

**Georgia Superior Court Clerks'
Cooperative Authority**

**Real Property Systems
Image API Image File Specification**

This document supersedes the *GSCCCA Document Imaging System Image Requirements Specification*.

File specifications for transmitting image files of Deeds, Liens, and Plats to the GSCCCA for inclusion into the Georgia Consolidated Real Estate Indexes Project.

July 16, 2026

Introduction

Purpose and Scope

The purpose of this document is to define specifications for image files to be used by Clerks of Superior Court to transmit images of their official real property records to the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) for inclusion in the Georgia Consolidated Real Estate Indexes Project. It is intended to be used by those developing systems that create and manage images of real property records filed with Clerks of Superior Court in Georgia (Imaging Systems).

Once image files compliant with the specifications herein are created, they are subsequently transmitted to the GSCCCA using Image API: a public REST (representational state transfer) API managed by the GSCCCA to upload and download image files, and to report on image files. However, this document only describes the image files; information about the Image API transmission process and requirements is provided in separate documentation from the GSCCCA.

General Description

Georgia Clerks of Superior Court (Clerks), or their designee, are responsible for transmitting electronic image files representing images of documents recorded in the Clerk's official real property records. The real property records of each Clerk, for purposes of transmitting to the GSCCCA, are to be categorized into three dockets: "Deeds", "Liens", and "Plats". The image files are to represent images deemed suitable by the Clerk for public access and viewing and are compliant with specifications identified herein.

Producing compliant image files entails: scanning paper filings or converting electronic filings to proper TIFF (Tagged Image File Format) format and specifications herein, inserting required 'TIFF tag' information, and assigning filenames as described herein.

Document Image File Requirements

Introduction

The GSCCCA collects images of all applicable Deed, Lien, and Plat dockets, UCCs and notary certifications from all Clerks of Superior Court in the State of Georgia into a central computer system. Deed, Lien, and Plat images, specifically, are used to augment the Consolidated Georgia Real Estate Indexes System (Statewide Indexes) and are publicly viewable.

The images are transmitted as image files, as defined below, via GSCCCA's Image API, a public REST (representational state transfer) API that is replacing the former ImageFTP (file transfer protocol) service.

Creation of these image files may be performed by the Clerk of Superior Court at a local courthouse or by an appropriate vendor or agent performing such operations for one or more Clerks. Computer systems used by the Clerk or their vendor to create or modify these image files are referred to herein as an "Imaging System". The image files will be validated by the Image API for compliance with many of these specifications. The image files, when delivered to the GSCCCA, shall be fully recorded by the Clerk (including the appropriate Clerk recording stamp(s), approved by the Clerk for public viewing, and match the official public records of the Clerk's office).

Format

All image files are to be single-page TIFF (Tagged Image File Format) files: each image file shall correspond to exactly one page of a docket book as defined by the Clerk's records and recording stamp on the image. Image files shall be 300 dpi (preferred) or 200 dpi resolution, black and white (1bpp), CCITT Fax 4 compressed images. Other compression types, such as Huffman RLE, CCITT Fax 3, Adobe Deflate, and LZW, are available but must be approved by the GSCCCA before they will be accepted. Image System operators must coordinate with the GSCCCA to specify and confirm the compression format for the image files submitted to Image API.

Delivery

Image files are to be delivered using the GSCCCA's Image API service. Further information on Image API can be found at the service's documentation page (currently <https://apis.gsccca.org/imaging/v1/api-docs/index.html>) and the "Image API Users Guide" available from the GSCCCA.

When an image file for a Page transmitted to the GSCCCA needs to be replaced for any reason, it shall be retransmitted. The GSCCCA uses any image files accepted by Image API to replace any previously accepted image of the same Page.

File Naming Standards

Image API uses the TIFF tag in image file headers to identify the county, docket, book, and page of the image and does not use the image filename. Image API performs minimal validation of the image filenames. Image files must conform to a consistent file naming specification.

Imaging System designers and operators are to select and consistently use a file naming convention that they feel is the most useful to them as long as it results in:

1. A unique filename for each Page of every Book in a Clerk's Deed, Lien and Plat dockets in every county in Georgia.
2. No filenames exceeding 40 characters in length.
3. All filenames are compatible with NTFS file systems.
4. Use of only the following characters: "A-Z", "a-z", "0-9", "_ - . []" and spaces.

As a recommendation, the following file naming convention is provided for Imaging Systems to consider implementing for image files submitted to Image API:

{docket}{ccc}{bbbbb}{ppppp}{v}.tif

where:

'docket' is the docket type in which the corresponding document is recorded: "deed", "lien", or "plat").

'ccc' is the 3-digit county code from Appendix A.

'bbbbb' is the 5-character zero-padded book to match the Book portion of the DocumentName TIFF tag defined below.

'ppppp' is the 6-character zero-padded page with the same allowable characters as the Page TIFF tag defined below. (See specifications for the Page portion of the DocumentName TIFF Tag below regarding use of more than 4 non-zero-padded characters for the Page as

characters beyond 4 are typically used for pages inadvertently skipped in a document scanning process, aka 'A-pages')

'v' is a sequential numeric version number that starts at 1 and increases by one each time an image file for that page is transmitted from the Imaging System and accepted by Image API. (It is understood that including a version number may not be possible for all Imaging Systems and cannot be expected to be continuous across different Imaging Systems.)

Example filename of the first instance of an image file representing Appling county's, Deed Docket Book 'ABC,' Page '3': "deed00100ABC000003[1].tif".

Image Header Data

Embedded in the header of each image file shall be a collection of standard TIFF (Tagged Image File Format) compliant tags. Each image file must have the appropriate TIFF Tags and values before being transmitted to the GSCCCA.

The TIFF Tags are defined for each document type as follows:

Tag Number	Tag Name	Use	Range/Format
269	"Document Name"	Identifies the recorded Page of the document represented by the image. Specifies the county of recording, the recording docket, the Book value within the docket, and the Page within the Book. When assigning Page values for newly recorded documents, any 5th and 6th non-zero-padded character should only be used for pages within a document inadvertently skipped during initial scanning or recording and should not be used for the first page of a document.¹	{docket}\{ccc}\{bbbbb}\{ppppp[p]} where: 'docket' = "deed", "lien" or "plat" 'ccc' = zero padded, 3 numeric digit "County Code" per Appendix A, "001" – "159" 'bbbbb' = 5-character zero padded Book value as recorded in Clerk docket. 'ppppp[p]' = 5 or 6 character zero-padded Page value as recorded in the Book. Book and Page vales are non-case sensitive with allowable characters: (0-9), (a-z), (A-Z), and a dash <u>only</u> to separate 2 non-leading zero letters or 2 non-leading zero numbers (so "01-23" and "0Ab-C" are acceptable examples but "01-AB", "0-123", and "0-123" are not). Example: Appling County, Deed Book A, Page 1 can be: "deed\001\0000A\00001" or "deed\001\0000a\000001"
315	"Artist"	7-character System Code(s) assigned by the GSCCCA to the owner of each authorized Imaging	Example: "i-INDEX".

		System that will transmit to Image API. All Imaging Systems that created or modified the image file are to be included with second and subsequent System Codes appended with separating commas.	Example if one system created the image and another modified it: “EFILER1,GIS2000” The GSCCCA assigns Systems Codes that may include the following characters: (0-9), (a-z), (A-Z), space, “*” period, and dash.)
37572	“PreviousPage”	Page value of image of the previous Page in the Book. <i>Required only when there is non-numeric sorting: whenever the Page value of the previous page in the Book is not exactly 1 whole numeric value less than the Page value of the image (such as when the Page or PreviousPage contains alphabetic character(s), etc).</i>	Same format as ‘Page’ portion of DocumentName tag. Value must match that of the image of the previous Page in the Book.
37574	“NextPage”	Page value of image of the next Page in the Book. <i>Required only when there is non-numeric sorting: whenever the Page value of the next page in the Book is not exactly 1 whole numeric value more than the Page value of the image (such as when the Page or NextPage contains alphabetic character(s), etc).</i>	Same as ‘Page’ portion of DocumentName tag. Value must match that of the image of the next Page in the Book.

¹ The GSCCCA Central Collection System currently supports ‘Page’ values of 4 characters for *index* data. Since documents are indexed to their first recorded page, clerk imaging and recording systems should be designed so that the page number for the *first* page of newly recorded documents are 4 characters or less (excluding leading zeros) in order for the GSCCCA to match images with corresponding index data.

Validation

Image files transmitted to the Image API service will be validated for many of the above specifications as they are transmitted. The Image API service requires an accurate checksum of the image file as one of the call headers when an image is uploaded. This checksum is further described in the API call documentation above. Transmission results including validation errors are returned by the Image API transmission call. Image files that fail transmission or validation will have to be retransmitted by the submitting client.

For those who have relied on (or programmatically process) the validation results emailed by the GSCCCA's previous ImageFTP service, Image API currently makes available an API call to cause Image API to email validation results in a format that is similar to the ImageFTP validation results email. More information can be found on the Image API documentation page above.

Image Billing

For information regarding GSCCCA compensation for submitted images and associated invoicing, please contact the GSCCCA.

APPENDIX A. Georgia Counties and “County Codes”

Code	County	Code	County	Code	County	Code	County
001	Appling	041	Dade	081	Jefferson	121	Richmond
002	Atkinson	042	Dawson	082	Jenkins	122	Rockdale
003	Bacon	043	Decatur	083	Johnson	123	Schley
004	Baker	044	Dekalb	084	Jones	124	Screven
005	Baldwin	045	Dodge	085	Lamar	125	Seminole
006	Banks	046	Dooley	086	Lanier	126	Spalding
007	Barrow	047	Dougherty	087	Laurens	127	Stephens
008	Bartow	048	Douglas	088	Lee	128	Stewart
009	Ben Hill	049	Early	089	Liberty	129	Sumter
010	Berrien	050	Echols	090	Lincoln	130	Talbot
011	Bibb	051	Effingham	091	Long	131	Taliaferro
012	Bleckley	052	Elbert	092	Lowndes	132	Tattnall
013	Brantley	053	Emanuel	093	Lumpkin	133	Taylor
014	Brooks	054	Evans	094	Macon	134	Telfair
015	Bryan	055	Fannin	095	Madison	135	Terrell
016	Bulloch	056	Fayette	096	Marion	136	Thomas
017	Burke	057	Floyd	097	McDuffie	137	Tift
018	Butts	058	Forsyth	098	McIntosh	138	Toombs
019	Calhoun	059	Franklin	099	Meriwether	139	Towns
020	Camden	060	Fulton	100	Miller	140	Treutlen
021	Candler	061	Gilmer	101	Mitchell	141	Troup
022	Carroll	062	Glascok	102	Monroe	142	Turner
023	Catoosa	063	Glynn	103	Montgomery	143	Twiggs
024	Charlton	064	Gordon	104	Morgan	144	Union
025	Chatham	065	Grady	105	Murray	145	Upton
026	Chattahoochee	066	Greene	106	Muscogee	146	Walker
027	Chattooga	067	Gwinnett	107	Newton	147	Walton
028	Cherokee	068	Habersham	108	Oconee	148	Ware
029	Clarke	069	Hall	109	Oglethorpe	149	Warren
030	Clay	070	Hancock	110	Paulding	150	Washington
031	Clayton	071	Haralson	111	Peach	151	Wayne
032	Clinch	072	Harris	112	Pickens	152	Webster
033	Cobb	073	Hart	113	Pierce	153	Wheeler
034	Coffee	074	Heard	114	Pike	154	White
035	Colquitt	075	Henry	115	Polk	155	Whitfield
036	Columbia	076	Houston	116	Pulaski	156	Wilcox
037	Cook	077	Irwin	117	Putnam	157	Wilkes
038	Coweta	078	Jackson	118	Quitman	158	Wilkinson
039	Crawford	079	Jasper	119	Rabun	159	Worth
040	Crisp	080	Jeff Davis	120	Randolph		