



INDIANA RECORDERS ASSOCIATION NEWSLETTER

THIS ISSUE:

- District Meetings recap including legislative update
- Incoming Recorders
- iGO Hot Topics
- Preventing Damage to Records

INDIANARECORDERS.ORG

Winter 2025



Carol Morman
Surveyor, Professor

Parts of a Legal Description

- ▶ **Caption**
 - ▶ IC 25-21.5-9-9 (2018): a new description written as part of a retracement or original boundary survey (except for lots in new subdivision), must contain the following information in the caption of the legal description:
 - ▶ the surveyor's name and registration number,
 - ▶ the date of the certification,
 - ▶ the date of the last revision (if any),
 - ▶ any project number, and
 - ▶ the name of the survey company.
- ▶ **EXAMPLE:**
 - ▶ Part of the Southwest Quarter of Section 15, Township 4 North, Range 2 West, Washington Township, Dearborn County, Indiana, being that 22.381 acre tract of land shown on the plat of an original boundary survey of said tract certified by SURVEYOR'S NAME, P.S. #XXXXXXXX on DATE OF CERTIFICATION as COMPANY'S NAME'S project number XXXXXXXXXXX (all references to monuments and courses herein are as shown on said plat of survey) described as follows:

District meeting topics covered legislative updates, a discussion on modifying documents, legal descriptions and more. See Pages 2-7.

IRA held two district meetings last fall...one in Nashville for SE, SW and EC, and the other in Logansport for NE, NW and WC.



Elections always bring turnover to our association which means new faces and fresh ideas.

Let's welcome all of our new Recorders and make them feel welcome.

See Pages 8-9 for more.

**iGO Hot Topics
See Pages 10**

District Meetings Oct. 16, 22



Faith Kimbrough, Joyce Oles and Christy Knotts (l to r) District VPs for EC, SE and SW respectively.



Canned goods were donated and \$1000 was raised through a raffle for Mother's Cupboard in Nashville.



Beth Liming, Nikki Allen and Melanie Upp (left to right) District VPs for NW, WC and NE Districts respectively.



Emmaus Mission Center

Recorders in the northern district meeting were very generous and not only collected \$200 in monetary donations, but also completely filled the back of Center Director Jason Mitchell's car with products such as cleaning supplies, shelf stable food, and hygiene supplies that will be used at the center's shelter and food pantry. EMC also operates a thrift store.



CSI and Fidar

Dusty Wicker from Computer Systems Inc. (CSI) and Greg Sullivan (Sully) from Fidar Technologies teamed up and gave a presentation on the importance of not voiding images. Most of the counties in Indiana use one or the other of these Land Record Management System (LRMS) software vendors.

Q & A with Executive Committee

Q. When to Respond All (92) or just to an individual? (update to 2025)

A. BCC (all) and respond to your District VP

Q. What is the purpose of the Assumed Business Form?

A. Financial institutions want it so an account (usually checking) can be opened under the business name. If a person wants to register their business, direct them to [INbiz site](#).

Q. Do solar and wind documents need to be titled the same?

A. Doc Type: Memorandum

Fee: \$25

Index 3rd Party with title of doc

i.e. Wind Energy Lease

Q. Who to direct email to?

A. District VP or Executive team or All, depending on content

Q. DD214 reporting system...is it mandatory by Indiana Code?

A. Not mandatory by code, but we've been asked by the Indiana Department of Veterans Affairs to help them serve veterans by following this procedure. It helps them track requests. We are not asking for permission to issue them the DD214 but merely reporting whether or not we have. If we don't issue one (because it wasn't recorded with us), the IDVA can then help the veteran with contacting the national archives to get the document. It's being a good partner to the IDVA and helping our veterans.

Q. What should be done with typos in indexing and/or document?

A. If it's an indexing error, add the correct and place a memo or note with date, what was done and why (i.e. 1-15-25 corrected typo in indexed Party 2 name).

If it's a typo in the document, index both the incorrect spelling and the correct spelling (from the mortgage, etc.) as the same Party...1 or 2. If after the initial indexing, add as same Party...1 or 2... and place a memo or note with date, what was done and why (i.e. corrected typo in document on Party 2 name).

REASONING: if a searcher finds a typo, they make note of it and search that way. The note or memo allows them to search both ways. Also, by putting the date of the correction, they know they didn't miss it before.

District Meetings Oct. 16, 22



Tom Krueckeburg

Tami Hines



Marcia Moore

Mandy Thomason

Nicole Keesling



Anyone could ask a question during the Q & A...Page 3.

IRA Officers attended both district meetings and had a Q & A session with everyone. See Page 3.



Outgoing Recorders spoke about their time in office and what's next for them.



We worked with tools to figure out parcel directions dimensions & other things.



Vicki Pearson (left) was presented with the traveling plaque for the IRA Innovation Award, bestowed on her at the annual meeting. IRA President Mandy Thomason is on the right.

“Long” legislative session

- New Governor and nearly a dozen new members of the General Assembly

Hoping to accomplish:

- Add the term “mortgage assumption” to the definition of “mortgage” in Sec. 10(a)(2)*
- Clarify copy fee fund wording*
- Mandate page numbers on all documents.
- Amend IC 5-14-3-3 (Access to Public Records)
“This subsection applies to records maintained by a county recorder. A county recorder may prohibit a person from taking pictures or video recordings of documents maintained by the county recorder.”
- Address confidentiality- shielding of documents
- Fraudulent deeds - don’t want Recorders to be in the middle of it.

Other possibilities

- Land banks
- Daniel’s Law, or any other expansion of protected individuals in Title 36 address confidentiality list

NEW IN 2024

- Transfer on Death Deeds (TODD) – SEA 18 required the endorsement of a county auditor to record a transfer on death deed; specified that an auditor may not refuse to endorse a deed or instrument as required because deed is made under Transfer on Death Property Act.



Randall Head



Mathew Norris

Legislative Reminder:

IC 32-21-15-4 IMMUNITY

Sec. 4. A person who in good faith:

- (1) prepares or causes to be prepared; or
- (2) records or causes to be recorded;

a statement or notice under section 2 of this chapter is immune from liability for incorrectly stating that the restrictive covenant is discriminatory.

As added by P.L.20-2021, SEC.1.

POAs and Notarization

[IC 30-5-3-3\(e\)](#)

[IC 30-5-4-1\(a\)\(4\)\(b\)](#)

[IC 32-21-2-1.7](#)

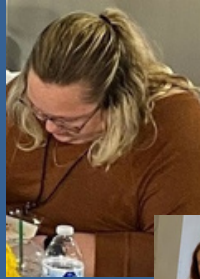
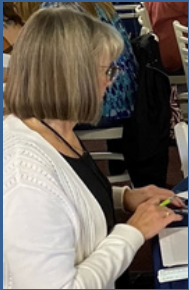
[IC 32-21-2-6](#)

So. District meeting photos



No. District meeting photos

"(The) one great object of Government is personal protection and the security of Property."
(Alexander Hamilton)



07/17

A big thanks to Nikki Allen, Beth Keeney, Beth Liming and Vicki Pearson for photos.

New Recorders – welcome!



Blackford County

Chris Landis

Coached baseball since age 16. Paper publisher, school board, insurance agent. 3 sons, 1 daughter.



Carroll County

Kathi O'Farrell

Court Administrator 35 years. Strong desire to serve, so when this opportunity came up...



Clay County

Susan Maesch

Looking forward to being Recorder & joining husband (surveyor) as elected official for Clay County.



Clinton County

Kiale Mitchell

Husband and 3 kids. In Recorder's office 7+ years. Excited to learn more about protecting our state's history.



Harrison County

Sandy Stepro

Harrison Co. Government since Nov. 1999. Married 43 years; 3 kids, 11 grandkids. Love chocolate, working out.



Jefferson County

Amy Stephens

Previously from the Auditor's Office. Married for 17 years and blessed with three boys!



Martin County

Sheri Crandall

Previously in banking. Recorder's Office 8 years. Married with two kids and seven grandchildren.



Montgomery County

Nancy Cox

Caucused in after five years in the Treasurer's Office.



Morgan County

Anna Voyles

Born & raised in Morgan County. Married for 41 yrs. We have 2 children and 2 grandchildren.



Orange County

Heather Henderson

Served as Chief Deputy 7 ½ years; caucused in April 2024; won in Nov.



Parke County

Jamie York

15 yrs between Treasurer, Recorder offices. Married 20 years and blessed with a beautiful daughter!



Perry County

Tracy Schroeder

County gov't since 2016. Born/raised in Perry Co. Married 37 years; 2 kids and 5 grandchildren.

08/17

To look up specific Indiana Code
click [HERE](#)

New Recorders - welcome!



Pulaski County
Marsha Tetzloff

28 years in Recorders Office. I enjoy scrapbooking memories of my grandkids.



Ripley County
Monica Hansen

3 years as 1st Deputy. County Extension office 10 years; 25th year as a 4-H volunteer.



Scott County
Sarah Helton

Title searcher for 20+ years. Hope to use this as Recorder. Married with two daughters.



Spencer County
Kensie Coultas

After being the 1st Chief Deputy, I am excited to step into this new position, work with all of you and learn.



St. Joseph County
Candace Brown

Bringing her strong business background & dedication to community service to the role.



Tipton County
Debra Biddle

Family time is important to me. 2 sons, 8 grandchildren. Eight years in the Recorder's Office.



Union County
Brenda Stipp

Court Reporter, probate/ office mgr in law office. 1 son, 1 stepdaughter, 1 stepson, & 1 grandson. Family important!



Vanderburgh County
Russell Lloyd

City Controller 12 yrs, Mayor 4 yrs, County Councilor 6 yrs. Married with 1 son, 1 grandson.



Vermillion County
Florinda Pruitt

Former clerk of circuit court. Former county Treasurer. Wife, mom, grandmother. Dog mom to two.



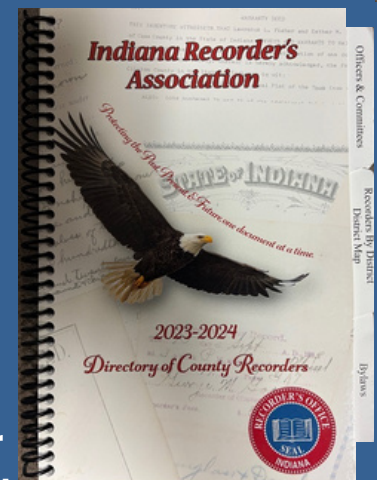
Warrick County
Patty Perry

Wife, mother, grandmother of 5. Warrick County Clerk since 10/2015. And 20+ yrs of legal experience.



Wells County
Rina Stuck

Starting my 23rd year in county government. 3rd term as Recorder.



The IRA directory is updated every other yr.

09/17

**Don't forget to promote
Property Fraud Alert and Property Watch!**



INTERNATIONAL ASSOCIATION OF GOVERNMENT OFFICIALS

Representing the finest clerks, recorders, election officials & treasurers.

iGO Hot Topics

AI Applications for Recorders

Effective Communication - different learning styles

AI Applications, Recorders

1. Automated Document Classification

- reduce manual data entry, minimize errors, and speed up processing times

2. Optical Character Recognition (OCR)

- digitize your historical records aka backfiles

3. Intelligent Data Extraction

- automate data entry

4. Fraud Detection

- can detect risk signals and fraud methods

5. Predictive Maintenance

- can predict when maintenance is needed

6. Natural Language Processing for Public Inquiries

- implement a chatbot on your county website to handle basic inquiries

7. Blockchain for Record Authentication

- create tamper proof digital records

8. Automated Indexing, Cross-References

- make it easier to cross-reference and retrieve related documents

9. Smart Search Functionality

- even with imprecise search terms

10. Automated Compliance Checking

- to reduce errors and rejections



Different learning types

- Visual
- Auditory
- Kinesthetic (hands-on)

Training and communication should speak to all types of learners.

Use different methods for:

- Internal communications
- External communications

iGO Annual Conference

June 20-24, 2025 in Kansas City, MO

iaogo.org

10/17



Indiana Archives and Records Administration

Serving as Secretary of County Commission on Public Records

Every Jan/Feb, counties submit who their County Commission on Public Records (CCPR) Secretary is for the year.

By law, it's the Clerk or the Recorder, both of whom serve on the CCPR, together with a member from the city, the school system(s) and the library. Go [HERE](#) for more.

- 18" x 28" scan area
- Independent spring cradles
- Software allows for detailed image manipulation
- Fast and easy to use
- Safe and gentle on old books
- Made in the USA
- Excellent customer service from Indus USA
- Price includes software installation, 1 year of maintenance, on site training, and delivery—all from Indus USA itself

If interested, contact Jackie McPherron at the Dubois County Recorder's Office at 812-481-7067 or jsmcpherron@duboiscountyin.org

The Indus BookScanner 9000 is the perfect solution to your book preservation needs. Comparable to the Bookeye 5 V2 scanner, the Indus 9000 can scan an open book in B & W, grayscale, and full color in less than 3 seconds per page!



Preventing Damage to Records

If you look at [IARA's Publications page](#), you will find a relatively new publication added to the page called, "[Preventing Damage to Records](#)." This guide is for any County/Local office or State agency that has paper, microfilm, or electronic records and who wants to ensure they are storing them in the best way possible

When it comes to records storage the adage, "An ounce of prevention is worth a pound of cure" could not be truer. The more steps you take to prevent damage, the better off your records will be in the long run and the better you can fulfill your public records responsibilities.

Get to know your fellow Indiana Recorders

After my 20-year career in banking, I worked as a deputy recorder for 1 1/2 years, then was promoted to Chief Deputy. After 3 1/2 years, I was elected Recorder. I married my husband, Carl Abel, in 2007. We have a blended family: Daughter (Kaleigh), 2 sons (Ross, Brandon), and we are blessed with 9 healthy grandchildren that call us Papaw and Mimi. We have a 17-year-old cat named Reese. We're looking forward to adopting a new dog sometime soon.

My favorite hobbies are spending quality time with my kids and grandchildren.

I enjoy being outdoors, kayaking, swimming, walking/running, golfing. I love

traveling (Cruising) and visiting new places. I'm a foodie, and enjoy cooking and trying new foods. I love a good musical; we usually get season tickets to Beef n Boards dinner theatre. This is our "date night." I love basically every genre of music and attending concerts.

Angie Abel, Madison County Recorder, EC

Third year, first term. I proudly served as the chief deputy for 5 years; total of 11 years under my belt. I'm also a dedicated wife to my husband of 10 years, and a loving mother to our 2 incredible children, Amelia (12) and Gabe (10). Our family is completed by our four beloved dogs, Xena and Athena (German Shepherds), Loki (Belgian Malinois), and Sadie (mutt). Our household is always filled with love, laughter and never a dull moment. Whether it's watching my children play sports, reading a good book, or simply enjoying the outdoors, I cherish every moment spent with them.



Do not underestimate the power of the Recorder's manual. It is your best friend and a valuable resource that will help guide you through your duties and responsibilities. Finally, never hesitate to reach out to others for help or advice. We are all part of a community, and supporting one another is key to our success.

Torie Kelley, Howard County Recorder, NW

With Allen County Recorder's Office since August of 2019, and then became Recorder in January of 2022. Prior to working for county, I was the scheduler for then Congressman (now Senator) Jim Banks in Washington DC. When I am not in the office. My boyfriend, Tim, and I go off-roading, building cars (he competes in demolition derbies), kayaking, cooking, doing puzzles and shopping. My family is HUGE into auto racing. My grandpa raced Indy cars and raced the Indy 500 in the 1940s. One uncle owned numerous NASCAR and Sprint car teams. Another uncle owned a sports car racing team that his sons drove for, and my dad raced motorcycles. So racing is in my blood. I volunteer as a docent at the Allen County Courthouse and as a CASA for the Allen County Superior Court. I serve as a board member of AVOW (Advancing Voices of Women) Board of Directors and as the President of the New Haven Redevelopment Commission. I have a cat, Apollo, who is my baby. If you are Facebook friends with me, you will see photos of him often. I also have 6 siblings and 11 nieces and nephews. I collect presidential glass decanters, challenge coins and elephant statues. One of the proudest moments of my life was winning a hoopla hoop contest when I was 12. I hooped for 6 hours in the pouring rain!



Nicole Keesling, Allen County, NE

Get to know your fellow Indiana Recorders



I started with Tippecanoe Co Government in March of 2002 with the Treasurer's Office. Then I transferred into the Recorder's Office in 2007, where I currently serve today. I was hired as a cashier in the Treasurer's Office and as an indexer in the Recorder's Office. I became Shannon's Wither's Deputy Chief for three years and, after her retirement, was elected Recorder. I'm serving the second year of my first term and plan to retire after.

I have been married to the love of my life, Doug, for 41 years. Yes, we were babies when we got married, and no, I wasn't pregnant. Lol (get asked that a lot). Outside of work, I love spending time with my family, especially my awesome grandchildren!! Their ages are 9, 7 & 5. I love being outdoors and also enjoy reading and traveling.

Kristy Martin, Tippecanoe County Recorder, WC

Started PT in Recorder's Office in 2012, FT in 2017 and became Recorder on 1/1/2019. I enjoy working with my staff, and appreciate the help other Recorders have given me.

I'm one of 9 children (5 girls, 4 boys), I am #7. I grew up on the family farm a half mile from where we currently live. Husband, Greg, and I have been married 44 years and have 4 adult children. Kyle and wife Amy and their 3 sons live in Rushville. Kane and wife Mandy and their 2 sons live in Viera, FL. Kara and her 3 sons live in Greensburg. Kristen and husband Adam and their 2 children live in Indianapolis. We have been blessed with 9 grandsons and 1 granddaughter. Our Florida family is expecting our #11, another boy! Lastly, is Tizzy, our 12-year-old inherited Multipoo. Spending time with family is #1. I enjoy making quilts, baking, gardening and antiques. Our family made many memories of boating on Dale Hollow Lake, and hope to return someday. In the summer, we're with our family by the pool or boating on Lake Santee. We enjoy road trips exploring the countryside. I'm on the downward swing of my time as the Recorder, and hope to travel and spend more time sewing and making memories with family.



Dottie Robbins, Decatur County Recorder, SE



I served on my township board for two four-year terms and ran (unsuccessfully) for State Rep, before becoming Recorder in 2022. My husband of 35 years retired as Sheriff the day before I was sworn in, so we're not new to county government. I plan to run for re-election.

In my free time, I really love to travel, learn new languages and experience different cultures (and food). Love *House Hunters International* on HGTV. My husband, Brad, and I both scuba dive.

Our last scuba trip was to Fiji, but we've mostly traveled the Caribbean. I'm a movie hound, love to read, love music (especially blues), and I'm a recent gardening enthusiast. I'm active with our local Exchange Club and my township Lion's Club, doing community service projects.

With the IRA, I serve on the newsletter committee (my marketing background helps) and the Bylaws committee. My advice to other Recorders...Get involved!

Amy Swain, Monroe County Recorder, SW

ENJOY

Q J K S T U C L W F N T Q L A B P S M C R A E W L O T C W
 P C I O E W S N A D L S J O H N F U G I T Q F P D R O E R
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Anderson
 Axl Rose
 Carburetor
 Corn Picker
 Craft Beverages
 Falls Park
 Franke Park

Hoosier Park Casino
 Indiana University
 James Madison
 Jenna Fischer
 John Fugit
 Johnny Appleseed
 Joshua Bell

Kokomo
 Lafayette
 Lake Elkhorn Park
 Magnet Wire
 Mounds State Park
 Oliver Winery
 Purdue University

Red Ball Jets
 Richardville County
 Science Central
 Seiberling Mansion
 Sixteen
 Stephen Decatur
 Stories

Sweetwater Sound
 Sydney Pollack
 Tower Tree
 Travis's Trail
 Tree City USA
 Tropicane Cove
 Wonderlab

BONUS: Murdock Park

Interesting Facts

Tippecanoe County

- Indiana's oldest bar, *The Knickerbocker*, was established in 1835, but was originally named the *Cherry Wood Bar*, according to *Visit Lafayette—West Lafayette*. The bar's name was changed to its current title in 1874 when the area's first piano player was introduced.
- The Purdue University Airport was the first university-owned airport in the nation.

Howard County

- First commercially built automobile. Elwood Haynes made his first trial run on July 4, 1894.
- Charles Edward Henry opened Kokomo Glass Factory in Kokomo, Indiana. Glass production began on Nov. 13, 1888, which is the oldest glass making in Indiana.

Dubois County

- Captain Toussaint Dubois served with William Henry Harrison as an Indian scout. Captain Dubois bought land in 1807 in what is now considered Dubois County.
- As the Wood Capital of the World, Dubois County has been home to a thriving furniture industry since the 1800s.

Allen County

- Allen County is the largest county (by area) in the state of Indiana.
- 1911 – Jan. 27, Art Smith, Fort Wayne's "Bird Boy" completed his biplane, "Honey Bug," and made his first flight which ended in a crash.

Madison County

- Indiana's first railroad, the Madison & Indianapolis Railroad, was built there from 1836 to 1847.
- Madison has a powerboat racing tradition dating back to at least 1911.

Ohio County

- Ohio County was created out of Dearborn County, authorized by legislative action effective January 4, 1844, to resolve a dispute of county seat between Rising Sun and Lawrenceburg.
- In 1836, Samuel Barkshire and his family moved to Rising Sun from Boone County, Kentucky, after becoming freed slaves. Risking capture and resale back into slavery, the Barkshires became Underground Railroad activists, helping enslaved people of color along the Ohio River

If there's something you want to highlight for your county, reach out to Torie Kelley, Howard County Recorder.



- February 4-5 AIC Legislative Conference & AIC Institute for Excellence: Internal Controls** Indianapolis indianacounties.org
- Nominations for Recorder of the Year due by mid March to your District VP.**
- Nominations for IRA Secretary due by end of March to your District VP.**
(Officers, elected in April, begin in July each year)
- March 4-6 PRIA Winter Symposium San Antonio, Texas Embassy Suites San Antonio Riverwalk**
 Property Records industry Association
 -Membership fee is based on population. You do NOT need to be a member to attend the conference but there is a discount. You can find info on membership, conference at pria.us.
- April 21-23 Indiana Recorder's Association (IRA) Annual Conference Sheraton at Keystone Crossing, Indy**
 For past conference (same venue) and developing details, see the [IRA website](http://ira.org) and/or ask your District VP.

Community Outreach

Sullivan County - Bible Study, Gift Bags & Christmas Parade

Christy Knotts, Sullivan County Recorder, and her staff were busy during the holiday season this year. Christy leads a weekly Bible Study in their Courthouse. This year, during the holidays, Christy's Bible Study group met for fellowship and to make gift bags that they delivered to a local nursing home for Christmas.

Christy and her staff also put on their festive Christmas attire, lit up their truck, and participated in the local Christmas parade.



Montgomery County - Salvation Army Kettle Fundraiser & United Way

During the holiday season, Nancy Cox, Montgomery County Recorder, and her deputy, April, organized a day for county employees to ring the bell for the Salvation Army Kettle Fundraiser. Nancy reports that during the nine hours that the Montgomery County employees rang the bell, they raised more than \$650, averaging \$72 per hour! Nancy and her staff also helped chair the United Way campaign for Montgomery County.

Ever been sued or subpoenaed?

Amy Swain, Monroe County Recorder, has been sued AND subpoenaed.

In just two years in office.

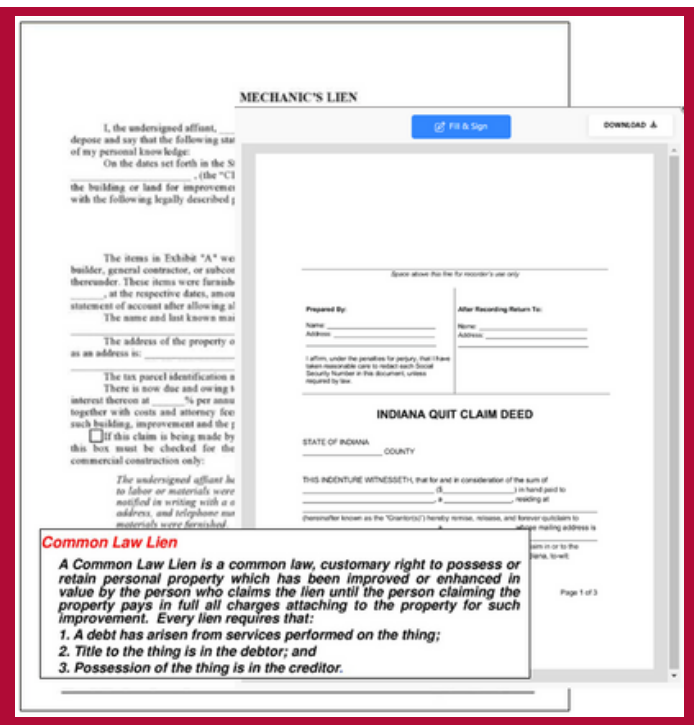
There was a court case that involved a woman who, by court order, was removed from a property's title. She started filing liens against the property for the contributions she allegedly made financially to its improvement. The first was a Mechanic's Lien. That was released and a Common Law Lien was then filed. According to procedure, copies of the lien were mailed to the property owner, or in this case, his legal guardian. Owner had been involved in an accident which resulted in diminished capacity.

The guardian filed a lawsuit against both the woman and against Swain "in her official capacity as Monroe County Recorder," to cease and desist. The ruling was to have the Recorder's office cease accepting filings from the woman "or her agents" against this property. To date, no new requests for recording have been made by the woman.

The plaintiff (in Florida) and her lawyer and other defendant (in California) all attended the hearing virtually. The other defendant's lawyer appeared in person. Swain's county legal liaison represented her at the hearing, though she also attended. This is standard procedure when an elected official is sued in that capacity.

For the subpoena, all three county offices involved with deeds (Assessor, Auditor, Recorder) had someone representing them at a hearing after being subpoenaed. Two brothers were involved in the case. A deed was transferring property from Brother A to Brother B. Brother B contends that his copy of the original document shows no consideration (it was left blank on a do-it-yourself deed). Brother A, when he recorded the document (after initial rejection for names not matching throughout the document), had \$125,000 for consideration.

Witnesses waited outside during other's testimony. Both attorneys asked questions about the procedures in each office. In cases like these, it's best to stick to testifying ONLY about what your office does. Judge ruled property would revert back to Brother A...as if document never existed.



Newsletter committee:

Nikki Allen (Fountain)

Vicki Pearson (Huntington)

Trini Beaver (Hamilton)

Lisa Loveless (Henry)

Torie Kelley (Howard)

Mary Kilgore (Jennings)

Amy Swain (Monroe)

17/17