

NOTICE TO LODGING PARTIES

LAND SERVICES GROUP

Colonel Light Centre
25 Pirie Street ADELAIDE 5000

DOCUMENT SCANNING

No.97

In Notice to Lodging Party No. 95, issued in March, the Registrar-General advised of the acquisition of an image processing system to replace the existing document microfilm process. Testing of the new scanning equipment has proceeded to the point where it is now anticipated that scanning of documents will commence 1 August 1994. It is not intended to scan documents registered prior to this date. The existing facility for prints of documents that have been microfilmed will remain unchanged.

While the new process should greatly improve the service delivery of prints of documents, some changes will be required to facilitate document imaging.

To provide the best service to our clients and make the most efficient use of the imaging equipment it is a requirement that all plans and annexure sheets (including agreements, contracts and guarantees) attached to documents lodged after 1 July 1994 be A4 size. If it is not possible to comply with this requirement, reference should be made in the document to a plan (or other document) lodged or deposited in this Office eg. General Registry Office. In these circumstances the plan (or other document) should not be attached to the document.

Multi-page documents lodged for registration must be printed on both sides and secured only in the top left hand corner. Clients are encouraged to prepare multi-page documents using a good quality printer. Lodging parties submitting multi-page documents should deposit standard terms and conditions.

Once imaging has commenced, the existing Microfilm Index Facility (MIF enquiry) will indicate if a document has been scanned. Prints of scanned documents will be ordered and collected in person from staff at the Document Registry Counter on the first floor. No facility will be available for the viewing of imaged documents. The procedure for the ordering and collection of document prints by remote users will remain unchanged. Each page of scanned document prints will bear the document and page numbers.

ACCESS TO ORIGINAL DOCUMENTS

For some years the Land Services Group has examined ways in which it can improve efficiency in the handling and storage of registered documents, while being mindful of client needs for prompt access to them. The microfilming of documents and the new document imaging system are but two examples of this initiative. It is evident, however, that many clients are continuing to access original documents from storage when a copy is readily available in an alternative format. The retrieval of documents from our Largs North storage imposes a significant burden on the resources of the organisation, and it is for this reason that I have taken the decision, effective 1 August 1994, to restrict access to all original documents which are available in another medium.

ENDORSEMENT OF MEMORIALS ON ATTACHMENT SHEETS

It has been the practice of this office to record transactions affecting an instrument (eg. partial discharge of mortgages, transfer of mortgages/leases) on the subject instrument, by endorsing memorials on an attachment sheet inside that instrument. This practice has necessitated re-filming of the affected instrument.

The Instrument Details Enquiry (AFAIDT) and the information displayed on the Register Search (AFARSH) establishes the current position in regard to any registered instrument. In view of this facility the current practice of recording transactions on an attachment sheet will cease on 1 August 1994.



B A BROOKS
DIRECTOR, LAND SERVICES
16 June, 1994