I. Authority, Applicability and Purpose

A) **Authority:** Title 29 Chapter 90C Delaware Code, §9004C – General Powers, duties and functions of DTI "2) Create, implement and enforce statewide and agency technology solutions, policies, standards and guidelines, including as recommended by the Technology Investment Council on an ongoing basis and the CIO”

B) **Applicability:** Applies to all State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of funding, access and continued use of these resources.

C) **Purpose:** This standard covers the requirements for the electronic recording of real property records. The approach for this standard was heavily borrowed from the Commonwealth of Virginia (see “VIRGINIA REAL PROPERTY ELECTRONIC RECORDING STANDARD” SEC505-00, Effective Date: May 1, 2007)

II. SCOPE

A. **State of Delaware** – This Standard is for the reporting to the State of land records including deeds, indentures, letters of attorney relating to land, mortgages, releases of lien of mortgages, leases, releases, assignments, conditional sales and leases of railroad and railway equipment and rolling stock, plots and descriptions, and agreements of owners bounding and marking lands.

B. **Areas Covered** – All counties and all Real Property filings within the counties.

C. **Environments** – This standard covers all Real Property recordings reported to the State of Delaware.
III. PROCESS

A. Adoption: These standards have been adopted by the Department of Technology and Information (DTI) through the Technology and Architecture Standards Committee (TASC) and are applicable to all Information Technology use throughout the State of Delaware.

B. Revision: Technology is constantly evolving; therefore the standards will need to be regularly reviewed. It is the intent of the TASC to review this standard annually. The TASC is open to suggestions and comments from knowledgeable individuals within the state, although we ask that they be channeled through your Information Resource Manager (IRM).

C. Contractors: Contractors or other third parties are required to comply with these standards when proposing technology solutions to DTI or other state entities. Failure to do so could result in rejection by the Delaware Technology Investment Council. For further guidance, or to seek review of a component that is not rated below, contact the TASC at dti_tasc@delaware.gov.

D. Implementation responsibility: DTI and/or the organization’s technical staff will implement these best practices during the course of normal business activities, including business case review, architectural review, project execution and the design, development, or support of systems.

E. Enforcement: DTI will enforce these best practices during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. These best practices may also be enforced by others during the course of their normal business activities, including audits and design reviews.

F. Contact us: Any questions or comments should be directed to dti_tasc@delaware.gov.

IV. DEFINITIONS / DECLARATIONS

A. DEFINITIONS / DESCRIPTIONS

1. Document means information that is:
   a) Inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form; and
   b) Eligible to be recorded in the land records maintained by the recorder.

2. Electronic document means a document that is received by the recorder in an electronic form.

3. Electronic means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

4. Electronic recording commission means the commission established by § 184 of Title 25.

5. Electronic signature A traceable e-mail or a biometric identifier applied to a message. The identifier may be based on digitized handwriting or another biometric feature (such as a fingerprint). The electronic signature cannot be removed and applied to other documents to forge a signature.

6. Paper document means a document that is received by the recorder in a form that is not electronic.
These standards are adopted by the Department of Technology and Information (DTI), through the Technology and Architecture Standards Committee (TASC), and are applicable to all Information Technology use throughout the State of Delaware. Any questions or comments should be directed to dti_tasc@delaware.gov.
5. PRIA XML Examples

These are only 2 examples of the official standards. The complete and latest standards adopted by the State of Delaware as well as supporting documentation can be found at http://dti.delaware.gov/information/standards-policies.shtml

```xml
<!ELEMENT PRIA_DOCUMENT (GRANTOR+, GRANTEE+, PROPERTY*, PARTIES, EXECUTION, MORTGAGE_CONSIDERATION?, CONSIDERATION*, RECORDABLE_DOCUMENT*, SIGNATORY*, NOTARY*, RECORDING_ENDORSEMENT?, EMBEDDED_FILE*)>
<!ATTLIST PRIA_DOCUMENT
  _ID ID #IMPLIED
  _Code CDATA #IMPLIED
  DocumentNonRecordableIndicator (Y | N) #IMPLIED
  PRIAVersionIdentifier CDATA #IMPLIED
  _UniqueIdentifier CDATA #IMPLIED
  RecordableDocumentSequenceIdentifier CDATA #IMPLIED
  RecordableDocumentTypeOtherDescription CDATA #IMPLIED
  <!ATTLIST GRANTEE
  _ID ID #IMPLIED
  _StreetAddress CDATA #IMPLIED
  _StreetAddress2 CDATA #IMPLIED
  _City CDATA #IMPLIED
  _State CDATA #IMPLIED
  _PostalCode CDATA #IMPLIED
  _County CDATA #IMPLIED
  _Country CDATA #IMPLIED
  _FirstName CDATA #IMPLIED
  _MiddleName CDATA #IMPLIED
  _LastName CDATA #IMPLIED
  _NameSuffix CDATA #IMPLIED
  _UnparsedName CDATA #IMPLIED
  _CapacityDescription CDATA #IMPLIED
  MaritalStatusType (Married | NotProvided | Divorced | Separated | Unknown | Unmarried) #IMPLIED
  NonPersonEntityIndicator (Y | N) #IMPLIED
  _SequenceIdentifier CDATA #IMPLIED
>
```

2 http://www.pria.us

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III. **DEFINITION of RATINGS**

<table>
<thead>
<tr>
<th>COMPONENT RATING</th>
<th>USAGE NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD – DTI offers internal support and/or has arranged for external vendor support as well (where applicable). DTI believes the component is robust and solidly positioned in its product life cycle.</td>
<td>These components can be used without explicit DTI approval for both new projects and enhancement of existing systems.</td>
</tr>
<tr>
<td>DECLINING – Deprecated - DTI considers the component to be a likely candidate to have support discontinued in the near future. A deprecated element is one becoming invalid or obsolete.</td>
<td>Via the State’s waiver process, these components must be explicitly approved by DTI for all projects. They must not be used for minor enhancement and system maintenance without explicit DTI approval via the State’s waiver process.</td>
</tr>
<tr>
<td>DISALLOWED – DTI declares the component to be unacceptable for use and will actively intervene to disallow its use when discovered.</td>
<td>No waiver requests for new solutions with this component rating will be considered.</td>
</tr>
</tbody>
</table>

A. **Missing Components** – No conclusions should be inferred if a specific component is not listed. Instead, contact the TASC to obtain further information.

IV. **Component Assessments**

<table>
<thead>
<tr>
<th>#</th>
<th>Component</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Format PDF TIFF</td>
<td>Emerging</td>
<td>Real property records should be maintained in, or be exportable to, either PDF or TIFF formats.</td>
</tr>
<tr>
<td>2</td>
<td>XML Indexing Format</td>
<td>Emerging</td>
<td>Indexes should be in XML format and, at a minimum, should include Names, Document Type, Instrument Number, Volume/Page, and Recording Date. The full requirements are currently established by the Property Recording Industry Association (PRIA), PRIA eRecording XML Standard v2.4.1 (see <a href="http://www.pria.us">www.pria.us</a>) and they are made a part of this Real Property Electronic Recording Standard by this reference.</td>
</tr>
</tbody>
</table>
V. Development and Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/27/2009</td>
<td>Rev 0 – initial version</td>
</tr>
</tbody>
</table>

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