

**ESS Standards Meeting
Web Conference
October 23, 2025**

Attendance

ESS Standards Subcommittee

Carolyn Siebrecht, Linn County Recorder
Cathy Voith, Calhoun County Recorder
Naomi Ellis, Marion County Recorder

Jayne Schultz, Winneshiek County Recorder
Katie Carlton, Union County Recorder

Other Participants

Jamie Stargell, Adams County Recorder
ReNae Arnold, Dallas County Recorder
Ann Ditsworth, Dickinson County Recorder
Nancy Booten, Lee County Recorder
Stacie Herridge, Story County Recorder
Erin Canfield, Boone County Recorder

Denise Allen, Jasper County Recorder
Mary Ward, Cass County Recorder
Patty Hinners, Scott County Recorder Staff
Danielle Michalski, Abstractor Associates of Iowa
Emily, guest
Peter, guest

ESS ILR Staff

Phil Dunshee, Iowa Land Records
Lisa Long, Iowa Land Records
Samantha McMahon, Iowa Land Records

Corrie Strasser, Iowa Land Records
Kristen Delany-Cole, Iowa Land Records

Welcome

A meeting of the ESS Standards Subcommittee was held via web conference.

July Meeting Summary

The Subcommittee reviewed the July 17, 2025, meeting summary. Cathy Voith made a motion to approve the meeting summary. Jayne Schultz seconded, and the motion was approved.

Policies and Procedures

Working Group Update

Jamie Stargell shared an update on the working group, established to review the ESS 28E agreement and the ESS Policies and Procedures. An email was sent to the Iowa County Recorders Association on behalf of the working group to keep counties updated and provide an opportunity to include any additional comments. No specific recommendations were provided to the Subcommittee. The review process is expected to be completed by the end of 2025.

The workgroup is represented by two recorders from each of the recorders' association districts and the review is being coordinated by Jamie.

Communication Requirements Between ESS and Local LRMS Service Providers

The Subcommittee reviewed the following documents.

- Excerpts from the current master maintenance agreements between ESS and the participating local land record management system service providers; the definition of terms highlighting the definitions for "complete recorded document" and "fully indexed recorded document", Exhibit A which defines the scope of work for the service providers, Exhibit B which details the technical specifications for integrations between ESS and the local service providers, and recently adopted amendments to the maintenance agreements concerning the timeline for completing integrations with the updated ESS application interfaces.

- A draft amendment to chapter 2 of the ESS Policies and Procedures. The draft explores a possible policy to guide situations where a service provider chooses not to participate in a maintenance agreement, or situations where a county elects not to participate in the ESS 28E agreement.
- A copy of email correspondence from a local land record management system service provider which stated that the service provider would “no longer field requests directly from Iowa Land Records.”

This information was accompanied by an October 13, 2025, memo from the Project Manager posing the following question for discussion.

- How do ESS and ILR establish and communicate requirements which are necessary to operate a statewide land records system?

Members of the Subcommittee were asked to consider the information in preparation for future discussions.

Data Element Standards

The Subcommittee reviewed the following documents.

- A Table of Expected and Required Data Elements which is being provided to all local land record management system service providers for the purpose of communicating expectations for the data elements which are to be transferred to ESS and Iowa Land Records (ILR), and for the purpose of communicating how each data element should be configured and mapped to align with the ESS/ILR data schemas.
- A table summarizing the practice among Iowa counties for indexing city and town names for platted land. The table illustrated that most counties index this information.
- A more detailed table illustrating county practices for indexing and formatting city and town information.
- A copy of email correspondence concerning a situation where some counties were not indexing city and town information or were not parsing city and town information in a separate field or were not transferring city and town information to ILR as specified in the maintenance agreement documents or the Table of Expected and Required Data Elements.

This topic was also addressed in the memo (October 13, 2025) from the Project Manager, posing the following question for discussion.

- What standards should every county be expected to follow locally so that the content of the statewide database is more consistent and, importantly, easily searchable?

Members of the Subcommittee were asked to consider the information in preparation for future discussions.

No action was taken.

PRIA UPDATE

The Project Manager provided the Subcommittee with an update on the activities of a Legislative Advocacy Task Force established by the PRIA Board of Directors. The update included a copy of the PRIA Legislative Advocacy Task Force charter, a copy of the current PRIA policy on the subject of “advocacy” and a memo addressed to the PRIA Board of Directors supporting the retention of the current PRIA principles and operating rules regarding advocacy activities.

Next Meeting

The meeting was adjourned. The 2026 meeting schedule has not yet been determined.