



OKLAHOMA ABSTRACTORS BOARD

2401 N.W. 23rd Street, Suite 60B

P.O. Box 700076

Oklahoma City, OK 73107

Phone: (405) 522-5019

Fax: (405) 522-5503

Checklist for Building a New Abstract Plant

I. Before you begin:

- A. Has the Oklahoma Abstractors Board (OAB) issued a Permit?
- B. Is the Permit posted in the county offices near your work area?
- C. Has a proper County Surety Bond been filed with the OAB?
- D. Are all employees licensed?
- E. Are licenses posted near the Permit?
- F. Before starting, you must also provide the OAB with:

1. The physical address of the office from which the work on building your plant will be conducted. This location shall be where you must keep all of the records outlined in this checklist.

2. A Master List which outlines the perimeter of documents at the offices of both the County Clerk and the Court Clerk. This list must be divided into columns showing the name and/or number and page range of each book to be copied or scanned; range of case numbers for each type of court case to be copied or scanned; list of all cabinets (with identifying number range of all items contained therein) containing maps and plats, and all other documents which have been filed for record or have been recorded which legally impart constructive notice of matters affecting title to all real property within the county.

G. You must inform the OAB in writing whether you plan to use manual or software-based indexing system.

1. If a software-based indexing system will be used, the OAB must approve it in writing before you begin. A written application for software approval must be made that includes:

- a. Name, address and contact information of software developer.
- b. Name of software, including software version.
- c. Names of licensee(s) who will be operating the computer during document acquisition and indexing.
- d. Detailed description of how the system works including data input.
- e. Copies of all reports the system can create.
- f. In addition, you must demonstrate the system to the OAB or its designate. The approval process may also require submission of software, manuals, technical support and other supporting documentation as required by the OAB for testing purposes in Oklahoma City.

2. If a manual indexing system will be used, the OAB must also approve it in writing before you begin. A written application for manual system approval must be made that includes:

- a. Name, address and contact information of paper system supplier (if applicable)
- b. Name of paper system, including product numbers of each paper element that will be used (if applicable)
- c. Detailed description of how the system works including step-by-step process that will be used.
- d. Samples of all paper elements that will be used, with a small sample of data added to show its purpose.
- e. In addition, you must demonstrate the system to the OAB or its designate.

II. Indexing System for County Clerk Records:

A. Your indexing system (manual or software-based) must be organized by property description, divided into columns with the heads of the columns to include the following (index must also provide for ability to conduct a search based on any one of the following fields).

B. Each entry must include:

1. Reception Number
2. Grantor
3. Grantee
4. Kind of Instrument
5. Date of Filing, including Month, Day and Year
6. Where Recorded (i.e. Book and Page; Reception Number)
7. Legal Description (Must be capable of indexing based upon quarter, quarter, quarter) (if applicable)

8. Remarks
9. Acres
10. Note of who recorded the entry. (Initials or numbering system may be used, but it must be standardized with a key to the name and license number corresponding to those initials. This may also be kept in a separate log. See Item IV.C)

III. Indexing System for Court Clerk Records:

A. Your index system (manual or software-based) must be organized by property description, divided into columns, with the heads of the columns to include the following: (index must also provide for ability to conduct a search based on any one of the following fields):

B. Each entry must include:

1. Case Number
2. Plaintiff or Petitioner
3. Defendant or Respondent
4. Type of Case
5. Date of Filing, including Month, Day and Year
6. Legal Description (Must be capable of indexing based upon quarter, quarter, quarter (if applicable))
7. Remarks
8. Note of who recorded the entry. (Initials or numbering system may be used, but it must be standardized with a key to the name and license number corresponding to those initials.)

IV. Instrument Acquisition

A. Must copy or scan the original filed instruments.

1. In cases where originals were destroyed after microfilming, then microfilm may be used for acquisition of those instruments only.

2. The OAB must first approve purchase of any optical electronic images of instruments from a county office.

3. Optical electronic images from any source other than a county office are unacceptable.

B. Begin with the oldest records, work forward to the present, use a logical process approved by the OAB.

C. Log each acquired and indexed instrument in an Acquired and Indexed Instrument Log:

1. Each acquired and indexed instrument must be recorded in this log in a matter that logically correlates with the Master List provided to the OAB. In addition to the type of instrument and all relevant names and numbers that identify it individually, you must also record the name of the licensee who acquired and/or indexed it. (Initials or numbering system may be used, but they must be standardized with a key to the name and license number corresponding to those initials.)

2. If the licensees who are indexing the instruments are different from those who are acquiring them, or if these steps are taken separately, separate logs must be kept for each process, noting each instrument or the range of instruments acquired or indexed.

3. Any entries that you log as a range of instruments must be inclusive and consecutive in number.

4. At the end of each work session, the total number of documents processed must be noted in the log, along with the total hours spent in that work session. Said records must be kept for all work sessions for each individual worker.

V. Missing and Restored Instruments

A. When a missing instrument (or a multiple-instrument gap in instruments) is identified:

1. Conduct a records area search in case the instrument was simply misfiled.

2. If the instrument is not located that same day, you must fill out a Missing Instrument Form (see item B. below) for each individual instrument that is missing. Make a copy for the OAB, and place original in Missing and Restored Instruments Binder under a tab entitled "Missing."

3. Copies of completed Missing Instrument Forms must be delivered to the OAB on a daily basis in whichever manner is most efficient (Mail, Fax, E-Mail or Hand Delivery).

B. The Missing Instrument Form must include blanks to be filled out for the following, with all known information completed on the form:

1. Name of Permit Holder

2. Name of Licensee reporting

3. Date of Report (should be the same date the missing instrument was identified)
4. Instrument Description, including:
 - a. Type of instrument
 - b. Where the missing instrument should have been located (i.e. Book and Page or Reception Number)
 - c. Reception Number, Case Number or Cabinet Number
 - d. Any other known identifying numbers or names
 - e. Grantor and Grantee or Defendant/Petitioner and Plaintiff/Respondent (if applicable)
 - f. Day, Date and Year of filing
 - g. Legal Description (if applicable)
 - h. All other information known that could assist in recovery of the instrument

C. You must begin working on restoring missing instruments as soon as they are identified as missing. Legal methods for restoring missing instruments are outlined in Title 67 of the Oklahoma Statutes.

D. When a previously missing instrument is located or restored, you must fill out a Restored Instrument Form and attach it to the corresponding Missing Instrument Form, along with a copy of the instrument, and place it in the Missing and Restored Instruments Binder under a tab entitled "Restored."

1. Any instruments restored by county officers (or employees of a county officer) through retrieval from a microfilm archive or optical electronic archive must be official certified copies. All such instruments restored in this manner must also be reported on the Restored Instrument Form.

2. Any instruments located within this county records area after being reported missing must also be reported on the Restored Instruments Form.

E. The Restored Instruments Form must include blanks to be filled-out for the following, with all known information completed on the form.

1. Date of Report (should be the same date the missing instrument was restored)

2. All facts surrounding the restoration or re-appearance of the instruments in complete detail, including who, what, where, when, why and how, and any corroborating detail that identifies it as an official, original instrument.

VI. Important Notices

A. False reporting to the OAB while building an Abstract Plant will result in revocation of your Permit and/or refusal to issue your Certificate of Authority, and/or civil fines for each occurrence.

B. Missing and Restored Instruments Binder, indexing system, documents, Acquired and Indexed Instruments Logs and employee licensing information must be available for inspection by the OAB or its designate at the location designated in item 1.F.1 above, at all times during regular business hours.

C. Requests to deviate from any portion of this checklist should be made in writing to the OAB. A copy of this checklist, all requests for deviation, application for approval of indexing system, all other requests of the OAB and all approval correspondence from the OAB must be kept on file in your listed office, and also must be available for inspection at all times during business hours.