

GSCCCA Real Property Systems Guidelines

Requirements for local computer systems that process real property records filed with Clerks of Superior Court and interface with the GSCCCA

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For any questions or comments please contact: indexing@gsccca.org.

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INTRODUCTION

Note that terms in *italics* are defined in the Definitions section of this document.

A. Purpose and Scope

1. The purpose of this document is to be the foundational source of requirements set by the GSCCCA for computer systems that process or manage real property records submitted for filing to Clerks of Superior Court in Georgia (See *Real Property Systems* in Definitions). This includes the accepting, rejecting, indexing, imaging, recording, and transmitting of *Index Data* and images to the GSCCCA of official *Clerk* land records (specifically, the *Deed*, *Lien*, and *Plat Dockets*). These requirements are also the requirements for computer systems to obtain associated GSCCCA system certifications.

2. This document is intended for those who develop, maintain, or operate *Real Property Systems*. This is expected to include private vendors, technical representatives of *Clerks*, and county information technology staff that support *Clerks*.

3. This document does NOT provide all the requirements a *Clerk* may need from a *Real Property System*, but is limited to requirements that involve GSCCCA policy, certain state statutes, and interfacing with GSCCCA computer systems.

4. This document does NOT address:

- i) The requirements for the drafting, preparation, or public filing of real property records.
- ii) The requirements for real property records to be suitable for recording by a *Clerk*.
- iii) The requirements related to real property records with filed dates earlier than the *Allowable Filed Date Range* (see Definitions); those requirements have been placed in a separate document (see “*Historical Guidelines*” in References)

B. Conventions, References, and Definitions Used in This Document

Conventions used in this document:

The following conventions are used throughout this document:

1. Terms in square brackets ([]) refer to specific data elements defined in “Appendix A – Data Dictionary” and are listed in [Table.field] format. For example, [Instrument.Book] refers to an element of data defined in Appendix A under the table name “Instruments” and the field name “Book”.

2. Italicized terms not in quotation marks are defined in the Definitions section of the document. Italicized terms that ARE in quotation marks are references defined in the References section of this document.

3. Capitalized terms that are not italicized are defined within the *Task* or chapter of this document and the scope of such definitions are limited to that *Task*.

4. Underlined terms are typically links to internal or external sources or document locations.

5. All times values stated or referenced refer to U.S. Eastern Time.

References

Italicized terms in double quotes throughout this document refer to the following external documents or web pages.

“eFiling Allowed Document Types”: The document titled “GSCCCA eFiling Instrument Types Guide” available at the *“Resources Page”*.

“eFiling Implementation Guide”: The document titled “Real Estate eFiling Portal: County Implementation Guide and Transmission Standards” available at the *“Resources Page”*.

“Historical Guidelines”: The GSCCCA document titled “GSCCCA Historical Real Estate Re-Indexing Projects Guidelines” available at the *“Resources Page”*. It is intended for just those vendors under contract with the GSCCCA to provide re-indexing of records with Filed Dates earlier than the *Allowable Filed Date Range*.

“Identity Server Authentication Guide”: The document from the GSCCCA that describes how to obtain authentication to access various GSCCCA interfaces. It is currently available at the *“Resources Page”*. (This document was formerly titled “Clerks’ Authority Universal Account Guide”).

“Image API Image File Specification”: The document of the same title that is available at the *“Resources Page”* and defines the *image files* to be transmitted to the GSCCCA

“Image API User Guide”: The document titled “Clerks’ Authority Image Api User Guide” available at the *“Resources Page”*.

“Image API HTML Documentation Page”: The web-based documentation pages generated by Swagger UI that *Real Property System Sponsors* are expected to use to learn how to use *Image API*. There is a page for the Image API test system, and production system. The location of the pages are identified on the *“Resources Page”*.

“Image API SDK”: The software development kit (SDK) the GSCCCA makes available for users of *Image API* at its GitHub repository. The location of the Image API SDK is available on the Resources Page. The GSCCCA may reference parts of the *“Image API SDK”* when communicating with *Real Property System Sponsors*.

“Indexing Standards”: The document titled: “Indexing Standards for Real and Personal Property for the State of Georgia”. This document describes how *Instruments* filed in the *Clerk’s* real property records are to be indexed for inclusion into *Official Clerk Indexes*, including how to index names, how to determine parties, selection of instrument type, property information, cross indexes, etc. This document is currently available at the *“Resources Page”*.

“Real Estate eFiling County Implementation Guide”: The document titled “Real Estate eFiling Portal: County Implementation Guide and Transmission Standards” currently available through a link at the “Resources Page”.

“Real Estate Electronic Recording Rules for the State of Georgia”: The document titled “The Georgia Superior Court Clerks’ Cooperative Authority Real Estate Electronic Recording Rules For The State Of Georgia” currently available from a link at the “Resources Page”.

“Resources Page”: the GSCCCA “Real Property Systems Resources Page” web page maintained by the GSCCCA for listing documents and resources for those who develop and maintain Real Property Systems for use by Clerks of Superior Court. The Resources Page is currently located at <https://www.gsccca.org/learn/certification-programs/real-property-system-resources>.

Definitions used in this document:

The terms below, when *italicized* and capitalized in this document, are intended to have the following definitions:

Acceptance Code: The alphanumeric code in each *Notification of Acceptance* returned from the *Central Collection System* that a *Real Property System* is to use for the *Operator* to confirm that an *Index Data File* was accepted by the *Central Collection System*.

Allowable Filed Date Range: The range of *Filed Dates* that *Instruments* must have to be accepted into the *Central Collection System* (without requiring the *Instrument* to be re-indexed in accordance with the “*Indexing Standards*” and transmitted to the GSCCCA using one of the GSCCCA’s Historical Projects). The *Allowable Filed Date Range* for each *Docket* is:

- a. *Deeds*: January 1, 1999 to the current date for all counties.
- b. *Liens*: January 1, 2003 to the current date for all counties except January 1, 2002 to the current date for Coweta, Gwinnett, Liberty, and Wilkinson counties, and
- c. *Plats*: January 1, 2002 to the current date for all counties except January 1, 1995 to the current date for Coweta, and January 1, 2001 to the current date for Appling, Atkinson, Butts, Clayton, Clinch, Colquitt, Dade, Jasper, Oconee, Rabun, Stewart, Telfair, Wheeler, and Wilkinson).

API: An application programming interface: a connection between computers or between computer programs that allow data or information to be exchanged.

Central Collection System: The computer system managed by the GSCCCA that collects real property *Index Data* and images from all Georgia Clerks to comprise the *Consolidated Georgia Real Estate Indexes*.

Clerk or Clerk of Superior Court: A Clerk of Superior Court in the State of Georgia. Depending on the context, the term may also include a *Clerk’s* designated deputies, personnel, agents or vendors who may be performing services on a *Clerk’s* behalf for the production and maintenance of official land records.

Consolidated Georgia Real Estate Indexes or Statewide Indexes: The legislatively mandated collection of real property *Index Data* and images from all *Clerks* in Georgia. The GSCCCA manages and maintains the computer systems and data for the *Statewide Indexes*.

Deed: An *Instrument* and its associated images and *Index Data* that are recorded in a *Clerk's Deed Docket*, which is the *Docket* recognized by the GSCCCA as the primary collection of recorded deeds (and other recorded documents) and is separate from the *Lien* and *Plat Dockets*. Note that *Deeds* may include documents that are not legal deeds, such as liens, plats, etc. as long as they are recorded in the *Deed Docket*. It may also contain several local *Clerk* dockets or book series that are combined when transmitted to the GSCCCA per allowance via *Docket Surveys* produced in coordination with the GSCCCA to help ensure there are no book value conflicts within a *Docket*.

Docket: One or more series of books of a *Clerk's* property records that are comprised of either the *Deed Docket*, the *Lien Docket*, or the *Plat Docket*. This document assumes that for purposes of interfacing with the *Central Collection System*, all of a *Clerk's* official real property records are categorized, or mapped, and combined as necessary, into either the *Deed Docket*, the *Lien Docket*, and the *Plat Docket*. (When not capitalized and italicized in this document, the term docket may refer to general set of records or book series.)

eFiling Portal: The GSCCCA computer programs, systems, and website for the public to file electronic *Instruments* and *Real Property Systems* to upload and download them. The website for the *eFiling Portal* is currently listed on the "Resources Page".

Filed Date: The date and time that an *Instrument* was delivered to the *Clerk*, or *Clerk's* agent, and in the control of the *Clerk*. (This is different from the record / recording date).

Good Through Date: The date a *Real Property System* indicates to the *Central Collection System* that all *Instruments* filed on or before that date for a specific county and *Docket* are fully indexed and accepted by the *Central Collection System*. For instance, an *Index Data File* reporting a "Good Through Date" of March 3, 2025, indicates that the *Clerk* has verified to their *Real Property System* that all instruments with a filed date of March 3, 2025, or earlier have been indexed, and upon acceptance of this *Index Data File* by the GSCCCA *Central Collection System*, no further *Index Data Files* should include *Instruments* with a filed date of March 3, 2025, or prior, except for "Correction/Addition Lines" as described in Task 4 of this document. The Good Through date label is sometimes displayed as "Good Thru" in reports or computer screens.

The *Consolidated Georgia Real Estate Indexes* reports the *Good Through Date* of each county to the public. It is critical that the *Good Through Date* for each county be accurate since this date informs the public about how current the *Index Data* is and through what date they can expect the index to be complete.

Good Through Time: A specific time of day of when the *Good Through Date* refers to. Is it used when the *Good Through Date* is to refer to a time in the middle of a day.

GSCCCA: The Georgia Superior Court Clerks' Cooperative Authority. The GSCCCA is mandated by O.C.G.A. § 15-6-97 to maintain and manage the computer system that comprises the *Consolidated Georgia Real Estate Indexes* (*Statewide Indexes*). The GSCCCA official website is www.gsccca.org.

Image File: An electronic data file that contains image information of an *Instrument*. Typically there will be a separate *Image File* for each page of an *Instrument*.

Image API: The GSCCCA's REST (Representational State Transfer) service named "Image API" to be used by *Real Property Systems* to upload, download and request reports on *Image Files* of real property records. The *Image API* web-based documentation page generated by Swagger UI is currently located at <https://apis.gsccca.org/imaging/v1/api-docs/index.html> for production purposes, and <https://apisstg.gsccca.org/imaging/v1/api-docs/index.html> for the GSCCCA staging aka test system.

Image API SDK see References.

Index Data: Data such as party names, property information, instrument types, recorded book and page, cross indexes, *Filed Date*, etc. that is derived from *Instruments* for the purposes of building indexes to locate the *Instrument*.

Index Data File: An electronic file of real property *Index Data* created by *Real Property Systems* and transmitted to the *Central Collection System* for inclusion into the *Statewide Indexes*. Specifications for *Index Data Files* are provided in *Task 4* of this document.

Indexing Standards see References.

Indexed Party Name: The grantor in a grantor Index, the grantee in a grantee Index, the direct party in a direct party index, the reverse party in a reverse party index, and the caption name in a *Plat* Index.

Instrument: A *Submitted Instrument* that has been deemed suitable by the *Clerk* for recording into the *Official Clerk Records*.

InstrumentID: The data field that ties together a group or set of *Index Data* for an *Instrument* for purposes of transmitting and identifying data with the *Central Collection System*. There is usually a single *InstrumentID* for each indexed *Instrument*, but in cases where an *Instrument* is indexed more than one time (such as to reflect multiple instrument types) then there will be a different *InstrumentID* for each set of *Index Data*. If there are multiple *Instruments* recorded by a *Clerk* on a physical page of their docket, then there will be a separate *InstrumentID* for each *Instrument* and each set of *Index Data* will have the same [Instrument.Book] and [Instrument.Page] values. *InstrumentIDs* are further described and placed in *Index Data Files* as specified in *Task 4*, and Appendix A. Correction/Addition Lines (per *Task 4*) will have the same *InstrumentID* as the data it is correcting or supplementing, thus *Real Property Systems* will have to internally maintain separate groups of *Index Data* with the same *InstrumentID* and can NOT assume each *Instrument* will be associated with a unique *InstrumentID*.

Lien: An *Instrument* and its associated *Image Files* and *Index Data* that are recorded in a *Clerk's Lien Docket*, which is the *Docket* recognized by the GSCCCA as the primary collection of recorded liens and is separate from the *Deed* and *Plat Dockets*. Note that *Liens* may include documents that at not legal liens, such as notices, etc. as long as they are recorded in the *Lien Docket*. It may also contain several local *Clerk* dockets or book series that are combined when transmitted to the GSCCCA per allowance via Docket Surveys produced in coordination with the GSCCCA to help ensure there are no book value conflicts (i.e. different books with the same book value for the same *Docket*).

Notification(s) of Acceptance: The automated response from the *Central Collection System* to the *Clerk* indicating that a particular *Index Data File* has passed validation resulting in the *Index Data* from the file to be merged into the *Statewide Indexes* and requires the *Clerk* to merge the same data in the *Official Clerk Index* of the *Clerk*. These notices are currently sent to the *Clerk* via email as soon as the *Central Collection System* has completed validating the file.

Notification(s) of Rejection: The automated response from the *Central Collection System* to the *Clerk* indicating that a particular *Index Data File* has NOT passed validation, resulting in the *Index Data* from the file to NOT be merged into the *Statewide Indexes* and requiring the *Clerk* to continue to exclude the same data from becoming part of the *Official Clerk Index* of the *Clerk*. These notices are currently sent to the *Clerk* via email as soon as the *Central Collection System* has completed validating the file.

Official Clerk Index: The official public record real property index maintained by a *Clerk* of Superior Court and is used by the public to locate real property records.

Official Clerk Records: The official public record real property index and images maintained by a *Clerk* of Superior Court and is used by the public to locate and obtain real property records.

O.C.G.A.: The Official Code of Georgia Annotated. It is the official compilation of Georgia's statutes and laws, maintained by the Georgia General Assembly and published by the state's designated publisher (currently LexisNexis).

Operator: A human person that uses and operates a *Real Property System*. This is typically a *Clerk*, *Clerk* staff, or a vendor on behalf of a *Clerk*.

Opposite Party: The party opposite the *Indexed Party* in an index of real property data: the grantee in a grantor index, the grantor in a grantee index, the reverse party in a direct party index, and the direct party in a reverse party Index. There is no *Opposite Party* for *Plat* indexes.

Page: The value that when combined with a book value identifies a specific location in a docket that can be referenced for legal purposes. Typically, each *Page* represents a physical paper page (or electronic version thereof) of an *Instrument*; however, some older *Clerk* real property records include multiple *Instruments* on a single *Page*.

Plat: An *Instrument* and its associated images and *Index Data* that are recorded in a *Clerk's Plat Docket*, which is the docket recognized by the GSCCCA as the primary collection of recorded plats and is separate from the *Deed* and *Lien Dockets*. Note that *Plats* may include documents that at not legal plats, as long as they are recorded in the *Plat Docket*. It may also contain several local *Clerk* dockets or book series that are combined when transmitted to the GSCCCA per allowance with Docket Surveys produced in coordination with the GSCCCA to help ensure there are no book value conflicts (i.e. different books with the same book value).

Real Property System: Automated computing systems and related services used by *Clerks* to produce, manage, and record *Submitted Instruments*, along with their related *Index Data* and images. This document lists the requirements for *Real Property Systems* separated into *Tasks*. Since

not all *Real Property Systems* are intended to complete all the *Tasks*, the use of the phrase “*Real Property Systems* shall...” is limited to the scope of that *Task*.

Sponsor: The legal entity recognized by the GSCCCA as authorized to manage, sell, or license a *Real Property System* used by *Clerks* or their vendor. *Sponsors* will typically be a private vendor but may also be a *Clerk* or county office.

Stamping Requirements: The requirements for permanent marks that *Real Property Systems* are to make on *Instruments* that are further described in “Appendix G – Stamping Requirements”.

Statewide Indexes, see *Consolidated Georgia Real Estate Indexes*.

Submitted Instrument: A document submitted to a *Clerk* from a member of the public for recording into the *Official Clerk Records*. The term *Submitted Instrument* includes documents that may be subsequently rejected by the *Clerk* whereas the term *Instrument* refers to a document deemed suitable by the *Clerk* for recording.

System Code: The alphanumeric code uniquely assigned to each *Real Property System* by the GSCCCA. *Real Property Systems* use this code to identify themselves in *Image Files* and *Index Data Files* transmitted to the *Central Collection System*.

Task: A grouping of requirements presented in this document. This document is divided into chapters named after *Tasks* to efficiently organize the requirements for *Real Property Systems*.

C. Background Information

In accordance with O.C.G.A. § 15-6-97, the Georgia Superior Court Clerks’ Cooperative Authority (GSCCCA) manages and operates the legislatively mandated computer system that comprises the *Consolidated Georgia Real Estate Indexes* (*Statewide Indexes*). This system contains *Index Data* and images of publicly filed land records from all 159 Georgia counties and is made available for the public to search at <http://www.gsccca.org>.

The *Index Data* and images for the *Statewide Indexes* originate from ASCII text files and TIFF image files created by *Real Property Systems* for each Clerk of Superior Court (*Clerk*) and are transmitted to the GSCCCA. This process of electronic data transmission must be standardized and carefully controlled to ensure the accuracy and validity of the data in the *Statewide Indexes*. The purpose of this document is to present the technical, functional, and data requirements for *Real Property Systems* to create and transmit data to the GSCCCA for inclusion into the *Statewide Indexes*. This document compliments the “GSCCCA Indexing Standards for Real and Personal Property for the State of Georgia” (“*Indexing Standards*”) that describe the values, such as party names and property fields, of the *Index Data* described in this document.

The exchanging of data between the *Clerks* and the GSCCCA to produce the *Statewide Indexes* involves the following steps as summarized in the illustration that follows:

1. With some exceptions, as of January 1, 2025, all deeds, liens, plats and other documents related to real property that are in electronic format that are to be filed with a Clerk of Superior

Court in Georgia are to be filed at the GSCCCA *eFiling Portal*. The *Filed Date* of each *Instrument* is captured by the *eFiling Portal*. Such *Instruments* that are in paper format, rather than electronic, are to be filed directly with the appropriate *Clerk of Superior Court*.

2. The electronically filed *Instruments* are downloaded from the GSCCCA *eFiling Portal* by each individual *Clerk* (or a qualified vendor on their behalf) for official recordation.

3. The records that the *Clerk* deems suitable for recording are recorded and indexed by the *Clerk* (or by a qualified vendor on their behalf) in accordance with the “*Indexing Standards*”.

4. The *Clerk’s Real Property System* produces electronic *Index Data Files* in accordance with the specifications defined by this document, and images of the recorded documents are created in accordance with the “*Image API Image File Specification*” and transmitted to the GSCCCA.

5. The *Index Data Files* electronically transmitted to the GSCCCA will be validated by the *Central Collection System* for conformance with the requirements defined by this document.

6. *Index Data* from *Index Data Files* passing the *Central Collection System* validation are added to the *Statewide Indexes* and a *Notification of Acceptance* is e-mailed to the originating *Clerk’s* office for the *Index Data File*. After receipt of the *Notification of Acceptance*, the *Clerk* shall then include the *Index Data* from the accepted *Index Data File* into the Official Clerk Index.

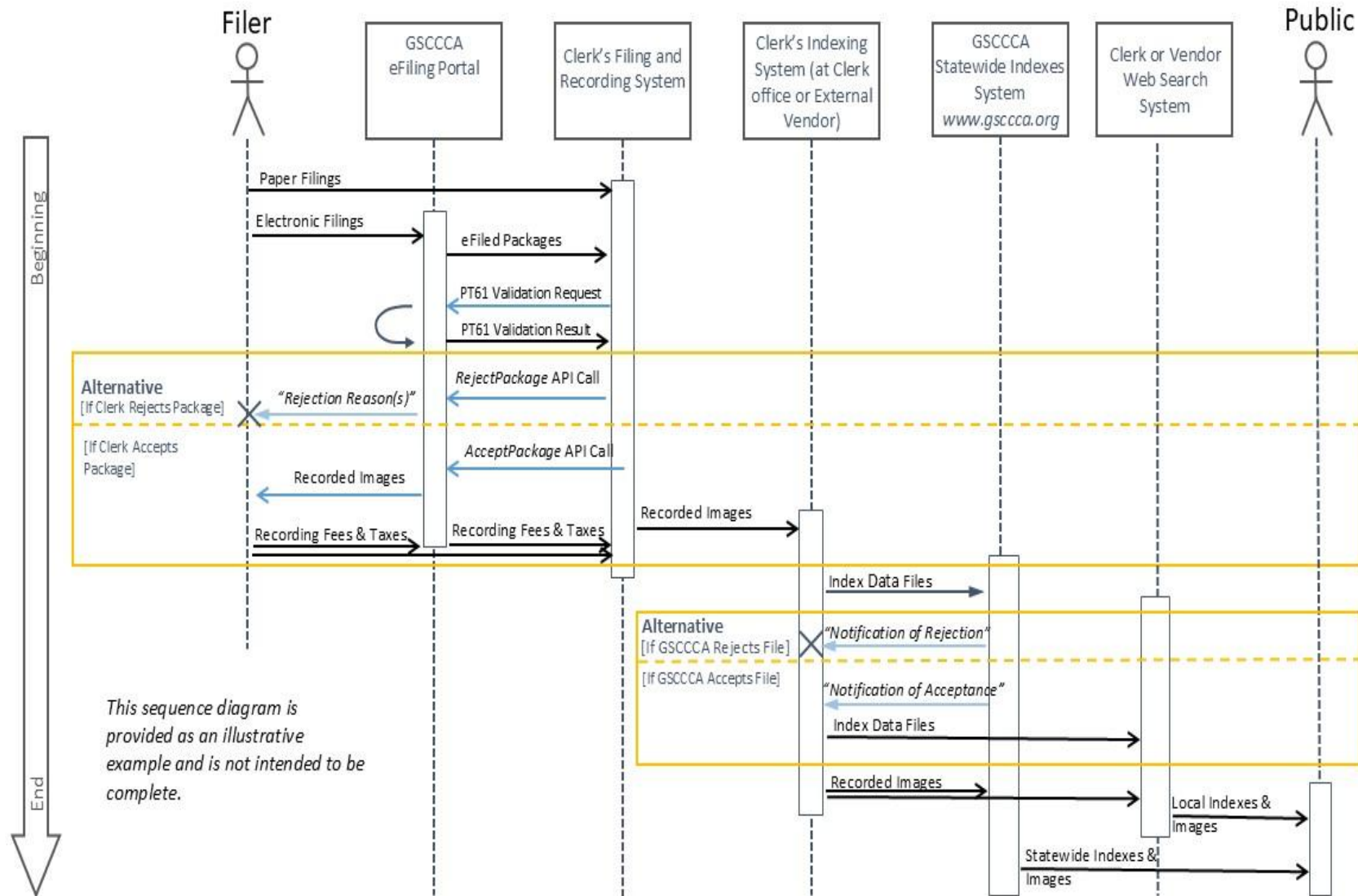
7. *Index Data Files* not passing validation by the GSCCCA *Central Collection System* will result in a *Notification of Rejection* e-mailed to the respective *Clerk* who shall correct the *Index Data* and re-transmit its contents to the *Central Collection System* in another *Index Data File*. Rejected *Index Data* shall NOT be made part of the *Official Clerk Index* until the *Clerk’s* office receives a *Notification of Acceptance* for the file containing the data. (This is to ensure that the data in the *Official Clerk Index* and the *Statewide Indexes* remain synchronized.)

8. *Image Files* of recorded *Instruments* are sent to the GSCCCA separately, in accordance with the rules defined herein.

Any *Real Property System* used by any *Clerk of Superior Court* in the State of Georgia for the purposes of creating *Official Clerk Indexes* and interacting with the *Central Collection System* must be certified by the GSCCCA to demonstrate its ability to comply with GSCCCA requirements. The GSCCCA publishes a list of all certified *Real Property Systems* on its website.

System Interactions Involving the Recording of Real Property Records

GSCCCA, November 3, 2025



D. Assumptions and Dependencies

This document is based on, and subject to, the following assumptions and dependencies.

1. The *Clerk of Superior Court* maintains the official real property records of their office and county. The data transmitted to the GSCCCA and made available to the public by the GSCCCA is not the *Official Clerk Index* as is further defined in the GSCCCA Website "[Terms of Use](#)". Transmitting real property records to the GSCCCA does not necessarily relieve a *Clerk* from legislatively mandated duties relating to their own official real property records.
2. Real property records of the *Clerk*, for the purposes of being transmitted to the GSCCCA, are categorized into one of three *Dockets*, also called book series. The three *Dockets* are referred to as *Deeds*, *Liens*, and *Plats Dockets*. If the *Official Clerk Records* include more than these three dockets or book series, then each must be 'mapped' to a *Deed*, *Lien*, or *Plat Docket* without duplicating book values. The GSCCCA in conjunction with *Clerks* and authorized vendors has produced Docket Surveys that inventory the dockets and book series in each *Clerk's* office, and declare each as being mapped to either *Deed*, *Lien* or *Plat Docket*, and provide book naming conventions for each to help prevent duplicate book values for each *Docket*.
3. Once *Index Data* from an *Official Clerk Index* has been revealed to the public, it becomes permanent public record and cannot be altered. Incorrect or missing data is resolved by supplementing additional records of *Index Data*. The GSCCCA attempts to treat the *Index Data* it reveals to the public with similar immutability even though it is not the official *Clerk* records. Alternatively, corrections, changes, and updates to the images of real property records that the GSCCCA makes available to the public can be made by replacing *Image Files* even after an image has been revealed to the public.
4. eRecording of land records in Georgia is governed by the "[Real Estate Electronic Recording Rules for the State of Georgia](#)" of which the requirements of this document are subject to.

Task 1: Process Electronic *Instruments* (eFilings)

Requirements for processing electronically Submitted Instruments including interfacing with the GSCCCA eFiling Portal to download, record, and reject eFilings.

Real Property Systems shall comply with the following requirements:

A. Support all *API* web service calls in the “*Real Estate eFiling County Implementation Guide*” (Implementation Guide), except for `RetrieveAcceptedPackage()`, `RetrieveRejectedPackage()`, and any defined therein as optional. Supporting *API* web service calls involves:

1. Providing *Operators* appropriate interfaces to execute the web service call and to process the results of each call.
2. Including proper values for all data attributes within the XML strings per the implementation guide.
3. Refraining from including any `ParticipantID` or attributes related to `ParticipantIDs` in any of the *API* web service calls as `ParticipantIDs` are no longer used.
4. Display to *Operators* the complete results of PT-61 Validation web service calls described in the “*Real Estate eFiling County Implementation Guide*”.

B. Differentiate all eFiling packages downloaded from the *eFiling Portal* into the *Real Property System* as either Accepted, Rejected, or Pending per the following definitions and *Clerk* actions:

“Accepted”: *Real Property System* has transmitted notice to the *eFiling Portal* that *Clerk* has deemed an eFiling Package suitable to be recorded, indexed, and included as *Official Clerk Records*; and *Real Property System* has received acknowledgement back from the *eFiling Portal* confirming that the *eFiling Portal* received a successful acceptance notice.

“Rejected”: *Real Property System* has transmitted notice to the *eFiling Portal* that *Clerk* has deemed an eFiling Package as NOT suitable to be recorded, indexed, or included as *Official Clerk Records*; and *Real Property System* has received acknowledgement back from the *eFiling Portal* confirming that the *eFiling Portal* received the rejection notice.

“Pending”: eFiling packages submitted by the public to the *eFiling Portal* for recording that have not yet completed the conditions to be Accepted or Rejected as defined above.

Real Property System shall prevent *Operators* from processing an eFiling Package as being Accepted until *Real Property System* obtains successful receipt from the *eFiling Portal* confirming such. This is intended to prevent any indication to the public that the contents of an eFiling Package have been recorded or indexed in the *Official Clerk Records* without a response from the *eFiling Portal* indicating success in the XML Status element.

Real Property System shall take care to prevent transmitting to the *eFiling Portal* redundant Acceptance or Rejection notices for an eFile Package with the same GUID identifier more than once unless there is a practical reason to do such. Similarly, the *Real Property System* shall be designed

to prevent multiple, redundant calls to *eFiling Portal* to download the same eFiling Package multiple times unless there is a specific reason.

Real Property System shall provide the *Clerk* an interface to declare an eFiling package on the *eFiling Portal* as NOT suitable for recording without requiring the eFiling package to be successfully downloaded from the *eFiling Portal*. This is intended to be used under limited circumstances when eFiling packages cannot be successfully downloaded from the *eFiling Portal* due to the nature of their content or for other unusual circumstances at the discretion of the *Clerk*, but where the *eFiling Portal* has provided a GUID identifier to the *Real Property System* to identify it for *Clerk* Rejection. Once a *Real Property System* receives appropriate notice from the *eFiling Portal* of the *Clerk* declaration (as described above), the eFiling package is considered Rejected.

C. Maintain a history of all *API* communication web service calls (*API* Communications Log or *API* Log) made by the *Real Property System* in communicating eFilings with the *eFiling Portal*. (The *API* Log may include UCC eFilings web service calls in addition to *Deeds*, *Liens*, and *Plats*.) The data elements of the *API* Communications Log are specified in Appendix H, and the log should have its columns ordered and be materially similar to the sample in Appendix H. The log shall contain a copy of the exact information communicated with *eFiling Portal* captured at the time of the communication. The log must be easily and promptly accessible by the *Operators* and their relevant technical support staff for a minimum of 90 days from when each *API* call was initiated, for every *API* call made by the *Real Property System* to the *eFiling Portal*, and a minimum of one year from when each *API* call was initiated for all eFiling Packages in the Pending state that have not completed transition to the Accepted or Rejected state (as defined above).

Real Property System shall provide an interface to the *API* Log by screen display that can be filtered and sorted by FilingID and a date range of the date that each call was initiated. *Real Property System* shall have the ability to output the *API* Log to either plain text and/or Adobe compliant pdf files. If a *Real Property System* uses any archiving or purging process to remove old records of the *API* Log from being actively accessible by *Operators*, then *Real Property System* shall do so by date, maintain an accurate 'Good From' date for the *API* Log and appropriately display such date to *Operators*. The *Real Property System* interface shall not make available an option to *Operators* to purge records from the *API* Log that fall outside of the minimum date range(s) described above.

D. Provide an appropriate interface to alert *Operator* whenever an *API* call to the *eFiling Portal* does not result in a successful response or returns an error or warning. The alert is to include any error or warning message returned from the *eFiling Portal*. The alert shall be automatically displayed to the *Operator* until acknowledged or dismissed through the *Real Property System's* user interface.

E. Display to the *Operator* (or provide an *Operator* setting(s) to conditionally display) the relevant information provided within the XML transmitted from the *eFiling Portal* in response to *API* calls (as defined in the "*eFiling Implementation Guide*"):

1. Estimated Filing Fees, for each Instrument in an eFiling package, including the amount and description for each estimated fee (as defined in the "*eFiling Implementation Guide*").
2. Total *Instruments* in each eFiling Package
3. Instrument Type for each instrument of an eFiling Package

4. Parties (as provided in the Grantor and Grantee XML elements, but not to be displayed in data-entry fields used for official indexing or in any other way to imply to the *Operator* or to a *Clerk* or to any other entity performing official indexing functions that they should be used as basis for indexing)
5. Filer Role Information (needed by *Clerks* to determine filing fees)

F. Provide the *Operator* the ability to assign and separate recording fees into the various types listed in the “*eFiling Implementation Guide*” as opposed to summing them all in one fee. Alternatively, *Real Property Systems* may allow recording fees to be described by the *Operator* using whatever description they wish.

Task 2: Process Paper *Instruments*

Requirements for processing Instruments submitted to Clerks' offices in paper form.

A. Currently, *Instruments* are filed with *Clerks* either electronically, or as paper documents. This *Task* describes the requirements for *Real Property Systems* related to the filing of paper *Instruments*.

B. *Real Property Systems* shall stamp recorded paper *Instruments* in accordance with “Appendix G Stamping Requirements” of this document.

C. *Real Property Systems* shall optically scan filed *Instruments* at a resolution and format suitable to produce *Image Files* that comply with the requirements in “*Image API Image File Specification*” and be suitable for future indexing and future submittal to the GSCCCA.

D. *Real Property Systems* shall ensure that *Instruments* are recorded in a docket that is mapped to either the *Deeds*, *Liens*, or *Plats Docket* for the purposes of interfacing with the *Central Collection System*.

Task 3: Produce Index Data

Requirements for using images of recorded Instruments to produce Index Data for Official Indexes and for subsequent transmittal to the GSCCCA.

A. General Requirements

Real Property Systems shall support the manual, human indexing of every field of *Index Data* specified for inclusion in the *Index Data Files* described in *Task 4* of this document. While *Clerks* may choose to not index every data field, *Real Property Systems* are still required to support every data field by allowing for data entry/population and conforming to the format, allowable characters, field length and other specifications provided below and in “Appendix A, Data Dictionary” of this document.

Real Property System features that assist with the creation of complete, efficient, and accurate *Index Data* are encouraged and allowed as long as the features: are accurate, conform to the appropriate version of the “*Indexing Standards*”, and provide human indexers with a user-interface to verify and overwrite *Index Data* generated by any automated feature. Such indexing features include, but are not limited to:

- Human data verification, ‘proof-sheets’, multiple pass keying, etc.
- Data-entry short-cuts, name tables, property field range expansion and validation, etc.
- Automated indexing aka “artificial intelligence” techniques.
- Indexing standards enforcement and violation flagging.

The GSCCCA reserves the right to test all *Index Data* data-entry and data-generation features of the *Real Property System* for appropriate suitability and accuracy as part of its system certification process.

B. *Real Property System* Data Entry Requirements:

Real Property Systems shall provide an interface for data entry of the following items listed below for each occurrence of an indexed *Instrument*:

For each *Instrument* there must be one and only one: [Instrument.InstrumentType] (must be from the approved list in “Appendix D – Indexing Instrument Types and Instrument Type Codes”) [Instrument.Book], [Instrument.Page]. *Clerks* may optionally enter one [Instrument.Description].

For each *Deed Instrument* there must be between one and an unlimited number of: [Grantee.Name], and [Grantor.Name]. For each *Lien Instrument* there must be between one and an unlimited number of: [Direct-Party.Name], and [Reverse-Party.Name]. For each *Plat Instrument* there must be between one and an unlimited number of: [Caption.Name].

For each *Lien Instrument* that is a state tax lien or cancellation from the Georgia Department of Revenue, there will be one and only one [StateTax.Rev#] field which the indexer is to index the Georgia Department of Revenue State Tax Lien Control numbers.

For each *Instrument* there shall be between zero and an unlimited number of: [Property.Land_Lot], [Property.District], [Property.Section] fields. The [Property.Section] may also be used to enter a General Militia District (GMD) or Headright (HR), as appropriate for the county. To prevent the indexer from confusing the [Property.Section] field with a ‘subdivision section’, *Real Property Systems* must include the word “County” before any label or caption for entering data for the field that includes the word “Section”. This field may also be labeled/captioned with a derivation of ‘GMD’ or ‘Headright’ as appropriate for the county; for example: “County Section / GMD”.

For each *Instrument* there shall be between zero and an unlimited number of [Property.Subdivision], [Property.Unit], [Property.Block], [Property.Lot], and [Property.Subdivision_Comment] as defined in Appendix A. Each unique combination of these fields shall correspond to any applicable [Property.Land_Lot], [Property.District], [Property.Section] fields described above. Use of either of the [Property.Unit], [Property.Block], [Property.Lot], and [Property.Subdivision_Comment] fields require data to be entered in a corresponding [Property.Subdivision] field. However, data does not have to be present in all the fields; for example, certain parcels of land such as acreage may be indexed with only the [Property.Subdivision] and [Subdivision_Comment] fields.

For each *Instrument*, indexers shall be provided with the ability to index between zero and an unlimited number of Cross-Indexes. (See Task 4 and Appendix A) This includes [Cross-Index.Docket] (value is to coincide with the *Index Data File* transmitted to the *Central Collection System* of the cross indexed document), [Cross-Index.Key1] (used to index the ‘Book’ number of the referenced instrument or Filenumber for UCC’s, or the unique control number for PT-61 Transfer Tax forms), [Cross-Index.Key2] (used to index the ‘Page’, or blank for UCC’s), [Cross-Index.Note] (for indexers to add a note describing the nature or reason for the cross-reference). *Real Property System* interfaces may automatically prompt and encourage the indexing of Cross-Indexes especially when indexing an instrument type known to have Cross Indexes (for example, when indexing a cancellation, a *Real Property System* may prompt the indexer to cross index a security deed; indexing a warranty deed may prompt for a plat Cross-Index; indexing a conveyance deed may prompt for a PT-61 Transfer Tax form number, etc.).

All interfaces for correcting previously indexed data (Correction/Addition Lines as defined in *Task 4*) shall present the indexer with fields of data pre-populated with the latest version of data for the *Instrument*. Fields are not to be pre-populated with original (obsolete) data that has already been corrected by another correction. This is to prevent losing (overwriting) corrective data for an *Instrument* in the event it is corrected more than once.

Indexing Systems shall automatically insert the date and time required in the [Instrument.Description] field as specified for Correction/Addition Lines in *Task 4* and display such locally.

Real Property Systems shall support and implement the use of [Instrument.IndexerID] and [Instrument.AgencyID] fields described below in *Task 4*, though GSCCCA instructions may require or prohibit those features to be implemented and their associated Indexer Identification Lines (as defined in *Task 4*) to be included or restricted in *Index Data Files*.

Task 4: Produce Compliant *Index Data Files*

Requirements for organizing Index Data into electronic files of ASCII data for subsequent transmittal to the GSCCCA.

Real Property Systems shall create *Index Data Files* compliant with the specifications herein. *Index Data Files* shall be composed in the American National Standards Institute ANSI X3.4-1986 standard; Information Systems Coded Character Set, 7-Bit American Standard Code for Information Interchange (ASCII).

A. Index Data Files for Instruments recorded in the Deed Docket.

Filename

Index Data Files must follow the specific, unique filename rules described below to ensure the source of the file and prevent unintended loss of *Index Data*. Filenames must be twelve characters in length, and in "8 dot 3" format in compliance with ISO 9660. Each *Index Data File* accepted by the *Central Collection System* must have a unique filename. The filename for each *Index Data File* shall be composed of:

1. Century Code: The first character is a letter from A-Z representing the century of the year the file is to be transmitted. This letter is to be "E" for files to be transmitted in calendar years 2000 to 2099. (The letter will be "F" starting in the year 2100, and it was "D" for files that were transmitted in the 1900's.)
2. Year code: The next two characters shall be the last 2 digits of the year that the file is to be initially transmitted ("00" to "99", as appropriate).
3. Sequential Number: The next five characters consist of the digits "0" through "9" and represent a sequential number (for each county) starting at "00001" at the beginning of each year and is to be incremented for each file accepted by the *Central Collection System*. (An *Index Data File* rejected by the *Central Collection System* does not cause the Sequential Number of the next file to be incremented.)
4. A period "." (ASCII code 46).
5. County Code: The final three characters consist of the digits 0 through 9 and represent the county of filing ("001" to "159") as indicated in the attached Appendix C, "Georgia Counties and County Codes."

For example, the fourth file sent from Cobb County that is transmitted and accepted by the *Central Collection System* in calendar year 2025 would be transmitted in the file named: "E2500004.033". The filename information described above is based upon the year the file is transmitted and must follow the rules specified in the section entitled "Data Validation" in this *Task*.

Index Data File Header

The first line of each *Index Data File* is referred to as the file's Header and contains information used to identify the source of its data and to confirm its proper transmission to the *GSCCCA Central Collection System*. This information shall consist of the following items listed in order of placement in the Header:

1. Checksum. This is a hexadecimal code calculated by adding the sum of all the ASCII codes for every character in the file (including all delimiters, carriage returns, linefeeds, character count field described below, etc.) except for the seven digits that will compose the code itself; then inserting this sum as a hexadecimal value into the logical equation: Checksum = (ASCII character code sum in hex) AND (FFFFFFF) to assure it is truncated if greater than 7 digits. The Checksum shall be padded with leading zeroes as necessary to always be 7 hexadecimal digits in length. Any letters in the hexadecimal code will be capitalized. (Sample programming code to calculate the Checksum is provided in Appendix E.)
2. Character Count. This is a decimal (base 10, not hexadecimal nor binary) value. The Character Count shall be eight characters in length, with leading zeros, truncated to the last 8 characters as necessary. The Character Count includes all ASCII codes in the files, including line feeds, carriage returns, and the 7-digit Checksum.
3. Processing Version Number. This shall be a constant value of "2.0" unless otherwise specified by the GSCCCA. It represents a GSCCCA specified value to identify a set of rules the *Central Collection System* will use to process and validate the *Index Data File*. The GSCCCA may specify other values to use in the future should different rules to process and validate the *Index Data File* become necessary.
4. System Code. A 7-character code assigned by the GSCCCA to each *Real Property System*. This code is assigned to each *Real Property System* during the certification process and will consist of the following allowable characters: letters A-Z, numbers 0-9 and a dash. *Indexing Systems* are required to use the System Code assigned to the *Real Property System* that produced the final version of the *Index Data File* that is transmitted to the *Central Collection System*. *Real Property Systems* must NOT use a System Code that has not been assigned to it, nor use a System Code that has been assigned to another *Real Property System*. System Codes must not be shared by different *Real Property Systems* even if the other *Real Property System* has the same Sponsor, owner, operator, or is used by the same county.
5. Docket Code. This shall be a constant value of "DEED" to identify the *Index Data File* as containing *Index Data* from *Instruments* recorded in the *Deed Docket*.
6. County Code. The 3-digit code from "Appendix C" that represents the county where the *Instruments* of the *Index Data File* are recorded. *Index Data Files* shall contain *Index Data* for *Instruments* of one county only. The County Code shall occupy three-character spaces, contain leading zeros, and match the equivalent county code in the filename.
7. Good Through Date. The date to which the county's *Good Through Date* for the *Index Data File's Docket* should be established upon *Central Collection System* acceptance of the *Index Data File*. It may be the same date, an earlier date, or a later date from the previously accepted *Index Data File* for the county and *Docket*. The *Good Through Date* shall occupy ten character spaces and be

in the format “mm/dd/yyyy” where mm = zero padded month, dd = zero padded day, yyyy = four-character year. This date is not to be confused with the date the file is transmitted; it is instead the date such that no future *Instruments* can be expected to be indexed or transmitted that have an [Instrument.Filed_date] value equal to or before this *Good Through Date*.

8. *Good Through Time*. An optional value to more precisely report a *Good Through Date*. It shall be in the format “hh:mm{AM/PM}” where hh = zero padded hour, mm = zero padded minute of the hour, and {AM/PM} shall be “AM” or “PM” as appropriate. For example: “05:00PM”. The *Good Through Time* shall be blank, or represent a valid time in the Eastern Time Zone.

All items in the Header shall be comma-quote delimited (ASCII codes 44 and 34 respectively) except for the checksum which shall be followed by a comma but not surrounded by quotes.

Immediately following the Header shall be a carriage return (ASCII code 13) and linefeed (ASCII code 10).

Index Data Files are not required to contain *Index Data* if they are transmitted to change a *Good-Through Date*. Such files may contain only the Header and the End-Of-File (EOF) indicator (described later) without any other data.

Lines of Data

Immediately following the Header, *Index Data Files* will contain lines of quote-comma separated (delimited) fields. Data shall be grouped into Lines, defined herein as the data between consecutive combinations of a carriage return (ASCII code 13) and linefeed (ASCII code 10) codes. Data contained in each Line shall be organized into fields described below and all such fields shall be preceded and followed by (and only by) double quotes (", ASCII code 34) and separated by commas (, ASCII code 44).

All Lines of data pertaining to the same indexing of an *Instrument* must be grouped together with the same *InstrumentID* (as defined below and under “Definitions”) and not be separated by a Line with a different *InstrumentID*. There shall be the following types of Lines:

1. Instrument Lines: There must be one and only one Instrument Line per *Instrument*. This shall be the first Line of data for an *Instrument* and contain *Index Data* for the *Instrument*.
2. Property Lines: Zero, one, or more Property lines shall follow the Instrument Line. There shall be one Property Line for each combination of property Fields indexed for the *Instrument*.
3. Grantee Lines: One or more Grantee Lines shall follow any existing Property Lines or the Instrument Line if no Property Lines exist for the *Instrument*. There shall be one Grantee Line for every grantee indexed for the *Instrument*.
4. Grantor Lines: One or more Grantor Lines shall follow the Grantee Line(s) for each *Instrument*. There shall be one Grantor Line for every grantor indexed for the *Instrument*.
5. Correction/Addition Lines: There shall be one or more Correction/Addition Line for each *Instrument* that was previously submitted and successfully merged into the *Central Collection*

System, and contained incomplete or incorrect data and requires correction or supplementation. Note: all *Instruments* containing incorrect or incomplete data must be corrected through the use of Correction/Addition Lines; it is improper to simply create a new *InstrumentID* for this.

6. Cross-Index Lines: zero, one, or more shall follow the Grantor Lines for an *Instrument*.

7. Indexer Identification Lines: zero, one, or more Indexer Identification Lines shall follow the above lines for an *Instrument*. *Real Property Systems* are to provide *Operators* an option for *Deed, Lien, and Plat Index Data Files* to either enable or disable the implementation of Indexer Identification Lines by their *Real Property System*. When disabled, no Indexer Identification Lines are to be included in *Index Data Files*.

Fields

The data for each Field shall be placed within the appropriate Line and be preceded and followed by a double quotation mark (", ASCII code 34) with a comma ("," ASCII code 44) separating Fields within a Line. An empty Field shall retain double quotes as a placeholder. All Fields mentioned below shall be in accordance with "Appendix A, Data Dictionary" or as otherwise dictated in this document. Fields shall be trimmed to eliminate trailing spaces.

Each Line shall begin with the *InstrumentID*, which shall be a 13-numeric digit field. The first three digits of such shall be the County Code from Appendix C. The next four digits shall be the year and correspond to the year of the [Instrument.Filed_Date] field of the *Instrument*. The remaining 6 digits shall be an incremental counter reset to 000001 for the first *Instrument* filed in a new year. This counter shall be incremented by one for each successive *Instrument*. This Field uniquely identifies each group of Lines of data for a single indexed *Instrument*. The *InstrumentID* is to be used to track data in the *Index Data File* for a specific *Instrument* back to the Clerk. The *InstrumentID* is to be generated automatically by *Real Property Systems* using a method that does not result in the skipping unnecessary amounts of numbers. For example, the *InstrumentID* may be sequentially assigned to an *Instrument* at the time the *Instrument* is deemed to be accepted for filing by the Clerk, or it may be generated when the *Index Data File* is generated.

The Instrument Line shall always contain eight Fields of data. The first shall be the [Instrument.InstrumentID]. The second Field shall be a constant Field always containing only the character "I" (used to identify it as the Instrument Line). The remaining Fields, in the order given, shall be: [Instrument.Filed_Date], [Instrument.Filed_Time], [Instrument.Type], [Instrument.Book], [Instrument.Page], and [Instrument.Description].

Any applicable Property Line(s) shall follow the Instrument Line. These Lines shall contain the [Instrument.InstrumentID] Field, followed by a constant Field always containing only the character "P" (to identify it as the Property Line). Proceeding shall be [Property.Land_Lot], [Property.District], [Property.Section], [Properties.Subdivision], [Property.Unit], [Property.Block], [Property.Lot], and [Property.Subdivision_Comment]. Additional Property Lines shall be created for each applicable combination of these fields. Therefore, if the index data for an *Instrument* spans two land lots and both land lots are in the same district and section, then two Property Lines shall be created, one for each land lot with the [Property.District] and [Property.Section] fields identical in each line. Property Lines are not required for all *Instruments*.

After the Instrument Line and any applicable Property Line(s) shall be one or more Grantee Lines. Every Grantee Line will begin with the [Grantee.InstrumentID] Field, followed by a constant Field always containing only the character "E" (to identify it as a Grantee Line and discern it from a Grantor Line) followed by data for the [Grantee.Name] Field. A separate Grantee Line shall be created for every Grantee indexed for an *Instrument*.

Following the Grantee Line(s) shall be one or more Grantor Lines. Every Grantor Line will begin with the [Grantor.InstrumentID] Field, followed by a constant field always containing the constant character "O" (to identify it as a Grantor Line) followed by data for the [Grantor.Name] Field. A separate Grantor Line shall be created for every Grantor to be indexed for an instrument.

Following the Grantor Line(s) shall be zero, one or more Cross Index Lines. Every Cross Index Line will begin with the [Cross-Index.InstrumentID] Field, followed by a constant field always containing the constant character "X" (to identify it as a Cross Index Line) followed by the [Cross-Index.Docket], [Cross-Index.Key1], [Cross-Index.Key2], and [Cross-Index.Note] Fields. See Appendix A for field descriptions.

Following the above lines shall be zero, one or more Indexer Identification Lines. Every Indexer Identification Line will begin with the [Indexer-Identification.InstrumentID] Field, followed by a constant field always containing the constant character "Z" (to identify it as an Indexer Identification Line) followed by the [Indexer-Identification.AgencyID] field, followed by the [Indexer-Identification.IndexerID] field. The [Indexer-Identification.AgencyID] and [Indexer-Identification.IndexerID] field values are provided to indexers and indexing agencies by the GSCCCA. Unless specified differently by the GSCCCA, there shall be one separate Indexer Identification ("Z") Line used to identify each individual who has been responsible for the creation or verification or correction of the *Index Data* for the particular *Instrument* and has previously been assigned an IndexerID value from the GSCCCA. These Lines should only be included in an *Index Data File* when directed by the GSCCCA and only contain AgencyID and IndexerID values that have been specifically provided to an agency and indexer from the GSCCCA. (The IndexerID is expected to be used to identify a specific individual that has completed GSCCCA indexer certification.)

End of File

After all *Index Data*, there shall be an End-Of-File indicator used to assure that the file was transmitted properly and received in whole. The End-Of-File indicator shall be the following five characters: "[EOF]", or ASCII codes 91, 69, 79, 70, 93. No quotes or commas are to be included on this line. These should be the last five characters of any *Index Data File*.

Example Deed Index Data File

The following is an example of *Index Data File* representing fake *Deed Index Data* from Barrow County (007) from a *Real Property System* assigned a *System Code* of "SYSTEM1". It contains one security deed that has two grantors and one grantee involving property on two land lots, followed by a warranty deed with cross indexes to a PT-61 tax form and a *Plat*. If it was the first file being transmitted for 2026 for Barrow County, it would have a filename of "E2600001.007".

```
0009D04,"00000812","2.0","SYSTEM1","DEED","007","01/02/2026","05:00PM"
"0072026000132","I","01/02/2026","02:06PM","SD"," 230"," 11","PARTIAL CLAIM"
"0072026000132","P","0024","17"," 2","GREEN ACRES FAKE"," 2"," 1"," 76","PHASE 2"
"0072026000132","P","0025","17"," 2","GREEN ACRES FAKE"," 2"," 1"," 76","PHASE 2"
"0072026000132","E","GEORGIA TRUST BANK FAKE"
```

"0072026000132","O","BURDELLE, GEORGE P FAKE"
 "0072026000132","O","BURDELLE, JACKIE P FAKE"
 "0072026000133","I","01/02/2026","02:12PM","WD"," 230"," 23","3.5 ACRES MORRIS RD"
 "0072026000133","P","0003","08"," 2","","","","",""
 "0072026000133","E","JEFFREY PASSION TRUST FAKE"
 "0072026000133","O","PASSION, JEFFREY FAKE"
 "0072026000133","X","TTAX","0072026000005","",""
 "0072026000133","X","PLAT"," 4"," 7","",""
 [EOF]

In a later file, the corresponding cancellation for this security deed may be indexed and cross-index the security deed. If the indexing of the cancellation was performed by two indexers who were respectively assigned IndexerID values from the GSCCCA of 11111 and 22222, and the indexing was performed by an agency assigned an AgencyID from GSCCCA of "ABCD", then a future data file may contain the following:

"0072026009152","I","10/14/2026","12:10PM","CANC"," 468"," 88","",""
 "0072026009152","E","BURDELL, GEORGE P FAKE"
 "0072026009152","E","BURDELL, JACKIE P FAKE"
 "0072026009152","O","GEORGIA TRUST BANK FAKE"
 "0072026009152","X","DEED"," 230"," 11","",""
 "0072026009152","Z","ABCD","11111"
 "0072026009152","Z","ABCD","22222"

Correction/Addition Lines

When *Index Data* that has been accepted by the *Central Collection System* requires supplementation or correction, it is performed via Correction/Addition Lines. The first Field for any Correction/Addition Lines shall be the *InstrumentID* that matches the exact value of the *InstrumentID* of instrument data that has been previously transmitted and accepted into the *Central Collection System*. The second field for such lines shall be an "A" (to distinguish it as a Correction/Addition Line from the "I" used in Instrument Lines.) This is followed by the same fields as the Instrument Line after the "I" and shall contain valid data for all Fields including fields that do not need to be corrected. To conform with O.C.G.A. 50-18-70, the [Instrument.Description] field for Correction/Addition lines must begin with the Added Date defined as the following text "ADDED mm/dd/yyyy hh:mmA/PM" where mm is the zero padded month, dd the zero padded day, and yyyy the four-digit year, 'hh:mmA/PM' the zero padded hour and minute, that this addition is expected to appear in the index. (The last few indexed characters of the field may be truncated by the *Real Property System* if necessary to make the Field within the required length.) This Line is to be followed by ALL the correct and complete *Index Data* for the *Instrument* including repetition of all information that was initially correct, for all Property Lines, Grantor Lines, Grantee Lines, Cross Index Lines, and Indexer Identification Lines.

Therefore, if the name 'Burdelle' in the above example was an incorrect spelling and should have been indexed as 'Burdell,' a future data file might contain the following:

"0072026000132","A","01/02/2026","02:06PM","SD"," 230"," 11","ADDED 01/05/2026 08:00AM TO
 CORRECT GRANTOR NAME. PARTIAL CLAIM"
 "0072026000132","P","0024","17"," 2","GREEN ACRES FAKE"," 2"," 1"," 76","PHASE 2"
 "0072026000132","P","0025","17"," 2","GREEN ACRES FAKE"," 2"," 1"," 76","PHASE 2"
 "0072026000132","E","GEORGIA TRUST BANK FAKE"

"0072026000132","O","BURDELL, GEORGE P FAKE"
"0072026000132","O","BURDELL, JACKIE P FAKE"

All *Index Data* that was initially accepted (that contained the incorrect data) and all data from any Correction/Addition Lines subsequently accepted by the *Central Collection System* must appear in any *Official Clerk Index* revealed to the public.

B. *Index Data Files* for *Instruments* recorded in the *Lien Docket*.

Index Data Files for *Lien Docket Instruments* shall follow the above-mentioned rules for *Deeds* with the following exceptions:

Filenames are to start with the letter “G” followed by the same Century Code and Year Code as *Deeds*, followed by the same sequential number except it is 4 characters instead of 5, followed by the same period and County Code.

File Headers shall contain the text “LIEN” as opposed to “DEED” for Docket Codes as the fifth data element.

Grantor Lines shall be referred to as Direct Lines and are identified with a "D" as the second field in the Line as opposed to "O". They are to follow all the same rules as Grantor Lines unless otherwise stated in this document.

Grantee Lines shall be referred to as Reverse Lines and are identified with an "R" as the second field in the Line as opposed to "E". They are to follow all the same rules as Grantee Lines unless otherwise stated in this document.

Direct Lines are to appear before Reverse Lines of the same *Instrument*.

After the “I” Line will be any applicable “S” Lines composed of: *InstrumentID*, “S” (to identify the line for a state tax lien), “GADOR” (to identify it relating to a lien from the Georgia Department of Revenue), “C” (to indicate that the following item will be a DOR control number), [State-Lien.Rev#].

Below is an example of a *Lien Index Data File* from a *Real Property System* with *System Code* “SYSTEM1” from Barrow County, containing *Index Data* for a single Georgia Department of Revenue tax lien. This file could have an example filename of “GE250020.007” if it is sent after 19 *Lien Index Data Files* were previously accepted for Barrow County in 2026.

00059BE,"00000454","2.0","SYSTEM1","LIEN","007","02/04/2026","05:00PM"
"0072026003001","I","02/04/2026","09:53AM","FIFA","12345","1234","\$1500"
"0072026003001","S","GADOR","C","18008494A"
"0072026003001","P","0012","12","ABCD","SHADY ACRES","","", 50,"10 MAIN ST"
"0072026003001","D","BURDELLE, GEORGE P"
"0072026003001","D","BURDELLE FIRST LLC"
"0072026003001","D","BURDELLE 1ST LLC"
"0072026003001","R","GEORGIA STATE DEPT OF REVENUE"
[EOF]

C. *Index Data Files* for Instruments recorded in the *Plat Docket*.

Index Data Files for *Plat Docket Instruments* shall follow the above-mentioned rules for *Deeds* with the following exceptions:

Filenames are to start with the letter “P” followed by the same Century Code and Year Code as *Deed Index Data Files*, followed by the same sequential number except it is 4 characters instead of 5, followed by the same period and County Code. For Example: “PE250001.002” would be the filename of a *Plat Index Data File* for the first file of calendar year 2025 for Atkinson County.

File Headers shall contain the text “PLAT” as opposed to “DEED” for the Docket Code as the fifth data element.

Instead of Grantor Lines and Grantee Lines there shall just be Caption Lines with a “C” as the second data element in the Line as opposed to “O” or “E”. Caption Lines shall be located before Property Lines and shall follow all the same rules as Grantor Lines unless otherwise stated.

Property Lines shall have blank (empty string) values for the [Property.Subdivision], [Property.Unit], [Property.Lot], [Property.Block], and [Property.Subdivision_Comment] fields.

Below is a sample *Plat Index Data File*, which if it was 13th file accepted from county 007 (Barrow) in 2025 would be named “PE250013.007”:

```
00056BF,"00000456","2.0","SYSTEM1","PLAT","007","11/02/2025",""
"0072025000132","I","10/28/2025","12:40PM","PLAT","12-3A"," 11","FALLS DR"
"0072025000132","C","BURDELLE, GEORGE P"
"0072025000132","C","BURDELLE DEVELOPMENTS"
"0072025000132","C","ENCLAVES AT THE FALLS PHASE 2 LOTS 1 TO 20"
"0072025000132","P","1234","17"," 2","","","",""
"0072025000132","P","1235","17"," 2","","","",""
"0072025000132","X","PLAT","1-23A"," C",""
[EOF]
```

D. Data Validation

Two levels of validation reporting will be performed by the *Central Collection System* on *Index Data Files*: Critical validation testing and Non-Critical validation testing. Each validation level shall have its own validation rules that data in the files must pass. If any *Index Data File* violates any of the critical validation rules the ENTIRE FILE WILL BE REJECTED by the *Central Collection System* and none of its data shall be merged into the *Statewide Indexes*. *Real Property Systems* must provide for production of compliant *Index Data Files*. Occurrence of any critical violation shall result in a *Notification of Rejection* transmitted (currently via e-mail) from the *Central Collection System* to the county of origin. Such notices identify the file by filename and the nature of critical violation(s), and provide corresponding *InstrumentID* numbers. The appropriate data from a rejected *Index Data File* must be re-transmitted once the data has been corrected by the *Clerk*. When an *Index Data File* passes all critical validation testing, the data is considered ‘Accepted’ and a *Notification of*

Acceptance is transmitted to the *Clerk* from the *Central Collection System*. Any such *Notification of Acceptance* shall provide an *Acceptance Code* to be used by *Real Property Systems* as specified in Task 6.

The numeric sequential portion of a filename, and year if applicable, must be incremented for subsequent files upon every *Acceptance* of an *Index Data File* for a particular county and *Docket*. When the year portion of a filename has been incremented, the numerical sequential portion of the proceeding file's filename must be reset to 1 (with appropriate leading zeros as defined for each *Docket*).

If a county transmits an *Index Data File* (with a correct filename) that is rejected by the *Central Collection System*, then all future transmissions from the respective county for the particular *Docket* are to maintain the initial filename and are expected to contain revised data from the initially rejected file until an acceptance occurs. (Additional data in such re-transmitted files is allowed.) However, if the rejected file was the last transmitted file in a calendar year, then the proceeding transmitted *Index Data File* (in the new year) must maintain the same filename as the rejected file until acceptance and is not to 'roll-over' to reflect a filename of the new calendar year. This is to ensure that all data is accounted for at the start of each new year. It is anticipated that the first *Index Data File(s)* of a new calendar year may contain data for *Instruments* filed in the previous year.

Real Property Systems must internally retain data from each *Index Data File* in case an *Index Data File* is rejected by the *Central Collection System*. *Real Property Systems* must contain features that allow *Clerks* to recall, review, and correct *Index Data* contained in any rejected file and retransmit the *Index Data* from a rejected file.

Any *Index Data File* that satisfies all the critical validation rules but does not satisfy all the non-critical validation rules shall be Accepted and merged into the *Statewide Indexes* and result in a *Notification of Acceptance* that identifies the non-critical violations. The purpose for non-critical validation is to accept data but allow the *Clerk* to be aware of questionable data that may be correct or may require future transmittal of additional or corrective data at the *Clerk's* discretion.

Real Property Systems must allow each field within an *Index Data File* to contain only, and all, characters from the field's respective allowable character set as specified in Appendix A.

Critical Validation Rules

Real Property Systems shall ensure that its process to generate *Index Data Files* do not violate the critical validation rules. The critical validation rules are subject to change by the GSCCCA and currently consist of the following:

1. Each field in every Line must be accounted for, with empty strings ("") representing a field with no data.
2. Each Instrument must always have data (cannot be blank) on the appropriate Line and in the appropriate range and format for all fields (as specified in "Appendix A – Data Dictionary") except for the following:

[Instrument.Description] (except for Correction/Addition Lines which require Added Date described above),

[Property.Land_Lot], [Property.District], [Property.Section],
[Property.Subdivision] (which can be blank unless there is data in the [Property.Unit],
[Property.Block], [Property.Lot], or [Property.Subdivision_Comment] fields),
[Property.Unit], [Property.Block], [Property.Lot], and [Property.Subdivision_Comment],
[Cross-Index.Note], and
[Cross-Index.Key2] which may be blank when the [Cross-Index.Docket] field is “ UCC” or
“TTAX”.

3. For each Instrument Line or Correction/Addition Line there must be one or more: Grantor Line(s) and Grantee Line(s) for *Deeds*, Direct Party Lines and Reverse Party Lines for *Liens*, and Caption Lines for *Plats*; containing appropriate data.
4. The [Instrument.InstrumentID] for any data NOT associated with a Correction/Addition Line, must be unique from any other [Instrument.InstrumentID] previously accepted by the *Central Collection System* or elsewhere in the same *Index Data File*.
5. All data must be in the appropriate range, format, and within size limitations as specified by Appendix A, Data Dictionary, and elsewhere defined in this document.
6. The File Character Count and Checksum codes shall be calculated correctly for the *Index Data File* and appropriately placed in the Header of the *Index Data File*.
7. The County Code in the file Header and contained in the [Instrument.InstrumentID] field of all Lines shall match the County Code within the filename and correctly represent the county of origin of the *Index Data File*. See Appendix C for proper County Codes.
8. [Instrument.Type] field shall be from the approved list (see Appendix D), which may be amended from time to time by the GSCCCA.
9. All fields representing dates must represent a legitimate calendar date. (For example, there is no February 31st.)
10. All date fields shall not represent a calendar date chronologically later than the date the file is transmitted.
11. Any Correction/Addition records must use an [Instrument.InstrumentID] that has already been transmitted and accepted by the *Central Collection System*. (An Instrument Line and an Addition/Correction Line with the same [Instrument.InstrumentID] cannot be in the same file.)
12. All data Lines within an *Index Data File* referring to the same [Instrument.InstrumentID] shall be continuously together in the *Index Data File*. Within each [Instrument.InstrumentID] group of data, the order of the Lines of data shall be as specified herein. For example, for *Deeds*, the order is: Instrument line, followed by any Property lines, followed by Grantee line(s), followed by Grantor line(s), followed by any Cross Index lines, followed by any Indexer Identification Lines.

13. All characters shall not violate any defined set of allowable characters for their respective fields (see Appendix A).
14. The Sequential Number portion of the filename must represent a one-unit increment of the previous, most recent *Index Data File* that has been successfully Accepted by the *Central Collection System* from the respective county. For example, if file “E2500024.001” is accepted then the next transmitted filename must be “E2500025.001” (or “E2600001.001” if transmitted after 12:00:01 am on 1/1/2026). Then if file “E2600025.001” is rejected, the filename of the next transmission must again be “E2600025.001” (even if the transmit occurs after 12:00:01 am on 1/1/2026). The Sequential Number must be reset to “00001” at the beginning of a calendar year and after the acceptance of any file that was rejected (for any reason except invalid filename) at the end of the previous calendar year.
15. All fields of the Header must be present and valid except for the Good-Through Time, which may be blank.
16. No data in the [Grantor.Name], [Grantee.Name], [DirectParty.Name], [ReverseParty.Name], or [Caption.Name] Fields shall:
 - Commence with a space,
 - Commence with an "&",
 - Commence with a ",",
 - Contain consecutive spaces,
 - Contain more than one comma,
 - Contain any character not within the character set specified in the *Deed Indexing Standards* for the State of Georgia as published by the GSCCCA,
 - Contain any character immediately following a comma other than a space or a double quote indicating the end of the field, or
 - Contain a comma that is immediately preceded by a space.
17. The Lines of data between the Header and End-of File indicator ([EOF]) indicator must be in numerical order of the [Instrument.InstrumentID] field throughout the Index Date File.
18. For *Deeds* and *Liens Index Data Files*, there must be no data in the [Property.Unit], [Property.Block], [Property.Lot] and [Property.Subdivision_Comment] field unless there is data in the [Property.Subdivision] field for the same Line. For *Plats Index Data Files*, there shall be no data in the [Property.Subdivision], [Property.Unit], [Property.Block], [Property.Lot] and [Property.Subdivision_Comment] fields.
19. No characters shall exist beyond the End-of File indicator ([EOF]).
20. Any Property Line must contain valid data in at least one of the fields after the Property Line (“P”) designation.
21. The ‘Added Date’ and time must be present at the beginning of the [Instrument.Description] of Correction/Addition records and shall not represent an earlier calendar date than the [Instrument.Filed_date] of that Instrument.

22. The [Instrument.Filed_Date] must represent a date in the *Allowable Filed Date Range*, see Definitions. (Records with [Instrument.Filed_Date] dates earlier than the Allowable Filed Date Range are to be delivered to the GSCCCA under specific, contractual terms.)
23. The year portion of the [Instrument.InstrumentID] field for Non-Correction/Addition Lines must represent the same year as represented by the [Instrument.Filed_Date] field.
24. All Indexer Identification Lines must contain [Indexer-Identification.IndexerID] and [Indexer-Identification.AgencyID] values previously established by the GSCCCA and provided to applicable indexers and indexing agencies.
25. There shall be no trailing spaces or other characters after the last Field of any Line.
26. There shall be the proper number of Indexer Identification Lines for each *Instrument* as specified by the GSCCCA.

Non-Critical Validation Rules

Non-critical violations result in ‘warnings’ and may occur when *Index Data* has correct values. They do not cause an *Index Data File* to be rejected. Non-Critical violations include:

1. For data related to the same Instrument Line or Addition/Correction Line, there shall not be two or more identical values for these Fields: [Grantors.Name], [Grantees.Name], [DirectParty.Name], [ReverseParty.Name], [Caption.Name].
2. The [Instrument.InstrumentID] field must be continuous, and all values must be sequentially accounted for. No values of the sequentially increment portion of the [Instrument.InstrumentID] field can be skipped within a file or across two continuous accepted files (except for Correction/Addition Lines).
3. The [Instrument.Filed_Date] field must not represent the same day, or a chronologically previous day, from the established county good-through date as defined by the previously merged *Index Data File* (except for Correction/Addition Lines). However, every instrument must convey the accurate filed date even if this rule is violated in doing so.
4. The *Good Through Date* in the file header, must not represent a calendar date chronologically earlier than the established county *Good Through Date* as defined by the previously merged *Index Data File*. (Every *Index Data File* must convey the accurate county *Good Through Date* even if this non-critical rule is violated in doing so.)
5. For non-Correction/Addition Lines, an *Instrument* with the same [Instrument.Book] and [Instrument.Page] values cannot already exist in the system. (Although this rule may be violated for proper indexing practices, a non-critical warning will still be created.)
6. [Instrument.Book] and [Instrument.Page] fields shall not contain leading zeros, imbedded spaces, or dash unless separating two numbers or two letters. (Data received that violates this will be

altered by the *Central Collection System* for inclusion into the *Statewide Index*. Any *Notification of Acceptance* will indicate what the value has been changed to.)

7. For all "S" Lines in a *Lien Instrument*, there must be a Reverse Party of "GEORGIA STATE DEPT OF REVENUE".

Task 5: Manage Index *Good Through Dates*

This Task defines the requirements for Real Property Systems to control and manage the Good Through Date reported to the GSCCCA in Index Data Files and that is revealed to the public in other manners.

Real Property Systems shall determine the accurate *Good Through Date* for each *Docket* from all the sources of *Index Data* used by a respective *Clerk*. For example, if a *Clerk* locally indexes the paper documents filed in their office while outsourcing the indexing of electronically filed documents, then the *Real Property System* needs to determine the proper *Good Through Date* across these two sources of *Index Data*.

The *Real Property System* is to provide this proper *Good Through Date* in *Index Data Files* to the *Central Collection System* and display it on any *Index Data* the *Real Property System* may reveal to the public such as search websites, printed indexes, or exported data.

Task 6: Transmit *Index Data Files* to GSCCCA

Requirements for Real Property Systems to transmit Index Data Files to the GSCCCA.

Real Property Systems shall securely store any credentials to access the *Central Collection System's* FTP server.

Real Property Systems shall transmit *Index Data Files* via FTP (File Transfer Protocol) to the *Central Collection System* at the FTP site specified by the GSCCCA.

Real Property Systems (programmatically or through an *Operator* interface) shall access *Notifications of Acceptance* and *Notifications of Rejection* returned by the *Central Collection System* for all *Index Data Files* transmitted to the *Central Collection System*.

Real Property Systems shall track (programmatically or through an *Operator* interface) which *Index Data Files* were accepted and which were rejected by the *Central Collection System* and determine the appropriate sequential filename counter used in the filename of *Index Data Files* for each *Docket*.

Task 7: Produce Compliant *Image Files*

Requirements for Real Property Systems to produce electronic files of images that comply with GSCCCA image requirements for future uploading to the GSCCCA.

Real Property Systems shall produce *Image Files* of *Instruments* that comply with specifications in "*Image API Image File Specification*" and "Appendix G – Image Stamping Requirements" from optically scanned paper *Instruments* and/or from electronically filed *Instruments*.

Image Files shall be produced for all *Pages* of *Instruments* as long as the *Page* is recorded in the *Official Clerk Records*. (Certain images such as PT-61 property tax forms, and 'Note to clerk' messages often accompany eFilings to the *Clerk*; however, these are not to be uploaded to the *Central Collection System* unless the *Clerk* has recorded them in the *Official Clerk Records*.)

If a *Real Property System* has created an *Image File* or modified it to a point where its Image Checksum (an SHA-1 based64 encoded hash code as defined in the "*Image API Users Guide*") has been altered, then the *Real Property System* shall assure that its GSCCCA assigned *System Code* is properly inserted or appended as the last comma separated value in the images Artist TIFF tag as defined in the "*Image API Image File Specification*".

Image Files shall contain content approved by the respective *Clerk* for being revealed to the public.

Task 8: Transmit *Image Files* to the GSCCCA

Requirements to use Image API to transfer Image Files to the GSCCCA, required activity logging, rate limiting compliance, etc.

A. GENERAL INFORMATION

Image Files corresponding to images intended by a *Clerk* to be suitable for public viewing for all *Instruments* accepted for filing by a *Clerk* shall be transmitted to the *Central Collection System*.

Real Property Systems shall use the GSCCCA *Image API* service to upload, download, and report on *Image File* transmissions to the *Central Collection System*. *Real Property Systems* shall interface with the *Image API* service using automated features of the *Real Property System* and not external utilities or testing/demonstration utilities such as the “*Image API HTML Documentation Page*” (aka ‘Swagger Page’).

Developers of *Real Property Systems* should be aware that the GSCCCA makes available a software development kit (SDK) to help users of *Image API* (see “*Image API SDK*”).

B. ACCESS AND SECURITY

Real Property Systems shall support the access and authentication procedures required to use *Image API* as specified by the GSCCCA. (This currently includes the establishment of a GSCCCA Account as described in the “*Identity Server Authentication Guide*”, and the use of an associated ClientID and API ‘secret’ from the GSCCCA for *Image API* as described in the “*Image API User Guide*”)

Real Property Systems must implement proper security to prevent unencrypted access of authentication and security information related to *Image API* to any person or electronic interface beyond the minimal amount required to interface with *Image API*.

Real Property Systems must support using a separate ClientID (for *Image API* access) for each *Clerk* operating the *Real Property System*. ClientIDs cannot be shared among different *Clerk* offices nor among *Real Property Systems* of different *Sponsors*. Vendors operating a *Real Property System* on behalf of multiple *Clerks* may share a single ClientID across those *Clerks*.

C. IMAGE FILES

Image Files uploaded to the GSCCCA shall be compliant with the “*Image API Image File Specification*” and represent images of official *Clerk* real property records including complete, official recording stamps and any redacting the *Clerk* may have performed to the official records to deem the images suitable for public access.

If a *Real Property System* has created an *Image File* or modified it to a point where its *Image Checksum* (an SHA-1 based64 encoded hash code as defined in the “*Image API Users Guide*”) has been altered, then the *Real Property System* shall ensure that its GSCCCA assigned *System Code* is properly inserted or appended as the last comma separated value in the images Artist TIFF tag as

defined in the “*Image API Image Specification*”.

D. BATCHES

Real Property Systems shall support the *Image API* interface to create and close Batches (user defined groups of *Image Files*), as described by the “*Image API Users Guide*”.

Real Property Systems shall support use of a Batch naming convention for *Operators* to organize or describe groups of *Image Files* that will be uploaded.

Operators will be responsible for ‘Closing’ batches in a timely manner as described in the “*Image API Users Guide*”, therefore, *Real Property Systems* shall provide operators a convenient user-interface to Close Batches. This entails supporting the *Image API* interface *API* calls to Close batches and displaying a list of all open Batches to *Operators* that includes (at a minimum): the BatchID, the Batch name, date and time of Batch creation, and the number of submitted, accepted, and rejected image transmissions for each Batch. (This information is currently provided in the *Image API* “/Batches” *API* call.)

E. UPLOADING IMAGES

Real Property Systems must support the *Image API* interface to upload images. This includes the calculation of, or obtaining from a previous *Task* of this document, the Image Checksum for each *Image File* as described in the “*Image API User Guide*”.

Real Property Systems shall capture and store (at a minimum) the following information for each attempted *Image File* upload whether successful or not, herein referred to as the Image Transmit Log:

1. The date and time of the attempted transmit.
2. The DocumentName Tiff tag of the image.
3. The Image Checksum.
3. The Batch name used and Batch ID returned from *Image API*.
4. The ImageSubmissionID (a 4-bit integer value returned by *Image API*) for each successful AND failed upload and its relation to the associated Image File and Batch used in the upload attempt. Note that this is a per upload attempt requirement, not a per *Page* requirement: there will be multiple ImageSubmissionID’s that *Real Property Systems* shall store for an *Image File* if the *Image File* is attempted to be uploaded multiple times. The ImageSubmissionID is expected to be used to, among other purposes, identify the specific attempted upload of an *Image File* to GSCCCA support staff for problem-solving, etc.
5. An indication if the transmission was successful, and if not, the error returned from *Image API*

Real Property Systems shall display to *Operators*, and export in ASCII or PDF format, all records in the Image Transmit Log based on:

1. Unique Batch name, sorted by DocumentName Tiff Tag,
2. Unique County / Docket / Book portion of the DocumentName Tiff Tag, sorted by DocumentName Tiff tag,
3. Unique DocumentName Tiff tag, sorted by date and time of attempted transmit,
4. The last successfully accepted *Image File* for all unique values of the DocumentName Tiff tag for

a Unique County / Docket / Book portion of the DocumentName Tiff Tag.

Real Property Systems shall maintain the Image Transmit Log for each attempted image transmission for at least one calendar year after the date of the attempted transmission.

Real Property Systems shall implement a sufficient workflow process to allow for future retransmission of failed or rejected Image File uploads and ensure that all appropriate images for all *Pages* of applicable *Instruments* are successfully uploaded to *Image API*.

F. RATE LIMITING COMPLIANCE

To ensure fair and appropriate use of GSCCCA resources, *Image API* implements rate limiting restrictions on API calls to its endpoints. These restrictions are currently displayed on the “*Image API HTML Documentation Page*” and are subject to change.

To comply with *Image API* rate limiting restrictions, *Real Property Systems* shall:

1. Adhere to Rate Limits: Implement logic to throttle API requests, ensuring compliance with defined rate limits.
2. Handle Rate Limit Violations gracefully: When an “HTTP 429 (Too Many Requests)” response is received from Image API, manage the error without causing critical failures, interruptions, or incorrectly assuming the process completed successfully.
3. Implement responsible retry mechanisms: Use a linear or exponential backoff strategy for retrying requests when rate limits are exceeded.
4. Log and retain violation records: Maintain logs of all rate limit violations for at least one year and make these logs available for *Operators* to review with GSCCCA to support monitoring and debugging.

G. ADDITIONAL REQUIREMENTS

Real Property Systems shall provide a user interface to allow the *Operator* to enter or select an ImageSubmissionID, and then view the image associated with it and related information.

Real Property Systems shall support the “Report by Book” (/Reports/BookImagesReport) *API* call by allowing *Operators* to call the API for a *Docket* and Book, displaying the results, and indicating to the *Operator* any differences between the images and image Checksums returned against the data of the *Real Property System*.

Real Property Systems shall support the “Batch Summary Report” (/Reports/BatchSummaryReport and/or /Reports/BatchReport/EmailReport *API* calls) by allowing *Operators* to run the API call for a Batch of their choosing and displaying the results returned by the GSCCCA *System* to the *Operator*.

Task 9: Merging and Managing Official Clerk Property Records

A. It is imperative that *Index Data* of the *Consolidated Georgia Real Estate Indexes* created since the advent of the *Central Collection System* be synchronized with and match the *Official Clerk Indexes* for all Clerk of Superior Court offices in Georgia. For this to occur, *Index Data* cannot become part of an *Official Clerk Index*, nor be revealed to the public as such, until the *Index Data* has been accepted by the *Central Collection System*. (Doing otherwise would cause *Index Data* in an *Official Clerk Index* that is rejected by the *Central Collection System* to be different from the *Statewide Indexes*.) Conversely, any *Index Data* accepted by the *Central Collection System* must subsequently become part of the respective Clerk's *Official Clerk Index*.

Therefore, *Real Property Systems* and *Clerks* must not reveal any *Index Data* as purporting to be part of an *Official Clerk Index* until after the Clerk has received a *Notification of Acceptance* from the *Central Collection System* for the data as described further in this document. Upon such acceptance, the *Real Property System* and Clerk shall be responsible for assuring that all the data in the accepted *Index Data File*, exactly as transmitted to the *Central Collection System*, becomes part of the Clerk's permanent, *Official Clerk Index*, and is revealed to the public as such.

B. If an *Index Data File* transmitted to the *Central Collection System* fails validation by the *Central Collection System*, the Clerk will be sent a *Notification of Rejection* from the *Central Collection System*, and the *Real Property System* must continue to restrict the data from entering an *Official Clerk Index* or being revealed to the public as part of an *Official Clerk Index*. Once the Clerk confirms to the *Real Property System* that a *Notification of Rejection* has been returned, the *Real Property System* shall then make the rejected *Index Data* available (editable display) to the Clerk to alter as necessary to remedy the cause of the rejection. The data is then to be re-transmitted to the *Central Collection System* in a subsequent *Index Data File*. Any such re-transmission of *Index Data* can only be performed after it has failed validation by the *Central Collection System*.

D. All *Notifications of Acceptance* sent to the Clerk from the *Central Collection System* will contain an *Acceptance Code* that is unique for each transmitted *Index Data File*. *Real Property Systems* shall require the Clerk to manually enter the correct *Acceptance Code* from the *Notification of Acceptance* for each *Index Data File* before the *Real Property System* merges the data into an *Official Clerk Index* or reveals it to the public as such. This requirement is a safeguard to prevent an *Official Clerk Index* from including data that has not been Accepted by the *Central Collection System*.

E. *Real Property Systems* must compare the *Acceptance Code* value entered by the Clerk to the correct value as determined by the calculations described in "Appendix F – Acceptance Code Calculation". *Real Property Systems* must not consider the data to be Accepted by the *Central Collection System* until the correct *Acceptance Code* is entered by the Clerk. *Real Property Systems* are not to reveal the calculated *Acceptance Code* to the *Operators* at any time but shall calculate the value only for the purpose of validating the code entered by the Clerk. Comparison of calculated and Clerk-entered code shall not be case (upper vs. lower) sensitive.

F. Upon demonstration to, and approval by, the GSCCCA, a *Real Property System* may use automated means to read notifications from the *Central Collection System* and confirm receipt of a *Notification of Acceptance* or *Notification of Rejection* for an *Index Data File* automatically; however, *Real Property Systems* must still provide a method to enter *Acceptance Codes* manually should the

automated process fail due to formatting change in the returned notifications.

G. *Real Property Systems* must maintain *Index Data* and images of *Instruments* after they have been recorded and forwarded to the *Central Collection System*. *Real Property Systems* must catch any intended changes to *Official Clerk Index* and ensure that the corresponding *Index Data* is transmitted to and accepted by the *Central Collection System* before it becomes part of an *Official Clerk Index*. *Real Property Systems* must catch any changes made to images of *Official Clerk Records* (such as corrections or the addition of cancellation or assignment stamps, etc.) and ensure corresponding *Image Files* are transmitted to the *Central Collection System* per methods defined in this document.

H. *Real Property Systems* must ensure that all dockets and book series maintained or created for a *Clerk* as part of a *Clerk's Official Clerk Records* are mapped or combined into the appropriate *Deed*, *Lien*, or *Plat Docket* as described in this document for purposes of transmitting to the *Central Collection System*.

Task 10: Public Access to Index Data and Images

Requirements and restrictions for providing public access to Official Clerk Real Property Indexes and associated images. Rules for printed indexes, searchable websites, data exports etc.

A. General Requirements

The requirements in this *Task* apply to *Official Clerk Records* revealed to the public by *Real Property Systems* via printed index, search terminals, electronic distribution, or any other formats.

Any *Official Index Data* revealed to the public shall be complete and accurate for any data selection filter (e.g. filed date range, specific docket(s) or book series, etc.) purported to be used with the *Index Data*.

When providing public access to *Official Clerk Indexes*, *Real Property Systems* must include all the *Index Data* from each *Index Data File* Accepted by the *Central Collection System* regardless as to whether the data was corrected or supplemented by Correction/Addition records described in *Task 4*.

B. Printed Indexes – *Deed Docket*

Real Property System are required to be able to generate and print a hard copy Real Estate Grantor Index and Grantee Index in compliance with the specifications identified herein, even if a *Clerk* chooses not to use the printed index.

General Information The printed index shall include all the *Index Data* records with *Filed Dates* within the date range specified by the index. Correction/Addition records (see Task 4) are to be included in indexes that were merged within the date interval specified by the Index. Correction/Addition data/records may also optionally appear in other time intervals. Correction/Addition records will appear in printed indexes as a separate entry and not as data merged into the record with the data it is intended to replace. The printed index shall not display or imply any “Valid Though” date range that does not contain all the appropriate *Index Data* that were filed within that entire date range.

Page Layout The layout and complete appearance must match that of the samples provided in Appendix B. This includes layout, page headers & footers, content, types (fields) of data displayed, grid lines, column order and size. Indexes shall be printed with a Courier, fixed-pitched font. Indexes shall be laser printed in simplex (one side of the page) or duplex (see ‘Duplex Printing Considerations’ below) format and in landscape profile on 8½ by 11-inch paper.

Real Property Systems shall provide *Clerks* with the ability to print indexes in one of two formats: bound on the top of the page or bound on the left. A sample of each format is provided in Appendix B. Top bound indexes shall have a quarter-inch left and right margin, a 1¼-inch margin at the top (for binding), and a half-inch margin on the bottom. Index data for this format shall be printed in 8-point font size and page headers shall be 10-point font size. Left bound indexes shall have a .2 (2/10)-inch top and bottom margin, a one-inch margin on the left (for binding), and a quarter-inch margin on the

right. Index data shall be printed in 7-point font size and page headers shall be 9-point font size for this format.

The printed page headers, the column headers, the *Indexed Party Name*, [Instrument.Book] and [Instrument.Page] fields shall be in bold-face type and thus appear more noticeable than other data on the page.

Pagination Indexes will be printed in alphabetical sections - a new page and sheet after the names that begin with numerals and for each new first letter of indexed party name. When *Index Data* for an instrument spans more than one page, the last printed line below the indexed party name shall contain the indented words "CONTINUED ON NEXT PAGE", the first line of the next page shall repeat the indexed party name, and on the line below such name shall be the indented words "CONTINUED FROM PREVIOUS PAGE".

Duplex Printing Considerations For indexes printed in duplex format, *i.e.*, printed on the front and back of physical pages (the preferred but not required format), odd numbered pages shall have the same margins as specified above. For even numbered pages, there shall be a gutter margin that reverses the left and right margins for left bound indexes and reverses top and bottom margins for top bound indexes. Page breaks specified herein (such as between the 'A's and 'B's of the first character of names) shall require printing to resume on the front side of the next physical page, not the back of a current page. For top bound indexes, pages with odd page numbers shall be printed 'upside-down' of even-numbered pages so that both pages can be read once bound.

Sorting All *Indexed Party Names* shall be sorted and printed on the indexes. *Instrument* data within a printed Index shall be sorted in ascending order by the following fields (fields described in Appendix A): Indexed Party Name (either [Grantor.Name] or [Grantee.Name] as appropriate), then [Instrument.Filed_Date], then [Instrument.Filed_Time], then [Instrument.Book], then [Instrument.Page]. Within an instrument, *Opposite Party Name(s)* shall be sorted the same way as *Indexed Party Names*, and multiple property records shall be sorted by the following fields in order of precedence: [Property.Section], [Property.District], [Property.LandLot], then if available, [Property.Subdivision], [Property.Unit], [Property.Lot], [Property.Block], [Property.Subdivision_Comment].

'Alpha' and 'Alpha/Numeric' fields (such as names) shall be sorted on a character-by-character basis where a shorter piece of data precedes a longer name beginning with the same character or characters. Sorting order of characters shall be based on ascending numerical ASCII codes order: a space, followed by acceptable symbols (sorted by ASCII codes) as determined by the *Indexing Standards*, followed by Arabic numerals 0 - 9, followed by English characters A - Z in ascending order of the English alphabet. For the [Grantors.Name] and [Grantees.Name] fields: commas (,) although printed in indexes, shall be ignored for the purposes of sorting. However, in the event that two names differ by only a comma, the name without the comma shall appear first in the sort. Numeric fields shall be sorted in ascending numeric order. Date and Time fields shall be sorted in ascending chronological order. (Field types are stated under the heading "Data Types" in Appendix A).

Index Data Any data that is identified herein as being indented shall be indented three-character spaces and begin on the fourth character space. Data within each index column shall be the specified field lengths in Appendix A - Data Dictionary, except that [Grantor.Name] and [Grantee.Name] fields shall be printed 35 characters across and word wrapped with second and

subsequent lines indented. Data for the [Instrument.Type] field shall be centered in its appropriate column in the index.

The AP column shall be blank if there are no other *Index Party* names and shall have an “O” if there are more Index Party names for the instrument. (This determination is to be performed automatically by the *Real Property System*, not entered by the indexer.)

All data printed under the “Remarks / Description” column shall be 29 characters and word-wrapped. It shall contain the 5 Subdivision fields, [Instrument.Description] fields, and cross-reference fields as specified below:

Subdivision Fields The data for the five subdivision fields shall be concatenated and printed under the “Remarks / Description” column of the index (before the [Instrument.Description] field) in the format specified herein. The field order shall be [Property.Subdivision], [Property.Unit], [Property.Block], [Property.Lot] and [Property.Subdivision_Comment]. The [Property.Unit] field shall be preceded by the header “U”; [Property.Block] shall be preceded by the header “BLK” then a space; [Property.Lot] shall be preceded by the header “L”. The header’s letters shall only appear if their respective fields contain data. The [Property.Subdivision_Comment] field is always to be printed on its own line and indented. This concatenated information shall, if requiring more than one line to print, be word wrapped, and second and subsequent lines shall be indented 3 spaces. The wrapping of this data onto second and subsequent lines shall ‘push down’ other *Index Data* (Land lot, District, Section) accordingly (but not party names or wrapped portions thereof) so as to keep data lined up correctly in the index.

General Description Field After the data from the five subdivision fields shall be data from the [Instrument.Description] field. It shall begin on a line immediately after the subdivision fields of data or immediately after the last Land Lot, District, Section/GMD line(s) of data – whichever is further down. It shall be word wrapped but shall not have any of its lines indented.

Cross Index Fields Appended after the [Instrument.Description] field will be the cross index data fields described in Task 2 & 3. If the [Cross-Index.Docket] field is Deed, Lien or Plat, the format will be: “{Index} BK {key1} PG {key2} {Note}”. If the [Cross-Index.Index] field is UCC, the format will be: “{Index} FN {key1} {Note}”. Extra leading or trailing spaces in field data will be trimmed off. Repeat for all cross indexes for the instrument. Each cross index shall begin on its own line, the first of which shall be immediately after the [Instrument.Description] field data or immediately after the last Land Lot, District, Section/GMD line(s) of data – whichever is further down. Examples: “DEED BK 13 PG 42”, “PLAT BK 10-2 PG 13”, “UCC FN 0021999002356”, and “TTAX 1592024123456”. Wrapped portions will be indented three spaces, though this is expected to be needed only when there is data in the [Cross-Index.Note] field.

C. Printed Indexes – Lien Dockets

Real Property Systems shall have the ability to generate a printed index, for both Direct and Reverse party types, equivalent to the format, margins and other specifications listed above for *Deed Docket* Indexes, and use the column name and titles as displayed for *Lien Docket* Index in Appendix B. Note: it is required that *Real Property Systems* have the ability to print conforming *Lien* indexes even if *Clerks* do not use them or request printed indexes in additional formats.

D. Printed Indexes – Plat Docket

Real Property Systems shall include the ability to generate a printed Plat index sorted by [Name.Caption] and another index (per O.C.G.A. statute) sorted by [Properties.District], [Property.Land_Lot], then [Caption.Name]. (See Appendix A for field definitions.)

E. Electronic / Online Access

Reserved for future use.

F. Data Exports

Reserved for future use.

G. Non - *Official Clerk Index* Data

Real Property Systems may publicly reveal data from *Clerk* indexing processes that are NOT yet accepted by the *Central Collection System* (such as data still being processed or verified locally, or data pending transmission to and/or response from the *Central Collection System*), at the *Clerk's* discretion, provided that:

1. The revealing of any such data does not purport that the data is part of an *Official Clerk Index*.
2. If the *Index Data* is revealed on any computer screen or media alongside any *Official Clerk Index* data, then it must be clearly differentiated or indicated such that in the opinion of the GSCCCA, public consumers of the data would not reasonably interpret it to be part of an *Official Clerk Index* and thus the data might be changed, removed, or added to.
3. All indications identifying the data as not part of an *Official Clerk Index* are removed if and when the data is accepted by the *Central Collection System* and merged into the *Official Clerk Index*.
4. Any associated *Good Through Date* revealed with the data must sufficiently purport, in the opinion of the GSCCCA, to apply to include either *Official Index Data* only, or to include non-official *Index Data*.

Appendix A - Data Dictionary

This appendix describes the data elements aka data fields used in this document.

DATA DICTIONARY - DATA AND FIELD LENGTH				
FIELD NAME	FIELD LENGTH	DATA TYPE	ALLOWABLE VALUES	FORMAT (For <i>Index Data File Inclusion</i>)
Caption Table (This table is used for <i>Plat Instruments</i>)				
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	Numeric
Name	Up to 70 characters	Alpha/numeric	See “ <i>Real and Personal Property Indexing Standards for the State of Georgia</i> ” as published by the GSCCCA	Trimmed. See Note 1 below.
Cross-Index Table (This table is used to cross index other instruments and may refer to instruments in different <i>Dockets</i> or <i>UCCs</i> .)				
Docket	4 characters	Alpha/numeric	Must be “DEED”, “LIEN”, “or “PLAT” if the record being cross indexed came to the Authority in a Deed, Lien, or Plat file. Must be “ UCC” if the document being cross-indexed is a UCC. Must be “TTAX” if used to reference a transfer tax (PT-61) form.	Leading space filled.
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	
Key 1	If <i>Cross-Index.Index</i> = “DEED” then same as <i>Instruments.Book</i> field. If <i>Cross-Index.Index</i> = “LIEN” then same as Book field in the Lien Guidelines. If <i>Cross-Index.Index</i> = “PLAT” then same as Book field in Plats Guidelines. If <i>Cross-Index.Index</i> = “ UCC” then 13 numeric chars, with leading zeroes. It represents the UCC filenumber of the UCC being cross-referenced.			

	If <i>Cross-Index.Index</i> = "TTAX" then 13 numeric digits representing the unique control code from a transfer tax form. The code represents the county code, year, and a sequential number. For example, if the transfer tax form has the control number "PT-61 060-2003-000001" on it then this value for this field needs to be "0602003000001".			
Key 2	If <i>Cross-Index.Index</i> = "DEED" then same as <i>Instruments.Page</i> field. If <i>Cross-Index.Index</i> = "LIEN" then same as Page field in the Lien Guidelines. If <i>Cross-Index.Index</i> = "PLAT" then same as Page field in Plats Guidelines. If <i>Cross-Index.Index</i> = " UCC" then this field shall be empty. If <i>Cross-Index.Index</i> = " TTAX" then this field shall be empty.			
Note	Up to 25 characters	Alpha/numeric	Same as <i>Instruments.Description</i>	All Caps
Direct-Party and Reverse-Party Tables (This table is used for <i>Lien Instruments</i>)				
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	Numeric
Name	Up to 70 characters	Alpha/numeric	See " <i>Real and Personal Property Indexing Standards for the State of Georgia</i> " as published by the GSCCCA	Trimmed. See Note 1 below.
Grantor and Grantee Tables (This table is used for <i>Deed Instruments</i>)				
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	Numeric
Name	Up to 70 characters	Alpha/numeric	See " <i>Real and Personal Property Indexing Standards for the State of Georgia</i> " as published by the GSCCCA	Trimmed. See Note 1 below.
Indexer-Identification Table				
AgencyID	4 characters; provided by GSCCCA to agencies that perform indexing.	Alphanumeric	Values specified by GSCCCA to indexing agencies	Leading space filled

IndexerID	5 characters; provided by GSCCCA to indexers that perform indexing.	Numeric	Values specified by GSCCCA to indexers	Leading zero filled
InstrumentID			Per Definitions, and Task 4	
Instrument Table				
Book	5 characters	Alpha/Numeric	Letters (A-Z), numbers (0-9) accepted. A dash (-) allowed if it is within the field and preceded and proceeded by letters only, or numbers only.	Leading Space Filled, Right Justified, All caps
County_Code	3 digits numeric	Numeric	See Appendix C	Leading zeros
Description	Up to 255 characters	Alpha/Numeric	All capital letters, numbers, period, comma, space, dash must be allowed to be indexed. Optionally, Indexing Systems may allow ASCII character codes 32-126 except for: 34, 60, 62, and 97-122.	Trimmed
Filed_Date	10 digits - numeric and "/"	Date	01/01/1700-12/30/9999	mm/dd/yyyy
Filed_Time	7 alpha/numeric	Time	Legitimate Eastern Time zone time value	hh:mmAM(or PM), i.e., 12:05PM
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	Numeric
Page	4 characters	Alpha/numeric	Letters (A-Z), numbers (0-9) accepted. A dash (-) allowed if it is within the field and preceded and proceeded by letters only, or by numbers only.	Leading Space filled, Right Justified
Type	Up to 4 characters	Alpha	Per coded list in Appendix D	Trimmed

Property Table

Block	3 characters, or empty	Alpha/numeric	All capital letters and numbers	Leading Space Filled, Right Justified
District	2 digits, or empty	Numeric	01-99	Numeric with leading zeros
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	Numeric
Land_Lot	4 digits, or empty	Numeric	0001-9999	Numeric, with leading zeros
Lot	5 characters, or empty	Alpha/numeric	All capital letters and numbers accepted	Leading Space Filled, Right Justified
Section	4 characters, or empty	Alpha/numeric	All capital letters and numbers accepted. This field may represent a GMD or Headright.	Leading Space Filled, Right Justified
Subdivision	Up to 24 characters	Alpha/numeric	All capital letters and numbers, ASCII codes 32-33, 35-59, 61, 63-96, 123-126	Trimmed
Subdivision_Comment	Up to 24 characters	Alpha/numeric	All capital letters and numbers, Ascii codes 32-33, 35-59, 61, 63-96, 123-126	Trimmed
Unit	5 characters, or empty	Alpha/numeric	All capital letters and numbers	Leading Space Filled, Right Justified
State-Tax Table (This table is used for <i>Lien Instruments</i> related to Georgia Department of Revenue tax liens and cancellations)				
InstrumentID	13 digits	Numeric	Per Definitions, and Task 4	Numeric
Rev#	Up to 20 characters	Alpha/numeric	All capital letters and numbers	Trimmed

Note 1: The contents of the *Grantor.Name*, *Grantee.Name*, *DirectParty.Name*, *ReverseParty.Name*, and *Caption.Name* fields are specified in the “*Indexing Standards*” published by the GSCCCA; which states that human names are to be entered as: surname, comma, space, given name(s) followed by any prefix and suffix. Company names shall not contain a comma. For example “SMITH, BILL SR” and “BILL SMITH INC”.

Appendix B - Printed Index Layout

(The following samples contain made-up data and are not meant to reflect proper indexing practices)

Samples of Printed Grantor Indexes

Peachtree County

Grantor Index

Valid 01/01/2005 Through 01/27/2007

GRANTOR	A P	GRANTEE (S)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANGFORD, SYLVIA	O	SUN FINANCE SUN MORTGAGE CO	08/19/2005	03:19PM	SD	1118	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/02/2005	08:00AM	SD	1324	14		19	0065	FOXMOOR ESTATES U2 L2
LANGFORD, SYLVIA M		LANGFORD, THOMAS C PHILLIPS, ALICE SIMPSON PHILLIPS, ANTHONY PHILLIPS, BENNY PHILLIPS, CAREY PETER	09/03/2005	09:45AM	QC	91324	6		06	1122	1.46 AC DEED BK 1400 PG 50
LANGFORD SYSTEMS INC		GE CAPITAL CREDIT CORP	02/04/2005	09:10AM	SD	1006	331		05	0043	PINES INDUSTRIAL PARK L17
LANGFORD SYSTEMS INC		JOHN D SMITH CONSTRUCTION CO	02/15/2005	08:00AM	SD	1012	27		05	0043	PINES INDUSTRIAL PARK L17
LANGFORD, THOMAS L	O	MEANS, LARRY C	10/18/2005	04:48PM	WD	1427	131	365			14.67 AC
LANGFORD, THOMAS L		JENRETTE DEVELOPMENT INC	10/23/2005	08:30AM	WD	1431	1	365 42			TWO TRACTS, 34.56 AC GMD 365; 4.25 AC
LANGFORD THOMAS TEMPLETON INDUSTRIES CORP		NATIONSBANK	01/01/2005	03:34PM	SD	1712	78		04 04	0034 0122	
LANGFORD, TOM		CREST CONSTRUCTION CO	04/19/2005	09:40AM	ML	1168	227		02	0034	SIMMONS MILL U1 BLK C L17
LANGFORD, TOM		LANGFORD, BETTY LANGFORD, ERNEST LANGFORD, HAROLD C	11/12/2005	08:00AM	QC	1401	167		04	0017	2.34 AC
LANGFORD, TOMMY	O	SIMMONS, PHYLLIS SIMMONS, RAYMOND	03/18/2005	10:12AM	WD	1088	39		05	0067	HIGHTOWER GLEN U1 BLK B L23
LANGFORD, TOMMY	O	BACHART, ANN BACHART, EDWARD	05/01/2005	08:30AM	WD	1180	112		05	0067	HIGHTOWER GLEN U1 BLK A L44 3642 HIGHTOWER TRAIL
LANGLEY FINANCIAL SERVICES		AARON, JAMES AARON, WILMA	02/28/2005	11:12AM	CANC	1015	88				
LANGLEY FINANCIAL SERVICES		ZIMMERMAN, CELESTE ZIMMERMAN, WILLIAM	08/19/2005	08:00AM	CANC	1318	331		05	0003	BRIARGATE U1 L7 DEED BK 834 PG 255
LANGLEY, PHILLIP REED	O	ANDERSON MORTGAGE	04/17/2005	08:00AM	SD	1168	10	15			PEACH HILLS
LANGLEY, PHILLIP REED	O	BROWN, CYNTHIA BROWN, ROBERT	05/29/2005	04:55PM	WD	1192	267	15			12.5 AC
LANGSTON, ROBERT W		ANDERSON, WILLIAM CARNES, A J CARNES ANDERSON LP CARNES, CLEVE	01/09/2005	02:12PM	WD	998	329		02	0005	SHADY ACRES 14 ACRES PLAT BK 14 PG 12B
LANGSTON, VIVIAN	O	KOHLERSTEIN NATURAL RESOURCE DEVELOPMENT	09/19/2005	02:43PM	GOMD	1341	142		02	0016	OIL 16.546 ACRES
LANGSTON, WILLIAM E		LANGSTON, EDNA	01/08/2005	01:48PM	QCD	1160	8		04	0019	FOREST HILLS BLK A L26

Peachtree County

Grantor Index

Valid: 01/01/2005 Through 01/27/2007

GRANTOR	A P	GRANTEE(S)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANGFORD, SYLVIA	O	SUN FINANCE SUN MORTGAGE CO SUN TRUST BANK	08/19/2005	03:19PM	SD	1118	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/02/2005	08:00AM	SD	1324	14		19	0065	FOXMOOR ESTATES U2 L2
LANGFORD, SYLVIA M		LANGFORD, THOMAS C PHILLIPS, ALICE SIMPSON PHILLIPS, ANTHONY PHILLIPS, BENNY PHILLIPS, CAREY PETER	09/03/2005	09:45AM	QC	91324	6		06	1122	1.46 AC
LANGFORD SYSTEMS INC		GE CAPITAL CREDIT CORP	02/04/2005	09:10AM	SD	1006	331		05	0043	PINES INDUSTRIAL PARK L17
LANGFORD SYSTEMS INC		JOHN D SMITH CONSTRUCTION CO	02/15/2005	08:00AM	SD	1012	27		05	0043	PINES INDUSTRIAL PARK L17
LANGFORD, THOMAS L	O	MEANS, LARRY C	10/18/2005	04:48PM	WD	1427	131	365			14.67 AC PLAT BK 20 PG 17
LANGFORD, THOMAS L		JENRETTE DEVELOPMENT INC	10/23/2005	08:30AM	WD	1431	1	365 142			TWO TRACTS, 34.5 AC GMD 365; 4.25 AC GMD 142
LANGFORD THOMAS TEMPLETON INDUSTRIES CORP		NATIONSBANK	01/01/2006	03:34PM	SD	1712	78		04 04 04	0034 0122 0161	
LANGFORD, TOM		CREST CONSTRUCTION CO	04/19/2005	09:40AM	ML	1168	227		02	0034	SIMMONS MILL U1 BLK C L17
LANGFORD, TOM		LANGFORD, BETTY LANGFORD, ERNEST LANGFORD, HAROLD C	11/12/2005	08:00AM	QC	1401	167		04	0017	2.34 AC
LANGFORD, TOMMY	O	SIMMONS, PHYLLIS SIMMONS, RAYMOND	03/18/2005	10:12AM	WD	1088	39		05	0067	HIGHTOWER GLEN U1 BLK B L23
LANGFORD, TOMMY	O	BACHART, ANN BACHART, EDWARD	05/01/2005	08:30AM	WD	1180	112		05	0067	HIGHTOWER GLEN U1 BLK A L44 3642 HIGHTOWER TRAIL
LANGLEY FINANCIAL SERVICES		AARON, JAMES AARON, WILMA	02/28/2005	11:12AM	CANC	1015	88		02	0044	DEED BK 1300 PG 162 DEED BK 1296 PG 34 ORIG FILED IN ERROR DEED BK 1296 PG 35
LANGLEY FINANCIAL SERVICES		ZIMMERMAN, CELESTE ZIMMERMAN, WILLIAM	08/19/2005	08:00AM	CANC	1318	331		05	0003	BRIARGATE U1 L7 LIEN BK 834 PG 255
LANGLEY, PHILLIP REED	O	ANDERSON MORTGAGE	04/17/2005	08:00AM	SD	1168	10	15			22.0 AC

Peachtree County

Grantor Index

Valid: 01/01/2005 Through 01/27/2007

GRANTOR	A P	GRANTEE (S)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANGFORD ANDERSON PATE & ALDRIGE CORP PROFIT SHARING PLAN & SAVING TRU	O	SUN FINANCE SUN MORTGAGE CO OF JACKSONVILLE SUN TRUST BANK	08/19/2005	03:19PM	AGRE	12345	1234	1234	12	1234	MULTIPLE TRACTS; 12.4 ACRES; 2.45 ACRES; 4.56 ACRES; 3.61 ACRES; INDIAN SPRINGS RD; TRIERNEY ROAD; 1826 BLOCK OF INDIAN SPRINGS ROAD DEED BK 1200 PG 177
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/02/2005	08:00AM	SD	1324	14		04 04 04 04 04	0065 0065 0065 0065 0065	FOXMOOR ESTATES U2 BLK B L02 FOXMOOR ESTATES U2 BLK B L24 FOXMOOR ESTATES U3 BLK A L07 FOXMOOR ESTATES U3 BLK B L17 FOXMOOR ESTATES U3 BLK C L02
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/02/2005	08:00AM	AGRE	1324	26		04 04 04 04 04	0065 0065 0065 0065 0065	FOXMOOR ESTATES U2 BLK B L02 SUB PROP COMMENT XXXXXXXX FOXMOOR ESTATES U2 BLK B L24 2122 FOX HOLLOW DR FOXMOOR ESTATES U3 BLK A L07 1007 FOX CREEK AVE FOXMOOR ESTATES U3 BLK B L17 1202 FOXMOOR DRIVE FOXMOOR ESTATES U3 BLK C L02 1416 FOX HILL CT
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/02/1995	08:00AM	SD	1324	54		04 04 04 04 04 04 04	0065 0068 0068 0068 0068 0078 0078	FOXMOOR ESTATES U2 BLK B L02 FOXMOOR ESTATES U2 BLK A L24 FOXMOOR ESTATES U2 BLK A L27 FOXMOOR ESTATES U3 BLK B L17 FOXMOOR ESTATES U3 BLK C L02
LANGFORD, SYLVIA M	O	AVERY DESIGN SYSTEMS CORP	09/09/1995	08:00AM	WD	1336	3		04 04	0065 0065	FOXMOOR ESTATES LANDING U2 BLK B L02 FOXMOOR ESTATES LANDING U2 BLK B L24 SUB PROP COMMENT XXXXXXXX
LANGFORD, SYLVIA M	O	SOUTHEASTERN DEVELOPMENT	09/22/1995	08:00AM	AGRE	1412	94		04 04 01 02	0065 0065 0114 0178	FOXMOOR ESTATES U2 BLK B L02 FOXMOOR ESTATES U2 BLK B L24 KINGSGATE U2 BLK A L22 WOODS AT SETTING CREEK BLK C L40
LANGFORD, SYLVIA M		LANGFORD, THOMAS C PHILLIPS, ALICE SIMPSON PHILLIPS, ANTHONY PHILLIPS, BENNY PHILLIPS, CAREY PETER	09/29/1995	09:45AM	QC	91324	6		06 06	0984 0985	51.46 AC THIS IS A GENERAL DESCRIPTION WHICH MAY CONSUME AS MUCH AS 255 CHARACTERS OF DESCRIPTION WITH NO INDENTION DOES WORD WRAP

Sample Printed Direct Party Index for Lien Docket

Peachtree County

DIRECT PARTY (Debtor) LIEN Index

Valid 01/01/2001 Through 12/31/2002

DIRECT PARTY (Debtor)	A P	REVERSE PARTY (Claimant)	DATE FILED	TIME	TYPE	BOOK	PAGE	GMD SEC	LD	LL	Remarks / Description (not warranted)
LANG, SYLVIA	O	SUN FINANCE SUN FINANCE CO	01/19/2002	03:19PM	FIFA	1119	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANG, SYLVIA	O	SUN FINANCE SUN FINANCE CO	09/02/2002	09:00AM	CANC	1902	14	122	56	0122	FOXMOOR ESTATES U2 L3 LIEN BK 1119 PG 234
LANG, SYLVIA M	O	SUN FINANCE SUN FINANCE CO	01/19/2002	03:19PM	FIFA	1119	234	122	56	0122	FOXMOOR ESTATES U2 L3
LANG, SYLVIA M	O	SUN FINANCE SUN FINANCE CO	09/02/2002	09:00AM	CANC	1902	14	122	56	0122	FOXMOOR ESTATES U2 L3 LIEN BK 1119 PG 234
LANGFORD, THOMAS L	O	LANGFORD, THOMAS L LANGFORD, VICTORIA	10/18/2002	04:48PM	LP	2018	131				
LANGFORD, VICTORIA	O	LANGFORD, THOMAS L LANGFORD, VICTORIA	10/23/2002	08:30AM	LP	2023	131				
LANGSTON, PAUL		PEACHTREE COUNTY TAX COMMISSIONER	01/01/2002	03:34PM	FIFA	1101	78		04 04	0034 0122	\$15,000
LANGSTON, RAHIM ABDUL		CREST CONSTRUCTION CO	04/19/2002	09:40AM	ML	1168	227		02	0034	SIMMONS MILL U1 BLK C L17 1017 MORRIS LANE
LEMMON, TOMMY	O	HAPPY TRAILS CONDOMINIUM ASSOCIATION	03/18/2002	10:12AM	LIEN	1318	39		05	0067	HAPPY TRAILS U13 CONDO ASSN LIEN
LISOWITZ, JANET	O	APPLE, JOHN DULLARD, HARRY HARMER, JOANNE JACKSON, PAUL JACKSON, ANDREA LISOWITZ, JANET REAMER, UDO STEVENS, KELLY VITON, FRANK WILLOCHEZSKI, VLADE	04/16/2002	12:45PM	AFF	1416	18	1 1 1	21 21 21	6 7 21	
LONG, RICHARD	O	ROOFERS R US INC	05/01/2002	08:30AM	CANC	1501	112	1	10	0067	PRETTY ENCLAVES U1 BLK A L44 3642 HIGTOWER TRAIL \$7000. DEED BK 2214 PG 57
LUTTMYER, ALLISON		GEORGIA STATE DEPT OF LABOR	02/28/2002	11:12AM	FIFA	1228	88				\$531
LUTZ, BERNARDO ASHKEW		UNITED STATES DEPT OF THE TREASURY UNITED STATES INTERNAL REVENUE SERVICE	08/19/2002	09:00AM	FTL	1819	331				\$27,000

Appendix C - 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	Tattnell
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	Glascock	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	Upson
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		

Appendix D – Indexing Instrument Type Codes

The Instrument Type Codes required to be supported by *Real Property Systems* for *Index Data* shall be the most current list of Instrument Type Codes listed in the “*Indexing Standards*” (See References). The current set at time of writing are copied below. Note that Instrument Types for *Index Data* are different from those used for eFiling packages. These Instrument Type codes correspond to the [Instrument.Type] field described in “Appendix A – Data Dictionary”

Instrument Type Codes for <i>Deeds</i>	Instrument Type Codes for <i>Liens</i>	Instrument Type Codes for <i>Plats</i>
AFF	AFF	PLAT
AGRE	AGRE	CPLT
ASGN	ASGN	FLPL
BKRP	CANC	
BL	FIFA	
BOND	FTL	
CANC	LEVY	
CERT	LIEN	
CNDO	LP	
COVE	MISC	
EASE	ML	
EST	NOT	
ESTD	ORD	
FCD	PNL	
GIFD	PPL	
GOMD	REL	
GOML		
LEAS		
LIEN		
MISC		
ML		
NOT		
OPT		
ORD		
POA		
QCD		
REGD		
REL		
RPOA		
RWD		
SD		
SHFD		
TAXD		
TIMD		
TIML		
TRSD		
WD		

Appendix E - Index Data File Checksum: Sample Code

The following relates to the Checksum code that is to consist of the first set of characters of the *Index Data Files* transmitted from *Real Property Systems* to the *Central Collection System*.

The Checksum is calculated by adding the sum of all the ASCII codes for every character in the file (including all delimiters, carriage returns, linefeeds, character count field described below, etc.) except for the 7 hexadecimal digits that will compose the code itself; then inserting this sum as a hexadecimal value into the formula: checksum = (characters ASCII codes sum in hex) AND (FFFFFF). The Checksum shall contain necessary leading zeroes as to always be 7 hexadecimal digits in length. Any letters in the hexadecimal code will be in capitals. (File samples presented later in this section provide an example result of this calculation.)

Source Code Example

The following Visual Basic function is an example of how to calculate the Checksum code for an ASCII Data file:

```
' Calculates and returns a checksum code for a file

Function pfmChecksumCalculate(vFileName) As String

Dim vChar As String      ' stores a single character read from the text file
Dim vSum As Long         ' running sum of the ascii codes used in the checksum
Dim vCharCount As Long   ' count of the ascii characters in the file
Dim vChecksum As String  ' variable for the hex checksum code

On Error GoTo errorHandler      ' trapping for your own error handler
vCharCount = 0: vSum = 0         ' initialize variables
Open vFileName For Binary As #1 ' open the file passed into the function
vChar = Input(1, #1)            ' read a character from the file
Do While Not EOF(1)              ' then check for end-of-file and loop through characters
    vCharCount = vCharCount + 1  ' increment the character counter
    If vCharCount > 7 Then        ' exclude the first 7 characters - the checksum itself
        vSum = vSum + Asc(vChar) ' add the ascii code to the running sum
        vSum = vSum And &HFFFFFF ' prevent overflow
    End If
    vChar = Input(1, #1)         ' read next character and loop again until end-of-file
Loop
Close #1
vChecksum = Hex$(vSum)          ' convert to hexadecimal string
vChecksum = Right$("0000000" & vChecksum, 7) ' add leading zeros to get 7 characters
pfmChecksumCalculate = vChecksum ' return the value in hex form
Exit Function

errorHandler:
    ' insert your error handler here
    MsgBox Err.Description
End Function
```

Appendix F – *Index Data File: Acceptance Code Calculation*

Notifications of Acceptance returned from the *Central Collection System* to the *Clerk* shall include an *Acceptance Code*. *Real Property Systems* shall use the code per the instructions specified in Task 9.

The *Acceptance Code* shall be the hexadecimal value produced by a bit-wise 'exclusive or' operation (XOR) between the incremental numerical portion of the filename (the last five characters before decimal for *Deeds*, 4 for *Liens* and *Plats*) and the checksum value as specified in the transmitted *Index Data File*.

Examples are provided below.

Filename: E2500010, Checksum: 3F2, *Acceptance Code* (10 XOR 1010) = 3F8

Filename: E2500020, Checksum: 7DA, *Acceptance Code* (20 XOR 2010) = 7CE

Filename: E2500030, Checksum: BC2, *Acceptance Code* (30 XOR 3010) = BDC

Filename: E2500200, Checksum: 4E2A, *Acceptance Code* (200 XOR 20,010) = 4EE2

Filename: GE250003, Checksum: 5E56, *Acceptance Code* (3 XOR 24150) = 5E55

Filename: GE261234, Checksum: ABCDE, *Acceptance Code* (1,234 XOR 703,710) = AB80C

Filename: PE250013, Checksum: 56BF, *Acceptance Code* (250 XOR 22,207) = 56B2

Filename: PE261234, Checksum: ABCDE, *Acceptance Code* (1,234 XOR 703,710) = AB80C

Filename: E2599999, Checksum: FFFFFFFF *Acceptance Code* (99,999 XOR 268,435,455) = FFE7960

Appendix G - Image Stamping Requirements

This appendix defines the minimum requirements set by the GSCCCA for permanent annotations, marks, or stamps (collectively, Stamps or Stamping) required to be made on paper and electronic *Instruments* by *Clerks* during the recording process, which shall become part of the *Official Clerk Records*. These requirements are intended to comply with *Clerk* legislative duties as mandated by O.C.G.A. and for interfacing the GSCCCA systems.

For Stamps on All Pages of Instruments:

Stamps shall be legible and fit completely on the *Instrument* image.

Real Property Systems shall allow stamping location to vary so as to minimize placement that would obstruct the content of the *Instrument*.

Stamping must abide by any requirements set forth in O.C.G.A.

Stamps may include content beyond what is specified herein, as long as: it provides reasonable value to the *Clerk* or filer, does not conflict with, nor can be confused with, required Stamp elements, and does not consume an unreasonable amount of space on the *Instrument*.

Additional and subsequent Stamping after *Instrument* recordation (such as Stamping of assignment or cancellation information) is allowed and may be required if, for example, related cross-index information is not part of the *Official Clerk Index*.

For Stamps on the First Page of Instruments:

Stamps shall include the following on the first page of each *Instrument*:

1. The *Filed Date* (see Definitions) of the *Instrument*.
2. The *Clerk* certification of the county or *Clerk* office of filing.
3. The *Clerk's* docket that the *Instrument* is recorded in (for example, Deed, Lien, or Plat),
4. An [Instrument.Book] and [Instrument.Page] value to identify the exact location within the docket where the *Instrument* has been recorded.
5. Any payment of taxes tendered with the *Instrument* as defined by O.C.G.A. § 48-6-4(d) and O.C.G.A. § 48-6-62(a)1.
6. Any other annotation, mark, marginal notation, etc. required of the *Clerk* by O.C.G.A. or required by the GSCCCA after the time of writing of this document.

For *Deeds* and *Plats*, *Real Property Systems* may allow Stamps to be placed anywhere on the *Page*, but must allow Stamps to be placed within the top three inches of the first page as that is a margin to be reserved for *Clerk* Stamps.

For *Plats*, *Real Property Systems* shall allow *Clerks* to place the stamp anywhere on the *Plat*.

For Stamps on Second and Subsequent Pages of Instruments:

For Stamps on the second and subsequent pages of *Instruments*, GSCCCA recommends that *Real Property Systems* provide the option to Stamp the second and subsequent pages of an *Instrument*.

If this option is implemented, it is recommended that the Stamp include, at a minimum, the docket and the location of the page within the docket (typically book and page).

Alternatively, real property systems may provide *Clerks* with the option to Stamp the second and subsequent pages using, at a minimum, a unique instrument identifier that also appears on the first page of the instrument, along with the page number within the instrument (for example, "Document Number 12345, Page 7 of 10").

Appendix H – eFiling API Log

API Call Log and Data Elements related to processing eFiling Packages and *Task 1* of this document.

For each *API* call to the *eFiling Portal*, the *Real Property System* shall maintain the following pieces of information, make such information accessible to the *Operator* and be able to output the information as plain text or Adobe PDF file:

- a. (Optional) Local Record ID for Local System
- b. Date and Time that the *API* call was initiated to the *eFiling Portal*
- c. FilingID: the value of the “InternalAccountIdentifier” parameter of the Response element in the XML returned from the GetPendingPackage *API* call.
- d. XML Package GUID - The identifier for the real estate package
- e. Web Service Endpoint - The *API* call performed
- f. Parameters - Any parameters (excluding XML and passwords) sent as part of the *API* call
- g. PRIA XML* - XML sent as part of the *API* call
- h. Response* - The call's full response sent by the *API*

*Because PRIA XML can contain large base64string representations of images, it is required to remove encoded image data from certain logs so long as the full XML is retrievable.

Additional ancillary logs are also encouraged to be maintained but are not required. Such logs may include:

- a) Package metadata, from the XML, in a more easily searchable form
- b) Package and filing data recorded from the local system information
- c) System error logs with metadata indicating a client vs. server error.

Sample API Log (containing fake data):

XML Web Service Call Log to the GSCCCA eFiling Portal

Generated: July 31, 2022 10:45am. Peachtree County, Georgia

Includes all API calls between 7/25/2022 and 7/26/2022 FilingID 3545702 sorted by Date & Time *1

Local Record ID *2	Date & Time *3	Filing ID	XML Package GUID	Web Service Endpoint	Parameters *4	XML Request *5	XML Response *5
99999	7/25/2022 2:41:00 PM	3545702	0F63C127-2F11-4682-8213-8E0DEA0284DD	REService.asmx.GetPendingPacka	userID=BSmith, packageGUID=0f63c127-2f11-4682-8213-8e0dea0284dd	<GET_PENDING_FILING>0f63c127-2f11-4682-8213-8e0dea0284dd</GET_PENDING_FILING>	<RESPONSE_GROUP xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" PRIAVersionIdentifier="2.4.1"> <RESPONDING_PARTY _Name="GSCCCA" _StreetAddress="1875 Century Blvd." _StreetAddress2="Suite 100" _City="Atlanta" _State="GA" _PostalCode="30345" /> <SUBMITTING_PARTY _Name="Indecomm Global Services" _StreetAddress="1427 ENERGY PARK DR" _City="St. Paul" _State="MN" _PostalCode="55108" _Identifier="IGS" /> <RESPOND_TO_PARTY _Name="Indecomm Global Services" _StreetAddress="1427 ENERGY PARK DR" _City="St. Paul" _State="MN" _PostalCode="55108" /> <RESPONSE InternalAccountIdentifier="3545702" ResponseDateTime=""> <RESPONSE_DATA> <PRIA_RESPONSE _Type="RecordDocuments"> <PACKAGE _Identifier="0f63c127- 2f11-4682-8213-8e0dea0284dd"> <PRIA_DOCUMENT _ID=" 8088813" _UniqueIdentifier="5620cfc7-b6a4-4c10-92dd- 1932adbfc37a" RecordableDocumentSequenceIdentifier="1" RecordableDocumentType="Mortgage"> <GRANTOR _FirstName="JANE" _LastName="DOE" NonPersonEntityIndicator="N" /> <GRANTEE _FirstName="JOHN" _LastName="DOE" NonPersonEntityIndicator="N" /> <PROPERTY _State="GA" _County="Gordon"> < IDENTIFICATION /> </PROPERTY> <PARTIES> < RETURN_TO_PARTY _ID="" _UnparsedName="Indecomm Global Services" _StreetAddress="1427 ENERGY PARK DR" _City="St. Paul" _State="MN" _PostalCode="55108" /> < PREPARED_BY_PARTY _ID="4320172627" _UnparsedName="J. J. James" _SequenceIdentifier="1" _TitleDescription="Trusted_User" /> </PARTIES> <CONSIDERATION _Amount="25" _SequenceIdentifier="1" _Type="Other" _TypeOtherDescription="Estimated Base Filing Fee" /> <CONSIDERATION _Amount="30000.10" _SequenceIdentifier="1" _Type="Other" _TypeOtherDescription="Estimated Intangible Tax" /> <RECORDING_ENDORSEMENT _VolumeType="Deed" _RecordedDateTime="7/25/2022 2:38 PM" _RecordedCounty="Atkinson" /> <EMBEDDED_FILE ID="3D2FE538-9EE0-4536-80DF-678FA71DE6A6" EmbeddedFileType="document" EmbeddedFileName="5305972-1" FileEncodingType="base64" FileDescription="multi-page" MIMEType="image/tiff"> <DOCUMENT _Code="Deed" DocumentNonRecordableIndicator="N" RecordableDocumentType="Other">Base 64 Data Removed For Logging</DOCUMENT> </EMBEDDED_FILE> <EMBEDDED_FILE ID="CCB79CFA-5B43-4772-8203- EF42B9B90715" EmbeddedFileType="PT-61" EmbeddedFileName="002-2022-000001" FileEncodingType="base64" FileDescription="multi-page" MIMEType="image/tiff"> <DOCUMENT _Code="PT-61" DocumentNonRecordableIndicator="Y" _UniqueIdentifier="002- 2022-000001" RecordableDocumentType="Other">Base 64 Data Removed For Logging</DOCUMENT> </EMBEDDED_FILE> </PRIA_DOCUMENT> <PAYMENT _MethodType="Other"

							_MethodTypeOtherDescription="Value Added Submitter" /> </PACKAGE> <PRIA_RESPONSE> <RESPONSE_DATA> <STATUS_Code="Received" _Description="Received" _Name="0" /> </RESPONSE> </RESPONSE_GROUP>
99998	7/25/2022 2:41:00 PM	3545702	0F63C127-2F11-4682-8213-8E0DEA0284DD	REService.asmx.AcceptPackage	userID=BSmith	<REQUEST_GROUP PRIAVersionIdentifier="2.4.1" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema"> <REQUESTING_PARTY _Name="Indecomm Global Services" _StreetAddress="1427 ENERGY PARK DR" /> <RECEIVING_PARTY _Name="Atkinson" _Identifier="13001" /> <SUBMITTING_PARTY _Name="Indecomm Global Services" _StreetAddress="1427 ENERGY PARK DR" _StreetAddress2="" _City="St. Paul" _State="MN" _PostalCode="55108" _Identifier="IGS" /> <REQUEST> <PRIA_REQUEST> <PACKAGE _Identifier="0f63c127-2f11-4682-8213-8e0dea0284dd"> <PRIA_DOCUMENT _ID=" 8088813" _UniqueIdentifier="5620cfc7-b6a4-4c10-92dd- 1932adbfc37a" RecordableDocumentSequenceIdentifier="1" RecordableDocumentType="Mortgage"> <PARTIES> < PREPARED_BY_PARTY _ID="4320172627" _UnparsedName="J. J. James" _SequenceIdentifier="1" _TitleDescription="Trusted User" /> </PARTIES> <EXECUTION /> <RECORDING_ENDORSEMENT _VolumeType="Deed" _RecordedDateTime="07/25/2022 2:38 PM" _Volume="2341"> < VOLUME_PAGE _NumberIdentifier="4" /> < FEES _TotalAmount="30025.10"> < RECORDING_FEE RecordingEndorsementFeeAmount="25" RecordingEndorsementFeeDescription="Base Filing Fee" RecordingEndorsementFeeSequenceIdentifier="1" /> < RECORDING_FEE RecordingEndorsementFeeAmount="30000.10" RecordingEndorsementFeeDescription="Intangible Tax" RecordingEndorsementFeeSequenceIdentifier="2" /> </ FEES> </RECORDING_ENDORSEMENT> <EMBEDDED_FILE ID="3D2FE538-9EE0-4536-80DF- 678FA71DE6A6" FileEncodingType="base64" MIMEType="image/tiff"> <DOCUMENT RecordableDocumentSequenceIdentifier="1" RecordableDocumentType="Other">Base 64 Data Removed For Logging</DOCUMENT> </EMBEDDED_FILE> </PRIA_DOCUMENT> </PACKAGE> </PRIA_REQUEST> </REQUEST> </REQUEST_GROUP>	<RESPONSE_GROUP xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" PRIAVersionIdentifier="2.4.1"> <RESPONDING_PARTY _Name="GSCCCA" _StreetAddress="1875 Century Blvd." _StreetAddress2="Suite 100" _City="Atlanta" _State="GA" _PostalCode="30345" /> <RESPONSE ResponseDateTime=""> <STATUS_Code="Error" _Description="One or more filings lack fee information or the fee provided is not valid INFO: Intangible Tax fees cannot be more than \$25,000.00." _Name="3009" /> </RESPONSE> </RESPONSE_GROUP>

Notes:

- *1. API Log must state all data filters applied to generate the data displayed such as date range, GUID, etc.
 - *2. Local Record ID is an optional column that may reference an internal Record ID assigned and used by the *Real Property System*.
 - *3. Date and Time that the call was initiated to the GSCCCA API.
 - *4. List parameters used in the call, but exclude passwords used to access the GSCCCA API.
 - *5. Because PRIA XML can contain large base64string representations of images, it is required to remove encoded image data from API logs so long as the full remainder of the XML remains intact.
- All dates and times shall represent Eastern Time Zone values.

Appendix I – Document Change History

Summary of Relevant Changes in current, 2026 version from 4/10/2008 Version

1. Updated document title to reflect accurate document scope: to include requirements for systems that process or maintain real property records that have been submitted to be filed with a *Clerk* and not just performing indexing.
2. Re-organized chapters aka Tasks to more accurately reflect realistic workflow for processing real property records.
3. Various wording updates and typo fixes throughout document.
4. Replacement of ImageFTP with *Image API* references as the program to upload images to the GSCCCA
5. The term “Cross Reference” is replaced with “Cross Index” to maintain consistency with the “*Indexing Standards*”.
6. Updated various requirements to support legislation enacted since the previous version of this document.
7. Created a new “Conventions, References, and Definitions” section and implemented consistent use of the defined terms throughout the document.
8. The former appendix titled “Historical Deed Re-Indexing Project Guidelines” has been removed because requirements for Historical Re-Indexing have been placed in a separate document, see “*Historical Guidelines*”.
9. Clarification of stamping requirements have been consolidated into a new Appendix.
10. The former Liens Guidelines and Plat Guidelines documents have been merged into this document so as to contain all requirements for *Deeds*, *Liens*, and *Plats*.

Summary of Relevant Changes in 4/10/2008 from 2003 Version

1. Added Indexer Identification Lines in Task 3 and Historical Guidelines Section. This feature is expected to first be used in the 1990-1991 Historical Re-Indexing Project.
2. The list of Instrument Types in Appendix D has been replaced with a reference to the official list in the *GSCCCA Indexing Standards*.
3. This document now includes requirement for imaging capability, which has been in practice for several years.

Summary of Relevant Changes in the 2003 Version from the 6/24/1999 Version.

1. Included capability for transmitting data for Automated Cross Referencing.[Task 3, 1, Appendix A]
2. Included text to describe the “AP” column and require it to be calculated by index printing software and not input by indexers. [Task 1]
3. Added a non-critical warning if a book/page is already in the System. [Task 3]
4. Stated that Counties can only use GSCCCA certified system. [Introduction]
5. Section field is to be labeled to indexers as “County Section/GMD” and not just “Section” so indexers are not to be confused with a subdivision section. [Task 2]
6. An interface is to be available to indexers for modifying records and shall be pre-populated with the latest data from a C/A record so that earlier corrections are not inadvertently lost or over-written by later changes. [Task 2]

7. Added note indicating that the final characters of the Description field of C/A (Correction/Addition) records may be truncated to add the 'added' date and maintain the field size limit. [Task 3]
8. Fixed typo in printed index sorting order (Section, District, then Land lot). [Task 1]
9. Clarified Allowable characters for Description field in the Data-Dictionary.
10. Added non-critical warnings when Book or Page field contains leading zeros, imbedded spaces, or invalid use of dashes. [Task 3]
11. Stated that Validation rule 23 does not apply to Correction/Additions. [Task 3]
12. Stated Validation rule 3 applies to Correction/Addition lines. [Task 3]
13. Added note indicating Correction/Addition lines to be used for all changed records and that simply indexing a new record is not sufficient. [Task 3]
14. Added requirement that prompt for 'good-through date' needs caption explaining relationship of good-through date to Filed Date and not the current date. [Task 5]
15. Added note indicating that if the last file of a year is rejected for any reason except for having an invalid filename, that filename/file must be transmitted in the new year until accepted. [Task 3]
16. Added note that Correction/Addition records are printed in indexes as if they were a separate instrument, not part of the original instrument. [Task 1]
17. Added note that filed date and filed time, when used for sorting are to be sorted chronologically. [Task 1]
18. Added note indicating Correction/Addition to be included in (at least) the timeframe the correction is made. [Task 1 or 3]
19. Added note indicating duplex printed indexes that are top-bound should have their odd-pages printed upside-down from pages to index is properly readable. [Task 1]
20. Fixed various typos in the document and also fixed errors in sorting order of the printed index samples.
21. Added note indicating certain fields may be pre-populated with data during indexing, assuming indexer has capability to verify accuracy and change values. [Task 2]
22. Added requirement and format for including time along with date for Correction/Addition records to follow O.C.G.A. 50-18-70. [Task 3]
23. The procedure of assigning Instrument IDs at the time transmit files are created is no longer the 'recommended method' but is now listed as an optional method, along with the procedure of assigning Instrument ID at the time of clerk acceptance of an instrument for filing. [Task 3]