Recorder of Deeds. "We are going to complete this project in stages. The first stage will be

documents back to 1994. When the project is completed the documents available will date back to the 1960s." Currently images are available over the Internet only from October 2001, when a new computer vendor for the office was secured, to the present.

The Recorder of Deeds office is preparing an RFP to select a vendor to perform the image uploads. The first stage will be to upload 2.34 million images residing on the office's production server into the software database. The approved vendor is expected to work offsite "over the wire" to limit disruption of the office's day-to-day business.

Oversight of the project has been given to Ruth Huganir, Deputy Recorder. "In the second stage, we

are acquiring images of mortgages and deeds dating back to 1956 that have already been scanned from microfilm," Ruth said. "These are from an outside party, totaling about 3 million images."

For the third stage, a vendor will be selected to produce scanned images from Recorder of Deeds' microfilm. "We'll go back to the original 35mm film stored in 'The Mines' in western Pennsylvania for best quality," she said. These images will be used to 'fill in the gaps' left over from the first two stages.

"We hope to begin the project soon after we move into our new location," Ruth said. The move date is July 9 with the office open at its new location on Walnut Street on Monday, July 12.