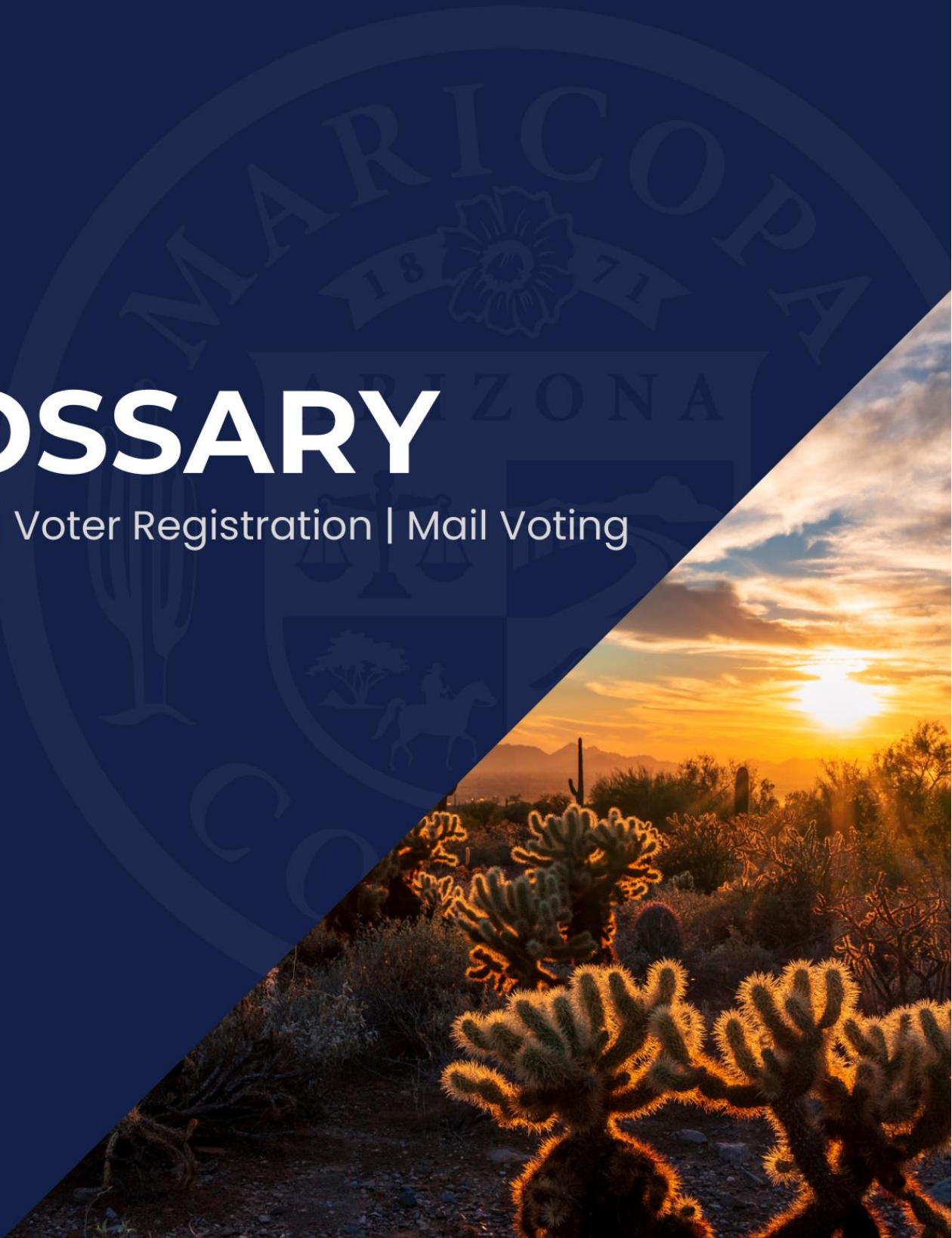


GLOSSARY

Recording | Voter Registration | Mail Voting



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The Recorder's Office shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein.

The logo for Maricopa County Recorder's Office features a stylized orange icon of a hand or a tree branch above the text. The text "MARI" is in orange, "COPA COUNTY" is in dark blue, and "RECORDER'S OFFICE" is in a smaller, dark blue font below it.

MARICOPA COUNTY

RECORDER'S OFFICE

Maricopa County Recorder's Office processes and preserves deeds, plats, and a variety of other important documents. We offer our customers the latest in innovation and convenience through our award-winning in-person and digital recording services. Annually, the Recorder's Office records an estimated 1 million documents, with an average of 3,000 to 5,000 customers daily. There are over 50 million online searchable documents, comprised of 185 million images, dating back to 1871. These figures increase daily.

In addition, the Maricopa County Recorder's Office is responsible for maintaining voter files for more than 2.6 million active registered voters in Maricopa County. The Recorder's Office partners with the Maricopa County Elections Department to plan and hold jurisdictional, county, state, and federal level elections for all eligible Maricopa County voters.

The Maricopa County Recorder's Office is widely recognized as a leader in recording services, voter registration and elections in the nation. The priority for the Office of the Recorder is to serve you.

PART 1

Recording Services

According to Arizona law, the county recorder shall have custody of and shall keep all records, maps, and papers deposited in the Recorder's Office.



A

ABA (American Bar Association) – An organization supporting the legal profession with practical resources while improving the administration of justice.

Acetate – An older type of clear film base that supports the image forming emulsion and is made from cellulose acetate. A characteristic of this film base is that it can be easily torn and is subject to decay (see Vinegar Syndrome).

ACH (Automated Clearing House) – An electronic network for financial transactions in the United States. ACH processes large volumes of credit ("push") and debit ("pull") transactions in batches.

Acknowledgment – A declaration by an individual before a notarial officer that the individual has signed a record for the purpose stated in the record and, if the record is signed in a representative capacity, that the individual signed the record with proper authority and signed it as the act of the individual or entity identified in the record.

Address – The number, street name, and other information that describes where a building is or where somebody lives.

Address Confidentiality Program (ACP) – A state program that helps victims of domestic violence, sexual offenses, and/or stalking from being located by the perpetrator through public records. The program provides a substitute address

and confidential mail forwarding services to individuals and families across Arizona.

Agricultural Lien – An interest, other than a security interest, in farm products, which secures payment or performance of an obligation for goods or services furnished in connection with a debtor's farming operation or rent on real property leased by a debt or in connection with its farming operations.

ALTA (American Land Title Association) – A national trade organization of the abstract and title insurance industry whose members search, review and insure land titles to protect homebuyers and mortgage lenders who invest in real estate.

Alteration – A change to the terms or conditions of a document, and/or change in the variable information added to the record or electronic record, after it is signed, or if it is not required to be signed, after it is delivered.

Annotation – In terms of redaction, the notes/comment box is used to cover up sensitive information within documents. Typically, the annotation is not permanent and can be removed to access sensitive information unless it is burned-in the document.

ANSI (American National Standards Institute) – A standard-setting body which oversees the creation and use of rules and guidelines that directly impact businesses.

Appearance, Personal/Physical – The notary is physically close enough to see, hear, communicate with, and receive identification documents from a principal and any required witness.

API (Application Program Interface) – A set of routines, protocols, and tools for building software applications.

Arizona Revised Statutes – Contains the laws passed by the Arizona Legislature.

Archival Records – Records of enduring value.

Archivally Sound – Durable, permanent, and suitable for preservation in archives. Although no specific standards exist for labeling a material archivally sound, it is understood to suggest that the material is very durable.

Armed Forces – The military forces of a nation or of the states within that nation.

As-Extracted Collateral – Oil, gas, or other minerals that are subject to a security interest that is created by a debtor having an interest in the minerals before extraction; and attaches to the minerals as extracted; or accounts arising out of the sale at the wellhead or minehead of oil, gas, or other minerals in which the debtor had an interest before extraction.

ASN (Assessor’s Parcel Number) – See PIN.

ASP (Application Service Provider) – A business providing computer-based services to customers over a network; such as access to a particular software application using a standard protocol.

Authenticate – To sign or execute, or adopt a symbol, or encrypt a record in whole or in part, with intent to identify the authenticating party and to adopt, accept, or establish the authenticity of a record or term.

Authentication – A process of confirming an identity of an individual or legal entity, either in connection with the creation of a relationship or in connection with the individual’s or the legal entity’s participation in a transaction.

Authoritative Copy – The unique controlling reference copy of the Transferable Record (eNote).

Authorization – “Rights-based access control” is the enforcement of specified rules based on positive identification of users and the systems or data they are permitted to access.

B

Backfile Conversion – The process of converting large volumes of documents accumulated over time. Backfile conversion usually consists of digitizing files or documents using high-speed scanning methods.

Background Paper – A document providing relevant facts and information on a specific standard, topic, issue, technology, legislation, statute, decision, development, policy, or practice that is of interest to the property records industry.

Bank or Financial Account Numbers – A unique number, issued by a financial institution at the time an account is opened, to identify an account. A bank uses this account number to identify individual holders of accounts. Bank account numbers are usually eight or more digits.

Base64 - Binary data in an ASCII string format which codes information and represents the image.

Batch Processing - Processing transactions in a group or batch. No user interaction is required once batch processing is underway. This differentiates batch processing from transaction processing, which involves processing transactions one at a time and requires user interaction.

Best Practice - A method or technique that has consistently shown results superior to those achieved with other means. A "best" practice can evolve as experience and research develop. A practice is used to maintain quality as an alternative to mandatory legislated standards and can be based on self-assessment and benchmarking.

Bi-Tonal Image - An image consisting only of a foreground color and a background color.

Blips - Small rectangular marks that appear under a microfilm frame. Their presence and size is used to differentiate the significance of the page in the corresponding frame.

BMP - A file format, also known as bitmap image file or device independent bitmap (DIB) file format or simply a bitmap, is a raster graphics image file format used to store bitmap digital images, independently of the display device (such as a graphics adapter). BMP is the only graphics format where compression actually enlarges the file.

Borrower - A person who receives funds in the form of a loan with the obligation of repaying the loan with interest (if applicable). In mortgage, any person purchasing the real property securing the loan, executing the promissory note, executing a guaranty of the debt evidenced by the promissory note, or signing a security instrument in connection with a home loan.

Brown Toning - See Polysulfide Toning.

Business Continuity - Organizational recovery following a disaster. It presumes prevention arrangements have failed and that an incident has occurred which has interrupted normal business to the extent that corrective action is required.



Catastrophic - Events Unforeseen events (e.g., natural disasters, major power outages) that cause operations to cease.

Cadastral - An official register or map of property that depicts ownership, parcel boundaries, and related information.

Certification Authority - A trusted third party organization or company that issues, manages, renews and revokes Digital Certificates used to create Digital Signatures. The Certification Authority registers the certificate holder's name and address and allows others to see if the certificate is valid, revoked or expired. The third-party certification authority also has

the ability to confirm the identity of the certificate holder.

Certified Copy - A copy (often a photocopy) of a primary document, that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Click through Signature - Electronic signature by which a consumer indicates assent by affirmatively clicking on a box, button or other method, acknowledging awareness of, and agreement to, the terms of the record provided.

Collateral - The property subject to a security interest or agricultural lien. The term includes proceeds to which a security interest attaches under Section 9-315; accounts, chattel paper, payment intangibles, and promissory notes that have been sold; and goods that are the subject of a consignment.

Collection/Submission Process - The initial gathering of documents and information by a submitter to support an electronic recording function or process. For example, a settlement agent (e.g., lawyer, title agent, escrow agent) is responsible for sending recording documents and information to a recording jurisdiction for the purpose of fulfilling the recording function (i.e., submission of a document for recording).

Communicate - To send a written or other tangible record or to transmit a record by any means agreed upon by the persons sending and receiving the record.

Confidentiality - Authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information. Confidentiality and privacy are often used synonymously.

Consignee - A merchant to whom goods are delivered in a consignment.

Consignment - An arrangement whereby goods are left in the possession of another party to sell.

Consignor - A person who delivers goods.

Consumer - An individual who obtains, through a transaction, products or services that are used primarily for personal, family, or household purposes. Also means the legal representative of such an individual.

Consumer Debtor - A purchaser in a transaction.

Consumer Goods - Items that are used or bought for use primarily for personal, family, or household purposes.

Consumer Obligor - An individual who incurred the debt primarily for personal, family, or household purposes.

Consumer Transaction - An event by which (i) an individual incurs a debt primarily for personal, family, or household purposes, (ii) a security interest secures the debt, and (iii) the collateral is held or acquired primarily for personal, family, or household purposes. The term includes a consumer-goods transaction.

Consumer-Goods Transaction - A transaction to the extent that an individual incurs an obligation primarily for personal,

family, or household purposes; and a security interest in consumer goods or in consumer goods and software that is used, licensed, or bought for use primarily for personal, family, or household purposes secures the obligation.

Continuation Statement - An amendment of a financing statement which identifies, by its file number, the initial financing statement to which it relates and indicates that it is a continuation statement for, or that it is filed to continue the effectiveness of, the identified financing statement.

County Assessor - Locates all taxable property in the county and determines how much the property will be taxed. An elected position with a term of four years.

County Recorder - Maintains public records and is in charge of voter registration and early voting. An elected position with a term of four years.

Credit and Debit Card Numbers - Card numbers are a special case of ISO 7812 numbers. An ISO 7812 number contains a single digit major industry identifier (MII), a six-digit issuer identifier number (IIN), an account number, and a single digit checksum using the Luhn algorithm. The MII is usually considered to be part of the IIN.

CRL (Certificate Revocation List) - A list of Digital Certificates that contain the status of certificates (as valid, revoked or expired), valid dates for the certificate's use and, if revoked, the reason for a revocation. CRLs are an important part of Public Key Infrastructure, as they validate that the certificate used by the Digital

Signature on an Electronic Record has not been revoked and may be trusted.

CSS (Cascading Style Sheet) - A format for the layout of Web pages derived from multiple sources with a defined order of precedence where the definitions of any style element conflict.

D

Data - Information in a database, information about an operating system (OS), operational policies and procedures, system design, organization policies and procedures, and system status.

Data entry/indexing - A process employed to enter or update data in a computer system database.

Date of Birth - The month, day, and year someone was born.

Day-Forward Redaction - The redaction of personally identifiable information (PII) from land records that are created or placed into the recorder's database on and after the implementation of redaction by the recorder.

Debtor - A person having a property interest, other than a security interest or other lien, in the collateral, whether or not the person is an obligor; a seller of accounts, chattel paper, payment intangibles, or promissory notes; or a consignee.

Deed of Trust - See Mortgage

Denial of Service Attack – An attack designed to overload system capabilities so that legitimate services cannot be rendered until the attack is ended.

Digital Certificate – An electronic file, issued and digitally signed, that stores information about the user – their name, their public key, the certificate’s operational period, and the specific uses for which it is authorized.

Disaster – A sudden, unplanned, calamitous event that creates an inability on the part of an organization to perform critical business functions for some period of time.

Disaster Recovery Planning – The advance planning and preparations necessary to minimize loss and ensure continuity of the critical business functions of an organization in the event of a disaster.

Disclosure – The act or an instance of exposure; revelation.

Disposing – The deletion or discarding of documents and information that are no longer needed.

Disposition – Any means of changing the location or physical format of the records. Includes destruction by shredding or recycling, digitizing, microfilming, duplicating, or transferring.

Document Submitter – See End-User Submitter.

DPI (Dots Per Inch) – A measure of the resolution of a printer. The measure properly refers to the dots of ink or toner

used by an image setter, laser printer, or other printing device to print text and graphics. In general, the more dots per inch, the better and sharper the image. While DPI is not officially a measure of image resolution, it is frequently used that way.

Driver’s License Number – The numbers assigned to drivers by their state’s driving licensing agency. The numbers are essentially a way to identify and separate an individual’s information from all the other drivers in the state.

DTD (Document Type Definition) – A file that defines the “markup language” that will be used to describe the data. It defines and names the elements that can be used in the document, the order in which the elements can appear, the element attributes that can be used, and other document features.

E

Eavesdropper – An entity that is capable of intercepting documents or information (without the submitter’s or recording jurisdiction’s knowledge) as it is collected by the recording jurisdiction from the submitter.

Electronic – Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

Electronic Agent – A computer program or other automated means used independently to initiate an action.

eClosing (Electronic Closing) – The act of closing a real estate transaction electronically. This occurs through a secure environment(s) where one or more required closing documents are accessed, presented, and signed electronically.

Electronic Document – A document that is created, accessed, presented, and/or signed electronically. An eDoc may be a paper document that is converted to an electronic form.

Electronic Document Delivery Vendor – An entity that packages and delivers the document(s) to the recording jurisdiction and returns the recorded documents to the end-user submitter (e.g., recording portal, document aggregator vendor).

eMortgage (Electronic Mortgage) – A mortgage loan where the closing documents (at a minimum the Promissory Note) are created, accessed, presented, executed, transferred, and/or stored electronically.

eNotary (Electronic Notarization) – The performance of a notarial act by a notary public using electronic means.

Electronic Record – A contract or other record created, generated, accessed, sent, communicated, received, or stored by electronic means.

Electronic Security Instrument – A mortgage or deed of trust evidencing the pledge of real estate as collateral for the loan.

Electronic Signature – An electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

Email Address – An address that identifies an electronic location to which messages are delivered.

Encryption – The use of a software key in a computer process which converts data to something incomprehensible, so that the data can be re-converted only by an authorized recipient holding the matching key.

End-User Submitter – The person or organization which has documents to be recorded.

Equipment – Goods other than inventory, farm products, or consumer goods.

eRecording (Electronic Recording) – An act of registering recordable documents electronically with the recorder or similar jurisdictional authority.

eRecording Vendor – A company that contracts directly with a county, which may include an MOU or other formal agreement, and maintains a system integration with the county's land records system or eRecording portal, to submit electronic recordings to that county.

E-SIGN (Electronic Signatures in Global and National Commerce Act) – Federal legislation (effective in 2000) designed to provide national legislation to cover states that have not adopted a version of UETA (promulgated by Uniform Law Commissioners in 1999). UETA and E-SIGN

provisions are substantially the same, except that eNotes as defined in E-SIGN must be secured by real property. Together we refer to them as eSignature Laws.

eVault (Electronic Vault) – A secure storage solution that meets the requirements of eSignature Laws. The concept is analogous to a paper-based document vault administered by a document custodian in the industry today.

Exemption Code – An alphanumeric code provided in Arizona law that exempts certain transfers from completion of the Affidavit of Property Value. If the transfer meets the criteria for an exemption, the affidavit is not required.

F

False Positive – A result that is erroneously positive when a situation is normal. An example might be a nine-digit Zip+4 identified by redaction software as a SSN.

Farm Products – Goods from a farming operation.

Farming Operation – Raising, cultivating, propagating, fattening, grazing, or any other farming, livestock, or aquaculture operation.

Federal Regulatory Agency – Any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive

branch of the Government (including the Executive Office of the President), or any independent regulatory agency.

Federal Tax Lien – When the IRS assesses a tax liability, a demand is made for payment. If the taxpayer does not pay it then a document is recorded. The IRS has a legal claim to all of the taxpayer's property for the amount of the tax liability.

FEIN (Federal Employer Identification Number) – A number issued by the federal government, which is used to identify taxpayers that are required to file various business tax returns. The FEIN is also known as a Federal Tax Identification Number (FTIN).

Filing – Used interchangeably to mean recording.

Filing Office – An office designated as the place to file a financing statement.

Financing Statement – A record or records composed of an initial financing statement and any filed record relating to the initial financing statement. See also UCC (Uniform Commercial Code).

Fixture Filing – The filing of a financing statement covering goods that are, or are to become, fixtures.

Fixtures – Goods that have become so related to particular real property that an interest in them arises under real property law.

Format – The physical form in which material appears (e.g., books, slides, photographs, film, recordings).

FTP (File Transfer Protocol) – A standard of network protocols used to transfer files from one host to another host over a transmission control protocol (TCP)-based network, such as the internet.

G

GIF (Graphics Interchange Format) – A bit-mapped graphics file format that is used extensively on the Internet. The standard supports only 255 colors per frame, so it requires “lossy” quantization for full-color images (dithering). Color precision can be improved through the use of multiple frames. GIF images can use lossless LZW (Lempel-Ziv-Welch) compression.

Goods – All things that are movable when a security interest attaches. The term includes (i) fixtures, (ii) standing timber that is to be cut and removed under a conveyance or contract for sale, (iii) the unborn young of animals, (iv) crops grown, growing, or to be grown, even if the crops are produced on trees, vines, or bushes, and (v) manufactured homes. The term also includes a computer program structurally integrated with goods, any informational content included in the program, and any supporting information provided in connection with a transaction relating to the program or informational content if (i) the program is associated with the goods in such a manner that it customarily is considered part of the goods, or (ii) by becoming the owner of the goods, a person would acquire a right to

use the program in connection with the goods.

GSE (Government Sponsored Enterprise) – A private organization with government charter and backing. Examples are Freddie Mac and Fannie Mae.

H

Hacker – A person who illegally gains access to and sometimes tampers with information in a computer system.

Hash Algorithm – A function that converts a data string into a numeric string output of fixed length. The output string is generally much smaller than the original data. Hash algorithms are designed to be collision-resistant, meaning that there is a very low probability that the same string would be created for different data.

HELOC (Home Equity Line of Credit) – A loan in which the lender agrees to lend a maximum amount within an agreed period (called a term), where the collateral is the borrower's equity in his/her house (akin to a second mortgage).

HTML (Hypertext Markup Language) – The markup language for publishing hypertext on the World Wide Web. HTML commands direct the size, shape, coloring, and placement of text, graphics, and sound on the webpage, as well as integrating the static page with dynamic content such as Java applets.

HTTP (Hyper Text Transport Protocol) – A secure form of communication that is used to exchange information between webpages or access information found on a webpage.

HTTPS (Hyper Text Transport Protocol Secure Sockets) – A secure form of HTTP, which encrypts data before it is sent.

Hybrid Mortgage – An electronic mortgage and a paper-based mortgage together. This means that parts of the transaction were conducted electronically (the borrower closing, generation of the promissory note and security instrument), but some part of it (other than the promissory note) is converted to paper (i.e., printing the security instrument for filing with the recorder).

Hybrid Redaction Processing – The ability to redact some documents in a fully-automated environment without human intervention, and pass other documents to human verifiers for review before redacting.



ICR (Intelligent Character Recognition) – An advanced optical character recognition (OCR) system that allows fonts and different styles of handwriting to be learned by a computer during processing to improve accuracy and recognition levels.

Image – A digitized presentation of a document.

Improper Deletion or Destruction – Documents and information that are still resident within the system even after disposal procedures have been followed (e.g., not erasing hard disks containing documents and information).

Inadequate Event Logging – Failure to log events that can provide details on transaction history or support security incident monitoring capabilities.

Inadequate Security – Security which fails to prevent unauthorized access to critical computing equipment, documents, and data.

Information – Data, text, images, sounds, codes, computer programs, software, databases, or the like.

Insecure Test Environment – Test environments that use “live operational data” but have lax security compared to the operational environments.

Insecure Transfer Methods – Sensitive information not encrypted while in transit.

Insider Threat – An employee or contractor who has access to organizational assets, and leverages that access to perform unauthorized functions.

Integrity – Guarding against improper data modification or destruction, ensuring information nonrepudiation and authenticity.

IPR (Intellectual Property Rights) – The protection of a work or invention that is the result of creativity to which one has rights, and for which one may apply for a patent, copyright, trademark, etc.

Intermediate Receiver - Government agencies within a jurisdiction potentially involved in the document process prior to or after recording.

Internet-Based Attack - Malicious software (e.g., viruses and worms) that propagates via the Internet and exploits vulnerabilities within computing networks and systems.

Inventory - Goods that are leased or held by a person for sale or lease or to be furnished under contracts of service.

J

JPEG or JPG (Joint Photographic Experts Group) - A standard graphics file format used extensively for photos and other continuous tone images on the web. The standard uses "lossy" compression by trying to equalize eight by eight pixels; the quality can vary greatly depending on the compression settings.

JPG2000 - JPEG2000 is the new wavelet-based file format from the Joint Photographic Experts Group (JPEG) consortium and has to be considered, so far, the best raster file format available in computer science. JPEG2000 also includes a lossless compression option.

Jurisdiction - A term used for county/village/city/town/township/parish if a reference to the recording geographic area is needed.

L

LDD (Logical Data Dictionary) - Terms and definitions used in a data standard.

LegalXML (Legal eXtensible Markup Language) - A non-profit organization developing open standards for legal documents and related applications. The building block for LegalXML standards is eXtensible Markup Language ("XML"). LegalXML is a member section within OASIS.

Logically Associated With - The electronic equivalent of a wet-ink signature in the paper world.

Lossy - A file compression resulting in lost data and quality from the original version. Lossy compression is typically associated with image files, such as JPEG, but such compression can also be found in audio files, like MP3s or AACs.

LRMS (Land Records Management System) - The integrated software interface used by the recorder to record and maintain land records.

M

Manual Redaction - Creating a copy of the document and manually crossing out or covering any sensitive, private, or confidential information.

Manufactured Home – A structure which is built on a permanent chassis and designed to be used as a dwelling.

Maricopa County Recorder's Office (MCRO) – Maricopa County Recorder's Office processes and preserves deeds, plats, and a variety of other important documents. In addition, they are responsible for maintaining voter files for the active registered voters in Maricopa County. The Recorder's Office partners with Maricopa County Elections to plan and hold jurisdictional, county, state, and federal level elections for all eligible Maricopa County voters.

Maricopa Title Alert (MTA) – Maricopa Title Alert monitors documents recorded with the Maricopa County Recorder's Office and alerts subscribers. This program notifies participating subscribers by email and text message when a document is recorded in a specific individual's name and/or business name. This service applies only to documents recorded after signing up. Users may unsubscribe or make updates to this service at any time.

MBA (Mortgage Bankers Association) – A not-for-profit trade association whose members represent all facets of the real estate finance industry.

Medium (Media) – The physical substrate on which information is recorded (e.g., paper, film, magnetic tapes and disks, CDs).

Metadata – Data that describes the characteristics or properties of information contained in a document, as opposed to the main contents of a document or other data.

Microfiche – A card or sheet containing micro-images of information, with a title heading large enough to be read by the human eye.

Microfilm – Photographic film used to capture greatly reduced images of documents, permitting easy storage and handling.

Microfilm Jacket – A container constructed of two clear sheets of polyester acetate material, a header strip, and sealed on the edges for holding 35mm or 16mm microfilm.

Microform – A generic term for any media containing micro-images (e.g., microfilm or microfiche).

Military Discharge Papers – All of the types of separation papers issued by federal and state military organizations to individuals who have served in these organizations.

MIME (Multipurpose Internet Mail Extensions) – A way of identifying files on the Internet according to their format; types are maintained by the Internet Engineering Task Force (ETF).

MIN (Mortgage Identification Number) – Originated by MERSCORP Holdings, Inc.'s MERS system, the Mortgage Identification Number (MIN) is a unique 18-digit number used to track a mortgage loan throughout its life, from origination to securitization to pay-off or foreclosure.

MISMO (Mortgage Industry Standards Maintenance Organization) – A subsidiary of the Mortgage Bankers Association whose mission is to develop, promote and

maintain voluntary electronic commerce standards for the mortgage industry.

Model Legislation - A text that is meant to serve as a guide for subsequent legislation. Not usually meant to be enacted exactly as it is written, it is provided for the various legislatures to create their own law.

Mortgage - A debt instrument, secured by the collateral of specified real estate property, that the borrower is obliged to pay back with a pre-determined set of payments.

Mortgage File - All documents customarily included in the loan documentation file, including paper or electronic records, created by the originating lender. Includes promissory note, security instrument, consumer disclosures, title insurance policy, hazard insurance binder or certificate, flood zone certificate, appraisal or home valuation information, and other documents associated with a real-estate secured loan.

Multi-title Document - A document with multiple executing sections that are usually represented in the title of the document.

N

NARA (National Archives and Records Administration) - The nation's record keeper. Of all documents and materials created in the course of business conducted by the United States Federal

government, only 1%-3% are so important for legal or historical reasons that they are kept forever.

NCCUSL (National Conference of Commissioners for Uniform State Laws) - See ULC (Uniform Law Commission).

Negotiable Instrument - An unconditional promise or order to pay a fixed amount of money, with or without interest or other charges described in the promise or order, if it is payable to bearer, payable on demand or at a definite time, and does not state any other undertaking or instruction by the person promising or ordering payment to do any act in addition to the payment of money.

NIST (National Institute of Standards and Technology) - A federal technology agency that works with industry to develop and apply technology, measurements, and standards.

Non-Compliant Third Party Service Provider - An entity that does not perform periodic security reviews or audits to understand the security posture of its organization and which may, unintentionally, introduce security threats to recording systems.

Non-principals - Individuals other than the borrower and seller in a transaction; may include witnesses, notaries, corporate signatories, and others.

Non-repudiation - The ability to ensure that a party to a contract or a communication cannot deny the authenticity of their signature on a document or the sending of a message that they originated.

Notarization/Notarial Act - An action, whether performed with respect to a tangible or electronic record, that a notarial officer may perform under the law. The term generally includes taking an acknowledgment, administering an oath or affirmation, taking a verification on oath or affirmation, witnessing or attesting a signature, certifying or attesting a copy, and noting a protest of a negotiable instrument.

Notary Public - An individual commissioned to perform a notarial act by a commissioning officer or agency, including a "notarial officer" (individual other than a notary public authorized to perform a notarial act).

Note - See Promissory Note.



OASIS (Organization for the Advancement of Structured Information Standards) - A global nonprofit consortium that works on the development, convergence, and adoption of standards for security, Internet of Things, energy, content technologies, emergency management, and other areas. Obligor A person who owes payment or other performance or has provided property other than the collateral to secure payment.

OCR (Optical Character Recognition) - The mechanical or electronic translation of images of handwritten or typewritten text (usually captured by a scanner) into machine-editable text.



Participants - Defines the parties and roles played by various actors in an electronic recording transaction.

PDF (Portable Document Format) - An open technical standard for document exchange. This file format, created by Adobe Systems in 1993, is used for representing documents in a manner independent of application software, hardware, and operating systems.

PDF/A (Portable Document Format/Archival) - An ISO-standardized version of the Portable Document Format (PDF) standard. PDF/A is specialized for the digital archival preservation of electronic documents.

PDF/E (Portable Document Format/Engineering) - A subset of the Portable Document Format (PDF) standard designed to be an open and neutral exchange format for engineering and technical documentation.

Person - An individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation or any other legal or commercial entity.

Personal Property - Movable assets (things, including animals) which are not real property, money or investments. Used interchangeably with personalty.

Personalty – Movable assets (things, including animals) which are not real property, money or investments. Used interchangeably with personal property.

Photostat – A type of high contrast photographic negative or positive in the form of paper. Also referred to as “Stat.”

PII (Personally Identifiable Information) – Any information relating to an identified or identifiable individual who is the subject of the information (e.g., Social Security number, date of birth, mother’s maiden name, address).

PIN (Personal Identification Number) – An individual’s numeric code used to validate electronic transactions.

PIN (Parcel Identification Number) – Also known as an assessor’s parcel number, or APN, is a number assigned to parcels of real property by the tax assessor of a particular jurisdiction for purposes of identification and recordkeeping.

PKI (Public Key Infrastructure) – A system that provides the basis for establishing and maintaining a trustworthy networking environment through the generation and distribution of keys and certificates. This is also the foundation technology for providing enhanced Internet security.

PNG (Portable Network Graphics) – A 24-bit color depth image format with lossless compression. Originally designed to replace the use of GIF on the web.

Polyester Film – A clear base that supports image-forming emulsions characterized by strength and stability.

Polysulfide Toning – A chemical treatment applied to microfilm that converts a portion of the image-forming silver halide to silver sulfide. This process significantly increases resistance to the image degradation process known as “redox.” Also known as “Brown Toning.”

Poor Authentication – An inability for either the submitter or the recording entity to authenticate one another prior to executing online transactions.

Portal – A system which facilitates a many-to-one and a one-to-many relationship between recorders and submitters of documents for recording.

Prima Facie – A legal term meaning evidence accepted as authentic unless proven otherwise.

Principals – Parties to a transaction which may include borrowers, sellers or both.

Promissory Note – A legal instrument (more particularly, a financial instrument), in which one party (the maker or issuer) promises in writing to pay the other (the payee), either at a fixed or future time or on demand of the payee.

Protocol – Rules governing transmitting and receiving of data.

Public Key Encryption – A cryptographic system that uses two keys, a public key known to everyone, and a private or secret key known only to the recipient of the message.

Public Record – Any information, minutes, files, accounts or other records which a governmental body is required to

maintain, and which must be accessible to the public.

Q

Quality Control - The assessment of product compliance with stated requirements.

R

Record (noun) - Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

Record (verb) - The act of storing a document or a certifiable image for the purpose of public disclosure.

Records Retention Period - The length of time records must be kept before they are eligible for destruction or archival preservation. The retention period begins at a cut-off date (e.g., the end of the fiscal, calendar, or academic year) or is triggered by a cut-off event, such as a termination of employment, or contract closure.

Recordable - The series of conditions applied to a document to determine if it meets statutory requirements for recording.

Recorder - The government official responsible for recording and maintaining

the land records within its jurisdiction. This includes recorder of deeds, registrar, register of deeds, auditor, and clerk.

Recording Jurisdiction - The office that receives the document and processes it for recording.

Records Management - The systematic control of all records from their creation or receipt through processing, distribution, organization, and retrieval to their ultimate preservation and disposition.

Records Series - A group of identical or related records that are used and filed as a unit, and which permits evaluation as a unit for retention scheduling purposes.

Redaction - The act of covering over or otherwise removing from the public record or public view any sensitive, private, or confidential information.

Redox - Small colored spots, usually red or orange, caused by localized oxidation of black-and-white images because of improper storage conditions. Also known as red spots, redox blemishes, or measles.

Relational Database Management System (RDBMS) - Data presented to the user in tabular form with relationships, such as a collection of logically related tables with each table consisting of a set of rows and columns.

Remote Online Notarization (RON) - A notarial act in which the notary and signer complete the transaction while in communication by long-distance audio-video technology.

Removable Media – A device which permits files to be stored and transported without benefit of computer hardware or software.

Representational State Transfer (REST) – An electronic architectural style that defines a set of constraints for creating web services that provide interoperability between computer systems on the Internet.

RESO – An organization that develops and implements data standards and processes that facilitate innovation, insure portability, eliminate redundancies and obtain maximum efficiencies for all parties participating in the real estate transaction.

Resolution – The number of pixels that are displayed or scanned, expressed as number of horizontal pixels by the number of vertical pixels (e.g., 1024x768). See also DPI (Dots Per Inch).

Risk – A situation or process involving exposure to harm or loss having two components: the likelihood that the consequence will occur, and the impact of the consequence.

Rogue Entity – A person or entity fraudulently representing itself as something it is not (e.g., rogue recorder, rogue submitter, rogue website).



Scalability – The ability of a system to be expanded without breaking down or requiring changes in design or procedure.

Schema – Shared vocabularies and rules that support application processing. It provides a means for defining the structure, content, and semantics of XML documents.

Secured Party – A person or entity in whose favor a security interest is created or provided for under a security agreement such as a promissory note.

SGML (Standard Generalized Markup Language) – An international standard for defining methods of encoding electronic texts to describe layout, structure, syntax, etc., which can then be used for analysis or to display the text in any desired format.

Signature – A tangible symbol or an electronic sound, symbol or process that evidences the signing of a record.

SMART (Securable, Manageable, Achievable, Retrievable, Transferable) Document – An electronic presentation created to conform to a specification standardized by MISMO that locks together data and presentation in such a way that it can be system-validated to guarantee the integrity of the document.

SMTP (Simple Mail Transfer Protocol) – An Internet standard for electronic mail transmission.

Source Document – The original medium converted to a form which can be read electronically.

SSL (Secure Sockets Layer) - The standard security technology for establishing an encrypted link between a web server and a browser.

SSN (Social Security number) - A nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents issued by the Social Security Administration.

Storing - The placement of documents and information into either temporary or long-term containers.

SME (Subject Matter Expert) - An individual who is an authority in a particular area or topic.

Standard - A standard is a work product established by consensus that provides rules, guidelines or characteristics for activities or their results.

Submitter - See also End-user Submitter.

Super User - A system account with unlimited access privileges.

Supplement - Additional information based on or relating to an existing Work Product, produced for the benefit of the property records industry.

T

Tamper Evident Seal or Signature - A software process that secures an electronic document that is created by a digital signature. The process can be verified to ensure that no changes have

been made to the document since the signature was put in place.

TCP/IP (Transmission Control Protocol/Internet Protocol) - The computer networking model and set of communications rules governing the Internet and similar computer networks.

Technology Without an Interesting Name (TWAIN) - An application programming interface (API) and communications protocol that regulates communication between software and digital imaging devices, such as image scanners and an LRMS.

Termination Statement - A document that indicates that a financing statement is no longer in effect.

Threat - A source of potential danger or harm to a company's computer system.

TIFF (Tagged Image File Format) - An electronic picture used extensively for traditional print graphics. Both "lossy" and lossless compressions are available.

TIN (Taxpayer Identification Number) - An identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. A Social Security number is issued by the Social Security Administration, whereas all other TINs are issued by the IRS.

TLS (Transport Layer Security) - A cryptographic protocol designed to provide communications security over a computer network.

Transaction - An action or set of actions relating to the conduct of business,

consumer, or commercial affairs between two or more persons.

Transferable Record – An electronic record under E-SIGN and UETA that (1) would be a promissory note under the UCC if the electronic record were in writing; (2) the issuer of the electronic record expressly has agreed is a transferable record; and (3) for purposes of E-SIGN, relates to a loan secured by real property. A transferable record is also referred to as an eNote. (Refer to Section 16 of UETA and in Title II, Section 201 of ESIGN.)

TRID (TILA-RESPA Integrated Disclosure) – The Consumer Financial Protection Bureau (CFPB) created TRID to combine the Real Estate Settlement Procedures Act (RESPA) and Truth in Lending Act (TILA) disclosures and regulations. These forms replaced the Good Faith Estimate (GFE), Truth in Lending (TIL) and HUD-1.

Trusted Third Party – An entity other than the lender (note holder or servicer) which provides services intended to enhance (1) the trustworthiness of the process for signing electronic records using an electronic signature, or (2) the integrity and reliability of the signed electronic records.

U

UCC (Uniform Commercial Code) – A law drafted by the Uniform Law Commission (ULC) addressing most aspects of commercial transactions.

UETA (Uniform Electronic Transactions Act) – A law drafted by the Uniform Law Commission (ULC) to establish the validity and enforceability of electronic signatures, contracts, and other records.

ULC (Uniform Law Commission) – An organization that provides states with legislation in the areas of interstate, statutory law.

URI (Uniform Resource Identifier) – A sequence of characters that identifies an abstract or physical resource.

URL (Uniform Resource Locator) – A generic term for all types of names and addresses for locations and objects found on the worldwide web.

URPERA (Uniform Real Property Electronic Recording Act) – A law drafted by the ULC enabling electronic recording of documents.

User – The term “user” means an individual or group who has access to an information system or its data.

V

Video – An audiovisual presentation delivered online or via other media, intended to inform and educate an audience. A video may fulfill the purposes of a white paper, standard, best practice, or supplement.

Vinegar Syndrome – A slow form of chemical deterioration of cellulose acetate film caused by poor storage conditions.

VPN (Virtual Private Network) – Firewall-to-Firewall connection over the Internet that supports data encryption between two systems.

Vulnerability – Susceptibility to attack or harm.

W

W3C (World Wide Web Consortium) – An international organization created to develop common protocols that promote the evolution of the World Wide Web and ensure its interoperability.

Web Browser – An application software or program designed to enable users to access, retrieve, and view documents and other resources on the Internet.

Web Service – A software system designed to support interoperable machine-to-machine interaction over a network.

White Paper – An authoritative report or guide helping readers to understand an issue, solve a problem or make a decision. It may take a position, as well as include proposals for future work products.

Wrapping – The use of an encryption key to authenticate the combination of an electronic record and existing electronic signatures associated with that electronic record, to detect alterations to the

combination, or to authenticate or detect alterations in a package of multiple electronic records.

X

XHTML (eXtensible Hypertext Markup Language) – A family of document types and modules that reproduce, subset, and extend HTML.

XLink – An XLink creates a hyperlink within an XML document.

XLL (eXtensible Linking Language) – The Extensible Linking Language. XLL defines how one XML document links to another XML document.

XML (eXtensible Markup Language) – A markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable but leaves the interpretation of the data up to the application.

XML Schema – See Schema

XPath – XPath helps someone find information in an XML document. Along with XPointer (see below), XPath determines how individual parts of an XML document are defined and navigated.

XPointer – An XPointer lets hyperlinks connect to specific parts of an XML document, specified from location steps. Each location step specifies a well-known point in the document.

XSL (eXtensible Stylesheet Language) –

Recommendations for defining XML document transformation and presentation.

XSLT (eXtensible Stylesheet Language Transformations) –

A language for transforming documents into other formats, such as HTML, plain text or PDF.

PART 2

Voter Registration & Mail Voting

The Recorder's Office is responsible for maintaining voter files of active registered voters. The Recorder's Office partners with the Maricopa County Elections to plan and hold jurisdictional, county, state, and federal level elections for all eligible Maricopa County voters.



A

Active Early Voting List (AEVL) – Voters on this list will receive ballots by mail prior to the date of the election and may return them by mail or drop them off in the envelope drop box at any voting location or at any ballot drop box prior to the closing of the polls on Election Day. Voters can be added to or removed from the list, and regular participation by voters is required to remain on the list.

Active Voter – A registered voter whose address is up-to-date and may receive official election mail.

Address Changes – Voters may make changes to their voter registration record anytime by going to ServiceArizona.com or completing a voter registration form. Voters may change their physical address in real-time on the SiteBook at a voting location with valid ID supporting the change.

Affidavit Envelope – There are various types of affidavit envelopes. Voters on the Active Early Voting List and voters eligible to vote in ballot-by-mail elections receive a green affidavit envelope (in a yellow affidavit packet) which is used to return their ballot. An affidavit printed on the envelope requires a signature from the voter attesting they are the eligible voter and that they voted that ballot. For mail-in ballots, the voter's signature serves as an affidavit of their identity. The voter will sign and date the envelope when provided to them at the ballot pick up area.

Affidavit Packet – Voters on the Active Early Voter List (AEVL), voters who have requested a ballot-by-mail, and all voters eligible to vote in a ballot-by-mail election, receive an affidavit packet. The packet comes in a yellow envelope and contains the official ballot, a green affidavit envelope with the voter's name and address pre-printed on it, ballot instructions, an insert with information specific to the election, and an "I Voted" sticker.

Alternative Format Materials – Maricopa County can provide ballots and other election materials in Audio, Braille, Large Print, Spanish, and/or Tohono O'odham.

Arizona Revised Statutes (ARS) – Contains the laws passed by the Arizona Legislature.

Arizona Secretary of State (SOS) – Elected official tasked with keeping public records, serving as the State's Chief Election Officer, producing the Election Procedures Manual.

B

Ballot – A form used to cast a vote and presents the contest options for a voter.

Ballot-by-Mail – A ballot sent to a voter 27 days prior to Election Day with a green affidavit return envelope via postal service. The ballot must be received by Maricopa County Elections by 7:00 p.m. on Election Day in order for the ballot to be processed. Voters also have the option to drop off their envelope at any voting location prior to polls closing on the day of the election. If

the voter does not have his or her green affidavit envelope, the ballot will need to be spoiled and new voting materials issued.

Ballot-by-Mail Election - Sometimes called an all-mail election or all-ballot-by-mail election. A ballot-by-mail election is when a ballot is automatically mailed to every qualified elector in a jurisdiction, regardless of whether the voter is on the Active Early Voting List (AEVL). These elections also include establishment of ballot replacement sites, where voters may receive and cast a replacement ballot if they would prefer to vote in person.

Ballot Instructions - Included in the affidavit packet displayed at voting locations. Ballot Instructions indicate how to complete the ballot along with other important information the voter may need to know when completing their ballot.

Ballot Status - Voters can sign up to get automatic alerts on the status of their ballot by texting "JOIN" to 628-683.

Ballot Style - Ballot styles are unique ballot types produced for each precinct and subdivision where a jurisdictional split exists. Ballot data is put into contest order for a particular precinct and considers a particular set of voter situations or laws requiring rotation of candidates. The ballot style is displayed at the top of the ballot as a seven-digit code X-XXXX-XX. The first digit indicates party. If it is a non-party specific ballot, the digit will be seven. The next four digits are a code for the precinct or consolidated precinct block. The last two digits are any additional splits within a precinct. For example, a school district line

may cross in the middle of a precinct creating two distinct ballot styles.

BeBallotReady.Vote - Provides Maricopa County voters with a personalized voter dashboard. The webpage allows voters to check and update their ballot status, access their digital voter ID cards, view and update voter registration information, access election information, find voting locations and wait times, sign up for text alerts, and much more.

Bifurcated Voter Registration System - Voters who provide an acceptable form of documentary proof of citizenship are registered as full ballot voters, while registrants who are otherwise eligible to vote but do not provide proof of citizenship are registered as federal-only voters.

Board of Supervisors (BOS) - A county is governed by district supervisors elected to four-year terms. The Board appoints a county manager and approves a budget that allocates money to all departments and elected offices. Its jurisdiction includes all the county and unincorporated areas. Board members also set the county tax rate.

BOD Code - Numerical code printed on all voting documents by the BOD Printer System. The BOD Code is used to identify and match voting documents to be given to the voter. BOD Codes are not unique. They include numbers for party, precinct and split. Therefore, voters of the same party living in the same area may have the same ballot/BOD Code. See Ballot Style.



Canceled Voter – A voter who is deceased, a voter who has requested to be removed from the registered voter list, or a voter who has been on the inactive list for two (2) federal election cycles is removed from the voter registration roll per Arizona state statute. Canceled voters are not open for public records request.

Candidate – A person running for an elected office or position is considered a candidate.

Cast Ballot – Ballot in which the voter has taken final action in selecting contest options and irrevocably confirmed their intent to vote as selected. When the voter inserts their ballot into the tabulator at a voting location, the tabulator will emit two (2) beeps and the screen will display the ballot has been successfully cast if there are no issues with the ballot.

Closed Primary – A closed primary is when a voter must be affiliated/registered with the political party participating in that particular election. Arizona has an open primary law.

Consolidation of Elections – Refers to the statewide election schedule that local jurisdictions must follow, with certain exceptions. Essentially, local elections must occur at the same time as statewide elections.

Constituency – A group that is represented, the term often refers to the

body of voters or the electoral district represented by an elected body or official.

Constituent – A person who is represented politically by a designated government official or officeholder, especially when the official is one that the person represented has the opportunity to participate in selecting through voting.

Contest – A single decision or set of associated decisions being put before the voters (for example, the option of candidates to fill a particular public office or the approval or disapproval of an amendment). This term encompasses other terms such as “race,” “question,” and “issue” that are sometimes used to refer to specific kinds of contests. It does not refer to the legal challenge of an election outcome.

Counted Ballot – A ballot that has been processed and whose votes are included in the vote totals.

County Election Directors – Oversee functions related to elections and serve at the will of the County Recorder or County Board of Supervisors.

County/State Chairmen – The chairman of a political party for a county or state. They are the presiding officers of a political party. They are concerned with party membership, and the activities of the party organization. They often play important roles in strategies to recruit and retain members, in campaign fundraising, and in internal party governance.

County Recorder – Maintains public records and is in charge of voter

registration and early voting. An elected position with a term of four years.

Cure(ing) Signature – Curing means that the voter’s signature on their early ballot affidavit envelope was unable to be verified and must now be contacted so they can provide the proper confirmation that their signature is correct.

D

Decentralized Election System – The U.S. has a decentralized election system, meaning there is not a single point of entry into our election system that could disrupt the entire process. Each state and county are responsible for conducting elections in their jurisdiction. For statewide elections, the counties conduct the election, and the Secretary of State aggregates the results from each county to determine the statewide results.

Democracy – A government in which the supreme power and decision-making lies with the people rather than a select few.

Democratic Party – The Democratic Party is one of the two major parties in the United States.

Deputy Registrar (DR) – A certified volunteer who participates in community events available across the county registering and educating voters in collaboration with the Maricopa County Recorder’s Office and Maricopa County Elections. To receive certification, a volunteer must attend an initial training

with the MCRO. A Deputy Registrar may only use their title with the permission of MCRO.

E

Early Ballots – Any ballot voted prior to Election Day. Early voting begins 27 days prior to Election Day with mail-in ballots and at in-person early voting locations.

Early Ballot Affidavit – An affidavit printed on the early ballot envelope that requires a signature from the voter attesting they are the eligible voter and that they voted that ballot. The voter’s signature serves as an affidavit of their identity.

Early Voting/Voter – Voting conducted before Election Day where the voter completes the ballot in person at designated place, by mail, or ballot drop site prior to Election Day. Any voter may request to be included on the Active Early Voting List (AEVL) to receive an early ballot by mail for any election for which the county voter registration roll is used to prepare the election register. Any election called pursuant to the laws of Arizona shall provide for early voting, and any qualified voter may vote by early ballot.

Early Voting Period – The ability to cast a ballot before Election Day. Early Voting specifically refers to 27 days prior to Election Day.

Elected Official – A politician, official, or representative who is chosen by a vote of qualified electors to serve in public office.

Election Assistance Commission (EAC) -

The United States Election Assistance Commission (EAC) is an independent, bipartisan commission charged with developing guidance to meet HAVA (Help America Vote Act of 2002) requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information on election administration. EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds.

Election Day - Date (always a Tuesday) in which the election is held. Voters may vote in person at any voting location. Ballot-by-mail voters may drop off their early ballots in any envelope drop box at a voting location or established drop box location.

Election Laws - Laws that govern how Elections are managed and conducted.

Election Procedures Manual (EPM) - The Elections Procedures Manual provides consistent election practices and procedures to ensure the efficiency of elections in Arizona. The EPM is developed by the Secretary of State in consultation with the county recorders and is approved by the Governor and Attorney General. The EPM has the force and effect of law.

Election Security - Election security refers to all the methods election officials use to ensure the safety, security, and integrity of the electoral process. This includes cyber security for the voter registration system, the election management system as well as the physical security of election equipment and ballots.

Elector (Presidential Elector) - Electors are allocated to each state based on their

representation in Congress. Every state is allocated two electors as every state has two United States Senators, plus a number of electors equal to the number of the state's members in the U. S. House of Representatives. Arizona has nine Congressional Districts (therefore nine House of Representatives) so Arizona is allocated a total of 11 electors. The number of congressional districts allocated to each state is based on population.

Envelope Drop Box - Also referred to as a ballot drop box or drop box. An official Maricopa County box for dropping off a ballot-by-mail sealed in their green affidavit envelope. All voting locations have an envelope drop box allowing ballot-by-mail voters to skip the line and drop their ballot in the box up until the time the polls close. Voters also drop early, emergency, and provisional ballots voted at voting locations into the drop box. If a mail-in ballot from a different county in Arizona is placed in a Maricopa County drop box, it will be sent to the appropriate county, but it is not guaranteed to be received on time by that county to be processed.

F

Federal - The term federal means the central or national government in the United States.

Federal Offices - Federal offices are the offices that Federal-Only Voters will have on their Fed-Only Ballot. These offices

include Presidential Electors, U.S. Senator, and U.S. Representative in Congress.

Federal-Only Ballot – A Federal-Only-Ballot is a ballot that only has federal elected offices, which includes candidates running for President/Vice-President, U.S. Senator, and U.S. House of Representatives.

Federal-Only Voter – A voter who registered to vote without providing proof of citizenship. Federal-Only Voters are only eligible to vote in federal races using a separate, federal-only ballot. These voters are prompted by the voter registration department to prove their U.S. citizenship to vote in state and local races. Voters may also complete a Proof of Citizenship form at a voting location, which must be submitted along with documentary proof of citizenship listed on the form, no later than 5:00 p.m. on the Thursday prior to Election Day to vote a full ballot. If a Federal-Only Voter uses a full, provisional ballot to vote and does not provide proof of citizenship by the deadline, only votes for federal races on that ballot will be counted, assuming all other eligibility requirements are met. All voter registration forms have a check box where voters attest that they are U.S. citizens.

Filing Deadline – The last day to file election or voting documents for a specific election and process. Examples include paperwork to circulate a petition, to file paperwork to become a candidate, or to file campaign financial disclosures.

Full Ballot Voter – A registered voter in Arizona who has submitted proof of citizenship. The registered voter is entitled to vote in all federal, state, county, and local elections in which he or she is eligible.



General Election – In November of even years, the winners of the Primary Election, judges, nonpartisan candidates, and propositions appear on this ballot. These elections may include U.S. Federal, Arizona Legislative, County, and local offices on the ballot. Ballots are precinct-specific, not party-specific.

Help America Vote Act (HAVA) – Act passed by the U.S. Congress in 2002 to make sweeping reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election. HAVA requires that anyone at a voting location may vote. Ineligible voters must be allowed to vote provisionally if they wish. Requires that voters have the opportunity to spoil ballots and receive another one if overvoted. Also requires at least one accessible voting device at every voting location that allows voters with a disability to vote independently. Note: All provisional ballots are researched by election officials and if it is determined the voter is not eligible to vote, their ballot will not count.



Inactive Voter – A voter who may vote at the polls, but whose address is no longer active. They cannot receive official election

materials by mail. A voter who remains inactive for two federal election cycles will become a canceled voter. An inactive voter can become active by voting, re-registering, or contacting the Maricopa County Recorder's Office.

Incumbent – An incumbent is a candidate who presently holds an office that is up for election.

Independent Candidate – An independent candidate is a candidate who does not belong to any of the recognized political parties. Independent candidates do not appear on primary election ballots.

Independent Voter – An independent voter either has no political party affiliation or is affiliated with a party not recognized in the State of Arizona. Voter registration records will indicate these voters as IND for Independent or PND for Party Not Designated. Arizona has an open primary, which allows these voters to participate by designating which partisan ballot (Democratic or Republican) they would like to receive. These voters may not participate in the Presidential Preference Election.

Initiative – An initiative is a way for voters to propose laws or policies by getting a minimum number of registered voters to sign a document called a petition in order to get that proposal on the ballot to be voted on in the next election. Often referred to as direct democracy.

In-Person Early Voting – This is when a voter votes in person prior to Election Day. All early ballots will go into a sealed affidavit envelope and will be inserted into

the envelope drop box and not into a tabulator.

J

Junior Deputy Registrar (JDR) – A certified volunteer student who participates in community events available across the county registering and educating voters in collaboration with the Maricopa County Recorder's Office and Maricopa County Elections. In order to receive certification, a volunteer student must attend an initial training with the MCRO. A Junior Deputy Registrar may only use their title with the permission of MCRO.

Jurisdiction – A geographic area in which an appointed, elected, or other official has the official authority to make legal decisions and judgements.

Jurisdictional Election – Refers to off-season elections where jurisdictions such as Cities, Towns, School Districts, and Special Districts may choose to hold their elections.

L

Legislation – Legislation is the laws and policies created by the House and/or the Senate in the legislature.

Legislative District – Arizona has 30 legislative districts that consist of two

members of the House of Representatives and one member from the Senate from each district that make up the 90 seats in the Legislature.

Libertarian Party – The Libertarian Party was established in 1971 and is currently a recognized party in Arizona.

Logic and Accuracy Test – Testing of the tabulator setups of a new election definition to ensure that the content correctly reflects the election being held (i.e., contests, candidates, number to be elected, ballot styles) and that all voting positions can be voted for the maximum number of eligible candidates and that results are accurately tabulated and reported.

M

Maricopa County Recorder's Office (MCRO) – Maricopa County Recorder's Office processes and preserves deeds, plats, and a variety of other important documents. In addition, they are responsible for maintaining voter files for the active registered voters in Maricopa County. The Recorder's Office partners with Maricopa County Elections to plan and hold jurisdictional, county, state, and federal level elections for all eligible Maricopa County voters.

Maricopa County Tabulation and Election Center (MCTEC) – The Maricopa County Tabulation and Election Center is where the employees of the Election Department work, and ballots are processed and

tabulated on high-speed tabulators called central count tabulators.

Military/Overseas Absentee Ballot – An eligible voter who is serving in the military or is living abroad, may vote with an absentee ballot. A voter must request the ballot with the Maricopa County Recorder's Office and the ballot must be returned by 7 p.m. on Election Day in order for it to be counted for the respective election.

N

Name Changes – Voters may make changes to their voter registration record anytime by going to ServiceArizona.com or completing a voter registration form. Voters may change their name on their voter registration record in real time on the SiteBook at a voting location with valid ID supporting the change.

National Voter Registration Act (NVRA) – Federal law that sets forth certain voter registration requirements with respect to elections for federal office. It requires each state to establish federal election voter registration procedures by: (1) application made simultaneously with a driver's license application; (2) mail; and (3) application in person at a designated federal, state, or nongovernmental office, or at the applicant's residential registration site in accordance with State law.

Ninety-Day Notification Mailers – State law requires the county recorder to mail a notice to all voters on the Active Early

Voting List (AEVL) no later than 90 days prior to a Primary Election. There are two types of cards; for voters that have a party designation of Republican, Democratic, or Libertarian, and a card for voter's that do not have a party designation. Voters without a party designation will need to select a ballot type (Republican, Democratic or City/Town Only (when available) to vote by mail. These cards also serve several other purposes including confirming the voter still resides at the address listed on the voter registration file.

No Labels Party - The No Labels Party was established in 2023 and is currently a recognized party in Arizona.

Non-Partisan - Not biased or partisan, especially toward any particular political group.



Open Primary - A primary election where a voter does not have to belong to a particular party to cast a ballot. Arizona has an open primary, meaning independent voters can participate.

Overvoted Ballot - The voter has made too many selections for at least one contest(s) on the ballot. The tabulator will provide the voter the option to return the ballot to be spoiled and receive another one or cast their ballot as is with the overvoted contest not being tabulated. Contests that are not overvoted will be tabulated. The Accessible

Voting Device will not allow the voter to overvote.



Party Not Designated (PND) - A voter that has not designated a political party affiliation. Voter registration records will indicate these voters as PND for Party Not Designated. Arizona has an open primary, which allows these voters to participate by designating which partisan ballot (Democratic or Republican) they would like to receive. These voters may not participate in the Presidential Preference Election.

Party-Specific or Partisan Ballot - During a Primary Election, only candidates from a single party appear on the ballot. The winner from the Primary will appear on the General Election ballot alongside the winner from the other parties' Primaries. Voters registered as Independent or Party Not Designated are able to select which partisan ballot (Democratic or Republican) they would like to receive for Primary Elections.

Petition - A document with information about measures, initiatives, referendums, or candidates used to gather signatures from registered voters.

Political Action Committee (PAC) - A committee that makes an expenditure for advertisements. PAC is a popular term for a political committee that is neither a party committee nor an authorized committee of a candidate. PACs that are

directly or indirectly established, administered, or financially supported by a corporation or labor organization are called separate segregated funds (SSFs). PACs without such a corporate or labor sponsor are called nonconnected PACs.

Political Party - An organized group of voters who have the same ideology or political position, and who field candidates for elections to influence and implement the party's political goals. Elections staff, including poll workers, are expected to be non-partisan in performing election duties. By statute, some election duties require two poll workers with different political affiliations to perform them.

Polling Place - An assigned location based on the precinct where voters may vote in person or drop off early ballots from 6:00 a.m. to 7:00 p.m. on Election Day.

Precinct - A government boundary designated by the Maricopa County Recorder's Office and Maricopa County Board of Supervisors.

Precinct Committeemen - A partisan elected or appointed official within a precinct with responsibilities prescribed by the State and by his or her political party.

Presidential Preference Election (PPE) - Election that gives voters the opportunity to express their preference for the presidential candidate of the political party for which they are registered. Ballots are political party-specific. Voters registered without a political party (Independent/Party Not Designated) by the voter registration deadline may not participate in this election. The only candidates in this election are the Arizona

qualified Presidential Primary candidates. The political parties may or may not choose to participate in the PPE.

Primary Election - In August of even years, partisan candidates run on this ballot to represent their party for the General Election. Ballots are party-specific and voters without a political party (Independent/Party Not Designated) must tell the Maricopa County Recorder's Office which party ballot they would like to receive. If voting in person, voters will be able to select either a Democratic or Republican ballot on the SiteBook.

Proof of Citizenship - Voters must prove citizenship in order to register to vote a full ballot in Arizona. Failure to prove citizenship at the time of registration will result in being registered as a Federal-Only Voter. There are five valid forms of proof of citizenship: Arizona Driver License or Non-Operator ID card (not F-type), Tribal Enrollment Number, Alien Registration Number or Naturalization Certificate Number, Copy of Birth Certificate, or Copy of US Passport. If proof of citizenship is provided by 5:00 p.m. on the Thursday prior to Election Day, the voter's full ballot will count. If not, only federal contests on the voter's ballot will count.

Proof of ID - Registered voters must prove identity when they vote. Ballot-by-mail voters prove identity by signing the green affidavit envelope. In-person voters must bring proof of identity with them.

Proposition - Also known as a Ballot Measure or Ballot Initiative. A question that appears on a ballot with options, usually in the form of an approval or rejection.

Proposition 200 – Requires persons to prove they are U.S. citizens when registering to vote for the first time in Arizona and requires voters to provide proof of identity. In 2013, the Supreme Court decided that this state law is preempted by the National Voter Registration Act of 1993 for federal elections, but allowable for state elections. The result of the case created a system whereby voters who registered using federal voter registration forms without providing proof of citizenship are only eligible to vote in federal races using a separate ballot.

Protected Voter – Voter whose full legal name, residential address, voting precinct number and telephone are sealed for five (5) years if the voter is eligible and submits Voter Registration Personal Information Redaction. Protected voters receive their ballots by mail. If a protected voter chooses not to vote their ballot-by-mail and visits a voting location to vote in person, they will not be able to locate their record on the SiteBook due to their protected status. They will be offered a provisional ballot, which requires that they enter their real information on the SiteBook.

Publicity Pamphlet – A pamphlet having the initiative or referendum is mailed to voters to inform them as to the nature of a measure submitted by the initiative or referendum. The pamphlet contains a copy of the proposed law and arguments for and against it by those favoring and opposing it, respectively.



Qualified Voter – This is a person who is qualified to register to vote, properly registered to vote, at least 18 years of age on or before the date of the election, whose registration is not canceled, and who qualifies as a resident.

Qualified Write-In Candidate: A person who has not circulated candidate petitions and whose name will not appear on the ballot. Qualified write-in candidates must be registered voters in the district they seek to represent, have resided there for at least 120 days before the election, and file a nomination paper with the appropriate officer no earlier than 150 days and no later than 40 days before the election. They must submit a financial disclosure statement and meet the same qualifications as regular candidates, including citizenship, age, and residency requirements.



Recall Election – A recall election is when voters obtain sufficient signatures to place an incumbent back on the ballot for voters to consider either re-electing the incumbent or electing a new candidate that has qualified to place their name on the recall ballot.

Recall Petitions – The procedure by which citizens can gather signatures from voters, using an official form, to propose a recall election directly to a governing body.

Receiving Site – A location where ballots and other items are dropped off at the end

of Election Day, which are then transported securely back to the Elections Department. Delivery must be made by two poll workers with different political affiliations. A receipt for the drop off is provided.

Recognized Political Party – A recognized political party is a party that has been declared official by the state and is afforded space on the ballot for that party's candidates. In Arizona, a party must submit a sufficient number of petition signatures to obtain initial recognition and then maintains recognition by meeting certain voter registration requirements within their party.

Referendum – Process whereby a state law or constitutional amendment may be referred to the voters before it goes into effect.

Replacement Ballot – Ballot issued in cases where the voter's mailed ballot has been lost, spoiled, destroyed, or not received.

Republican Party – The Republican Party is one of the two major parties in the United States.

Restored Voter – A voter who was on the inactive voter list and did one or more of the following: updated their voter registration, voted in an election, signed a petition, or contacted the Recorder's Office.

Runoff Election – Election to select a winner following a Primary Election or a General Election, in which no candidate in the contest received the required minimum percentage of the votes cast. The two candidates receiving the most

votes for the contest in question proceed to a runoff election.

S

Sample Ballot – Registered voters who are not on the Active Early Voter List (AEVL) or have not requested a ballot-by-mail for an election will receive a sample ballot in the mail. The sample ballot is mailed to these voters 11 days before Election Day. Any voter may access their sample ballot on BeBallotReady.Vote or request one at the voting location.

Special Election – An election scheduled on a date other than the usual date for a specific purpose, often to fill an office that has become vacant before the incumbent has completed the term or to recall an elected official. A Special Election may be combined with another scheduled election, except for the Presidential Preference Election (PPE).

Special Election Boards (SEB) – Maricopa County voters with a confining illness or disability can request assistance from the Special Election Board. The SEB teams are made up of two trained election staff of differing political parties who travel to the voter in need.

Spoiled Ballot – Voters who make errors or overvote on their ballots may spoil up to two ballots with assistance from the Inspector at a voting location. Each time a ballot is spoiled, the voter will check in again at the SiteBook to obtain a new blank ballot. Any associated affidavit

envelopes must also be spoiled. Affidavit envelopes that are printed incorrectly must be spoiled along with the associated ballot. Any other voter materials containing bar codes that print along with ballots or envelopes that are spoiled must be spoiled as well. Spoiled ballots are not counted.

Statewide Ballot Measure - A Statewide ballot measure would appear on all eligible voters' ballots in Arizona.

Student Election Program - The Student Election Program of Maricopa County Elections provides educators and high school students access to engaging election education and activities to raise their voter and civic awareness. It also provides opportunities for qualified students to get involved as a paid Student Election Clerk at a Maricopa County voting location on Election Day.

T

Temporary Mailing Address - Voters may use a temporary mailing address to have their ballot mailed to them while they are away during an election. Temporary address requests are accepted between 93 days and 11 days before an election.

Test Prints - Test versions of voter materials are printed for quality control each morning at voting locations that are spoiled, signed, dated, and placed in the Clear Official bag by the Inspector.

Third Party - A third-party candidate does not belong to either two major political

parties, which are Democratic and Republican.

U

Undervoted Ballot - Voter has made too few selections for at least one contest on the ballot. The tabulator will not alert the voter that they have undervoted. However, the Accessible Voting Device will display warnings for the voter if any contests on the ballot are undervoted prior to printing their ballot.

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) - Federal law that allows Maricopa County to send out ballots to qualified voters who are currently overseas or on a military base. Military voters may register to vote using the Federal Voting Assistance Program (FVAP) and can register to vote and cast a ballot for an Election up until 7:00 p.m. on Election Day. UOCAVA voters are the only exception to the Voter Registration Deadline.

V

Voter - A citizen, 18 years of age or older, eligible to vote, and properly registered (completed voter registration and added to voter registration roll). Voters are classified as active, inactive, suspended (pending), canceled, not registered or not eligible voters by Maricopa County

Recorder's Office as required by Arizona State Statutes.

Voter Education Guide - The Voter Education Guide, also known as the "Candidate Statement Pamphlet", provides voters with information on the voting process and statements from the candidates running for statewide and legislative office. Clean Elections automatically mails a guide directly to voters for both the state primary and general elections.

Voter Identification (Voter ID) - In Arizona, voters are required to show qualifying identification when voting in person prior to receiving their ballot.

Voter Registration Advisory Committee (VRAC) - Committee is composed of each county recorder in Arizona to vote/approve standardizations and policies to voter registration practices. Its mission is to facilitate the development of on-going enhancement of uniform and legally compliant voter registration policies and procedures throughout Arizona. It introduces and recommends new registration policies and procedures to the Secretary of State for possible incorporation into future drafts of the Elections Procedure Manual.

Voter Registration Card - A unique, legal form of identification created when an eligible voter registers to vote. A voter may present their Voter Registration Card as one of the valid forms of ID for voting in person along with a supplementary photo ID or second valid ID with current address. Card includes name, address, and precinct information. Voters may access a scannable, digital ID card at

BeBallotReady.Vote to use for checking in at a voting location.

Voter ID Number - A 7-digit number assigned to each voter. When voters modify their voter registrations, their ID numbers stay the same.

Voter Registration - Deadline is 29 days before Election Day. Individuals registering to vote for the first time in Arizona who wish to vote on state and local contests must prove they are U.S. citizens. Voters can register to vote at www.servicearizona.com or at a voting location but may not be able to vote in the current election if they have not met the registration deadline.

Voter Registration Clerk - Updates voter name, address, and other changes in real time using the SiteBook and assists the Judge and Inspector in checking identification as needed. They can also provide Voter Registration Forms to new voters. Depending on the changes and deadlines, these individuals may or may not be able to vote a standard ballot in the current election.

Voter Registration Deadline - The calendar date--set 29 days before Election Day (unless that day falls on a federal holiday) in which the voter registration form must be submitted or postmarked to vote by the next election date.

Voter Registration Roll - The list of active and inactive voters in a respective election district. The list ranges from precinct to the entire county depending on the electoral jurisdiction. It excludes protected voters from public view as well as canceled voters.

Voting Rights Restoration – Under Arizona law, a person who has been convicted of a felony offense has their right to vote or to seek and hold public office suspended. After a felony conviction, a person may have their right to vote restored. Once a person’s civil rights have been restored, the person must register to vote again.

Voting Location – An umbrella term for all places voters can cast a ballot on or before Election Day. Includes Polling Place, Vote Center, and Ballot Replacement Centers.

Voting Rights Act (VRA) – Prohibits discrimination in voter eligibility, registration and voting location procedures. Every poll worker must protect a voter’s right to a ballot in the language of his or her choice. In Maricopa County, that means providing assistance in English and Spanish.

candidates will be posted at the voting location and online.

Write-In Candidate – A candidate who has submitted the appropriate affidavit to be a qualified candidate to receive votes when a voter writes their name in and completes the oval next to the write-in space. Votes are only tabulated for qualified write-in candidates.

W

Withdrawn Candidate – A candidate who has submitted the appropriate affidavit to remove themselves from the ballot after they have qualified for the ballot. Withdrawn candidates may still appear on the ballot if they withdraw less than 55 days before Election Day as ballots are already being printed. A list of withdrawn

PART 3
Acronyms



ABA	American Bar Association	DPI	Dots Per Inch
ACH	Automated Clearing House	DPOC	Documented Proof of Citizenship
ACTIC	Arizona Counter Terrorism Information Center	DPOR	Documented Proof of Residency
ACP	Address Confidentiality Program	DR	Deputy Registrar
AEA	American Escrow Association	DRaaS	Disaster Recovery as a Service
AEVL	Active Early Voting List	DTD	Document Type Definition
AIIM	Association for Information and Image Management	EAC	Election Assistance Commission
ALTA	American Land Title Association	EPM	Election Procedures Manual
ANSI	American National Standards Institute	ESIGN	Electronic Signatures in Global and National Commerce Act
ARS	Arizona Revised Statutes	EULA	End User License Agreement
ASEA	Arizona State Escrow Association	FAQ	Frequently Asked Questions
ASP	Application Service Provider	FEIN	Federal Employer Identification Number
ATIM	Association for Title Information Management	FTP	File Transfer Protocol
AVM	Automated Valuation Model	GIF	Graphics Interchange Format
BOS	Board of Supervisors	GSE	Government Sponsored Enterprise
CA	Certificate Authority	GUID	Global Unique Identifier
CERA	Certified Election/Registration Administrator	HAMP	Home Affordable Modification Plan
CFPB	Consumer Financial Protection Bureau	HAVA	Help America Vote Act
CISA	Cybersecurity and Infrastructure Security Agency	HECM	Home Equity Conversion Mortgage
CoSA	Council of State Archivists	HELOC	Home Equity Line of Credit
CRL	Certificate Revocation List	HTML	Hypertext Markup Language
CSS	Cascading Style Sheet	HTTP	Hypertext Transfer Protocol
DD-214	Military discharge papers	HTTPS	Hypertext Transfer Protocol Secure

ICR	Intelligent Character Recognition	NARA	National Archives and Records Administration
IETF	Internet Engineering Task Force	NASS	National Association of Secretaries of State
iGO	International Association of Government Officials	NIST	National Institute of Standards and Technology
IPR	Intellectual Property Rights	NPRRA	National Public Records Research Association
IPER	Intergovernmental Preparedness for Essential Records	NVRA	National Voter Registration Act
ISO	International Organization for Standardization	OASIS	Organization for the Advancement of Structured Information Standards
JDR	Junior Deputy Registrar	OCR	Optical Character Recognition
JPEG	Joint Photographic Experts Group	PAC	Political Action Committee
LDAP	Lightweight Directory Access Protocol	PDF	Portable Document Format
LDD	Logical Data Dictionary	PII	Personally Identifiable Information
LegalXML	One of the OASIS (see below) Member Sections. Focused on electronic legal documents.	PIN	Personal Identification Number
LRMS	Land Records Management System	PIN	Parcel Identification Number
MBA	Mortgage Bankers Association	PKI	Public Key Infrastructure
MCRO	Maricopa County Recorder's Office	PND	Party Not Designated
MCTEC	Maricopa County Tabulation and Election Center	PNG	Portable Network Graphics+
MEG	MISMO Engineering Guideline	PPE	Presidential Preference Election
MIN	Mortgage Identification Number	PREP	Property Records Education Partners
MISMO	Mortgage Industry Standards Maintenance Organization	PRIA	Property Records Industry Association
MTA	Maricopa Title Alert	RA	Registration Authority
MLS	Multiple Listing Service	RAND	Reasonable and Non-Discriminatory
		RAVBM	Remote Accessible Vote-By-Mail
		RDBMS	Relational Database Management System

RESO	Real Estate Standards Organization	SSL	Secure Socket Layer
RESPA	Real Estate Settlement Procedures Act	TCP/IP	Transmission Control Protocol/Internet Protocol
RETS	Real Estate Technical Standards	TIFF	Tagged Information File Format
RF	Royalty Free	TILA	Truth In Lending Act
RON	Remote Online Notarization	TIN	Taxpayer Identification Number
RSS	Real Simple Syndication	TRID	TILA-RESPA Integrated Disclosures
SaaS	Software as a Service	UCC	Uniform Commercial Code
SAC	State Advisory Council	UETA	Uniform Electronic Transactions Act
SAR	Suspicious Activity Report	ULC	Uniform Law Commission
SEB	Special Election Board	ULONA	Uniform Law on Notarial Acts
SFTP	Secure File Transfer Program	UMDP	Uniform Mortgage Data Program
SGML	Standard Generalized Markup Language	UOCAVA	Uniformed and Overseas Citizens Absentee Voting Act
SHTTP	Secure Hypertext Transfer Protocol	URI	Uniform Resource Identifier
SMART Doc	Securable Manageable Archivable Retrievable & Transferable Document	URL	Uniform Resource Locator
SME	Subject Matter Expert	URPERA	Uniform Real Property Electronic Recording Act
SMTP	Simple Mail Transfer Protocol	VPN	Virtual Private Network
SoS	System of Systems	VR	Voter Registration
SOS	Secretary of State	VRA	Voting Rights Act
SSN	Social Security Number	VRAC	Voter Registration Advisory Committee
SSNAPP Act	Social Security Number and Privacy Protection Act	W3C	World Wide Web Consortium
SOAP	Simple Object Access Protocol	XHTML	Extensible Hypertext Markup Language
SPeRS	Standards and Procedures for Electronic Records and Signatures	XLL	Extensible Linking Language
		XML	Extensible Markup Language



The Maricopa County Recorder's Office welcomes and encourages comments on this glossary and its contents; they will greatly assist in improving the glossary's quality and usefulness. Revisions to terms will be conducted on an as-needed basis.

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