



**County Recordors' Association of the State of California
2025 Document Reference and Indexing Manual**

Do you need assistance with determining the recording requirements for documents presented to your office for recording purposes?

The County Recordors' Association of California has the answer.

We have developed and continue to maintain the Recordors' Document Reference and Indexing Manual. It provides the user with basic document requirements, what can or cannot be recorded, and definitions common to legal documentation and the recording process.

All Sections of the Manual have been appropriately updated and document titles have been cross-indexed to provide rapid location of specific recording and indexing information.

The Recordors' Document Reference and Indexing Manual is available electronically. For more information please contact Elizabeth Gutierrez at Elizabeth.Gutierrez@cr.cccounty.us or (925) 335-7920, or complete and return the order form with your payment below.

The annual subscription rate, based on your County's population is due for the period of January 1, 2025 through December 31, 2025. Subscription fees will continue to support CRAC Continuing Education program and related activities for your staff such as the annual Staff Workshops.

Once your payment is received and processed, your county will be provided access to the DRIM on the CRAC website where you can view and download the Manual, at www.craonline.org

Detach and Mail with Payment – Please allow 2 to 4 weeks for confirmation

**CRAC MEMBER COUNTY USE ONLY
2025 Electronic Edition – Recordors' Document Reference & Indexing Manual**

<u>COUNTY POPULATION</u>	<u>RATE</u>	<u>COUNTY POPULATION</u>	<u>RATE</u>
0 – 50,000	\$75.00	500,001 – 1,000,000	\$300.00
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County Recordors' Association of California or CRAC

Mail Order Form and Payment To:

Elizabeth Gutierrez, Assistant Clerk-Recorder
Contra Costa County County Clerk-Recorder-Elections Department
555 Escobar Street
Martinez, CA 94553