

# DRAFT

## ERERTF Interview Agenda

### *Introductions*

**Project Objective:** Create standards for the electronic recording of real estate documents in the state of Minnesota reflecting the in-depth study of the selected 21 public and 7 private offices.

**Interview Objective:** Obtain information from representative group of counties to establish basis for recommended standards.

**Process Discussion:** Discussion will talk through basic recording process (residential, abstract) first and cover the topics listed below. Anticipate discussing complexities of Torrens and commercial filings after basic residential, abstract process is covered.

<b>Interview Activities Include</b>	<b>Interview Output</b>	<b>Project Deliverable</b>
<ul style="list-style-type: none"><li>• General department overview</li><li>• Review county process flow</li><li>• Review county indexing processes and document search capabilities</li><li>• Identify county process exceptions</li><li>• Identify abstract/Torrens differences &amp; volumes</li><li>• Identify residential/commercial differences &amp; volumes</li><li>• Identify time allocation within process</li><li>• Identify internal and external touch points</li><li>• Review archival standards</li></ul>	County-specific annotated process flow with supporting narrative	High-level process flow (business model)/ Business rule standards
<ul style="list-style-type: none"><li>• Discuss county practices</li></ul>	Best practices narrative	Workflow best practice recommendation
<ul style="list-style-type: none"><li>• Identify documents required</li><li>• Identify ancillary documents used</li><li>• Identify volume of documents by type</li><li>• Identify document owners</li><li>• Obtain sample documents and forms</li></ul>	County-specific document list with volume estimate	Input/output standards
<ul style="list-style-type: none"><li>• Discuss current technology and related systems</li></ul>	Technology overview document	Standards to evaluate technical options

### *General Q & A*

### *Follow-up contact*

### *Wrap-up & next steps*