

# Your Next Recorder

Ideas for Kankakee  
County's Next  
Recorder of Deeds

by

Kelly McLaren

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[kellymclaren.com](http://kellymclaren.com)  
[yournextrecorder.com](http://yournextrecorder.com)



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*This book is dedicated to my wife and our children.*

## Your Next Recorder

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## Your Next Recorder

## **Introduction: Why on Earth did I Write a Book?**

**W**hen I began thinking about running for Kankakee County Recorder of Deeds a friend of mine suggested I put in writing why I wanted to run for the office and what I could offer the voters of Kankakee County. I took my friend up on his suggestion. I began writing about what I knew about Kankakee County government and the ideas I would implement if I was fortunate enough to become our county's next Recorder of Deeds.

During the process of writing, what was essentially a "position paper" on the office; I came to the conclusion that I could actually put these writings into a book

format and demonstrate to the voters the seriousness of why I seek this office.

Perhaps, just as importantly, I also discovered this was a great process to better understand the importance of what I am trying to achieve and why I feel I am thoroughly qualified to run the office.

It has taken me nearly a year to research and write this book. In it I briefly cover my life in business and politics and write extensively about how I want to implement the changes the Recorder of Deeds office needs. This book does not cover every issue the office tackles, but explains my grasp of Kankakee County politics, knowledge of the office I am seeking and my ability to make changes needed for our county.

While this book is available for purchase, I am more concerned that people actually read the message the book is

trying to convey. Therefore, I have made it available for free to download on my website; [www.kellymclaren.com](http://www.kellymclaren.com).

In addition to explaining my grasp of the Recorder's office I also wanted to give voters extra information such as, polling places, proposed legislation and websites. This explains the length of the appendixes.

After reading this book I hope the reader better understands the office as well as my ability to make a positive difference in the Kankakee County Recorder of Deeds office. As always, if you have any questions, or concerns, please do not hesitate to contact me.

## Your Next Recorder

## **Chapter One**

### **Biography**

**T**here is no feeling more gratifying than being a public servant. The ability to help people and communities is one of the most rewarding experiences anyone can have. Knowing that your vote or your phone call just helped one of your fellow citizens improve his or her quality of life is truly a remarkable emotion. That is why I run for public office. I want to help people.

I was born and raised in Kankakee County to Anna and Robert McLaren on January 26, 1960. My father Bob worked for Bell Telephone Company and owned and operated the B-Back-N in Bradley along with my grandfather Bud McLaren. Both of these gentlemen were very hard

working individuals. My father worked full-time for the telephone company and my grandfather started the new business at the age of 60. It was in 1950 when my grandfather and grandmother, Rose McLaren, bought the B-Back. Bud and Rose lived on the premise at the time to keep a strong hand on the business. My mother Anna also worked on and off in between raising her children.

I grew up in Kankakee in the Riverview area. We were brought up in a strict Irish Catholic household with my mother and father both being the disciplinarians. I remember always addressing my parents or any elders with a "Yes, Sir," or "No, Ma'am." This was just a part of what was taught to me about respect for other individuals. I lived to play ball with Beckman Park being so close. It didn't matter what kind, as long as a ball

was involved. The number of kids didn't matter either. There could be two, five, ten or twenty. We adjusted to what ever it was. If there wasn't anyone around, I could play for hours by myself.

I attended grade school at St. Patrick's Academy in Kankakee where I received an excellent education. I participated in different forms of extra curricular activities including several years as an alter boy at the Family Parish of St. Patrick's. Basketball, which was the only sport offered at the time, was my favorite, even though I wasn't that good at it. From there I attended Bishop McNamara and Eastridge High schools. I participated in football and baseball as well some intramural sports. I also attempted basketball my freshman year but was cut before the season started. It was devastating to me, but a good lesson learned. Like I said before, I

really wasn't that good at it, but it never stopped me from playing on my own. When I turned 16 I started working for Jewel Food Stores in Kankakee when I wasn't participating in sports. I started out as a bagger and taking groceries out to the cars for the customers. I remember a friend who also worked there taught me a valuable lesson. He told me if I wanted to get a better position, with more money, to run in with carts, stay busy and ask for things to do when not taking out the groceries. Within two weeks I was promoted to the grocery department with the older employee's. Between my upbringing and my first job, I've never lost that work ethic. I always said that if I was going to grow up a ditch digger, I'd be the best darn ditch digger there was.

In the fall of 1978 I lost my father due to a nine-month battle with cancer. I'll

never forget the strength and courage he showed during his fight. I hope I never have to endure that type of illness, but one thing's for sure, I'll never stop fighting.

After high school I continued to work and took a few classes at Kankakee Community College, a wonderful junior college. I married at the young age of 20 and in July of 1982 I was blessed by the birth of my daughter April. During this time I continued to work at Jewel. Although I was never a permanent full-time employee, the money was very good. These times soon changed and the hours continued to spiral downward due to changes in company policies. I was forced to leave so I could find full-time employment I could count on. I worked for several employers including some part-time work at the B-Back Again.

In 1988 I had the opportunity to buy

a piece of the B-Back and partnered with my mother, Anna. Over the years the B-Back saw quite a few changes, from a small working class bar to its expansion in the late 1960s. The expansion brought a different look where patrons could cook their own steaks in a family atmosphere.

I loved operating the B-Back. It gave me the opportunity to literally meet thousands of interesting, good people. From factory people to construction workers to lawyers, judges and doctors; I was fortunate to meet a lot of great people. I enjoyed working with the delivery people and hiring those who needed a job. There was nothing more fun than having customers in to watch a Chicago Bears game or Michael Jordon when the Chicago Bulls ruled the National Basketball Association. Our establishment was full of sports fans enjoying the game and

friendship. The friendship continued even during baseball season when the Chicago Cubs and White Sox seasons got underway. I was able to see first hand the growth of NASCAR into a fully-fledged major sports franchise and, of course, there was always the Indy 500 on Memorial Day weekend. I am proud of my years at the B-Back Again. It was a respectable fun place to own, operate and visit.

The B-Back Again was also great political experience. Having the opportunity to meet so many great people and working to keep them as happy as possible taught me a lot of things. I know that some people have dismissed me as nothing but a bar-owner who stumbled into politics. While there is a hint of truth to that sentiment, the fact is there are fewer jobs in the world that can prepare you for the world of politics the way running your own business

can, and in particular a tavern.

## **Chapter Two**

### **Running for Elective Office**

**D**uring my years of running the B-Back I was approached several times by family and friends about running for public office. At first, I dismissed the idea immediately. “Who would vote for a bar-owner?” I thought. As time went on and I observed the operations of our local governments then I thought, “Why not me?” I had witnessed decisions being made that made no sense to me. Why, for instance, were we not trying to unify certain aspects of services with our taxpayer’s money? Why couldn’t we operate a unified 911 system? Why were we the largest metropolitan area in the State of Illinois without a transit system? Why did we need 28 people to represent a

county with a population of less than 110,000 people? Why couldn't people on a fixed income make their property tax payments in four installments instead of two?

Finally, in late 1999 I was approached to run for the Kankakee County Board in a district which included the Village of Bradley and a few outlying rural precincts. This time I agreed. The voters of Kankakee County could do a lot worse than me. Besides, I had a good business sense and had never intentionally steered anyone wrong in my life. I felt I was as good a person as anyone else to represent the Bradley area on our county board.

I received the Republican nomination rather comfortably. I truly believe many voters thought a successful campaign with the outcome being a Republican elected official in the Village of Bradley was simply

unheard of. There were not too many volunteers lining up to take on the long-entrenched Bradley Democrat politicians. The Democratic incumbents at the time were two experienced hard-working veterans, Leonard "Shakey" Martin and Elmer Stump, both two fine men. However, I felt their longevity in their offices had allowed them to be less responsive than they should have been to the needs of Bradley and our county.

In those days two people ran on the same ticket against two members of the opposite party. I was fortunate to be teamed up with Jerry Stam. Jerry ran for the office before and made a great showing. It was an uphill election to say the least. I had told friends and family that while I was technically running as a Republican, I was my own person. I was only going to talk and debate issues that

were relevant to our community and not to worry about whether those issues were towing the party line. A decision, to this day, I believe my grandfather rolled over in his grave with my Republican choice.

There were three issues which I felt strongly about in 2000. The first was the number of county board members that represented our community. Then, as now, there are twenty-eight members on our board representing a county of about 103,000 people. There are only eighteen members on the Cook County Board which comprises the City of Chicago and outlying communities that has a population of over 5,000,000 people!

The second issue of concern was the number of board members who were taking health insurance premiums. While being a board member is a lot of work it is still only a part-time job and a public service. I was

not aware of any part-time jobs in our area that offered fringe health benefits. With our budget mess at the time, I felt any incoming new members should not be allowed to take health insurance. I thought the county chairman, which is a full-time job, should be the only member to reap the benefits of health insurance.

The third big issue I wanted to impress upon people was the opportunity to allow people on fixed-incomes to make their property tax payments in four installments instead of two. While I would like to claim credit for this idea I cannot. My father-in-law actually suggested the idea. My in-laws are on a fixed income, like many seniors today. He mentioned to me how it would ease the burden him and my mother-in-law feel twice a year. His feeling was that as long as the county ultimately received its money, what was the

difference if it was twice or four times a year? He was right. When I had a press release on this issue, the Kankakee Daily Journal agreed and even suggested that it should not be restricted to seniors or people on fixed-incomes, but to all homeowners.

My campaign was off and running. Because my name recognition was not nearly as high as my opponents' I felt I needed to do something dramatic to make myself viable in this election. A friend had suggested I do a television commercial to gain attention. After seeing how cost-effective cable television ads were to get my message to the voters, I readily agreed. We produced two commercials for the fall campaign. The first ad focused on the issues I just described and projected a positive image for myself and my running mate. The second was an ad reminding

voters how the current administration had botched several opportunities to secure state funding for badly needed local projects.

More important than the television ads we used was meeting the citizens of the district. I knocked on practically every door in the Village of Bradley. I explained my positions and why I thought I could be a better representative for the voters of the district. People welcomed me and the ideas I was advocating. It was one of the greatest experiences of my life. At the time I remember thinking that even if I didn't win the election I had gained an invaluable experience by meeting and talking to the great citizens of our county.

Election Day was November 7, 2000. While the entire country was transfixed on the historic battle between then-Governor George W. Bush and Vice President Al

Gore, I was fortunate enough to garner enough votes to oust one of my opponents. The final results were 3035 votes for me, 2796 for Leonard Martin, 2774 votes for my running mate Jerry Stam and 2425 vote for Elmer Stump (see Appendix A). For the first time since directly electing county board members, a Republican would be representing the Village of Bradley.

As I stated earlier I always felt that the men I ran against were good honorable people. I just thought I would be a better representative for the community. Unfortunately, since that time both of these good men have passed on. However, during my time on the board with my former opponent, Shakey Martin was nothing short of a gentleman and an outstanding advocate for his party.

## **Chapter Three**

### **Kankakee County Board**

**N**ow the hard part began. Evidently, I had upset more than a few members on the board about my stances on the issues of cutting the county board and stripping away health insurance for board members. I got a lesson early on about the ways of entrenched politics. While I basically had the support of the media and many of the voters in my district, it was not enough to turn back the decades-old tradition of giving our part-time board members the same benefits for health insurance that our hardworking full-time employees enjoyed. That was one against me, even though I'm still an advocate for this issue and still try

to gain support to phase this benefit out.

The same was true about cutting our county board. I again learned quickly that few politicians would take the chance of finding out if their constituents needed as many representatives as they currently enjoyed. Again, while many people, probably a majority, thought we could use fewer members, the board thought otherwise. My second campaign idea was shot down. That was two against me. To add to the frustration of the non-support was the fact there was a very small window to implement the cutting of the county board. This opportunity only arises every ten years after the census is completed. Once this takes place, the redistricting of the political boundaries begins. The next redistricting for the county board will be in 2012

The third issue I was passionate

about, Quarterly Property Tax payments, must surely be passed. While it has yet to pass, it is an issue the county is looking at and could still be a reality in the near future.

Another passion of mine is public safety. Upon my request after being elected in 2000, I was fortunate enough to be placed on the Criminal Justice committee.

This committee overlooks the Courts System, Sherriff's Department, States Attorney, Probation, Public Defender, Coroner and the Circuit Clerk's offices. My interest on this committee, along with my devotion, did not go unnoticed. I remember one of my first tasks was to do a study on an average felony court case. The purpose of this was to understand the complexity of the court system and all the entities involved. Veteran Board member

George Washington and I were assigned to do the research. I felt it was an exciting opportunity for me to be involved in this process. This also was a very educational tool, in more ways than one. First off, I learned about all the entities involved in this process. It was amazing to me the number of offices involved. These offices included the arresting police agency, the Circuit Clerk, The States Attorney, usually the Public Defender, the Judges and eventually the Probation department and on occasion the Coroners office.

The second opportunity this assignment brought was working with a prominent senior Democratic Board member. To embrace and have the ability to walk across the political aisle was something I thought every one should be able to do in order to do the best possible job. Unfortunately this is not always the

case. In this instance, George was very receptive. We even originally met at my Bradley home to form a game plan. I remember him joking about being seen walking into my Republican household. It's probably the fastest I've ever seen him walk. A friendship was formed that I treasure to this day. I believe my work ethic propelled me to chair this committee upon the resignation of committee Chair Pam Lee in 2004.

During this time I also served on two other committees. These included the Community Services committee and the Automation, Personnel and Insurance committee. Community Services were in place with the task of overlooking, understanding and directing the Recorder, Treasure and Assessor's offices.

On the Personnel, Automation and Insurance Committee, I served as Vice-

Chairman. This was certainly an honor, to say the least, as a freshman board member. I looked forward to serving in this capacity. Approximately three to four months of serving, the Chairman of this committee moved out of his district forcing him to step down from the County Board. This change moved me up to the Chairman. Although this was the appropriate chain of command, I remember discussing this with the Chairman of the County Board. I told him since I was the new kid on the block and if he wanted to appoint a more experienced board member, I would completely understand. The Chairman said he had complete confidence I was the right person to serve and to Chair this committee. I was off and running in a very short time.

One of my biggest challenges was gaining a better understanding of the

insurance of this assignment. With over 400 employees, it was a very important part of this committee. Soon after taking over as chairman, the employee's health insurance was up for renewal. At the time the County employed a broker for our health insurance needs. One of the first things I mentioned to our broker was my lack of experience in this field and that I would be relying on him for my education on this issue. He assured me he had nothing but the County's interest in mind and would happily be there for me.

This was a time when insurance rates were sky rocketing, which was certainly a major concern of mine. I remember meeting with our broker to discuss some preliminary issues. During this meeting he indicated it looked like our employee health insurance rates were going to jump approximately over 90%! This was very

shocking news that did not set well with me or the Chairman of the County Board. Soon thereafter, our broker came into my place of business on a Wednesday night requesting to meet with me. After informing him I wouldn't be able to break away for another hour or so, he said he would be glad to wait. I figured whatever he needed to discuss with me was of the utmost importance, so I scrambled to free myself. When the time permitted, I met with him and he informed me he needed a signature on a 'Letter of Brokerage' because I was the proper authority as Chairman of the insurance committee. I didn't completely understand the 'Letter of Brokerage' and was not comfortable with signing this with out more information. I asked him if he could send this to me electronically as I would have more time to comprehend this request after work. It

seemed strange to me that this was being handled in this form. Upon completing my work day/evening, I went home to get the email and tried to make heads and tails of the request. As it turns out, a signed 'Letter of Brokerage' would basically allow only our broker to get a quote from interested providers. By the time these quotes would come into the County, his commissions were essentially already built in. It is my understanding the County would not have a good picture of what the actual quote was before commission.

Upon further inquiry and research within the County, I found this 'Letter of Brokerage' had been presented to the Chairman of the County Board, the Vice-Chairman of the County Board as well as the Human Resource Director for signature. After lacking the needed signature, the broker went to work on me. Needles to

say, I didn't sign this letter and upon discussing the matter with a couple Board members who were in the insurance field and the Chairman of the County Board, we discontinued service with the said broker. We were confident that we could do these services in house. The overall result was an increase of about 30% compared to the early quote more than 90%. This was my first case of deception in the political world, one that I would remember well. I guess this confirmed my approach to the many issues; it is far wiser to sit back and evaluate things, and get the necessary information before making any rash decisions. This philosophy has stayed with me to this day.

In December 2004, with the resignation of Ms. Lee, who also served as the County Board Vice-Chairman, this left yet another position to be filled. After

many discussions, my fellow board members approached me to fill that position. After careful thinking and a clear understanding of the duties, time constraints, and what was to be expected of me, I accepted the position of the Vice-Chairman of the County Board in December 2004. I presently serve in this capacity and continue to learn and understand the needs of our community.

The main duty of the Kankakee County Board Vice-Chairman is to serve in the absence of Chairman. In order to carry out these duties, I now serve on most every standing committee of the County Board. In addition to the previous committees I spoke of, I serve on the following:

**G.I.S.** – Geographic Information Systems -  
The GIS system is truly an amazing program. Every four to five years the

County does an aerial fly over the entire County. Basically this consists of taking snapshots of the County. The purposes of these were to collect data and form countless layers of information that can be placed on a map. The municipalities of Kankakee, Bourbonnais, Manteno and recently Bradley merged with the County as foundation members of the GIS system. Financial participation with membership gave these municipalities an official vote on all matters presented at the committee level. As mentioned before, the layers of information that can be used in the system is pretty much unlimited. Information that the layers can represent range from public safety, transportation, assessments, property cards, legal descriptions and the list goes on. It's been a cooperative relationship with the municipalities. I believe these relationships to remain

important as not to lose opportunities to combine services where applicable. Proper implementation of the GIS system will be an integral part of upgrading the Recorder's office.

**PZA** – Planning and Zoning - The majority of the planning and zoning committee deals with the many zoning laws, variances, subdivision plats and some transportation needs.

**Highway and Bridge** - The highway and Bridge committee oversees the highway department. The majority of this committee approves the bidding and letting of our county highway projects. It would be a mistake not to mention the man who runs the County highway system. Our County Engineer, Jim Piekarczyk, is the department head. Jim, in my opinion,

ranks a one of the most knowledgeable, well spoken and efficient department heads on the County team. His past experience in this position is known around the state. The residents of Kankakee County should feel very fortunate to have this individual running this department.

**Executive** - County policies and procedures, insurance matters and board appointments also receive reports from the School, Health and Veterans Assistance boards. The County Board Chairman runs this committee and I serve as Vice-Chair. This committee deals with the various board appointments around the County. Some of these boards are, but not limited to the Fire protection districts, Drainage districts, Health board, Workforce board, Ethics Commission, etc.

**Finance** - The finance committee overlooks the Treasure, Auditor and the finance department. This includes working on and passing the annual budget. This is a seven to eight month process to include setting the tax levy and any new project request that aren't in the the original budget.

**Economic Alliance** - Serving as Vice-Chairman of this committee was instrumental in the development of this board. This group is made up of seven county board members as well as seven from the public sector. The public sector members are made up from people all around the county and from various backgrounds. Together we have a unique board to form one voice for economic growth in Kankakee County.

**Development and Operations** - This

committee over looks the maintenance department and any new building projects.

**Safety** - This group handles day to day safety needs of our employees and customers to the County buildings.

**Mayors Association** - The Mayors Association is the group of all the mayors in the county. The County Board chairman is invited to these bi-monthly meetings. I've had the distinct pleasure and opportunity to attend many of these meetings. This has allowed me some wonderful networking opportunities with our local leader's, regardless party affiliation.

**Department Head** - I run this monthly meeting for the Chairman. I address Department Head comments and concerns in order to keep a well-maintained

communication line open.

**Animal Control Ad Hoc** – This committee was formed to rewrite the Animal Control Ordinance. This group is made up of four county board members as well as an advisory, non-voting group from the public sector representing various entities.

Along with these committees I'm also instrumental in the day to day operations of Administration. This department's made up of the County Board Chairman, Vice-Chairman, Director of Human Resources, Executive Coordinator, Employee Benefits Coordinator as well as the Administration Assistant. I've been directly involved in many new hires the County has experienced. I have directly handled personnel issues as well making informed decisions in the absence of the County Board Chairman. I believe my presence

and devotion has enabled the County Board Chairman to be more available to the outside entities as needed.

## **Chapter Four**

### **Looking Forward: Your Recorder's Office, the Internet and E-government**

I have written the previous material to give you a background on why I have ran for public office in the past. Now I want to tell you why I want to be Kankakee County's next Recorder of Deeds. I have not taken the decision to run for this office lightly. I know that, regardless of the election results of November 4, 2008, the next Recorder will have an enormous job in front of them. Dennis Coy, our current Recorder, has worked hard to give the citizens of Kankakee County what he feels is the best Recorder's office can provide. While I would never question him, his party's intentions or integrity, I truly feel I

offer the best option for your next Recorder.

First, let's look at the duties of the Recorder of Deeds Office. The Kankakee County Recorder of Deeds serves the people of Kankakee County by receiving, filing and maintaining all records related to real property in our county. These documents range from all types of conveyance deeds, mortgages, releases and assignments, property liens, as well as, assorted federal, state and local liens. The Recorder's office is responsible for the recordation and storage of plats of subdivision, land surveys and monument records. Many other types of miscellaneous documents are recorded, such as; foreign birth certificates, foreign marriage licenses, and military discharge paperwork to name a few.

County Recorder's of Deeds are an integral part of property ownership. The foundation of what was to become the Recorder's office was laid in 1215 A.D. with the signing of the Magna Carta which provided for state protection of land ownership.

The goal of the Recorder's office now, as it was in the past, is the accurate, secure and efficient indexing and maintenance of documents reflecting chain of title to land within Kankakee County.

Now, I'd like to examine the use of the Internet and how it can work for your Recorder's office. I applaud the fact that the current Recorder Denny Coy has listed the contact information and fees associated with the office. However, that is where it ends. The Internet is the single-most important communication device since television and has presented itself to

governments and office holders. It has allowed citizens the ability to transact meaningful business in thousands of communities across our country cheaply, efficiently and securely. Yet, our Recorder's office offers only the fees he charges for transactions. It's great we can find out what those fees are prior to conducting business or that there is a fax, phone number and mailing address in which to contact the office. However, try and find a simple blank Quit Claim or Warranty Deed to download and you will be left searching. It does not exist. Nearly everything else, besides the fees the office charges, can be found in the phone book.

When I was first elected to the county board in 2000 I purchased the Web address [www.kellymclaren.com](http://www.kellymclaren.com). I was a little hesitant of making this commitment because of the small district I represented,

but I did understand how this tool could be used to communicate with the voters of my district. I always favored more interaction with my constituents. Soon I was setting up mass e-mails and informing voters of important issues. I set up interactive polls to find out what issues voters were interested in learning more about. I conducted "Live Chats" to further understand what voters wanted their representatives to do.

After several months I began posting Kankakee County Board meeting minutes. At that time, no one had posted such information-not the local media or the county itself. Several media members approached me and thanked me for doing this. It's not that I wanted the approval of the media. I wanted the voters of Kankakee County to be given the opportunity to see what their government

was up to. Today, the county publishes all the minutes of the full board as well as many committee meetings. I feel my Web site and making the business of the county more transparent helped push the board toward publishing the minutes on its own.

Honesty and transparency are very powerful tools, particularly for the government. One of the most important lessons I have learned is to keep the public informed and do the right thing as one sees it. It is best for the candidate and more importantly for the community.

Something else I have learned from the county board, regardless of party or politics, is that all Kankakee County elected officials want to give better government service at less cost to make it a better place to live and do business. That's the bottom line. I believe electronic government (e-government) is a great,

forward-thinking way for Kankakee County to do this. By implementing an e-government system, citizens and companies can easily do business with Kankakee County's government and get what they need to make smart, informed and secure decisions. I know some people will always prefer to do business in person; that way of conducting business would also improve under my watch. However, e-government is here to stay and the citizens of Kankakee County will need an elected official who can make those informed, cost-effective and secure decisions for taxpayers. The following are some of the reasons I believe that implementing a more internet-friendly Recorder's office would benefit the voters of Kankakee County.

### **More Convenience to Citizens**

Everyone expects more services

online. You don't want to wait in a line for an hour to spend five minutes at a counter. We could save you time and energy by putting those services on the Internet. You shouldn't have to miss work to do business during "government hours." You can do business anytime you want, anywhere you want.

The county can come to you so you can even do business from the privacy of your own home.

### **Better Customer Service**

You rarely need help with routine transactions. E-government will let the Recorder's office focus on things you usually need help with. These include:

- Explaining complex policies
- Providing assistance for disabled or otherwise challenged people
- Providing up-to-date news and alerts

such as Property Fraud

### **More Information Access**

Not all decisions are made between 8 a.m. and 5 p.m., Monday through Friday. If you are looking for a house, you may want information about an area during a weekend. E-government can give you 24-hour access to this and other information.

Using the Internet also makes finding the information easier. By using a standard look and feel, you know where to find specific types of information on a Web page, such as contact information.

### **Lower Business Costs**

E-government saves companies' money. Whenever your employees must drive to a government office or wait in a line, you lose productive time from them. Lost productivity is spent money. If your

employees need more than one trip, then each trip is money spent. Putting services on the Internet eliminates the driving time and time spent waiting in a line. With Kankakee County's e-government system, return trips are just a few clicks away and employees have more productive time in the office.

Most companies have Internet access. You wouldn't need to buy any more equipment or software to use the Recorder's office e-government system. You wouldn't even need any training.

### **More Information Access**

Your Company must have information to make wise business decisions for its future. Kankakee County's government collects a great deal of information on economic, demographic and other trends. Much of this information is

available on the state Web site. Access to this information can help you make decisions for your company that will lead to greater success.

### **Increased Efficiency**

Online transactions are faster than face-to-face transactions. Paper processing is automated, reducing time and the risk of clerical errors. This allows the office to focus on providing better service for the customer.

### **What will this cost the Taxpayer?**

The best part about implementing most these ideas are that the cost will be virtually nothing or certainly within even the current recorder fees (see Appendix D). The documents the office can make available to the public is simply a matter of scanning those documents and posting

them on Kankakee County's website. That's all there is to it!

At [kankakeecountyrecorder.com](http://kankakeecountyrecorder.com), a website I set up and paid for myself, you can get a hands-on look at functional documents which you can download. On this site you can download several State of Illinois Real Estate Transfer Declaration forms which can actually be utilized. All the documents that you can physically get at the Recorder's office will be available online if I am elected and those documents will be available within the first month of my taking office at no extra cost to the taxpayer!

## **Chapter Five**

### **Property Fraud**

**M**y work in the real estate market has also made me aware of another important issue facing homeowners, which directly affect the Recorder's office and that, is Property Fraud. Recently, the real estate market has helped increase property values, but also has led to unprecedented mortgage fraud and other spurious real estate related schemes. The perpetrators of these white -collar crimes range from mortgage brokers looking to make a fast buck to drug dealers laundering their ill-gotten gains. Every year, these fraudulent schemes victimize individuals and businesses from many walks of life, including struggling low-income families

lured into home loans they can't afford, legitimate lenders saddled with over-inflated mortgages and honest real estate investors fleeced out of their investment dollars. But that's not all...This could happen to you...and your Recorder of Deeds should be at the forefront of this important issue. That is why I vow to take the initiative in alerting property owners of fraudulent activity in our community if I am elected your Recorder of Deeds.

The following case summaries are listed on the IRS website and are on public record court documents on file in the judicial district in which the cases were prosecuted:

**April 24, 2003**, in Indianapolis, Ind., Paul A. Dailey, owner of Platinum Mortgage Brokerage Firm of Indianapolis, was

sentenced to 105 months in prison, followed by three years supervised release, and ordered to pay \$3.7 million in restitution. Dailey pled guilty to conspiracy to commit mail fraud and money laundering. He operated Platinum Mortgage in Indianapolis from 1998 until May 2001, during which time the company brokered more than 100 fraudulent residential mortgages on properties principally in Center Township in Indianapolis. Dailey and other members of the conspiracy, 13 of whom have been convicted, recruited several real-estate appraisers and closing agents to assist in the fraudulent scheme. Basically, the properties were appraised for two to three times their true value. Straw purchasers obtained loans on the property well in excess of their true value, the members of the conspiracy shared the profits and the purchasers defaulted on the

loans, leaving the properties abandoned and boarded up. After mortgage lending companies refused to lend money to the Platinum Mortgage customers, Dailey moved to Detroit and opened another mortgage brokerage company, Monumental Mortgage, and continued the scheme there. The total amount of loss attributed to the schemes is more than \$8 million.

**February 21st, 2006** – Oakland County, MI – Mortgage fraud losses in Michigan jumped from nearly \$9 million to \$26 million over a two-year period in what has become one of the fastest-growing white-collar crimes in the nation. “These criminals are literally trying to steal the homes out from underneath citizens,” said Oakland County Clerk Ruth Johnson.

**June 7th, 2007** – Walworth County, WI – At least 11 Walworth County properties connected to a real estate fraud scheme had “buyers” whose identities were stolen, according to federal documents. Another man was pressured into signing a document that indicated he was going to live in a home he never intended to buy, and another man was paid \$3,000 for use of his identity to secure a mortgage loan, according to a federal search warrant affidavit.

**July 17th, 2007** – Detroit, MI – Wayne County officials today announced the convictions of two major property and deed fraud cases in the past three weeks.

**September 25th, 2007** – Wayne County, MI – Calling them “heartless and cruel,” Wayne County officials announced charges

Monday against three men accused of swindling three senior citizens out of \$600,000 through deed frauds and identity theft. "This case is about acquiring real property through fraud against senior citizens. It appalled me when I found out how much of this is going on," said Prosecutor Kym Worthy. "This is a huge, huge problem everywhere."

**We can not allow this to happen in our county!**

- According to the FBI, fraud for profit accounts for 80% of all mortgage fraud cases.
- Most cases of real estate or mortgage fraud involve allegations of forgery, altered documents or identity theft.
- Most victims don't find out their property has been stolen until the tax

bill does not arrive or unless the new lender tries to foreclose the property.

- 2006 losses due to mortgage fraud were estimated to be between \$946 million and \$4.2 billion.

### **Types of for-profit mortgage fraud**

- Home Equity/Identity Fraud: A forged deed is recorded to give the appearance that the perpetrator has acquired ownership of a property. The perpetrator uses the equity in the property as collateral to borrow money. No payments are made on the new loan(s), and the new owner could face foreclosure.
- Fake/Stolen identity: stolen identities – along with credit histories-are used on a loan application.
- Nominee loans/Straw buyers: The identity of the borrower is concealed

by using the name and credit history of a willing accomplice.

- Inflated appraisals – An appraiser acts in collusion with a borrower and provides a misleading appraisal report to the lender. The report inaccurately states an inflated property value.
- Equity skimming - An investor may use a straw buyer, false income documents, and false credit reports, to obtain a mortgage loan in the straw buyers name. Subsequent to closing, the straw buyer signs the property over to the investor in a quit claim deed which relinquishes all rights to the property and provides no guaranty to title. The investor does not make any mortgage payments and rents the property until foreclosure takes place several months later.

- Property flipping - A buyer pays a low price for property, and then resells it quickly for a much higher price. While this may be legal, when it involves false statements to the lender, it is not.

### **Documents that are commonly forged**

- Deed
- Satisfaction or Re-conveyance
- Power of Attorney
- Mortgage and notes
- Affidavits
- Identification

If I am elected you Recorder of Deeds, one of the first things I will do will be to present a plan to the County Board to help alert the citizens of Kankakee County of possible property fraud. In terms of implementing such a program there are several options the office would be able to

explore, such as contracting out the service or provide the service in-house. I will have a report to the full county board within 4 months of my taking office.

## Chapter Six

### Digital Signatures

**O**n January 8, 2007, House Bill 0227, sponsored by Illinois House members Rep. Barbara Flynn Currie and Mark H. Beaubien Jr., was introduced (see Appendix E). This, I believe could be a great piece of legislation for Illinois. This bi-partisan bill would create the Uniform Real Property Electronic Recording Act. Specifically the bill authorizes “a recorder to receive, index, store, archive, and transmit documents eligible to be recorded in the recorder's land records in the form of electronic documents, subject to specified requirements. This provides that, if a law requires a document eligible to be recorded

in the recorder's land records to be an original, be on paper or another tangible medium, or be in writing, the requirement is satisfied by an electronic document satisfying the Act. Provides that, if a law requires that such a document be signed, the requirement is satisfied by an electronic signature. Provides that a requirement that a document or a signature be notarized, acknowledged, verified, witnessed, or made under oath is satisfied if the appropriate electronic signature and other required information is attached to or logically associated with the document or signature. Provides that the Secretary of State shall adopt standards to implement the Act. Contains provisions regarding recording, conversion of documents, administration, standards, application, construction, other laws, and other matters.”

In plain English this allows your

Recorder of Deeds to allow digital signatures, instead of hand signatures, to conduct the daily affairs of the office. But what are Digital Signatures?

SearchSecurity.com defines a digital signature as an electronic signature can be used to authenticate the identity of the sender of a message or the signer of a document, and possibly to ensure the original content of the message or document has been sent is unchanged.

Digital signatures are easily transportable, cannot be imitated by someone else and can be automatically time-stamped. The ability to ensure the original signed message arrived means the sender cannot easily reduplicate it later.

A digital signature can be used with any kind of message, whether it is encrypted or not, simply so the receiver can be sure of the sender's identity and the

message arrived intact. A digital certificate contains the digital signature of the certificate-issuing authority so anyone can verify that the certificate is real.

### **Give me an example!**

This is how it would work: You have been given two keys. One of your keys is called a Public Key; the other is called a Private Key. Anyone can get your Public Key, but you keep your Private Key to yourself. Your Public Key is available to anyone who needs it, but you keep your Private Key to yourself. Keys are used to encrypt information. Encrypting information means "mixing it up," so only a person with the correct key can make it readable. Either one of your two keys can encrypt, or make secret, data. The other can decrypt, or read, that data.

Someone else can encrypt or decode

a message using Your Public Key. You use your Private Key to decrypt, or read the message. Any of your friends or co-workers might have access to the message.

Someone else may have encrypted it, but without Your Private Key, the data is worthless.

With your private key and the right software, you can put digital signatures on documents and other data. A digital signature is a "stamp" you place on the data which is unique to you, and is very difficult to forge. In addition, the signature assures any changes made to the data that has been signed can not go undetected.

To sign a document, your software will crunch down the data into just a few lines by a process called "hashing." These few lines are called a message digest. (It is not possible to change a message digest back into the original data from which it

was created.)

Your software then encrypts the message digest with your private key. The result is the digital signature.

Finally, your software attaches the digital signature to the document. All of the data that was hashed has been signed. You now pass the document on to someone else. Let's call that person Jim.

First, Jim's software decrypts the signature by using your public key, changing it back into a message digest. If this worked, then it proves you signed the document because only you have your private key. Jim's software then hashes the document data into a message digest. If the message digest is the same as the message digest created when the signature was decrypted, then Jim knows the signed data has not been changed.

## **Problems**

Sally, our disgruntled employee, wishes to deceive Jim. Sally makes sure Jim receives a signed message and a public key that appears to belong to you. Unbeknownst to Jim, Sally fraudulently sent a key pair he created using your name. Short of receiving your Public Key from him in person, how can Jim be sure that your Public Key is authentic?

It just happens that Julie works at the company's certificate authority center. Julie can create a digital certificate for you simply by signing your public key as well as some information about you.

Now your co-workers can check your trusted certificate to make sure his Public Key truly belongs to him. In fact, no one at your company accepts a signature for which there does not exist a certificate generated by Julie. This gives Julie the

power to revoke signatures if private keys are compromised, or no longer needed. There are even more widely accepted certificate authorities that certify Julie.

Let's say you send a signed document to Jim. To verify the signature on the document, Jim's software first uses Julie's (the certificate authority's) Public Key to check the signature on your certificate. Successful de-encryption of the certificate proves Julie created it. After the certificate is de-encrypted, Jim's software can check if you are in good standing with the certificate authority and that all the certificate information concerning your identity has not been altered. Jim's software then takes your public key from the certificate and uses it to check your signature. If your public key de-encrypts the signature successfully, then Jim is assured the signature was created using

your private key, for Julie has certified the matching public key. And of course, if the signature is valid, then we know Sally didn't try to change the signed content.

### **So what are the benefits?**

There are three common reasons for applying a digital signature to transactions: Authentication, Integrity and Non-repudiation.

### **Authentication**

Public-key cryptosystems allow encryption of a transaction with a user's private key. The transaction itself doesn't need to be sent in ciphertext. If a hash of the transaction is generated and then protected via encryption, the transaction cannot be altered in any way without changing the hash to match. By decrypting the hash using the Public Key, and

checking the result against a newly generated hash of the alleged plaintext, the recipient can confirm (with high confidence) the encryption was done with the private key, and the transaction hasn't been altered since it was signed.

### **Integrity**

A transaction is completed and a dispute arises over whether the transaction has been altered since it was signed. If the digital signature hash is regenerated and it matches the original digital signature, then it is certain the transaction hasn't changed.

### **Non-repudiation – “It wasn’t me!”**

In a cryptographic context, the word *repudiation* refers to the act of disclaiming responsibility for a contract (i.e., claiming it was signed by some third party, certainly not me; "I repudiate this contract and its

contents!"). A transaction has signatures attached to a document in order to make later repudiation more difficult, since the one can show the signed contract to a third party (i.e., a court) to reinforce a claim as to its origin.

It does not take long for one to see that if implemented properly, digital signatures can save taxpayers and businesses a lot of time, money and energy. Imagine not having to physically go to the Recorder's office to transact deeds or military discharge papers. One can simply do it online at a very inexpensive cost. Lawyers and Real Estate agents could conduct business over the Internet and cut costs to their clients. I believe, if implemented properly, digital signatures are a win-win situation for the voters of Kankakee County. If you visit the website I mentioned earlier,

[www.kankakeecountyrecorder.com](http://www.kankakeecountyrecorder.com), you can interact with a sample digital signature demonstration.

## SUMMARY

**A**s I look back, I believe many things in my upbringing and life's journeys prepared me for the challenges of being a public servant. The discipline instilled by my parents, to always give respect to another human being, has been invaluable. My years of playing ball taught me many life-long lessons. The ability to play as a team member, learning that sometimes you have to fail in order to learn how to succeed.

Attending both a private and public high school allowed me to see, know and many times understand the different aspects, wants and needs of the diverse population that makes up our great

county. My years of working at the grocery store brought on a work ethic that has never left me. The time I spent at the meat packing plant reminds me of the extremely tough jobs that are out there. The 20+ years I spent in private buisness gave me the opportunity to understand how the whole machine works. From cleaning of the floors and bathrooms to the ordering goods and serices, to budgeting, personel, and customer care also taught me what dedication and hard work can do to deliver a successful product. My eight years serving on the County Board has provided me with how the county buisness is ran. To have the ability to listen first, then comprhend, and discuss the many issues have fined tuned my decision making process. I've always said there was a reason the good Lord

has given us two ears and one mouth. I try to listen twice as much as I speak. I believe I have the capability to have an understanding that there is always more than one side to the story, and some times more than two. Finally, I have discovered a humbleness to be able to change my stance on an issue when the new or proper evidence is presented. I've had the ability to learn, understand, and accept the new technologies that will continue to grow and advance us into the future for years to come. This is a definite reality for Kankakee County as well as the Recorder of Deeds office.

I've tried to give you a personal look into my life. Although this is just a peek, I could probably go on forever, thanks to the Irish gift of gab. Most importantly, I wanted you to understand

why I feel I'm the best candidate for the  
Recorder of Deeds office.

## Acknowledgements

I would like to thank my family and friends that have brought me to this part of my life. Without the total support of my wife Tammy, none of this would be possible. She has sat through countless evenings discussing issues, stuffing envelopes, walking door to door and attended many social events. For this I'm grateful and full of thanks. Also, a big thank you to my children, April, Natalie, Nathan and Nichole for their patience, understanding and participation in my past and present campaigns. A special acknowledgement and thanks to my brother Kevin McLaren, sister, Karen and Brother In-law Paul Miller. Their assurance,

understanding, time and gratuity have truly been a blessing. I'd like to thank my mother Anna, for the many times she'd give me that look and maybe scratch her head to ask, "so why are you putting yourself through all of this?" This has always kept me grounded, because my responses were always, "Because I always believe, in some little way, I can make a difference.

## **Appendix A District 22 Election Results**

<b>Year</b>	<b>Candidates</b>	<b>Votes</b>
2000	Kelly McLaren	3035
	Leonard Martin	2796
	Elmer Stump	2425
	Jerry Stam	2774
2002	Kelly McLaren	487
	Mike Smith	335
2006	Kelly McLaren	448
	George Dagnan	433

\* The 2000 election was before re-districting and encompassed the entire Village of Bradley as well as a few precincts outside of the Village. The district was then known as District 5.

## **Appendix B**

### **2004 Kankakee County Recorder of Deeds Election Results**

<b>Precinct #</b>	<b>Candidates</b>	
	<b>Mary Jo Snyder</b>	<b>Dennis Coy</b>
Yellowhead 1	397	164
Yellowhead 2	419	185
Sumner	232	93
Manteno 1	283	187
Manteno 2	410	261
Manteno 3	315	228
Manteno 4	350	293
Manteno 5	607	351
Manteno 6	432	348
Rockville	271	159
Momence 1	247	202
Momence 2	272	210
Momence 3	268	164
Ganeer 1	292	224
Ganeer 2	47	188
Ganeer 3	303	248
Limestone 1	253	204
Limestone 2	341	268
Limestone 3	301	179
Limestone 4	206	174
Limestone 5	321	245
Salina	441	269
Essex	339	317
Pembroke 1	29	388
Pembroke 2	34	258
Pembroke 3	35	230
St Anne 1	247	183
St Anne 2	234	129
Aroma 1	78	260
Aroma 2	325	296
Aroma 3	380	224
Aroma 4	264	222
Aroma 5	284	235
Otto 1	179	196

Your Next Recorder

<b>Precinct #</b>	<b>Snyder</b>	<b>Coy</b>
Otto 2	219	221
Otto 3	95	118
Pilot 1	319	128
Pilot 2	383	166
Norton 1	154	116
Norton 2	160	100
Kankakee 1	84	176
Kankakee 2	282	359
Kankakee 3	267	217
Kankakee 4	309	282
Kankakee 5	92	208
Kankakee 6	314	313
Kankakee 7	321	231
Kankakee 8	128	174
Kankakee 9	286	355
Kankakee 10	65	151
Kankakee 11	182	268
Kankakee 12	271	238
Kankakee 13	197	281
Kankakee 14	21	274
Kankakee 15	29	546
Kankakee 16	119	369
Kankakee 17	48	382
Kankakee 18	94	436
Kankakee 19	105	303
Kankakee 20	30	305
Kankakee 21	31	252
Bourbonnais 1	238	320
Bourbonnais 2	364	282
Bourbonnais 3	314	239
Bourbonnais 4	144	233
Bourbonnais 5	192	328
Bourbonnais 6	205	344
Bourbonnais 7	118	207
Bourbonnais 8	151	267
Bourbonnais 9	249	248
Bourbonnais 10	234	267
Bourbonnais 11	228	316
Bourbonnais 12	191	236
Bourbonnais 13	181	211

Your Next Recorder

<b>Precinct #</b>	<b>Snyder</b>	<b>Coy</b>
Bourbonnais 14	270	108
Bourbonnais 15	189	150
Bourbonnais 16	317	288
Bourbonnais 17	237	220
Bourbonnais 18	351	265
Bourbonnais 19	288	292
Bourbonnais 20	370	270
Bourbonnais 21	312	273
Bourbonnais 22	225	276
Bourbonnais 23	195	212
Bourbonnais 24	283	244
Bourbonnais 25	461	281
Bourbonnais 26	444	288
Bourbonnais 27	445	335
Total	21231	21742

## Appendix C

### KANKAKEE COUNTY POLLING PLACES NOVEMBER 4, 2008

Yellowhead #1	Grant Park Comm. Bldg. Dixie Highway, Grant Park
Yellowhead #2	Grant Park Comm. Bldg. Dixie Highway, Grant Park
Sumner	Zion Lutheran Church 11456 N 11000 E Rd., Grant Park
Manteno #1	Manteno Middle School 250 N. Poplar, Manteno
Manteno #2	Manteno Middle School 250 N. Poplar, Manteno
Manteno #3	Leo Hassett Community Center 211 N. Main St., Manteno
Manteno #4	Manteno Christian Church 401 E. Third St., Manteno
Manteno #5	Leo Hassett Community Center 211 N. Main St., Manteno
Manteno #6	Manteno Township Hall 1030 Boudreau Rd, Manteno
Rockville	Rockville Township Garage 4235 W 9000 N Rd., Manteno
Momence #1	Momence Township Hall 203 E. River St., Momence
Momence #2	Momence Community Center 125 Gladiolus, Momence
Momence #3	New Life Christian Fellowships 115 N. Locust St., Momence
Ganeer #1	Ganeer Township Hall 120 W Washington, Momence
Ganeer #2	Sun River Terrace Village Hall 7267 E. Chicago St., St. Anne
Ganeer#3	First United Methodist Church 111 W. Fourth, Momence
Limestone #1	Limestone Township Hall 5030 W Rt. #17, Kankakee
Limestone #2	Church of the Nazarene 863 N 5000 W Rd., Kankakee
Limestone #3	Limestone Township Library 2701 W Tower Rd., Kankakee

## Your Next Recorder

Limestone #4	First Assembly of God Church 27 N. Monterey, Kankakee
Limestone #5	Limestone Township Library 2701 W Tower Rd., Kankakee
Salina	Lions Club 148 S. Stanford, Bonfield
Essex	Essex Village Hall 219 W. Main St., Essex
Pembroke #1	Church of the Cross 13043 E 2260 S Rd., Momence
Pembroke #2	Pembroke Township Hall 4053 S. Main St., Hopkins Park
Pembroke #3	Pembroke Senior Citizen's Hall 4019 S. Wheeler, Hopkins Park
St. Anne #1	St. Anne Village Hall 190 W. Station St., St. Anne
St. Anne #2	Wichert First Reformed Church 7697 E 4500 S. Rd., St. Anne
Aroma #1	Taylor Chrysler Fmr. Location 2400 E. Court St., Kankakee
Aroma #2	Goselin Park 300 S Bridge St., Aroma Park
Aroma #3	Aroma Township Garage 3869 S 4500 E Rd., St. Anne
Aroma #4	Aroma Fire Station 6435 Warren St., St. Anne
Aroma #5	Congregational Church 2861 Waldron Rd., Kankakee
Otto #1	Armed Forces Reserve Ctr. 1191 E 4000 S Rd., Kankakee
Otto #2	Wolfe Burial Vault 310 Oak Street., Chebanse
Otto #3	St. James Hall 4330 Main St., Irwin
Pilot #1	Herscher Village Hall 272 E. Second St., Herscher
Pilot #2	Herscher Christian Church 30 Tobey Dr., Herscher
Norton #1	Norton Township Garage 2 <sup>nd</sup> & Willow St., Buckingham
Norton #2	Lions Club 114 Wabash, Reddick
Kankakee #1	Beckman Park Field House 1605 Cobb Blvd., Kankakee
Kankakee #2	Westbrook Church of Nazarene 900 West Jeffery, Kankakee

## Your Next Recorder

Kankakee #3	Kennedy School 1550 W. Calista, Kankakee
Kankakee #4	Civic Auditorium W. Charles St., & 8 <sup>th</sup> Ave., Kankakee
Kankakee #5	Provena St. Mary's Franco Ctr. 485 W. Merchant St., Kankakee
Kankakee #6	Kankakee County Health Dept. 2390 W. Station St., Kankakee
Kankakee #7	Bird Park Field House 893 W. Station, St., Kankakee
Kankakee #8	YMCA 1075 N. Kennedy, Kankakee
Kankakee #9	Civic Auditorium W. Charles & S 8 <sup>th</sup> , Kankakee
Kankakee #10	St. Paul's Lutheran Church 348 E. Merchant, Kankakee
Kankakee #11	St. Paul's Lutheran Church 348 E. Merchant, Kankakee
Kankakee #12	Old Police Substation 1063 E. River St., Kankakee
Kankakee #13	Beckman Park Field House 1605 Cobb Blvd., Kankakee
Kankakee #14	Proegler School 710 N. Chicago, Kankakee
Kankakee #15	Pioneer Park Community Bldg. N. Hobbie Ave., Kankakee
Kankakee #16	Kankakee Housing Authority 185 N St. Joseph, Kankakee
Kankakee #17	YWCA - Edith Nelson Krueger 1056 E. Court St., Kankakee
Kankakee #18	Stueben School 520 S. Wildwood, Kankakee
Kankakee #19	Provena Heritage Village 901 N. Entrance, Kankakee
Kankakee #20	Senior Citizen's High Rise 340 N. Dearborn, Kankakee
Kankakee #21	Kankakee County Com. Sr. Inc. 657 E. Court St., Kankakee
Bourbonnais #1	Exploration Station Museum 1095 W. Perry St. Bourbonnais
Bourbonnais #2	Robert Frost School Gymnasium 160 W. River St., Bourbonnais
Bourbonnais #3	Municipal Building (Downstairs) 700 Main St., NW, Bourbonnais
Bourbonnais #4	Our Savior Lutheran Church 975 Brookmont, Bradley

## Your Next Recorder

Bourbonnais #5	Bradley Village Hall 147 S. Michigan, Bradley
Bourbonnais #6	Bradley Central School 260 N. Wabash, Bradley
Bourbonnais #7	Bourb. Recreation Station 770 E. Franklin, Bradley
Bourbonnais #8	Bradley Library 296 N. Fulton, Bradley
Bourbonnais #9	Church of God Worship Ctr. 420 Cardinal Dr., Bradley
Bourbonnais #10	Church of God Worship Ctr. 420 Cardinal Dr., Bradley
Bourbonnais #11	Bradley Place Comm. Bldg. 117 Uncle Leo Drive, Bradley
Bourbonnais #12	BBCHS 700 W. North St., Bradley
Bourbonnais #13	Bourbonnais Township Bldg. 1350 Armour Rd. Bourbonnais
Bourbonnais #14	Maternity BVM 308 E. Marsile, Bourbonnais
Bourbonnais #15	BBCHS 700 W. North St., Bradley
Bourbonnais #16	Riverside Health & Fit Ctr. 100 Fitness Dr., Bourbonnais
Bourbonnais #17	B-B Chamber of Commerce 1690 Newtowne Dr., Bradley
Bourbonnais #18	B-B Chamber of Commerce 1690 Newtowne Dr., Bradley
Bourbonnais #19	Tri-Star Club House 43 E 5000 N Rd, Bourbonnais
Bourbonnais #20	Riverside Health & Fit Ctr. 100 Fitness Dr., Bourbonnais
Bourbonnais #21	Bickford House 100 Jones Dr., Bourbonnais
Bourbonnais #22	Bourbonnais Township Bldg. 1350 Armour Rd. Bourbonnais
Bourbonnais #23	Bourbonnais Library 250 W John Casey, Bourb.
Bourbonnais #24	Bickford House 100 Jones Dr., Bourbonnais
Bourbonnais #25	Municipal Building 700 Main St., NW, Bourb.
Bourbonnais #26	Christopher Meyer Safety Ctr 747 Stratford Drive East, Bourbonnais
Bourbonnais #27	Friendswood Christian Church 3268 N. Glenn Rd. Bourbonnais

## Your Next Recorder

## Appendix D

### General Fund Revenue

	FY2007 YTD	FY2007	FY2008
	Actual	Original Budget	Original Budget
Recorder Fees	605,359.25	730,000.00	605,000.00
Recorder RHSPS	20,842.00	22,000.00	22,000.00
State of IL RHSPS	<u>54.00</u>	<u>0.00</u>	<u>0.00</u>
	626,255.25	752,000.00	627,000.00

### General Fund Expense

Elected Official	56,228.12	56,228.12	57,915.00
Office Personnel	143,129.62	140,972.00	122,553.00
Travel Mileage	0.00	1,000.00	500.00
Postage and Freight	2,718.40	3,500.00	3,000.00
Printing	0.00	600.00	600.00
Membership Dues	345.00	700.00	700.00
Office Supplies	<u>2,755.35</u>	<u>3,000.00</u>	<u>3,000.00</u>
	205,176.49	206,000.00	188,268.00

### Recorder Computer Fund

	FY2007	FY2007	FY2008
	Actual	Original Budget	Original Budget
GIS Portion	24,033.40	30,000.00	25,000.00
Special Fund Fee's	98,102.00	100,000.00	100,000.00
Income-Investments	<u>2,962.23</u>	<u>1,500.00</u>	<u>2,000.00</u>
Total Computer Fund	125,993.47	132,000.00	128,000.00

## Recorder Computer Fund Expenditures

Office Personnel	22,674.00	43,680.00	49,000.00
Mobile Telephone/Pagers	626.84	2,000.00	2,000.00
Misc. Claims	209.00	0.00	0.00
Professional Fees	23,119.88	30,000.00	30,000.00
Travel Mileage	834.35	4,000.00	2,000.00
Copy Paper	187.45	0.00	0.00
Maintenance Contracts	7,932.83	10,000.00	15,000.00
Misc. Services	2,119.03	6,000.00	7,000.00
Office Supplies	5,188.05	6,000.00	7,000.00
Misc. Capital Outlay	0.00	25,000.00	0.00
Software/Equipment	32,202.63	50,000.00	50,000.00
Office Equipment	<u>549.95</u>	<u>4,000.00</u>	<u>3,000.00</u>
Total Computer Fund	<u>95,898.82</u>	188,180.00	168,500.00
Fund Balance	138,979.00		

## **Appendix E**

Full Text Illinois House Bill 0227 House Sponsors  
Rep. Barbara Flynn Currie, Mark H. Beaubien Jr.,  
Sidney H. Mathias, Kathleen A. Ryg  
Senate Sponsor: Sen. William R. Haine

AN ACT concerning civil law.

Be it enacted by the People of the State of  
Illinois, 3 represented in the General  
Assembly:

Section 1. Short title. This Act may be cited  
as the 5 Uniform Real Property  
Electronic Recording Act.

Section 2. Definitions. In this Act:

(1) "Document" means information that  
is:

(A) inscribed on a tangible medium  
or that is stored in an  
electronic or other medium and  
is retrievable in perceivable  
form; and

(B) eligible to be recorded in the  
land records maintained by the  
county recorder.

(2) "Electronic" means relating to  
technology having electrical, digital,

magnetic, wireless, optical, electromagnetic, or similar capabilities.

- (3) "Electronic document" means a document that is received by the recorder in an electronic form.
- (4) "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a document and executed or adopted by a person with the intent to sign the document.
- (5) "Person" means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, public corporation, government, or governmental subdivision, agency, or instrumentality, or any other legal or commercial entity.
- (6) "State" means a state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States.
- (7) "Secretary" means the Secretary of State.

- (8) "Commission" means the Illinois Electronic Recording Commission. Any notifications required by this Act must be made in writing and may be communicated by certified mail, return receipt requested or electronic mail so long as receipt is verified.

### Section 3. Validity of electronic documents.

- (a) If a law requires, as a condition for recording, that a document be an original, be on paper or another tangible medium, or be in writing, the requirement is satisfied by an electronic document satisfying this Act.
- (b) If a law requires, as a condition for recording, that a document be signed, the requirement is satisfied by an electronic signature.
- (c) A requirement that a document or a signature associated with a document be notarized, acknowledged, verified, witnessed, or made under oath is satisfied if the electronic signature of the person authorized to perform that act, and all other

information required to be included, is attached to or logically associated with the document or signature. A physical or electronic image of a stamp, impression, or seal need not accompany an electronic signature.

#### Section 4. Recording of documents.

(a) In this Section, "paper document" means a document that is received by the county recorder in a form that is not electronic.

(b) A county recorder:

(1) who implements any of the functions listed in this Section shall do so in compliance with standards established by the Illinois

Electronic Recording Commission and must follow the procedures of the Local Records

Act before destroying any original paper records as part of a conversion process into an electronic or other format.

(2) may receive, index, store, archive, and transmit electronic documents.

(3) may provide for access to, and for search and retrieval of, documents and information by electronic means, including the Internet, and on approval by the county recorder of the form and amount, the county board may adopt a fee for document detail or image retrieval on the Internet.

(4) who accepts electronic documents for recording shall continue to accept paper documents as authorized by State law and shall place entries for both types of documents in the same index.

(5) may convert paper documents accepted for recording into electronic form.

(6) may convert into electronic form Information recorded before the county recorder began to record electronic documents.

(7) may accept electronically any fee or tax that the county recorder is authorized to collect.

(8) may agree with other officials of a state or a political subdivision thereof,

or of the United States, on procedures or processes to facilitate the electronic satisfaction of prior approvals and conditions precedent to recording and the electronic payment of fees and taxes.

## Section 5. Administration and standards.

(a) To adopt standards to implement this Act, there is established, within the Office of the Secretary of State, the Illinois Electronic Recording Commission consisting of 15 commissioners as follows:

- (1) The Secretary of State or the Secretary's designee shall be a permanent commissioner.
- (2) The Secretary of State shall appoint the following additional 14 commissioners:
  - (A) Three who are from the land title profession.
  - (B) Three who are from lending institutions.
  - (C) One who is an attorney.
  - (D) Seven who are county recorders, no more than 4 of

whom are from one political party, representative of counties of varying size, geography, population, and resources.

(3) On the effective date of this Act, the Secretary of State or the Secretary's designee shall become the Acting Chairperson of the Commission. The Secretary shall appoint the initial commissioners within 60 days and hold the first meeting of the Commission within 120 days, notifying commissioners of the time and place of the first meeting with at least 14 days' notice. At its first meeting the Commission shall adopt, by a majority vote, such rules and structure that it deems necessary to govern its operations, including the title, responsibilities, and election of officers. Once adopted, the rules and structure may be altered or amended by the Commission by majority vote. Upon the election of officers and adoption of rules or by-laws, the duties of the Acting Chairperson shall cease.

(4) The Commission shall meet at

least once every year within the State of Illinois. The time and place of meetings to be determined by the Chairperson and approved by a majority of the Commission.

(5) Eight commissioners shall constitute a quorum.

(6) Commissioners shall receive no compensation for their services but may be reimbursed for reasonable expenses at current rates in effect at the Office of the Secretary of State, directly related to their duties as commissioners and participation at Commission meetings or while on business or at meetings which have been authorized by the Commission.

(7) Appointed commissioners shall serve terms of 3 years, which shall expire on December 1st. Five of the initially appointed commissioners, including at least 2 county recorders, shall serve terms of one year, 5 of the initially appointed commissioners, including at least 2 county recorders, shall serve terms of 2 years, and 4 of the initially appointed commissioners

shall serve terms of 3 years, to be determined by lot. The calculation of the terms in office of the initially appointed commissioners shall begin on the first December 1st after the commissioners have served at least 6 months in office.

(8) The Chairperson shall declare a commissioner's office vacant immediately after receipt of a written resignation, death, a recorder commissioner no longer holding the public office, or under other circumstances specified within the rules adopted by the Commission, which shall also by rule specify how and by what deadlines a replacement is to be appointed.

(b) The Commission shall adopt and transmit to the Secretary of State standards to implement this Act and shall be the exclusive entity to set standards for counties to engage in electronic recording in the State of Illinois.

(c) To keep the standards and practices of county recorders in this State in harmony with the standards

and practices of recording offices in other jurisdictions that enact substantially this Act and to keep the technology used by county recorders in this State compatible with technology used by recording offices in other jurisdictions that enact substantially this Act, the Commission, so far as is consistent with the purposes, policies, and provisions of this Act, in adopting, amending, and repealing standards shall consider:

- (1) standards and practices of other jurisdictions;
- (2) the most recent standards promulgated by national standard-setting bodies, such as the Property Records Industry Association;
- (3) the views of interested persons and governmental officials and entities;
- (4) the needs of counties of varying size, population, and resources; and

(5) standards requiring adequate information security protection to ensure that electronic documents are accurate, authentic, adequately preserved, and resistant to tampering.

(d) The Commission shall review the statutes related to real property and the statutes related to recording real property documents and shall recommend to the General Assembly any changes in the statutes that the Commission deems necessary or advisable.

(e) Funding. The Secretary of State may accept for the Commission, for any of its purposes and functions, donations, gifts, grants, and appropriations of money, equipment, supplies, materials, and services from the federal government, the State or any of its departments or agencies, a county or municipality, or from any institution, person, firm, or corporation. The Commission may authorize a fee payable by counties engaged in electronic recording to

fund its expenses. Any fee shall be proportional based on county population or number of documents recorded annually. On approval by a county recorder of the form and amount, a county board may authorize payment of any fee out of the special fund it has created to fund document storage and electronic retrieval, as authorized in Section 3-5018 of the Counties Code. Any funds received by the Office of the Secretary of State for the Commission shall be used entirely for expenses approved by and for the use of the Commission.

(f) The Secretary of State shall provide administrative support to the Commission, including the preparation of the agenda and minutes for Commission meetings, distribution of notices and proposed rules to commissioners, payment of bills and reimbursement for expenses of commissioners.

(g) Standards and rules adopted by the Commission shall be delivered to the Secretary of State. Within 60 days, the Secretary shall either

promulgate by rule the standards adopted, amended, or repealed or return them to the Commission, with findings, for changes. The Commission may override the Secretary by a three-fifths vote, in which case the Secretary shall publish the Commission's standards.

Section 6. (Blank).

Section 7. Relation to Electronic Signatures in Global and National Commerce Act. This Act modifies, limits, and supersedes the federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Section 7001, et seq.) but does not modify, limit, or supersede Section 101(c) of that Act (15 U.S.C. Section 7001(c)) or authorize electronic delivery of any of the notices described in Section 103(b) of that Act (15 U.S.C. Section 7003(b)).

Section 8. Effective date. This Act takes effect upon becoming law.

## Your Next Recorder

## **Appendix F**

### Constitution of the State of Illinois

#### ARTICLE VII LOCAL GOVERNMENT

##### SECTION 4 COUNTY OFFICERS

(a) Any county may elect a chief executive officer as provided by law. He shall have those duties and powers provided by law and those provided by county ordinance.

(b) The President of the Cook County Board shall be elected from the County at large and shall be the chief executive officer of the County. If authorized by county ordinance, a person seeking election as President of the Cook County Board may also seek election as a member of the Board.

(c) Each county shall elect a sheriff, county clerk and treasurer and may elect or appoint a coroner, recorder, assessor, auditor and such other officers as provided by law or by county ordinance. Except as changed

pursuant to this Section, elected county officers shall be elected for terms of four years at general elections as provided by law. Any office may be created or eliminated and the terms of office and manner of selection changed by county-wide referendum. Offices other than sheriff, county clerk and treasurer may be eliminated and the terms of office and manner of selection changed by law. Offices other than sheriff, county clerk, treasurer, coroner, recorder, assessor and auditor may be eliminated and the terms of office and manner of selection changed by county ordinance.

(d) County officers shall have those duties, powers and functions provided by law and those provided by county ordinance. County officers shall have the duties, powers or functions derived from common law or historical precedent unless altered by law or county ordinance.

(e) The county treasurer or the person designated to perform his functions may act as treasurer of any

unit of local government and any school district in his county when requested by any such unit or school district and shall so act when required to do so by law.

## Appendix G Kankakee Recorder of Deeds Fees

### Real Estate Related -

#### Recording Fee

1. First 4 pages \$12.00
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00
4. R.H.S.P.F. \$10.00

**Total \$35.00**

(plus \$1 for each addl. page)

### Real Estate Related -

#### Non-Standard Fee 1.

1. First 4 pages \$24.00
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00
4. R.H.S.P.F. \$10.00

**Total \$47.00**

(plus \$2 for each additional page)

#### UCC Real Estate Fee

1. First 4 pages \$12.00  
(Includes UCC RE, Terminations, Amendments, Continuations, Assignments & Partial Releases)
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00

**Total \$25.00**

(plus \$1 for each addl. page)

**Recording Fee** (No Surcharge / includes Public Utility Easements, State, Local Government, School Districts, and documents not related to Real Estate)

1. First 4 pages \$12.00
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00

(plus \$1 for each addl. page)

#### UCC Fixture Filing Fee

1. Amendments, Assignments \$20.00  
Continuations & Partial Releases
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00

**Total \$33.00**

#### UCC Termination Fee

1. Termination \$0.00
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00

**Total \$13.00**

#### State & Federal Releases

1. Fees (One Name) \$5.00
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00

**Total \$18.00** (plus \$1 for each additional page)  
(plus \$1 for each additional name)

#### Plats

1. Fee \$51.00
2. Computer Fee \$3.00
3. G.I.S. Fee \$10.00
4. R.H.S.P.F. \$10.00

**Total \$74.00** (plus \$1 for each additional page)

#### UCC Search

1. Fee \$10.00
- Total \$10.00** (plus \$1 per page for each copy. Office will bill for the copies)

## **Appendix H**

### **Select Government & Political Websites**

My personal website and email address:  
kellymclaren.com  
kelly@kellymclaren.com

Web pages I set up and paid for myself to demonstrate the possibilities of integrating the Recorder's office services and the Internet:  
www.kankakeecountyrecorder.com  
www.recorderofdeeds.info

Kankakee County Recorder of Deeds  
www.co.kankakee.il.us/recorder.htm

Kankakee County Government  
www.co.kankakee.il.us

Get information to register to vote on November 4<sup>th</sup>. Kankakee County Clerk  
www.kankakeecountyclerk.com

Kankakee County Sheriff  
www.kankakeecountysheriff.com

State of Illinois  
www.illinois.gov

Illinois State Board of Elections  
www.elections.state.il.us

## **Appendix I**

# **Authentication**

U.S. Government Printing Office  
Office of Information Dissemination  
Program Development Service  
Washington, D.C.  
October 13, 2005

## **I. PREFACE**

In accordance with GPO's strategic vision, GPO has identified a need to develop policies and create systems that address the authentication and certification of electronic Government publications. As outlined in the Future Digital System (FDsys) Concept of Operations document, GPO will create an authentication system to verify the authenticity of digital content within the FDsys, and certify this to users accessing the content. In the near term, GPO is currently implementing a Public Key Infrastructure (PKI) initiative to ensure the authenticity of its electronically disseminated content on *GPO Access*.

It is important to note that this white paper is now considered to be complete. However, GPO will continue to plan and implement the authentication initiatives that meet the needs of the user community. GPO will continue to provide updates and solicit public comments on this issue through other channels, including Federal depository library conferences and voice of user activities conducted in conjunction with the implementation of GPO's Future Digital System.

## **II. OVERVIEW**

GPO recognizes that as more Government publications become available electronically, confidentiality, data integrity, and non-repudiation become more critical. The primary objective of GPO's authentication initiative is to assure users that the information made available by GPO is official and authentic and that trust relationships exist between all participants in electronic transactions. GPO's authentication initiatives will allow users to determine that the files are unchanged since GPO authenticated them, help establish a clear chain of custody for electronic documents, and provide security for and safeguard Federal Government publications that fall within scope of the National Collection of U.S. Government Publications.

### **A. Definitions**

The following definitions will be applied to the terms below throughout this paper.

- **Authentic Content** – Describes content that is verified by GPO to be complete and unaltered when compared to the version approved or published by the Content Originator.
- **Authentication** – Validation of a user, a

computer, or some digital object to ensure that it is what it claims to be. In the specific context of the Future Digital System, the assurance that an object is as the author or issuer intended it.

- **Authenticity** – A digital publication’s identity, source, ownership and/or other attributes are verified. Authentication also connotes that any change to the publication may be identified and tracked.
- **Certification** – Proof of verification or authority. Process associated with ensuring that a digital object is authentically the content issued by the author or issuer.
  - **Certificate** – Mark of veracity that conveys certification information to users and is in some way joined to the object itself.
  - **Integrity Mark** – Conveys authentication information to users. The integrity mark will include certification information and may include an emblem. Integrity marks are used to convey certification by providing verification of content as authentic and/or official.
  - **Official Content** – Content that is approved by, contributed by, or harvested

from an official source in accordance with accepted program specifications.

- Government publication – A work of the United States Government, regardless of form or format, which is created or compiled in whole or in part at Government expense, or as required by law, except that which is required for official use only, is for strictly operational or administrative purposes having no public interest or educational value, or is classified for reasons of national security.
- Publication – (N) Content approved by its Content Originator for release to an audience. See also Government publication.

### **III. SCOPE**

Policies, procedures, and guidelines put forth by GPO on authentication will apply to all publications that are deemed to be within the scope of the FDLP, with a particular emphasis placed on publications that are disseminated electronically. This document will not address authentication issues related to tangible publications or documents that have not been approved by Federal publishing agencies for dissemination to the general public.

#### **IV. KEY ASSUMPTIONS**

1. GPO's Authentication system will provide the capability for GPO to certify content as authentic and official.

2. GPO's Authentication system will provide the capability to verify and validate that deposited, harvested, and converted content are authentic and official.

3. GPO will convey authentication information to users through the use of an integrity mark.

4. Chain of custody information should be included in the certification information when available.

5. GPO's Authentication system will provide date and time verification for certified content.

6. Documents residing on *GPO Access* are official<sup>1</sup>, and retrospective authentication will be used to add integrity marks that reinforce this status.

7. GPO's Authentication system will re-authenticate the version of content that has been authenticated at earlier stages in

the publishing process by GPO or Content Originators. For example, if there is a digital signature attached to a file when it comes into GPO from a publishing agency, GPO will be able to record that information and carry it forward in the provenance or in the chain of custody and provide that information to user.

8. When authentication information is already available from the Content Originators (e.g., publishing agencies), GPO should retain and display that information

9. GPO's Authentication system will provide the capability for GPO to change the authentication status of content.

10. GPO's Authentication system should have the ability to certify a related or continuous piece of content in context (e.g. level of granularity).

## **V. CURRENT STATE**

GPO is currently implementing a PKI initiative to authenticate the files available through *GPO Access*. GPO will use digital signature technology to certify documents as official and authentic. When fully

implemented, GPO will be able to ensure confidentiality, authenticity, integrity, and non-repudiation of electronic transactions using digital signatures.

## **VI. KEY ISSUES**

### **A. Level of Authentication**

The provenance and fixity of an electronic document is directly related to its level of authentication. GPO will inform users about a publication's integrity and chain of custody through the designation of at least 2 different levels of authentication, "authentic" and "official." GPO defines "authentic" as content that is verified by GPO to be complete and unaltered when compared to the version received by GPO. "Official" content is content that is approved by, contributed by, or harvested from an official source in accordance with accepted program specifications. There may be instances, however, where GPO will harvest information that cannot be confirmed as official by the content originating agency. An example is a publication harvested from the Internet Archive Wayback Machine. This content will be considered authentic but not official by GPO.

### **B. Content Format**

It will be necessary for GPO to authenticate

and certify all content formats disseminated by GPO. Content formats may include but not be limited to PDF, ASCII text, video, audio, graphic, and multimedia. GPO must develop appropriate authentication and certification methods for all content formats available from GPO.

### **C. Integrity Mark**

The process of certification will produce an integrity mark that will include certification information and may include an emblem. Integrity marks will allow users to determine if files have been changed since GPO authenticated them, and help establish a clear chain of custody for electronic documents. Emblems may be presented to users in various ways, such as a logo used in conjunction with a digital signature. GPO will also investigate emerging technologies related to the certification and authentication of non-digital content formats (e.g., digital watermarking of GPO publications downloaded and printed by users).

#### **1. Emblem**

GPO may provide an emblem to notify users of the authentication status of a publication in accordance with the required approval, when feasible, of the content

originator. Different content formats (e.g., audio, video, etc.) will require the use of emblems that are appropriate for each format. Users may be required to initiate additional procedures to access emblems associated with different content formats.

### *Look and Feel*

When an emblem is visibly displayed, it should contain the official GPO authentication seal and/or official seal for the publishing agency.

### *Placement*

When an emblem is visibly displayed, it should be placed in the same location on every document. This location should not interfere with the contents of the publication (e.g., the visible emblem should not obstruct the title of the document). The upper left hand corner is a suggested placement for the visible emblem, but additional analysis will need to be performed to ensure that this will work for all electronic publications available from GPO.

## **2. Certification Information**

All integrity marks will include certification

information. It is recommended that the following information be available in the certification information. This information may also be contained in a digital certificate.

- Certifying organization
- Date of the signature/certification
- Digital time stamp
- Public key value
- Hash algorithm used
- Reason for signing
- Location
- Contact information
- Name of entity that certified the publication
- Level of authentication
- Expiration date of signature / certification
  - Notification of changes occurring to the document

#### **D. Granularity**

The level of granularity to which a publication should be certified is a planning issue that must be addressed in conjunction with the implementation of the Future Digital System. Presently, a technology gap exists in that GPO currently only has the technology to authenticate at the entire document level, meaning that the content as a whole will be certified in

its complete state.

GPO's future authentication plans must include a means by which sections or small pieces of a publication (i.e. document) are authenticated and digitally certified. GPO's Future Digital Authentication system should have the ability to certify a related or continuous piece of content in context (i.e. level of granularity) as defined by GPO and based on user needs. In addition, integrity marks and certificates should be available at all levels of granularity delivered to users. For example, if a user is able to retrieve a section of a CFR title, the section should be certified. The entire part of the same title should also contain an integrity mark and certificate.

The policies for granularity will need to be set based on realistic expectations of technology advancements and evolving requirements of users. To this end, significant data will need to be collected by GPO in order to determine what levels of granularity users require for each content format. Granularity policies developed by GPO must be adaptable and flexible such that they may be changed in response to changes in user requirements or changes in methods/formats of dissemination

preferred by originating agencies.

### **E. Chain of Responsibility**

GPO will certify publications as “official” on behalf of Congress, Federal agencies, and other Federal Government organizations. Publications will be certified as “official” if the content originators (e.g., Congress, Federal agencies, commissions, committees, courts, etc.) have given GPO the authority to certify publications or if the content has been contributed by or harvested from an official source in accordance with accepted program specifications. In the case of most documents already available on *GPO Access*, Federal organizations have given GPO official content to disseminate via the FDLP, and GPO is able to verify the chain of responsibility in order to certify documents as “official.”

### **F. Retrospective Authentication**

It will be necessary to authenticate all files on *GPO Access*. As GPO moves forward with its retrospective authentication process, there may be occasions where some files on *GPO Access* will contain integrity marks and certificates, but some will not. In this case, it is important to note that all files currently residing on *GPO*

Access are official and the authentication process will reinforce the status of these documents.

## **G. Maintenance**

Throughout the lifecycle of an authenticated publication, it will become necessary to periodically “re-authenticate” the publication.

## **VII. CONCLUSION**

Ensuring customers that the electronic information made available through GPO is official and authentic is of paramount importance for our future. There is a need for information that is reliable because it is from a trusted source, and a need to ensure the protection of data against unauthorized modification or substitution of information.

The steps that have been taken to stand-up a PKI and the associated digital signature process used in accordance with the policies and infrastructure of this system will enable GPO to assure customers that electronic files are unchanged since being authenticated by GPO. GPO’s authentication processes will allow customers to verify that a document originally disseminated by GPO is exactly

the same as the document downloaded by the customer.

Equally important, the steps that GPO has already taken as part of its authentication effort map directly to requirements that are under development for the Future Digital System.

Additional issues that are not currently being addressed, such as how to authenticate information at granular levels, are being addressed as new requirements based upon customer feedback.

## **VIII. RESOURCES**

Public Key Infrastructure (PKI) Business Plan, October 28, 2003.

GPO's Future Digital System Concept of Operations Version 2.0, May 2005,  
[http://www.gpo.gov/projects/pdfs/FDsys\\_ConOps\\_v2.0.pdf](http://www.gpo.gov/projects/pdfs/FDsys_ConOps_v2.0.pdf).

Internet Archive Wayback Machine, May 2005,  
<http://www.archive.org/web/web.php>.

## **IX. ACRONYMS USED IN THIS PAPER**

FDsys – Future Digital System

PKI – Public Key Infrastructure

## Your Next Recorder





