

**8280.0310 DOCUMENT INDEXING AND OTHER PROCEDURES BEFORE ARCHIVING OF ELECTRONICALLY BASED UCC DOCUMENTS.**

A. Electronically based financing statement processing requires that the financing statement, however transmitted, is received in the UCC information management system.

B. Electronically based financing statement processing requires that:

(1) for non-web electronic filings, the filing office reviews the image and determines whether a ground exists to refuse the document under part 8280.0080 and Minnesota Statutes, section 336.9-516, subsection (b);

(2) for electronic filings made on the Office of the Secretary of State website that have passed edit checks in the web program ensuring that data has been provided for each of the required categories for that filing and for which data have been confirmed by the filer or submitter, filing office staff review of the filing is not required.

C. Electronically based financing statement processing requires that if there is no ground for refusal of the financing statement, the file number, filing date, and filing time are permanently associated with the financing statement. File numbers are assigned according to part 8280.0150 and filing date and filing time are assigned according to part 8280.0020. Financing statements are also associated in the UCC information management system according to Minnesota Statutes, section 336.9-519, subsection (f).

D. Electronically based financing statement processing requires that if there is no ground for refusal of the document, an acknowledgment is prepared as provided in part 8280.0100. Acknowledgment of filing of a financing statement tendered by electronic means is sent to the electronic address from which the financing statement was received.

E. Electronically based financing statement processing requires that if there is a ground for refusal of the UCC document, a rejection notice is prepared according to part 8280.0090. Notice of refusal of a UCC document tendered by electronic means is sent to the electronic address from which the financing statement was received.

F. Electronically based financing statement processing requires that the transactions necessary for payment of the filing fee are performed.

G. Electronically based financing statement processing requires that the date and time of receipt are noted on the document or otherwise permanently associated with the record maintained for a financing statement in the UCC information management system according to part 8280.0020.

H. Electronically based financing statement processing requires that data entry and indexing functions are performed as described in this chapter.

If the financing statement was tendered by online access, the notice or acknowledgment is transmitted to the filer or submitter by online response.

**Statutory Authority:** *L 2000 c 399 art 1 s 139*

**History:** 26 SR 5

**Published Electronically:** *September 10, 2018*