



Electronic Records Services Application and Permit

_____	_____
(Permittee's Name)	(Primary Contact)
_____	_____
(Address)	(City, State, Zip)
_____	_____
(Telephone Number)	(Fax Number)

(Email Address)	

Permit Fee: \$0.10 per index \$0.08 per image frame
This application is for: One-time purchase Monthly recurring service

This Electronic Records Services Permit Application submitted by the permittee is hereby accepted, and a permit is granted to the permittee by the Clerk & Recorder for the City and County of Denver, in consultation with the Denver Technology Services Division, pursuant to the requirements and terms set forth in Article XVII (Electronic Records Services-Office of the Clerk and Recorder) of Chapter 2 (Administration) of the Denver Revised Municipal Code (“ERS Ordinance”). The permittee is required to strictly comply with the applicable requirements and terms of the ERS Ordinance as a condition of exercising the privileges granted by this permit. This permit may be revoked by either the Clerk & Recorder or by the permittee upon 30-days notice, unless the Clerk & Recorder revokes the permit for violation of the permit or the ERS Ordinance or for failure to pay the prescribed fees.

Attached hereto are the technical specifications and procedures for accessing the server containing recorded documents.

As permittee, I have read and understand, and hereby agree that my company, firm or organization and all of its principals, officers, partners, employees and agents will strictly comply with the ERS Ordinance, this permit and the Technical Specifications and Procedures attached to this permit. Permit shall not be effective until executed by an authorized representative of the Clerk & Recorder.

_____	_____
(Permittee Signature)	(Date)
_____	_____
(Paul López, Clerk and Recorder/Public Trustee)	(Date)

Technical Specifications and Procedures for Server Access

Pursuant to the permit, Clerk & Recorder will provide to permittees that select the monthly recurring service access to a minimum of the last 14 days of the Clerk & Recorder's recorded documents that are available in digital image form, subject to the technical specifications and procedures set out below.

1. Network Access. Access to the designated server ("server") shall be via FTP protocols during all periods of time that the server is in service for normal/usual operations as more fully detailed below. The city reserves the right to restrict access during its normally scheduled maintenance and when emergency maintenance is required. The Denver Technology Services Division (TS) will issue logon credentials to the permittee to allow access to the server. Permittee agrees to preserve credentials for their sole use. Permittee credentials will be suspended at the end of the permit term.

2. Dedicated Directory(s). A dedicated directory(s) will be allocated on the server with random access storage capacity of up to 10 gigabytes. Permittee will be permitted access to all information in that dedicated directory(ies) for the purpose of read-only retrieving and transmitting of that information to permittee's servers. Permittee will be restricted to retrieving files from this directory.

3. System Configuration. Recorded documents image processing hardware and software and any other components of the information processing operations will be configured as necessary to:

A. Digitally scan each page of each recorded document that is received for public recording so as to produce a Tagged Image Format (TIF) digital image file for each such page.

B. Place a duplicate file copy of each digital image file into the dedicated directory(s) specified above so as to reduce to a minimum the time intervening between the reception of a document for recording and the placement of the duplicated digital image file copy of that document into the dedicated directory.

C. Create copies of the data files containing all index information that is abstracted and keyed from recorded documents and place such records data files into the dedicated directory, so as to reduce to a minimum the time intervening between the reception of a document for recording and the placement of the duplicate data file copy pertaining to that document into the dedicated directory.

4. Backup. Upon notice by permittee that technical problems have interfered with permittee's ability to utilize the telecommunications facilities described above to acquire such digital images and/or files processed by Clerk & Recorder during a given day or days of operations, TS and/or Clerk & Recorder shall provide by such means agreed to by the Clerk & Recorder and permittee, all the digital image files pertaining to all of the public documents scanned during each specified day of county operations and all of the index data files pertaining to those documents.