

# **Uniform Commercial Code, Article 9**

## **Model Administrative Rules**

2007 Edition

As promulgated by

**International Association of Commercial Administrators  
Secured Transaction Section**

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## Section 1. General Provisions

100 Definitions. Terms used in these filing-office rules but not defined in this Section that are defined in the UCC shall have the respective meanings accorded such terms in the UCC.

100.1 Active Record. “Active Record” means a UCC record that has been stored in the UCC information management system and indexed in, but not yet removed from, the Searchable Indexes.

100.2 Address. “Address” means either (i) a street address, route number (may include box) or PO Box number plus the city, state and zip code, or (ii) an address that purports to be a mailing address outside the United States of America.

[**Alternative Language:** “Address” means information provided as an address on a UCC record as long as it includes at least a city and a state or foreign country.]

*Comment: A number of filing offices have interpreted 9-516’s requirement for a “mailing address” to mean an address that on its face appears to meet postal regulations for an deliverable address. The rule reflects this requirement. The alternative language accommodates those offices who will accept something less than postal regulation compliance.*

100.3 Amendment. “Amendment” means a UCC record that amends the information contained in a financing statement. Amendments include assignments, continuations and terminations.

100.4 Assignment. “Assignment” is an amendment that assigns all or a part of a secured party’s power to authorize an amendment to a financing statement.

100.5 Correction statement. “Correction statement” means a UCC record that indicates that a financing statement is inaccurate or wrongfully filed.

100.6 Filing office/officer. “Filing office” and “filing officer” mean *[identify the entity adopting the rules]*.

*Comment: §9-526 in its uniform version leaves open the question of whether each filing office (including county offices) is to adopt its own rules or the state-level filing office is to adopt rules binding on all filing offices in the state. These Model Administrative Rules do not address fully all the relevant local filing office issues. For example, a local office may and should reject a financing statement that does not contain an adequate description of the relevant real estate under §9-516(b)(3)(D).*

100.7 Filing officer statement. “Filing officer statement” means a statement entered into the filing office’s information system to correct an error made by the filing office.

100.8 Initial financing statement. “Initial financing statement” means a UCC record that causes the filing office to establish the initial record of filing of a financing statement.

- 100.9 Remitter. “Remitter” means a person who tenders a UCC record to the filing officer for filing, whether the person is a filer or an agent of a filer responsible for tendering the record for filing. “Remitter” does not include a person responsible merely for the delivery of the record to the filing office, such as the postal service or a courier service but does include a service provider who acts as a filer’s representative in the filing process.
- 100.10 Searchable indexes. “Searchable indexes” means the searchable index of individual debtor names and the searchable index of organization debtor names maintained in the UCC information management system.
- 100.11 Secured party of record. “Secured party of record” includes a secured party of record as defined in the UCC as well as person who has been a secured party of record with respect to whom an amendment has been filed purporting to delete them as a secured party of record.
- 100.12 UCC. “UCC” means the Uniform Commercial Code as adopted in this State.
- 100.13 UCC information management system. “UCC information management system” means the information management system used by the filing office to store, index, and retrieve information relating to financing statements as described in Section 3 of these filing-office rules.
- 100.14 UCC record. “UCC record” means an initial financing statement, an amendment, an assignment, a continuation statement, a termination statement, a filing officer statement or a correction statement, and includes a record thereof maintained by the filing office. The term shall not be deemed to refer exclusively to paper or paper-based writings.
- 100.15 Unlapsed record. “Unlapsed record” means a UCC record that has been stored and indexed in the UCC information management system, which has not yet lapsed under UCC Section 9-515 with respect to all secured parties of record.
- 101 Means to deliver UCC records; time of filing. UCC records may be tendered for filing at the filing office as follows.
- 101.1 Personal delivery by Remitter, at the filing office’s street address. The file time for a UCC record delivered by this method is when delivery of the UCC record is taken by the filing office (even though the UCC record may not yet have been accepted for filing and subsequently may be rejected). This rule applies only to a Remitter who tenders a UCC record to the filing office and awaits an immediate determination of whether or not the UCC record will be taken or not.
- 101.2 Courier delivery by a person other than a Remitter, at the filing office’s street address. The file time for a UCC record delivered by this method is, notwithstanding the time of delivery, at the earlier of the time the UCC record is first examined by a filing officer for processing (even though the UCC record may not yet have been

accepted for filing and may be subsequently rejected), or the next close of business following the time of delivery. This rule does not apply to a courier who is acting as an agent of the Remitter and who tenders a UCC record to the filing office and awaits an immediate determination of whether or not the UCC record will be taken or not under rule 101.1.

**[Alternative Language:** , notwithstanding the time of delivery, the next close of business following the time of delivery (even though the UCC record may not yet have been accepted for filing and may be subsequently rejected)]

A UCC record delivered after regular business hours or on a day the filing office is not open for business [, if not examined for processing sooner,] will have a filing time of the close of business on the next day the filing office is open for business.

- 101.3 Postal service delivery, to the filing office's mailing address. The file time for a UCC - record delivered by this method is the next close of business following the time of delivery (even though the UCC - record may not yet have been accepted for filing and may be subsequently rejected). A UCC record delivered after regular business hours or on a day the filing office is not open for business will have a filing time of the close of business on the next day the filing office is open for business.

**[Alternative Language:** , notwithstanding the time of delivery, at the earlier of the time the UCC record is first examined by a filing officer for processing or]

- 101.4 Electronic mail and telefacsimile delivery, to the filing office's e-mail address or the filing office's fax filing telephone number. The file time for a UCC record delivered by this method is, notwithstanding the time of delivery, at the earlier of the time the UCC record is first examined by a filing officer for processing (even though the UCC record may not yet have been accepted for filing and may be subsequently rejected), or the next close of business following the time of delivery.

**[Alternative language:** , notwithstanding the time of delivery, the 5:00 P.M. on a day the filing office is open to the public next following the time of delivery (even though the UCC record may not yet have been accepted for filing and may be subsequently rejected)].

A UCC record delivered after regular business hours or on a day the filing office is not open for business [, if not examined for processing sooner,] will have a filing time of the close of business on the next day the filing office is open for business.

101.4.1 *[Include any additional requirements, such as fee payment arrangements, for delivering UCC documents by telefacsimile here.]*

- 101.5 Electronic filing. UCC records, excluding correction statements and filing officer statements, may be transmitted electronically using the XML Format approved by the International Association of Commercial Administrators. At the request of an authorized XML remitter, the filing officer shall identify which versions and releases

of the XML Format are acceptable to the filing office. The filing office publishes an implementation guide that prescribes the use of the XML Format. The implementation guide shall be available to the public upon request. The file time for a UCC record delivered by this method is the time that the filing office's UCC information management system analyzes the relevant transmission and determines that all the required elements of the transmission have been received in a required format and are machine-readable.

- 101.6 Direct [on-line and] web page data entry. UCC records may be delivered by on-line data entry using [the ANSI X12 154 transmission standard or] the filing office's website on the internet. [ANSI X12 transaction set 154, as adopted by the American National Standards Institute is adopted in this state for electronic transmission of UCC records. At the request of an authorized EDI remitter, the filing officer shall identify which versions and releases of ANSI X12 154 are acceptable to the filing office. The filing office publishes an implementation guide that prescribes the use of ANSI X12 154. The implementation guide shall be available to the public upon request.] Website data entry and payment procedures are available as provided at *[insert web address here]*. The file time for a UCC record delivered by this method is the time the entry of all required elements of the UCC record in the proper format is acknowledged by the on-line entry system.

*Comment: Most filing offices have not adopted the ANSI standard and will want to delete the bracketed language.*

- 101.7 Means of communication. Regardless of the method of delivery, information in UCC records may be communicated to the filing office only in the form of characters that are included in [the American Standard Code for Information Interchange character set, as more particularly described in ISO-14962-1997 and ANSI-X3.4-1986(R1997)]. A financing statement or amendment form that does not designate separate fields for organization and individual names, and separate fields for first, middle and last names and suffixes for individual names is not an acceptable means of communication to the filing office.

*Comment: The filing office should define its own set of acceptable characters that it can store and index.*

- 101.8 Transmitting utility, manufactured-home and public-finance transactions. The only means to indicate to the filing office that an initial financing statement is being filed in connection with a manufactured-home or public-finance transaction, or that a financing statement is being or has been filed against a debtor that is a transmitting utility, in order to affect the filing office's determination of the lapse date under rule 306.3 or rule 307, is to so indicate by checking the appropriate box on a UCC1 Addendum filed with respect to the financing statement or by transmitting the requisite information in the proper field in an electronic filing that is such initial financing statement or is part of such financing statement.



- 102 Search request delivery. UCC search requests may be delivered to the filing office by any of the means by which UCC records may be delivered to the filing office. A search request for a debtor named on an initial financing statement may be made on the initial financing statement form if the form is accepted and the relevant search fee is also tendered. **[Alternate Language:** A search request may not be delivered by checking a box or otherwise including a search request in or on an initial financing statement, but may be delivered in or on a separate search request after the initial financing statement is filed.]

*Comment: A filing office that does not (or cannot) react to search requests by check box should adopt the Alternate Language.*

- 103 Forms. The forms prescribed by UCC Section 9-521 are accepted by the filing office. Paper-based forms approved by the International Association of Commercial Administrators **[Alternate 1:** on or prior to \_\_\_\_\_, 200\_] **[Alternate 2:** from time to time] **[Optional:** and forms otherwise approved by the filing office from time to time] shall be accepted. A list of forms approved by the filing office will be made available on request.

*Comment: The rule has been designed to permit flexibility in the adoption of new forms without requiring the rule itself to be amended. In some states, such flexibility may be limited to applicable administrative procedures law.*

- 104 Fees.

**[Alternate 1 for jurisdictions that set fees in statute**

The fee for filing a UCC record is prescribed by UCC Section 9-525.]

**[Alternate 2 for jurisdictions that set fees by rule**

104.1 Filing fee. The fee for filing and indexing a UCC record of one or two pages communicated on paper or in a paper-based format (including faxes) is \$ [X] . If there are additional pages, the fee is \$ [2X] . The fee for filing and indexing a UCC record communicated by a medium authorized by these rules which is other than on paper or in a paper-based format shall be \$ [X] .

104.2 Additional fees. In addition to fees set forth in rule 104.1, a fee of \$ [3X] shall be paid for an initial financing statement that indicates that it is filed in connection with a public-finance transaction, a fee of \$ [2X] shall be paid for an initial financing statement that indicates that it is filed in connection with a manufactured-home transaction, and a fee of \$ [X] shall be paid for each additional debtor name more than two that is required to be indexed if the relevant UCC record is communicated in writing.

104.3 UCC search fee. The fee for processing a UCC search request communicated on paper or in a paper-based format is \$ [X] . The fee for processing a UCC search request communicated by a medium authorized by these rules which is other than on paper or in a paper-based format shall be \$ [X] .

- 104.4 UCC search - copies. The fee for UCC search copies is \$ [X] per page (or page equivalent for electronically transmitted search responses).]
- 105 Expedited services.
- 105.1 Description of expedited service and fee.
- 105.1.1 Acceptance and refusal process. *[Describe levels of service, and the fee for each level of service.]*
- 105.1.2 Responding to UCC search request. *[Describe levels of service, and the fee for each level of service.]*
- 105.2 How to request expedited service.
- 105.2.1 Acceptance and refusal process. *[Describe the manner by which expedited service may be requested.]*
- 105.2.2 Responding to UCC search request. *[Describe the manner by which expedited service may be requested.]*
- 106 Methods of payment. Filing fees and fees for public records services may be paid by the following methods.
- 106.1 Cash. Payment in cash shall be accepted if paid in person at the filing office.
- 106.2 Checks. Personal checks, cashier's checks and money orders made payable to the filing office shall be accepted for payment provided that the drawer (or the issuer in the case of a cashier's check or money order) is deemed creditworthy by the filing office in its discretion. [Checks may be made payable in an amount to be filled in by the filing office if the filing office is clearly authorized to fill in the amount.]
- Comment: If "not to exceed" checks (where the payee is authorized to fill in the amount, usually subject to a limit printed on the check) are acceptable, the bracketed language should be adopted.*
- 106.3 Electronic funds transfer. The filing office may accept payment via electronic funds transfer under National Automated Clearing House Association ("NACHA") rules from remitters who have entered into appropriate NACHA-approved arrangements for such transfers and who authorize the relevant transfer pursuant to such arrangements and rules.
- 106.4 Prepaid account. A remitter may open an account for prepayment of fees by submitting an application prescribed by the filing officer and prepaying an amount not less than \$ [X] . The filing officer shall issue an account number to be used by a remitter who chooses to pay filing fees by this method. The filing officer shall deduct filing fees from the remitter's prepaid account when authorized to do so by the

remitter. *[Describe the manner by which transactions against the prepaid account may be authorized by the remitter].*

106.5 Debit [and/or credit] cards. The filing office shall accept payment by debit cards [and credit cards] issued by approved issuers. Remitters shall provide the filing officer with the card number, the expiration date of the card, the name of the card issuer, the name of the person or entity to whom the card was issued and the billing address for the card. Payment will not be deemed tendered until the issuer or its agent has confirmed payment.

106.6 Other account. *[Describe other methods by which filing parties may pay filing fees.]*

107 Overpayment and underpayment policies.

107.1 Overpayment. The filing officer shall refund the amount of an overpayment exceeding \$ [X] to the remitter. The filing officer shall refund an overpayment of \$ [X] or less only upon the written request of the remitter.

107.2 Underpayment. Upon receipt of a UCC record with an insufficient fee, the filing officer shall do one of the following.

107.2.1 A notice of the deficiency shall be sent to the remitter and the UCC record shall be held for a period of 10 days from the date of the notice for receipt of the fee. Upon receipt of the fee, the UCC record shall be filed as of the time and date of receipt of the full filing fee. If the fee is not received within 10 days of the date of the notice, the UCC record shall be returned to the remitter with a written explanation for the refusal to accept the UCC record; or

107.2.2 The UCC record shall be returned to the remitter as provided in rule 203. A refund may be included with the UCC record or delivered under separate cover.

108 Public records services. Public records services are provided on a non-discriminatory basis to any member of the public. Copies of individual UCC records, bulk copies of records and data elements from the filing offices UCC information management system are made available in such forms, at such times and for such fees as the filing office may prescribe from time to time[; provided that the filing office will make such information as is then-current available at least weekly in every medium then available to the filing office.]

*Comment: This rule follows uniform UCC Section 9-523(f) requires weekly sale of data in "every medium from time to time available to the filing office." However, if the uniform version of the statute was not adopted, the bracketed language should be conformed to local requirements.*

- 109 Fees for public records services. Fees for public records services (other than those established under rule 104) are established by the filing office from time to time and are available upon request.

*Comment: The rule takes an open-ended approach because of the difficulty in amending adopted rules and the lack of a uniform approach to bulk pricing. Note that 9-525 does not specify fees for individual copies or for bulk data sales, so no alternative language is suggested for fees established in the statute.*

## **Section 2. Acceptance and Refusal of Records**

- 200 Role of filing officer. The duties and responsibilities of the filing officer with respect to the administration of the UCC are ministerial. In accepting for filing or refusing to file a UCC record pursuant to these rules, the filing officer does not determine the legal sufficiency or insufficiency of the UCC record, determine that information in the record is correct or incorrect, in whole or in part, or create a presumption that information in the UCC record is correct or incorrect, in whole or in part.
- 201 Time for filing a continuation statement.
- 201.1 First day permitted. The first day on which a continuation statement may be filed is the date corresponding to the date upon which the related financing statement would lapse, six months preceding the month in which such financing statement would lapse. If there is no such corresponding date, the first day on which a continuation may be filed is the last day of the sixth month preceding the month in which the financing statement would lapse. The foregoing rule is subject to the ability of the filing office to take delivery of the continuation statement as tendered and to rule 101.
- 201.2 Last day permitted. The last day on which a continuation statement may be filed is the date upon which the related financing statement lapses. The foregoing rule is subject to the ability of the filing office to take delivery of the continuation statement as tendered and to rule 101. Accordingly, the time of filing of the continuation statement under rule 101 must be on or prior to such last day and delivery by certain means of communication may not be available on such last day if the filing office is not open for business on such day.
- 202 Grounds for refusal. In determining under UCC Section 9-516 whether or not there is one or more grounds to refuse a UCC record, the filing office will refuse a record that does not provide an address that meets the minimum requirements for an address as set forth in these filing-office rules.
- 203 Procedure upon refusal. Except as provided in rule 107, if the filing officer finds grounds to refuse a UCC record, the filing officer shall refund the filing fee. Communication of the refusal, the reason(s) for the refusal and other related information will be made to the Remitter as soon as practicable and in any event within [two] business days after the refused UCC record was received by the filing office, by the same means as the means by which

such UCC record was delivered to the filing office, or by mail or such more expeditious means as the filing office shall determine. Records of refusal, including a copy of the refused UCC record and the ground(s) for refusal, shall be maintained until the first anniversary of the lapse date that applies or would have applied to the related financing statement, assuming that the refused record had been accepted and filed.

*Comment: The uniform version of Article 9 requires that refusals be communicated within two business days. The number of days is bracketed because this provision was not uniformly enacted.*

- 204 Refusal errors. If a secured party or a remitter demonstrates to the satisfaction of the filing officer that a UCC record that was refused for filing should not have been refused under rule 202, the filing officer will file the UCC record with the filing date and time the UCC record was originally tendered for filing. A filing officer statement record relating to the relevant initial financing statement will be placed in the UCC information management system on the date that the corrective action was taken. The filing officer statement must provide the date of the correction and explain the nature of the corrective action taken. The record shall be preserved for so long as the record of the initial financing statement is preserved in the UCC information management system.
- 205 Notification of defects. Nothing in these rules prevents a filing officer from communicating to a filer or a remitter that the filing officer noticed apparent potential defects in a UCC record, whether or not it was filed or refused for filing. However, the filing office is under no obligation to do so and may not, in fact, have the resources to do so or to identify such defects. The responsibility for the legal effectiveness of filing rests with filers and remitters and the filing office bears no responsibility for such effectiveness.

### **Section 3. UCC Information Management System**

- 300 General. The filing officer uses an information management system to store, index, and retrieve information relating to financing statements. The information management system includes an index of the names of debtors included on financing statements that are Active Records. The rules in this section describe the UCC information management system.
- 301 Primary data elements. The primary data elements used in the UCC information management system are the following.
- 301.1 Identification numbers.
- 301.1.1 Each initial financing statement is identified by its file number. Identification of the initial financing statement is stamped on written UCC records or otherwise permanently associated with the record maintained for UCC records in the UCC information management system. A record is created in the information management system for each initial financing statement and all information comprising such record is maintained in the system. The record is identified by the same information assigned to the initial financing statement.

- 301.1.2 A UCC record other than an initial financing statement is identified by a unique file number assigned by the filing officer. In the UCC information management system, records of all UCC records other than initial financing statements are linked to the record of their related initial financing statement.
- 301.2 Type of record. The type of UCC record from which data is transferred is identified in the UCC information management system from information supplied by the remitter.
- 301.3 Filing date and filing time. The filing date and filing time of UCC records are stored in the UCC information management system. Calculation of the lapse date of an initial financing statement is based upon the filing date.
- 301.4 Identification of parties. The names [and addresses] of debtors and secured parties are transferred from UCC records to the UCC information management system.
- 301.5 Page count. The total number of pages in a UCC record is maintained in the UCC information management system.
- 301.6 Lapse indicator. An indicator is maintained by which the information management system identifies whether or not a financing statement will lapse and, if it does, when it will lapse. The lapse date is determined as provided in rules 306.3, 307 and 308.1.
- 301.7 Indexes of names. The filing office maintains in the UCC information management system a searchable index of organization debtor names, and a searchable index of individual debtor names. The filing office may also maintain a searchable index of names of secured parties of record. Such an index need not be a separate database but may be comprised of records in the UCC information management system identified to be included in such searchable index.
- 302 Individual debtor names. For purposes of these rule, an “individual debtor name” is any name provided as a debtor name in a UCC record in a format that identifies the name as that of a debtor who is an individual, without regard to the nature or character of the name or to the nature or character of the actual debtor.
- 302.1 Individual name fields. Individual debtor names are stored in files that include only the individual debtor names, and not organization debtor names. Separate data entry fields are established for first (given), middle (given), and last names (surnames or family names) of individuals. The name of a debtor with a single name (e.g., “Cher”) is treated as a last name and shall be entered in the last name field. The filing officer assumes no responsibility for the accurate designation of the components of a name but shall accurately enter the data in accordance with the filer’s designations.
- 302.2 Titles, prefixes and suffixes. Titles, prefixes (e.g. “Ms.”) and suffixes or indications of status (e.g. “M.D.”) are not typically part of a debtor’s name. However, when

entering a “name” into the UCC information management system, the data will be entered exactly as they appear.

302.3 Truncation - individual names. Personal name fields in the UCC information management system are fixed in length. Although filers should continue to provide full names on their UCC records, a name that exceeds the fixed length is entered as presented to the filing officer, up to the maximum length of the data entry field. The lengths of data entry name fields are as follows.

302.3.1 First name: \_\_ characters.

302.3.2 Middle name: \_\_ characters.

302.3.3 Last name: \_\_ characters.

302.3.4 Suffix: \_\_ characters.

303 Organization debtor names. For purposes of these rules, an “organization debtor name” is any name provided as a debtor name in a UCC record in a format that identifies the name as that of a debtor who is an organization, without regard to the nature or character of the name or to the nature or character of the actual debtor.

303.1 Single field. Organization debtor names are stored in files that include only organization debtor names and not individual debtor names. A single field is used to store an organization debtor name.

303.2 Truncation -organization names. The organization debtor name field in the UCC database is fixed in length. The maximum length is \_\_ characters. Although filers should continue to provide full names on their UCC records, a name that exceeds the fixed length is entered as presented to the filing officer, up to the maximum length of the organization debtor name field.

304 Estates. The debtor name to be provided on a financing statement for a debtor that is an estate is the name of the relevant decedent. In order for the information management system to function in accordance with the usual expectations of filers and searchers, the filer should provide the debtor name as an individual debtor name. However, the filing office will enter data submitted by a filer in the fields designated by the filer exactly as it appears in such fields.

305 Trusts. The debtor name to be provided for a debtor that is a trust or a trustee acting in respect of trust property is the name of the trust as set forth in its organic record(s), if the trust has such a name or, if the trust is not so named, the name of the trust’s settlor. In order for the information management system to function in accordance with the usual expectations of filers and searchers, the name of a trust or of a settlor that is an organization should be provided as an organization debtor name, and the name of a settlor who is an individual should be provided as an individual debtor name, in each case without regard to the nature or character of the debtor. Notwithstanding the foregoing, the filing office will

enter data submitted by a filer in the fields designated by the filer exactly as it appears in such fields.

306 Initial financing statement. Upon the filing of an initial financing statement the status of the parties and the status of the financing statement shall be as follows.

306.1 Status of secured party. Each secured party named on an initial financing statement shall be a secured party of record, except that if the UCC record names an assignee, the secured party/assignor shall not be a secured party of record and the secured party/assignee shall be a secured party of record.

306.2 Status of debtor. Each debtor name provided by the initial financing statement shall be indexed in the UCC information management system so long as the financing statement is an Active Record.

306.3 Status of financing statement. The financing statement shall be an Active Record. A lapse date shall be calculated, five years from the file date, unless (i) the initial financing statement indicates as provided in rule 101.8 that it is filed with respect to a public-financing transaction or a manufactured-home transaction, in which case the lapse date shall be thirty years from the file date, or (ii) the initial financing statement indicates as provided in rule 101.8 that it is filed against a transmitting utility, in which case there shall be no lapse date.

307 Amendments generally. Upon the filing of an amendment the status of the parties shall be unchanged, except that in the case of an amendment that adds a debtor or a secured party, the new debtor or secured party shall be added to appropriate index and associated with the record of the financing statement in the UCC information management system, and an amendment that designates an assignee shall cause the assignee to be added as a secured party of record with respect to the affected financing statement in the UCC information management system. Notwithstanding the filing of an amendment that deletes a debtor or a secured party from a financings statement, no debtor or secured party of record is deleted from the UCC information management system. A deleted secured party will still be treated by the filing office as a secured party of record as the filing office cannot verify the effectiveness of an amendment. In general, the filing of an amendment does not affect the status of the financing statement, but an amendment that indicates that the debtor is a transmitting utility will cause the filing office to reflect in the information management system that the amended financing statement has no lapse date.

*Comment: Article 9 has a different rule for transmitting utilities than it does for public-finance and manufactured-home transactions. The latter require the relevant initial financing statement to indicate the special status to get an extended lapse date. Transmitting utility status which leads to no lapse date can be indicated on "a filed financing statement" (which is defined to include an initial financing statement and all amendments).*

308 Continuation statement.



- 308.1 Continuation of lapse date. Upon the timely filing of one or more continuation statements by any secured party(ies) of record, the lapse date of the financing statement shall be postponed for five years. The lapse date is postponed once notwithstanding the fact that more than one continuation statement is filed within a given 6-month period prior to a lapse date. Notwithstanding the immediate postponement of the lapse date with respect to one or more secured parties of record who file timely a continuation statement within a given 6-month period prior to a lapse date, such lapse date remains effective solely for purposes of determining whether or not a subsequent continuation statement filed in the same 6-month period is timely.
- 308.2 Status. The filing of a continuation shall have no effect upon the status of any party to the financing statement or upon the status of the financing statement.
- 309 Termination. The filing of a termination shall have no effect upon the status of any party to the financing statement or upon the status of the financing statement.
- 310 Correction statement. The filing of a correction statement shall have no effect upon the status of any party to the financing statement, the status of the financing statement or to the information maintained in the information management system.
- 311 Filing officer statement. A filing officer statement affects the status of parties and of the relevant financing statement as provided in the corrective action described as having been taken in the filing officer statement.
- 312 Procedure upon lapse. If there is no timely filing of a continuation with respect to a financing statement, the financing statement lapses on its lapse date but no action is then taken by the filing office.
- 313 Removal of record. A financing statement must remain as an Active Record until at least one year after it lapses, or if it is indicated to be filed against a transmitting utility, until at least one year after it is terminated with respect to all secured parties of record. On or after the first anniversary of such lapse or termination date, the filing office or the UCC information management system may remove the financing statement and all related UCC records from the Searchable Indexes or from the UCC information management system and upon such removal, the removed UCC Records shall cease to be Active Records. UCC Records removed from the UCC information management system shall be maintained as provided in *[insert record retention rule here]*.

*Comment: This rule now accommodates removal at any permissible time, as well as “flagging” instead of removal. It is assumed that other general administrative rules governing record retention would apply to the filing office. Article 9 does not specify if or for how long archives should be maintained nor does it require archives to be indexed in any particular manner.*

#### Section 4. Filing and Data Entry Procedures

400 Errors of the filing office. The filing office may correct data entry and indexing errors of filing office personnel in the UCC information management system at any time. If a correction is made to a record of a financing statement after the filing office has issued a search report with a through date and time (see rule 505.3.4) that is on or after the filing date and time of the financing statement, the filing office will associate with the record of the financing statement in the UCC information management system a filing officer statement on the date that the corrective action was taken providing the date and an explanation of the correction.

401 Data entry. Data are entered into the UCC information management system exactly as provided in an initial financing statement or an amendment, without regard to apparent errors. Data provided in electronic form is transferred to the information management system exactly as submitted by the filer without re-keying. Data provided on a paper-based form is keyed (or scanned and edited) into the system exactly as it appears. If a UCC record is tendered that provides characters not permitted under rule 101.7 on a paper-based form, and the filing office nevertheless accepts the form for filing, the filing office will substitute, for each such character, the character “[\*]” in its information management system.

*Comment: Rule 101.7 defines non-American-Standard characters and reflects the position that filings with such characters should be refused. Presumably, electronic filing protocols will consistently refuse such filings, but this rule provides a means for indexing a paper-based filing that is accepted (and therefore “filed”) even though it should have been refused.*

402 Verification of data entry. The filing office will periodically test its electronic filing intake systems to ensure that data from UCC records that are transmitted electronically to the filing office or electronically scanned by the filing office are accurately transferred into the UCC information management system. Data from UCC records that are keyed (or scanned and edited) by the filing office into the UCC information management system are verified by review of the data[, except that debtor name data are verified by double-blind keying]. Data entry performed by filers or remitters with respect to electronically filed UCC records is the responsibility of the filer and is not verified by the filing office.

403 Master amendments. *[If the filing office accepts master or global amendments of secured party names or addresses, or assignments, a regulation outlining the requirements and filing procedures should be adopted.]*

404 Notice of bankruptcy. The filing officer shall take no action upon receipt of a notification, formal or informal, of a bankruptcy proceeding involving a debtor named in the UCC information management system.

405 Redaction of certain information. The filing officer [is/may be] obliged to redact certain information from the information it provides to searchers and bulk data purchasers in accordance with applicable privacy and identity theft protection laws. Such information should not be included in UCC records and will be redacted in accordance with such laws.

## **Section 5. Search Requests and Reports**

- 500 General requirements. The filing officer maintains for public inspection a searchable index for all Active Records in the UCC information management system. Active Records will be retrievable by the name of the debtor or by the file number of the related initial financing statement, and each Active Record related to an initial financing statement is retrieved with the initial financing statement using either retrieval method.
- 501 Search requests – required information. Search requests shall include the following:
- 501.1 Name searched. A search request must set forth the name of the debtor to be searched using designated fields for organization and individual first, middle and last names. A search request will be processed using the data and designated fields exactly as submitted, including the submission of no data in a given field, without regard to the nature or character of the debtor that is the subject of the search.
  - 501.2 Requesting party. The name and address of the person to whom the search results is to be sent.
  - 501.3 Fee. The appropriate fee shall be tendered by a method described in rule 106.
  - 501.4 Search logic. The request shall specify if a search methodology other than that described in rule 503.1 is to be applied in conducting the search. If no such methodology is specified, the one described in rule 503.1 shall be applied.
- 502 Search requests - optional information. Search requests may include the following:
- 502.1 Copies. The request may limit the copies of UCC records that would normally be provided with a search report by requesting that no copies be provided or that copies be limited to those UCC records that:
    - 502.1.1 include a particular debtor address;
    - 502.1.2 include a particular city in the debtor address;
    - 502.1.3 were filed on a particular date or within a particular range of dates; or
    - 502.1.4 include a particular secured party name.
  - 502.2 Scope of search. A search request may ask for a search that reports all Active Records retrieved by the search rather than only Unlapsed Records retrieved by the search.
  - 502.3 Mode of delivery. A search request may specify a mode of delivery for search results and that request will be honored if the requested mode is made available by the filing office, and all requisite fees are tendered.

502.4 Search request with filing. If a filer requests a search at the time an initial financing statement is filed by [checking the appropriate box or populating the appropriate field in or on the initial financing statement or by] submitting a search request with the initial financing statement at the time it is tendered for filing, the search request shall be deemed to request a search to be conducted as soon as practicable such that it would retrieve all relevant UCC records filed on or prior to the date [time] the initial financing statement is filed.

*Comment: Rule 102 now specifies whether the filing office will honor a “check the box” search request or whether a separate UCC11 is required. Filing offices that require the separate UCC11 will delete the bracketed language.*

503 Search methodology. Search results are produced by the application of search logic to the name presented to the filing officer. Human judgment does not play a role in determining the results of the search.

503.1 Standard search logic. The following rules describe the filing office’s standard search logic and apply to all searches except for those where the search request specifies that a non-standard search logic be used:

503.1.1 There is no limit to the number of matches that may be returned in response to the search criteria.

503.1.2 No distinction is made between upper and lower case letters.

503.1.3 The character “&” (the ampersand) is deleted and replaced with the characters “and” each place it appears in the name.

503.1.4 Punctuation marks and accents are disregarded. For the purposes of this rule, punctuation and accents include all characters other than the numerals 0 through 9 and the letters A through Z (in any case) of the English alphabet.

503.1.5 The following words and abbreviations at the end of an organization name that indicate the existence or nature of the organization are “disregarded” to the extent practicable as determined by the filing office’s programming of its UCC information management system:

*[Insert the filing office’s own “Ending Noise Words” list here.]*

503.1.6 The word “the” at the beginning of an organization debtor name is disregarded.

503.1.7 All spaces are disregarded.

503.1.8 For first and middle names of individual debtor names, initials are treated as the logical equivalent of all names that begin with such initials, and first name and no middle name or initial is equated with

all middle names and initials. For example, a search request for “John A. Smith” would cause the search to retrieve all filings against all individual debtors with “John” or the initial “J” as the first name, “Smith” as the last name, and with the initial “A” or any name beginning with “A” in the middle name field. If the search request were for “John Smith” (first and last names with no designation in the middle name field), the search would retrieve all filings against individual debtors with “John” or the initial J as the first name, “Smith” as the last name and with any name or initial or no name or initial in the middle name field.

503.1.9 If the name being searched is the last name of an individual debtor name without any first or middle name provided, the search will retrieve from the UCC information management system all Unlapsed Records or, if requested by the searcher, all Active Records that pertain to financing statements with individual debtor names that consist of such last name, any or no middle name or initial and no first name.

503.1.10 After using the preceding rules to modify the name being searched, the search will retrieve from the UCC information management system all Unlapsed Records, or, if requested by the searcher, all Active Records, that pertain to financing statements with debtor names that, after being modified as provided in this rule 503, exactly match the modified name being searched.

503.2 Non-standard search logic. The following non-standard search logic options may be requested on a search request and will be applied when requested:

503.2.1 *[insert description of non-standard search logic offered]*

503.2.2 *[insert description of non-standard search logic offered]*

*Comment: The description(s) of non-standard logic might be generic or refer to a programming or implementation guide outside the rules because unlike the standard search logic, they are not applied to determine the legal sufficiency of a debtor name.*

504 Changes in standard search logic. If the filing office changes its standard search logic or the implementation of its standard search logic in a manner that could alter search results, the filing office will provide public notice of such change.

505 Search responses. Reports created in response to a search request shall include the following:

505.1 Copies. Copies of all UCC records retrieved by the search unless only limited copies are requested by the searcher. Copies will reflect any redaction of personal identifying information required by law.

- 505.2 Limited copies language. A report generated by a filing officer in response to a copy limiting request shall contain the following statement “You have not requested copies of all UCC records that might apply to the debtor of the name you have searched.”
- 505.3 Introductory information. A filing officer shall include the following information with a UCC search report:
- 505.3.1 Filing office identification. Identification of the filing officer responsible for search report.
  - 505.3.2 Unique search report identification number. Unique number which identifies the search report [and enables the filing office to obtain a record of the search report].  
  
*Comment: While an ability to retrieve a record of a search report is desirable, some filing offices do not have the capability to do so.*
  - 505.3.3 Report date and time. The date and time the report was generated.
  - 505.3.4 Through date and time. The date and time at or prior to which a UCC record must have been filed with the filing office in order for it to be reflected on the search.
  - 505.3.5 Certification language. *[insert template language]*
  - 505.3.6 Search logic disclaimer language. *[if any, insert template language]*
  - 505.3.7 Name provided. Name as provided by searcher.
  - 505.3.8 Search string. Normalized name as provided by rule 503.
  - 505.3.9 Lien type searched. [UCC or other type of documents searched]
  - 505.3.10 Scope of search. [Active/Unlapsed]
  - 505.3.11 Search logic used. [IACA Recommended Standard Search Logic/Other].
  - 505.3.12 Copies. [Certified/Copies not Requested/Partial Copies/Specified Copies \_\_\_\_\_/Date Range]
- 505.4 Report. The search report shall contain the following.
- 505.4.1 Identification. Identification of the filing office responsible for the search report.

- 505.4.2 Search report identification number. Unique number assigned under rule 505.3.2.
- 505.4.3 Identification of financing statement. Identification of each initial financing statement, including a listing of all related amendments, correction statements, or filing officer notices, filed on or prior to the through date corresponding to the search criteria (including whether the searcher has requested Active Records or only Unlapsed Records). Financing statement information shall include, but is not limited to the following:
- 505.4.3.1 Initial financing statement file number. The initial financing statement file number.
  - 505.4.3.2 Initial financing statement filing date and time. The date and time it was filed.
  - 505.4.3.3 Lapse date. Provide lapse date as calculated as of the through date and time established under rule 505.3.4.
  - 505.4.3.4 Debtor name. The debtor name(s) that appear(s) of record.
  - 505.4.3.5 Debtor address. The debtor address(s) that appear(s) of record.
  - 505.4.3.6 Secured party name. The secured party name(s) that appear(s) of record.
  - 505.4.3.7 Secured party address. The secured party address(es) that appear(s) of record.
  - 505.4.3.8 Amendment type. An indication of type of each amendment, if any.
  - 505.4.3.9 Amendment filing date and time. The date and time each amendment, if any, was filed.
  - 505.4.3.10 Amendment file number. The amendment file number of each amendment, if any.
  - 505.4.3.11 Correction statement filing date and time. The date and time a correction statement, if any, was filed.
  - 505.4.3.12 Filing officer statement filing date and time. The date and time a filing officer statement, if any, was filed.

## **Section 6. Other Notices of Liens**

*Comment: The filing office should use section 6 to address Non-UCC liens that are filed with the filing office. The rule should note, where applicable, that there is no difference between a search for other liens and a UCC search. If there are differences, they should be set forth here. Important information includes whether the filing office maintains a separate index for other liens and whether it offers alternative search logic.*

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