

Land Records Application

User Guide



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Alaska Department of Natural Resources

search

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The Land Records website assists the user in locating, researching and verifying ownership, land use and authorizations on state land and water owned or managed by the State of Alaska. The website also provides access to the federal BLM records system such as the Alaska Case Retrieval Enterprise System (ACRES), Master Title Plats, federal surveys and field notes. A [User Guide](#) is provided to help you navigate the website or you can contact the [DNR Public Information Center](#) in Anchorage, Fairbanks or Juneau for further assistance.

Return only active LAS Case Files?

Enter search text: ? No Filter Search Search By Map

LAS Case Files

Showing results for 'ADL 9'

Case ID	Case Status	Case Type	Info Links
ADL 9	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	
ADL 90	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	
ADL 90393	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	
ADL 91	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	
ADL 918	80 - CLOSED	521 - SUBDIVISION SALE COMP	
ADL 919	80 - CLOSED	561 - MATERIAL SALE	
ADL 92	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	
ADL 920	35 - ISSUED	591 - MANAGEMENT AGREEMENT	
ADL 929	80 - CLOSED	549 - OTHER LEASE COMP	
ADL 93	91 - TRANSFERRED	553 - NEG LEASE NON-COMP	
ADL 930	91 - TRANSFERRED	553 - NEG LEASE NON-COMP	
ADL 934	80 - CLOSED	572 - TRANSFERRED FED ENTRY	
ADL 935	80 - CLOSED	571 - DMLW PERMIT	
ADL 936	80 - CLOSED	572 - TRANSFERRED FED ENTRY	
ADL 937	80 - CLOSED	572 - TRANSFERRED FED ENTRY	
ADL 94	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	
ADL 940	80 - CLOSED	572 - TRANSFERRED FED ENTRY	
ADL 941	80 - CLOSED	572 - TRANSFERRED FED ENTRY	
ADL 942	80 - CLOSED	572 - TRANSFERRED FED ENTRY	
ADL 944	80 - CLOSED	591 - MANAGEMENT AGREEMENT	

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Introduction

The Land Records Application is a tool that allows you to look up case files and view all related documents and other information. The system is available to both the public and DNR employees.

The Land Records Application allows you to search for case files either by entering a file type and number or by entering a Meridian, Township, Range, Section (MTRS) designation. To enter an MTRS designation, you can either type the designation or use a map interface that allows you to navigate the state and click on the section for which you are searching. You may filter searches by case group or case type, or choose to display only active cases.

After conducting a search, you will have access to a variety of documents and other resources related to the cases returned by the search. These documents include the Land Administration System (LAS) land abstract, the case location in Alaska Mapper, survey documents from the State Recorder’s Office, completed and pending actions from the Plat Information System and others.

The screenshot displays the Alaska Department of Natural Resources website interface. At the top, there is a navigation bar with links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is the 'Alaska Department of Natural Resources' header with a search bar and a 'search' button. A secondary navigation bar includes 'SOA Resources', 'BLM Resources', and 'Additional Resources'. The main content area shows the search results for 'ADL 9', with a table listing various case files. The table has columns for Case ID, Case Status, Case Type, and Info Links. The row for 'ADL 920' is highlighted in yellow, indicating it is the selected case. Below the table, there are pagination controls showing 'Page 1 of 2' and 'View 1 - 20 of 29'.

Case ID	Case Status	Case Type	Info Links
ADL 9	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	[Icons]
ADL 90	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	[Icons]
ADL 90393	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	[Icons]
ADL 91	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	[Icons]
ADL 918	80 - CLOSED	521 - SUBDIVISION SALE COMP	[Icons]
ADL 919	80 - CLOSED	561 - MATERIAL SALE	[Icons]
ADL 92	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	[Icons]
ADL 920	35 - ISSUED	591 - MANAGEMENT AGREEMENT	[Icons]
ADL 929	80 - CLOSED	549 - OTHER LEASE COMP	[Icons]
ADL 93	91 - TRANSFERRED	553 - NEG LEASE NON-COMP	[Icons]
ADL 930	91 - TRANSFERRED	553 - NEG LEASE NON-COMP	[Icons]
ADL 934	80 - CLOSED	572 - TRANSFERRED FED ENTRY	[Icons]
ADL 935	80 - CLOSED	571 - DMLW PERMIT	[Icons]
ADL 936	80 - CLOSED	572 - TRANSFERRED FED ENTRY	[Icons]
ADL 937	80 - CLOSED	572 - TRANSFERRED FED ENTRY	[Icons]
ADL 94	99 - ARCHIVED	599 - BATCH ARCHIVE PROJECT	[Icons]
ADL 940	80 - CLOSED	572 - TRANSFERRED FED ENTRY	[Icons]
ADL 941	80 - CLOSED	572 - TRANSFERRED FED ENTRY	[Icons]
ADL 942	80 - CLOSED	572 - TRANSFERRED FED ENTRY	[Icons]
ADL 944	80 - CLOSED	591 - MANAGEMENT AGREEMENT	[Icons]

Figure 1 – Land Records Application

Accessing the Land Records Website

To access the Land Records Website, direct your browser to the following URL:

<http://dnr.alaska.gov/landrecords>

Searching for Cases

Conducting a Search

This section provides an overview of how to conduct a search for case land records. These instructions provide cross-references to other sections that explain search features in more detail.

To conduct a search:

1. In the **Enter search text** box at the bottom of the page, enter a file type and number or an MTRS designation. See “Search Tips” on page 4 for tips on entering search text.

Tip: Instead of entering a MTRS designation by hand, you can do so by selecting the land from an interactive map. See “Searching by Map” on page 4 for instructions.

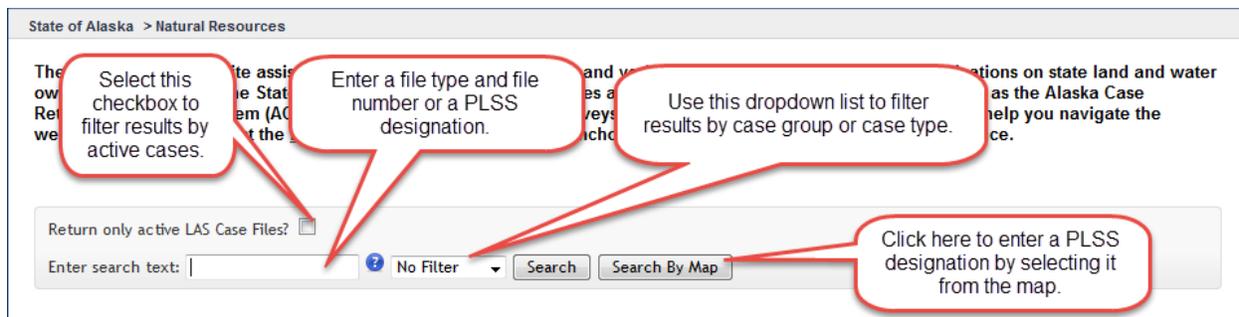


Figure 2 – Conducting a Search

2. If necessary, you can select the **Return only active LAS Case Files?** checkbox so that only active cases are returned. You can further filter the search results by case group or case type by using the filter dropdown list to the right of the search box. See “Filtering Search Results” on page 6 for more information.
3. Click **Search**. The system displays the results in a tabular format.

State of Alaska > Natural Resources

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Return only active LAS Case Files?

Enter search text: No Filter Search Search By Map

LAS Case Files

Showing results for >

Case ID	Case Status	Case Type	Info Links
QCD 8000081	90 - CONVEYED	921 - MENTAL HEALTH TRUST LAND	 
MHT 9300056	80 - CLOSED	784 - OIL & GAS LEASE COMP	 
ME 3	50 - ACTIVE	104 - MINERAL ESTATE	  
ME 2	50 - ACTIVE	104 - MINERAL ESTATE	  
LST C10189	50 - ACTIVE	320 - O & G LEASE SALE TRACT	  
LAS 8332	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
LAS 7882	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
LAS 7881	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
LAS 7880	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
LAS 7877	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
LAS 3069	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
LAS 2955	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
EV 1-045	96 - PLAT FILED/APPROVED	314 - EASEMENT VACATION PLAT	  
CL SC-99-002	50 - ACTIVE	201 - SURFACE CLASSIFICATION	  
AS 16.20.030A08	50 - EFFCTVE / ACTIVE / APRVD	207 - WILDLIFE LEGIS DESIG	  
ADL 81571	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
ADL 81570	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
ADL 80596	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
ADL 80406	36 - CERTIFICATE ISSUED	801 - WATER RIGHTS	  
ADL 80383	38 - CERT. PEND. ACTION	801 - WATER RIGHTS	  

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Figure 3 – Search Results

Following are some tips on viewing the search results and accessing the information they contain:

- Sort the search results by clicking a column header. See “Sorting Search Results” on page 7.
- Use the links in the **Info Links** column to access documents and other materials related to the case. See “Case Information Links” on page 8.
- Specify how many results you want to display on the page and step through multiple pages of results using the pagination options at the bottom of the page. See “Pagination of Search Results” on page 7.
- If you conducted a search using an MTRS designation, you can access information links by hovering over the designation displayed at the top of the page. See “Options Available for MTRS Searches” on page 9.
- In the **Case ID** column, click a file type to view its definition. See “Viewing File Type Definitions in Search Results” on page 8.

- In the **Case Type** column, click a case type to view its definition. See “Viewing Case Type Definitions in Search Results” on page 8.

Search Tips

When entering text into the search box, you can enter a file type and file number or an MTRS designation. Following are some tips:

- To narrow down your results to a single case, enter both a file type and a file number.
- To search only by file number, enter the entire file number or only the first few digits (for example, “123”)
- To view all cases pertaining to a particular section, enter the entire MTRS designation.
- You can enter only a portion of an MTRS designation, such as “F1n2e”. This will return cases for all MTRS designations that contain the text.

Following are examples of search text that will result in an error:

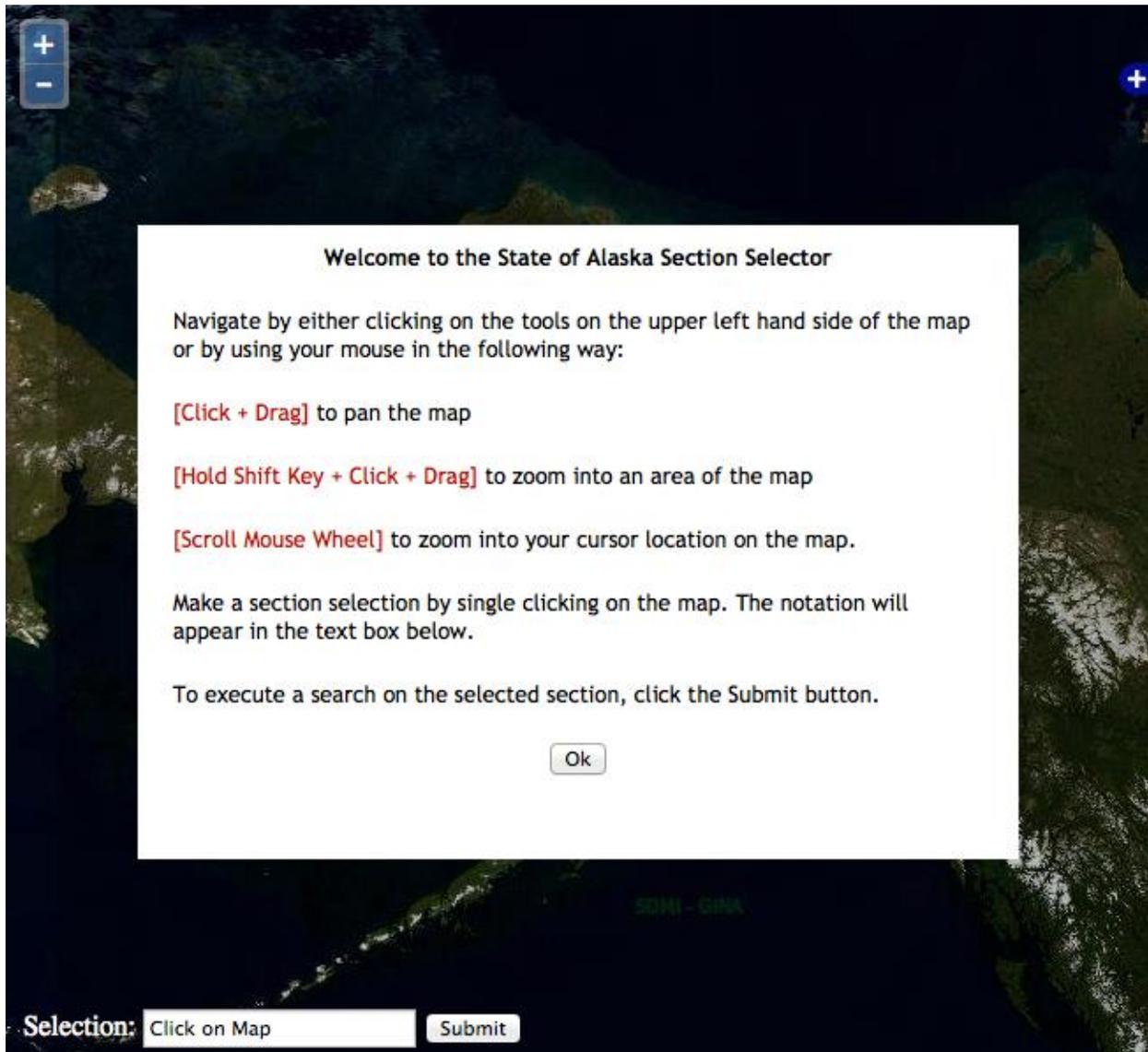
- “ADL 1” – This will produce too many results.
- “F100n100e” – This is not a valid MTRS
- “F1n2e45” – This is not a valid MTRS

Searching by Map

The **Search by Map** feature allows you to select a section of land from an interactive map of Alaska. The section that you select will automatically populate in the search box.

To conduct a search by map:

1. Click **Search by Map**. The map window opens, and a welcome message displays.



2. Click **OK** in the welcome message.
3. Navigate the map to locate the section for which you wish to search. You can use the following methods to navigate the map:
 - Click and drag to pan the map.
 - Hold down the **Shift** key as you click and drag to zoom into an area on the map.

- Use your mouse’s scroll wheel to zoom in and out.
 - Use the + and – buttons in the upper-left corner of the map to zoom in and out.
4. Once you have located the appropriate section, click within it to select it. The MTRS designation will appear in the **Selection** box at the bottom of the map window.
 5. Click **Submit**. The MTRS designation is inserted into the search box on the Land Records Application page.
 6. If necessary, narrow your search by selecting the **Return only active LAS case files?** checkbox, or by applying a filter (see “Filtering Search Results” below).
 7. Click **Search**. The system displays all case files that meet the specified criteria.

Filtering Search Results

You have several options for filtering a search before you execute it.

Return Only Active LAS Cases

To return only active LAS cases, select the **Return only active LAS?** cases checkbox located just above the search box at the bottom of the page.

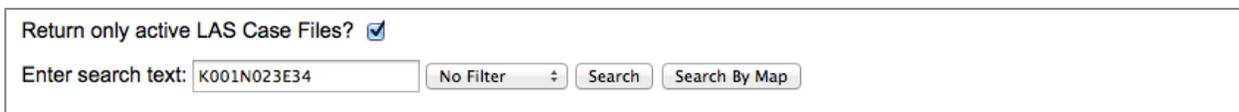


Figure 4 – Option to Return Only Active LAS Cases

Filter by Case Group or Case Type

The dropdown list to the right of the search box allows you to filter the search results either by case group or case type. If you select one of these options, an additional dropdown list will display, allowing you to select a case group or case type.

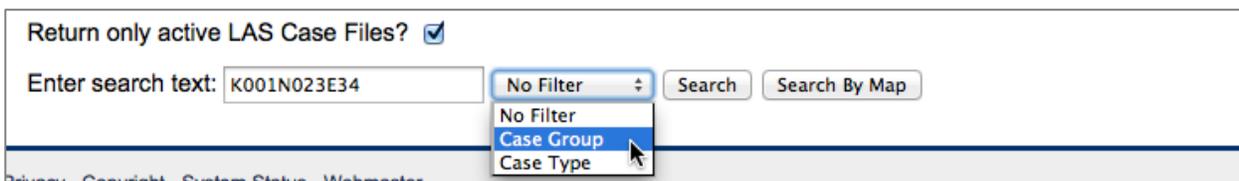


Figure 5 – Applying a Case Group or Case Type Filter

The following screen shot shows the options available when you are filtering the search by case group. If you select one of these case groups, the search will return only the cases that are included in the selected group.

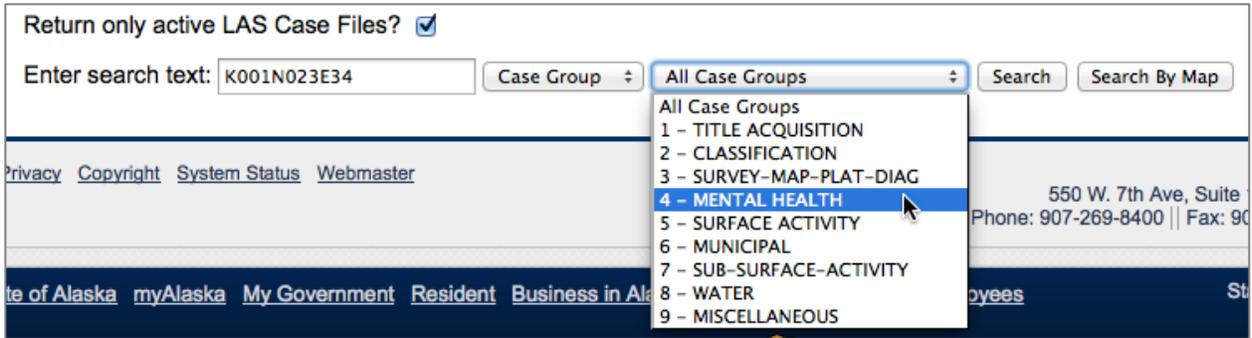


Figure 6 – Filter by Case Group Options

The following screen shot shows the options available when you are filtering the search by case type. This dropdown list contains all LAS case types. If you select one of these case types, the search will return only the cases that are of the selected type.

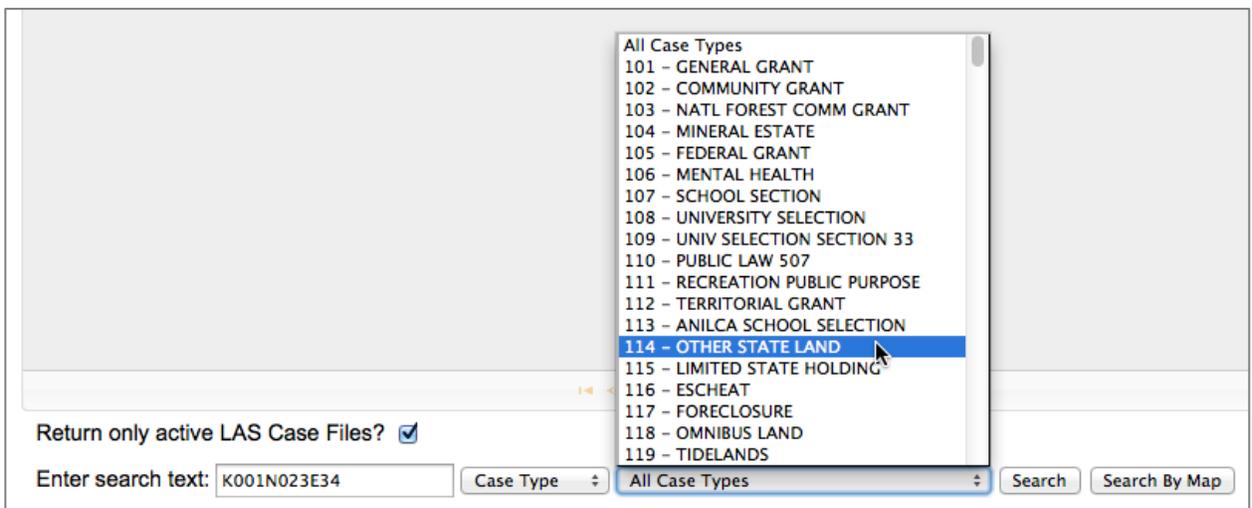


Figure 7 – Filter by Case Type Options

Sorting Search Results

By default, search results are sorted by the **Case ID** column in ascending order. You can sort the search results by a different column by clicking the column header. Clicking the column header a second time will sort the results in descending order.

Pagination of Search Results

By default, up to 20 cases can be displayed in the search results. If more than 20 cases are returned by your search, the results will be divided up into multiple pages that you can access using the arrows at the bottom of the search results.

Use the left and right arrows to move one page backward or forward, respectively. Use the arrows with vertical bars to move to the first or last page, respectively. You can also move directly to a particular page by entering the page number in the text box and hitting the **Enter**

key. You can change the number of results that can be displayed on each page by clicking the dropdown list and selecting **10**, **20** or **30**.



Figure 8 – Pagination of Search Results

Viewing File Type Definitions in Search Results

In the **Case ID** column of the search results, you can click a file type to view its definition.

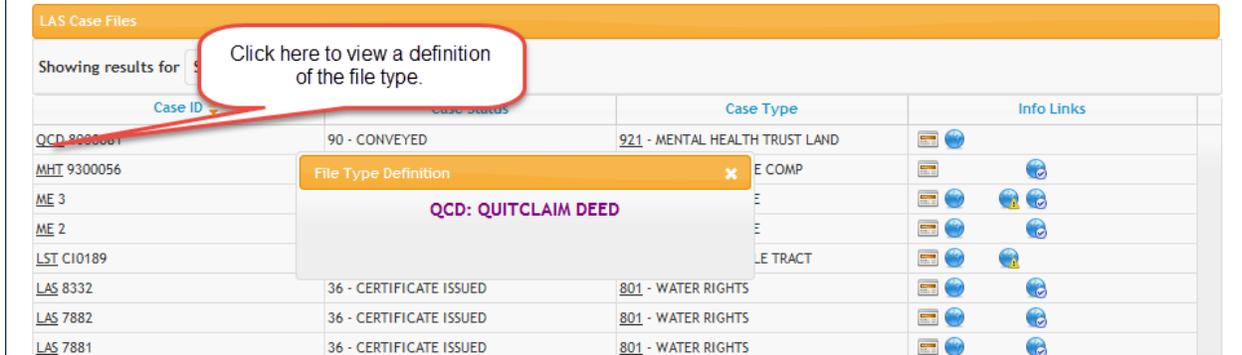


Figure 9 – Viewing a File Type Definition

Viewing Case Type Definitions in Search Results

In the **Case ID** column of the search results, you can click a file type to view its definition.

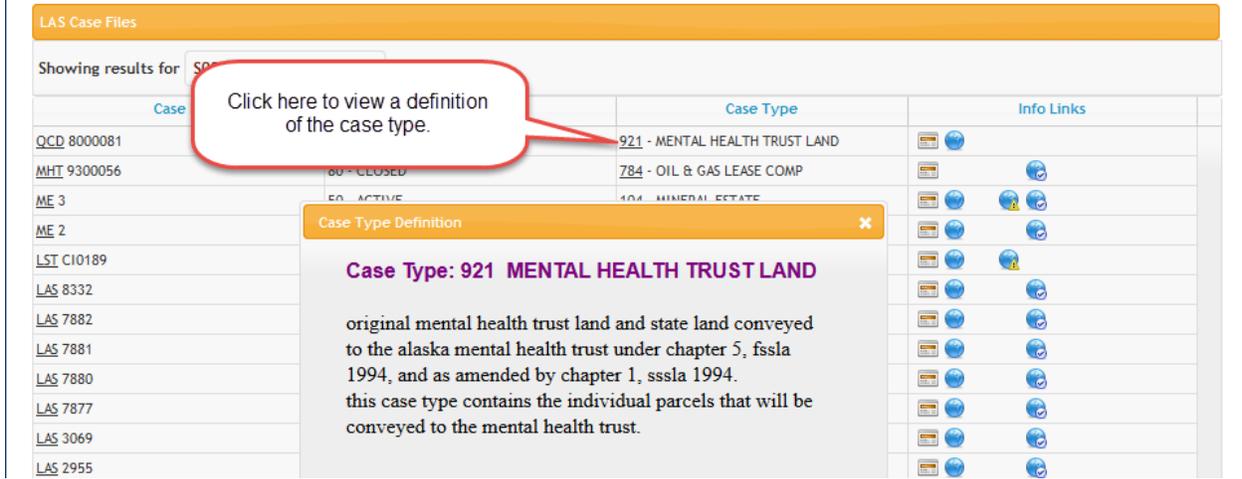


Figure 10 – Viewing a Case Type Definition

Case Information Links

The **Info Links** column of the search results provides links to documents and other information related to the cases returned by a search. Each link is represented by an icon that you can click

to access the DNR system that contains the information. Each icon will appear in the **Info Links** column only if it is applicable to the case.

Following are explanations of these icons.

Table 1 – Descriptions of Info Links Icons

Icon	Description
	Opens the LAS case abstract
	Displays the case location in Alaska Mapper
	Displays a survey document for a survey case file from the Recorder's Office system
	Displays completed actions for the case in the Plat Information Management System
	Displays pending actions for the case in the Plat Information Management System

Options Available for MTRS Searches

After you conduct a search using an MTRS designation, the designation will appear at the top of the page. You can hover over this designation to view a list of resources related to the land.

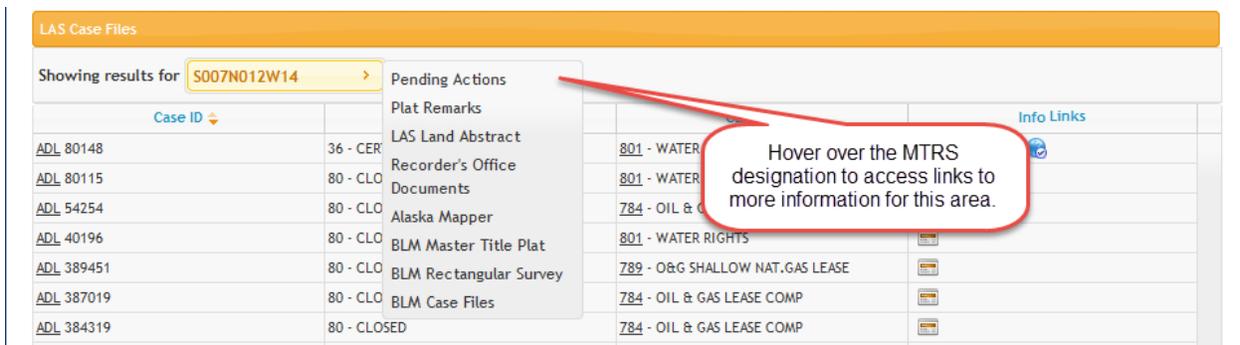


Figure 11 – Options Available for PLSS Searches

Table 2 – Descriptions of Options Available for PLSS Searches

Option	Description
Pending Actions	Displays pending actions for the case in the Plat Information Management System
Plat Remarks	Displays plat remarks for the case in the Plat Information Management System
LAS Land Abstract	Opens LAS and displays the land abstract
Recorder's Office Documents	Returns case-related documents found in the Recorder's Office system
Alaska Mapper	Displays the case location in Alaska Mapper
BLM Master Title Plat	Displays the Master Title Plat from the Bureau of Land Management (BLM)
BLM Rectangular Survey	Displays the Rectangular Survey from the BLM
BLM Case Files	Displays all related BLM case files

Accessing Other Land Information Resources

The three menus (**SOA Resources**, **BLM Resources** and **Additional Resources**) at the top of the Land Records Application page provide links to a number of resources that can provide information regarding state land.



Figure 12 – Other Resources

Archived Documents

A number of documents that were available in previous versions of the Land Records Application are no longer available, as they have been archived in the DNR Business Reporting System (DBRS). Archived data sets include the following:

- Legacy State Status Plats and Indices
- Legacy State Status Maps
- TAPS Title Report
- TAGS Title Report
- State Surveys

You can access these archived documents in DBRS at the following URL:

<http://reports.dnr.alaska.gov>

You can also access DBRS by going to the **SOA Resources** menu and selecting **DNR Business Reporting System**.