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March 15, 2012

To Our Valued Recording Customers:

The City of St Louis Recorder of Deeds office is pleased to announce that on April 02, 2012, we are planning on implementing a new electronic document recording program. This new program improves on inefficiencies identified in our existing system.

On the new system, there are some changes to document flow that you may notice at first glance. Immediately upon receipt of a document to be recorded, that document is assigned a bar-coded transaction and document identification number. The document number that you may have previously referred to as the Book and Page or Date and Daily is not assigned until the end of the recording process.

The bar-coding system maintains document order throughout the recording process. Since documents are no longer stamped with the date and daily number in advance, we cannot provide them to you immediately upon our receipt of the document, the book and page will be assigned after documents are fully processed.

The document will always be traceable using the assigned barcode. This procedure will not change the pick-up date for documents.

In order to ensure operation of the new system on April 02, 2012, we are requesting your assistance in providing all documents for recording no later than 3:30 pm. The recording time change only applies on March 30, 2012, this includes e-recordings.

If you have any additional questions, please call my Chief Deputy, Peggy Meeker at 314-589-8170

Thanks for your assistance in making this conversion a success.

Sharon Quigley Carpenter  
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City of St. Louis