



King County

Records and Licensing Services Division

Recorder's Office

Department of Executive Services

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May 29, 2007

TO: All Persons Involved With Submitting or Accepting Documents For Recording

FM: Scott Baynard, Superintendent, King County Records

RE: **Document Legibility for Digital Imaging**

It has come to our attention that documents submitted for recording and digital imaging do not always meet minimum legibility requirements and do not make a quality reproduction. It is our goal to increase awareness of these requirements and improve the quality of images stored without causing unnecessary rejection of documents submitted for recording.

We are obligated by RCW to reject documents for recording not suitable for producing legible reproductions.

*RCW 65.04.015 "**Legible and capable of being imaged**" means all text, seals, drawings, signatures, or other content within the document must be legible and capable of producing a readable image, regardless of what process is used for recording."*

*RCW 65.04.045 In part, "All text within the document must be of sufficient color and clarity to ensure that **when the text is imaged** all text is readable . . . and have all seals legible and capable of being imaged."*

*RCW 65.04.048 In part, "Documents which do not meet legibility requirements **must not** be recorded as a nonstandard recording."*

In short, the goal of imaging a recorded document is to be able to reproduce it, either by viewing or printing, and **accurately extract information** from the reproduction. The real test is not whether the original document is legible to the human eye but whether the scanned image is legible.

It would require a highly subjective analysis of the submitted document to try to guess whether it would produce a legible reproduction so we have set up a test scanner station that will quickly scan the document and display it.

If the information can be accurately extracted (viewed and/or printed), then the document is legible.

Documents will not be accepted for recording if content is not legible where an expectation of legibility exists.

It is our hope that submitters of documents will be able to reduce the number of rejected documents (and prevent business delays) by screening for the following:

1. Dot-Matrix printing generally produces poor quality images. If necessary for multi-part forms, use high-density mode or a pen, or typewriter with a dark color ink.
2. Faded ribbon or weak color. Use black or dark blue.
3. Scribbled non-legible entry line-outs and corrections on forms. Fill out a new form.
4. Photocopy too light or dark. Recopy and change settings.
5. Other formatting requirements (see attached).

FORMATTING REQUIREMENTS:

See current **Formatting Requirements:** http://your.kingcounty.gov/recelec/records/docs/formatting_requirements.pdf

RECORDING FEES:

See current **Fee Schedule:** http://your.kingcounty.gov/recelec/records/docs/recording_fee_schedule.pdf