

**GSCCCA Guidelines for County Indexing Computer Systems to  
Achieve Compliance with the Consolidated Georgia  
AUTOMATED PLAT INFORMATION SYSTEM  
Project**

**DRAFT: July 31, 2009**

For any questions or comments please contact:

Phil Kobierowski  
404-327-9208, e-mail: [phil@gsccca.org](mailto:phil@gsccca.org)

## Recent Change

The 2009 version of this document has been updated from the 2003 version to correct typos, update contact information, and make other modest updates.

## 1. Introduction

This document describes the process and functional requirements of a centralized Automated Plat System being implemented by the GSCCCA. This system is intended to fulfill applicable requirements of Georgia House Bill 1582 Act 820.

In order to minimize the effort needed to understand the requirements of this system, the system has been developed to be similar to the existing Real Estate system which many Clerks of Superior Court and vendors are knowledgeable of. This document is arranged as an offset to the equivalent *Real Estate System Guidelines* document. As such, this document only provides the requirements that are different from the Real Estate system.

NOTE: Participation in this GSCCCA Automated Plat Information System requires use of an indexing system that has passed official GSCCCA Certification specifically for Plats. (This is a separate certification from Real Estate or Lien Indexing system certification).

Terms used in this document:

1. Authority: The Georgia Superior Court Clerks' Cooperative Authority. a/k/a GSCCCA.
2. *Authority Image Specification* (document): Latest version of the document titled: *GSCCCA Document Imaging System; Image Requirements Specification*.
3. *Real Estate Guidelines* : Latest version of the document entitled: *Guidelines to Assist County Real Estate Indexing Computer Systems Achieve Compliance with the Consolidated Georgia Real Estate Indexes Project*. Available from the GSCCCA.

## 2. Input

Note: This document is intended to be read in conjunction with the *Real Estate Guidelines* (described above).

Data from the Automated Plat Information System shall originate from offices of the Clerk of Superior Court in Georgia and shall be transmitted to the GSCCCA. Index data shall follow the Deed Indexing Standards of the State of Georgia, as currently in use for indexing of real estate instruments. Data transmitted to the GSCCCA shall be in the form of index data files and image files. Index data shall be ASCII files with the structure outlined herein. Image files shall be in compliance with the *Authority Image Specification* (defined above).

It is the GSCCCA's current intention that both index data and image files both be transmitted to the GSCCCA via FTP (file transfer protocol) and not through the use of CD's.

Index Data:

The following table describes the data in the ASCII index data files and is designed to maintain the similar fields and structure as other GSCCCA applications. Unless otherwise specified, the data dictionary for the above fields shall be identical to the Data Dictionary, Appendix A of the *Real Estate Guidelines* for corresponding fields identified.

Field Name	Description	Data Type & Format
Instruments.ID	Unique identification number for each instrument in the Automated Plat Information system.	Same as Instruments.ID field from the <i>Real Estate Guidelines</i> .
Name.Caption	Names for all parties in the caption of the plat. Includes name of owner, subdivision, condominium, etc. Takes the place of Grantors and Grantees, though each name need only be included once.	Same as Grantors.Name field in the <i>Real Estate Guidelines</i> .
Instruments.Filed_Date	Date instrument was filed at Clerk's office.	Same as Instruments.Filed_Date in the <i>Real Estate Guidelines</i> .
Instruments.Filed_Time	Time instrument was filed by the Clerk's office.	Same as Instruments.Filed_Time in the <i>Real Estate Guidelines</i> .
Instruments.Type	The type of Plat Instrument.	Same as Instruments.Type field in the <i>Real Estate Guidelines</i> except that <b>the only allowable values are provided in the table below.</b>
Instruments.Book	Refers to location of instrument in clerk's office recordation system (e.g., book number where instrument is recorded)	Same as Instruments.Book field in the <i>Real Estate Guidelines</i> except as noted in " <b>Note A</b> " below <b>this table.</b>
Instruments.Page	Refers to location of instrument in clerk's office recordation system (e.g., page number of book where instrument is recorded)	Same as Instruments.Page field in the <i>Real Estate Guidelines</i> . See " <b>Note A</b> " below <b>this table.</b>
Instruments.Description	Remarks as indexed such as those suggested in the Indexing Standards.	Same as Instruments.Description field in the <i>Real Estate Guidelines</i>
Optional indexing fields.	See "Note B" below.	See "Note B" below.

**Note A. BOOK and PAGE:**

To accommodate the various methods unique to plat storage locally, the following requirements and recommendations have been developed:

For Plats stored in books it is recommended to simply use the 5 character book field and 4 character page field.

For Plats stored in standard cabinets, it is recommended that the cabinet number be used in the 5 character book field, and the slide along with a letter representing the plat (on the slide) be entered in the page field. For example: "Book 10 Page 3B" would represent cabinet 10, the third slide in the cabinet, the second plat on that slide.

To accommodate counties where the above recommended method will not suffice (does not satisfy the 5 criteria below) such as non-standard cabinets or counties with both books and cabinets, a different convention for determining what values to use in the book and page fields may be used. Additionally, where unavoidable, the Book field may be expanded up to 9 characters. However:

**In ALL cases, a convention used to determine book and page field values for each county must be determined and used consistently that:**

- A. Will suffice for all current and future maps and plats (and the allowable instrument types listed herein) filed in the county,**
- B. Be sufficient to locate the physical plat/instrument in the courthouse,**
- C. Fit all book and page field length and allowable character restrictions as defined herein,**
- D. Correlate to a specific, unique plat image file that was, will, or may be sent to the GSCCCA, and**
- E. Match the book and page values from official Clerk filing stamps on the plat and used for cross-referencing of and by other instruments.**

Local indexing systems must provide a book field at least 5 characters in length. Optionally, they may provide a book field between 6 and 9 characters in length.

**Note B. SUBDIVISION FIELDS and Optional Fields.**

Due to the nature of Plats, the Subdivision name, unit, lot, block, and comment fields will not be transmitted as individual fields as they are for Real Estate and Lien instruments. The Subdivision name and block, phase etc are to be entered in the Name.Caption field and the subdivision lot / condominium unit (or ranges) may also be added to the end of the field per the GSCCCA Indexing Standards. Indexing systems may use separate data entry fields for Subdivision, etc, but must create their ASCII data files such that this information is properly combined and added to create Name.Caption fields and records.

Though the above subdivision fields will not be used, double quote place-holders must remain in "P" lines. If there is any data in those fields, they must relate to the optional indexing fields below.

**OPTIONAL INDEXING FIELDS.**

The following fields are proposed as a future option for discussion purposes and are not required for plat indexing systems. The fields are subject to change:

Surveyor (same field size & requirements as *Properties.Subdivision* in the Real Estate Guidelines)

Property Address; zip code (same field size & requirements as *Properties.Unit* in the Real Estate Guidelines)

Numbers of Acres (same field size & requirements as *Properties.Block* in the Real Estate Guidelines)

Property Address; Street number (same field size & requirements as *Properties.Lot* in the Real Estate Guidelines)

Property Address; Street name (same field size & requirements as *Properties.Subdivision\_Comment* in the Real Estate Guidelines)

(If data for these fields are used for ANY plat instrument AND a county has Plat data in the same index as Real Estate data, then the printed index must not use the “L”, “U”, and “BLK” headings that prefix subdivision lot, unit, and block in the Real Estate index.)

### 3. File Format

The file format and specifications for Index data files shall be identical to the file format specified in Task 3 of the *Real Estate Guidelines* (including the use of ‘correction/addition’ records) with the following exceptions:

"Grantor lines" and "Grantee lines" shall be referred to as "Caption lines" for the Automated Plat System and are identified with a "C" as the second field in the line as opposed to "O" or "E". This is to be used for indexing all names, owners, subdivision, condos, etc listed in the caption of the plat instrument. "C" lines are to come before "P" Lines for plat files.

The Instruments.Type field shall only have the following allowable values of data:

#### ALLOWABLE INSTRUMENT TYPES:

Value	Description
PLAT	Generic maps and plats (all maps and plats except those specifically listed below)
CPLT	Condominium Plats
FLPL	Condominium and other floor plans

Index data files for the Automated Plat System shall follow the *ASCII File Naming Convention and Header Specification for GSCCCA Core Architecture Index Systems*. This document is available from the GSCCCA.

As an example, an index file with Automated Plat System data for the year 2009, as the 13<sup>th</sup> file accepted and merged from county 159 (Worth) would be named "PE090013.159", and could contain the following index data:

```
000649D,"00000513","PLAT","159","12/22/2009"
"1592009000132","I","12/18/2009","12:40PM","PLAT","3-09A"," 11","10 MAPLE AVE. SURVEYORS R US INC"
"1592009000132","C","BURDELLE, GEORGE P"
"1592009000132","C","BURDELLE DEVELOPMENTS"
"1592009000132","C","ENCLAVES AT STRINGY LEAF PHASE 2 LOTS 1 TO 20"
"1592009000132","P","1234","17"," 2","","","","",""
"1592009000132","P","1235","17"," 2","","","","",""
"1592009000132","X","PLAT"," 82"," 173","ORIGINAL PLAT"
"1592009000132","Z"," XYZ","99999"
[EOF]
```

### 3. Processing

The System shall validate index and image data received from the Clerks of Superior Court (or possibly their designated indexing vendor). The validation enforced by the System on index data files will be the same as the Authority's Real Estate Application for equivalent data fields (see Task 3 of the *Real Estate Guidelines* :except:

*Instruments.Book* may be either 5 or 9 characters, leading space filled.

#### **4. Additional Requirements:**

Local indexing systems shall include the ability to generate a printed Plat index sorted by *Name.Caption* and another index (per GA law) sorted by *Properties.District*, *Properties.Land\_Lot*, then *Name.Caption*. (See *Real Estate Guidelines* for more specific rules on how to sort by field data.) All fields identified herein must appear on the index. It is expected that more specific rules regarding the index may be provided in the near future. Note: local systems must have the ability to print a complaint Plat index separate from a Real Estate index, even if Clerks of Superior Court request additional formats for plats.

Local indexing systems shall also provide equivalent functions to the Real Estate Guidelines including: the data-entry requirements of Task 2, transmission capabilities of Task 4, 'Good-Through' date maintenance and advancement of Task 5, restrictions on revealing data in Task 6 (including use of Acceptance code), and the data protection of Task 7.