

Section 6: The Role of the State Recording Secretary



If you have volunteered to be a State Recording Secretary, Thank You! Recording Secretaries are absolutely key to bringing people home to the land and soil. And without men and women coming home to the land, we can't build our Assemblies! Your role is to serve as an **International Notarial Witness** and to **record status correction documents, baby deeds, land patents, or other important documents** that need to be made part of the public record.

From Article 3305: "For the State Recording Secretaries":
"Being a Recording Secretary is an honor and a public office. It's not equivalent to being a Rotary Club Secretary. It involves being responsible for Public Records and dedicated to Public Service, at the level of your State Assembly." [Link to 3305](#)

State Recording Secretary Job Description

State Recording Secretaries work for the State Assembly but **must be vetted by the Federation**. This is critical because they have access to sensitive information, including peoples' private information, and they occasionally handle money. Recording Secretaries can hold other offices at the same time, thus operating as American State Citizens. However, if they choose to also serve as a Coordinator, they must serve as American State Nationals for reasons described in the previous section.

Witnessing and recording status correction paperwork is only one of the tremendously important jobs a Recording Secretary performs. Once our State of State (unincorporated) organizations are up and running, you will also get to serve as an International Notarial Witness. This means you will be able to witness the autographing of agreements between State of State organizations.

A question that is often asked is this: "Since I'm an International Notarial Witness, can I record the status correction paperwork for someone on a different state?" And the answer is no, you can only record the status correction paperwork for someone on your own state. Think of your state as a nation, because... well, it is! You are bringing people home to the land and soil on your own (and their own) nation. Your International Notarial Witness title reflects your ability to witness and record agreements made *between* states, not *on* other states. (And remember, that only happens on the State of State level, when we get those up and running)

What a Recording Secretary is:

- A "people- people"
- Very Patient
- Friendly
- Trustworthy
- Dependable
- Organized
- A good teacher

What a Recording Secretary is NOT:

- Short-tempered
- A Gossip
- A Control Freak
- Power hungry
- Political

The job of a State Recording Secretary involves a lot of paperwork. Lots of stamping, autographing, scanning, copying, uploading, filing, organizing and mailing. If you don't like paperwork, run.



Qualities of a Great Recording Secretary

To be a great Recording Secretary, you absolutely must be a people-people! Just like the Coordinator, you will be one of the first people new inquiries come to. You will be interacting with lots of people on the phone, through email and in person, generally answering a ton of questions. The people you deal with will be at all levels of understanding, so you must be very patient and not tire of having to answer the same questions over and over (and over and over and over!) again.

A great Recording Secretary must also be extremely trustworthy. You will be handling the sensitive personal information of many people. You must respect the privacy of everyone, keeping their private information private. If you like to gossip this is the wrong job for you. You may also be collecting recording fees on behalf of the Assembly, so you will need to be able to be trusted with money.

Having good organizational skills will be critical. There will be a lot of paperwork coming across your desk, and you will need to keep track of it all. You never want someone asking you where their originals are – the ones you promised to send them 3 weeks ago – and now you can't find them!

Getting to Know the Newly Landed

When you are recording someone's paperwork, you will be spending a bit of time with them, so you may be the perfect person to get to know them. Ask them questions. Find out what their background is. Find out what their skills are and what they love to do – or what they would love to learn. And don't forget to ask them if they want to be involved. Share this information with your Coordinator. This will help your Coordinator find the perfect position for them in the Assembly that will be the best fit for everyone.

Responsibilities of a Recording Secretary

On a day-to-day basis, you will find yourself up to some of these tasks

- Talking to new people, educating them about the paperwork process
- Scheduling appointments for document notarization
- Answering lots of questions!
- Getting to know new Nationals well enough to help the Coordinator with "sorting"

- Witnessing, recording and publishing documents
- Collecting recording fees (If they are not pre-paid on-line)
- Transferring recording fees to the treasurer
- Mailing originals back to the people they belong to
- Preparing copies of recorded documents for transfer to the Record Keeper
- Safeguarding the seals entrusted in your care



Technical Equipment and Skills Required

- Computer and basic computer skills
- Printer/Scanner and knowledge of their use
- Knowledge of an email program well enough to create groups for contacts and folders for organizing emails

Training

Once you have been vetted for the position of Recording Secretary, you will begin training for the specific duties. The training currently consists of watching a few hours of training videos and then working together with an active Recording Secretary during some recording sessions. Your first recording session should be done with a seasoned Recording Secretary present.

Contact your State Recording Secretary in charge of training for the most up-to-date training materials for your state.

Things a Recording Secretary needs to know inside and out

- The bottom-up structure of our government
- The Four Pillars of our Assemblies
- Qualifications for someone to become an American State National or an American State Citizen
- All the steps involved in completing the status correction paperwork
- Where to direct people to find information about the paperwork
- What each page of the status correction paperwork means and how to fill it out correctly (The Paperwork Training Course!)
- How each page is to be autographed, notarized, and stamped
- Other options for notarizing, recording and publishing (See below)
- The importance of publishing and the choices people have



Help your new recruits breeze through the paperwork process!

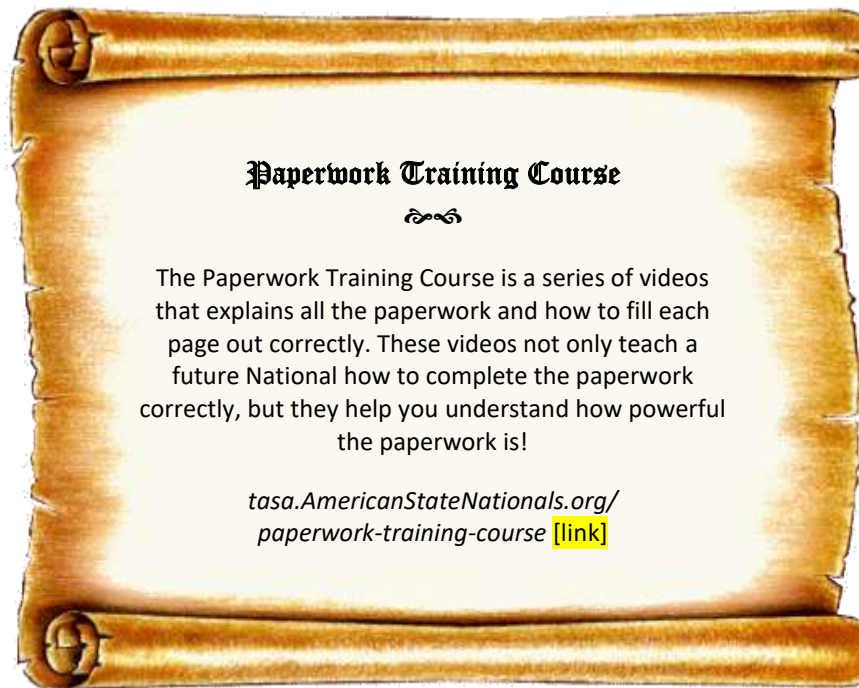
It can be super helpful if you can provide those interested in correcting their status with a simple checklist. It will help keep them organized and make sure they are as prepared as possible before they come to you!

Click [here](#) for sample checklist you can use or model for your state.

The Importance of Understanding the Status Correction Paperwork

The Status correction paperwork created by Anna and her team is very powerful. It is important that anyone correcting their status understand what each form does for them and how to fill each one out properly. Fortunately, there is a collection of videos that does just that! You can find them on tasa.AmericanStateNationals.org/paperwork-training-course.

You should watch these videos many times and recommend them to new recruits, especially if they are completing the 928 package.



About State of State Notaries , Recording Secretaries and Publishing

Notarizing documents by the State of State is the process of having a State of State (defacto) Notary Public verify the identity of the signatory, witness the autograph, and stamp the document with their Notary seal. Having your documents notarized in this way is just as valid as having it recorded by a Recording Secretary.

Recording documents by a Land Recording Secretary is the process of having a Recording Secretary verify the identity of the signatory, witness the autograph, and stamp the document with the State seal.

Documents may also be recorded in a State of State Recording office. We recommend using Cook County, Georgia or Cherokee County, Georgia. They have easy online service, fast document turnaround and are very inexpensive.

Publishing is the process of making documents available for public viewing. In the Assembly, we use the Land Recording Service (LRS) and/or the Land Recording Office (LRO) as our land jurisdiction publishers. These are not required. Any publication, such as a State of State land recording office, a public newspaper, magazine or courthouse bulletin board may be used.

(Teri said that Josh put link to Georgia online recording on MM Rec. Sec. channel – I couldn't find it)

Creating a Public Record is Key!

From Article 3305: "For the State Recording Secretaries"

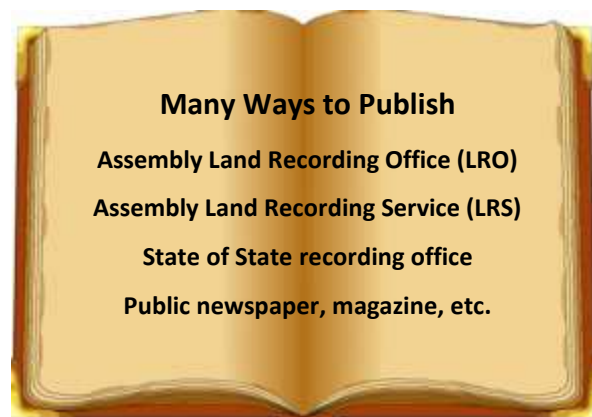
"Records are by definition all the paperwork associated with actual land and actual soil and actual people, provides evidence, secures, and officially affirms our political status, our identity, the capacity in which we are choosing to act.

The first issue to understand is that international Public Records from other sources are valid. There is no special magic attached to the means by which an international (land jurisdiction) Public Record is established.

A Public Record from the State of Washington is as valid as a Public Record published on the Land Recording Service (LRS) or by the Assembly Land Recording Office (LRO). Public Records can even be established by publication in a newspaper, so long as the publication is sustained for an appropriate period of time and has reasonable distribution.

A Public Record, backed up by appropriate action, has the power to overcome and rebut a private registration, which is the entire point.

Our 928 paperwork established as a Public Record by any means is sufficient to establish our political status and rebut the legal presumptions that otherwise attach to us.



... When people wish to become official members of their State Assembly, they need to present (or create) the Public Record that they are Americans, born or naturalized in this country, and affirm that they are adopting State National and/or State Citizen political status They also need to affirm that they have a permanent home in the State and have lived in the State for at least one year.”

Read the complete article here. ([link to 3305](#))

Don't make work.



Do what you need to do
and don't embellish.

No extra copies,

No extra seals,

No extra work.

The people get the originals.

We only need copies,
and only scanned copies at that.

One copy for the state.

One copy for the county.

Digital backups are necessary.

Intention is Everything...

OK, so maybe it's not everything, but it's super important. The purpose of recording our documentation is to declare in writing our status as living, breathing men and women on the land.

Sometimes we may make a mistake. They typo gremlins strike when we aren't looking, or we autograph in the wrong color ink.

But it is our intention that takes precedence over these things. It is not always necessary to re-record a document if there is a small mistake, however if someone wants to do so, they may. The most important thing is the intention behind the document.