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WRDA-ERC Recommended Best Standard Practices for eRecorded Documents

Introduction: eRecorded documents become legal documents once recorded. A multitude of different entities and individuals purchase, reproduce and reimage recorded documents many times over, making the quality of craftsmanship when scanning imperative.

- Electronic images are required to be submitted in standardized format and typeface.
- Scanned documents and exhibits must be machine readable, clear of any and all artifacts or lines.
- The scanned image must accurately represent the original documents. A mirror image.
- Acceptable page size letter size 8.5" x 11" or Legal 8.5"x 14". Contact the R.O.D. for Plat sizes, as they may vary.
- Minimum scanning resolution settings is 300 dpi (dots per inch). Standard copiers copy at a 600 dpi, preferable.
- Output type/scanner setting is strictly black and white text – **Do not use Grayscale or Color.**
- The font should be a minimum 10 point or above to be readable.
- Only electronic tiff images are accepted.
- The number of documents in a single package or batch should be no more than 10 documents and no more than 200 pages total.
- Documents must meet the Wisconsin's statutory requirement set in 59.43(2m) and 706.25.
- Documents must preserve the order of recording as required by Wisconsin State Stat. 59.43(1)(e).
- The return to address should be the name of the company submitting the document.