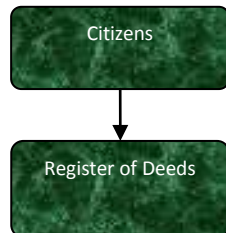


Register of Deeds



Activities

The register of deeds office is responsible for recording all documents pertaining to real estate in the county. These recordings become permanent record of the history of ownership of all real estate in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, leases, affidavits, land contract and other miscellaneous documents. We also are responsible for collecting state and county transfer tax. Additionally, plats, condominiums, corners and surveys are recorded. Service includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee). We also help customers search our records by either name or legal description.



Mission Statement

This department will continue the timely recording and indexing of all documents received on a daily basis. In addition, employees will assist members of the public both over the telephone and in person. Employees will continue to be courteous and polite at all times.

Register of Deeds

Strategic Plan Impact

✓ **Mandated Service**

The registering of deeds and maintenance of land records is a mandated function of county government.

✓ **Economic Development**

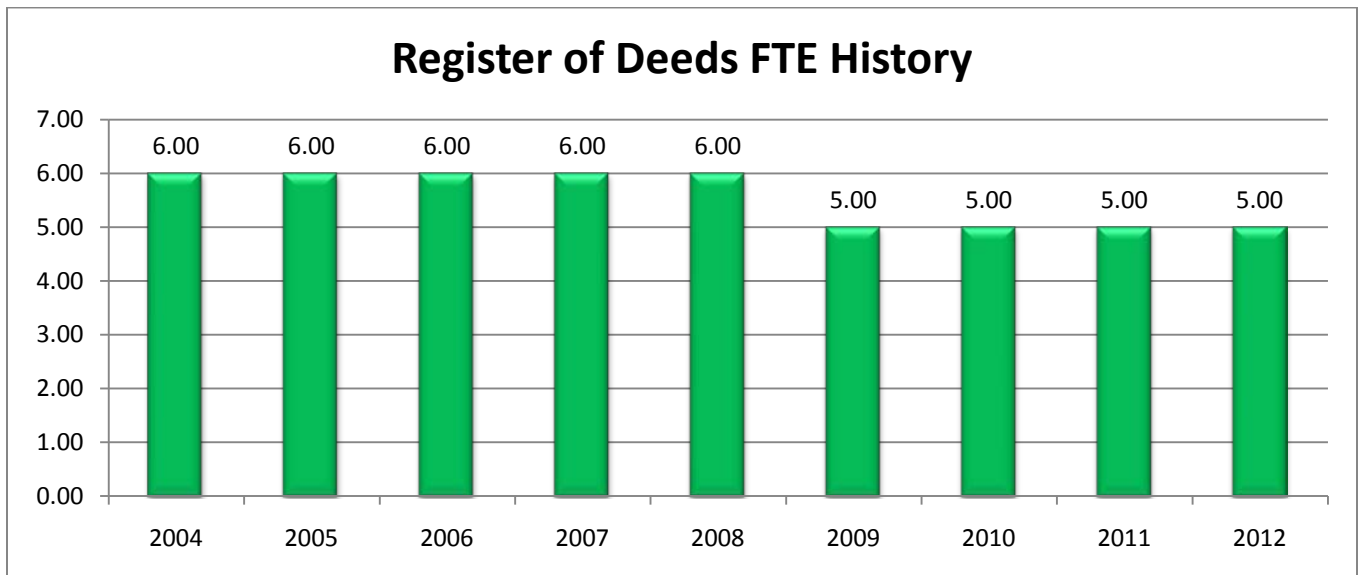
The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

Accomplishments

- ✓ Computerized 40 years + of data and imaging for customer use from current date back to 1965.
- ✓ Goal in 2012 - to computerize Grantor/Grantee search from 1964 back to 1800's. This will help preserve historical books and be a means of disaster recovery.
- ✓ Working to complete in 2012, the capability to accept e-recording.
- ✓ Kiosk for self recording of Register of Deeds documents.

Budget Adjustments

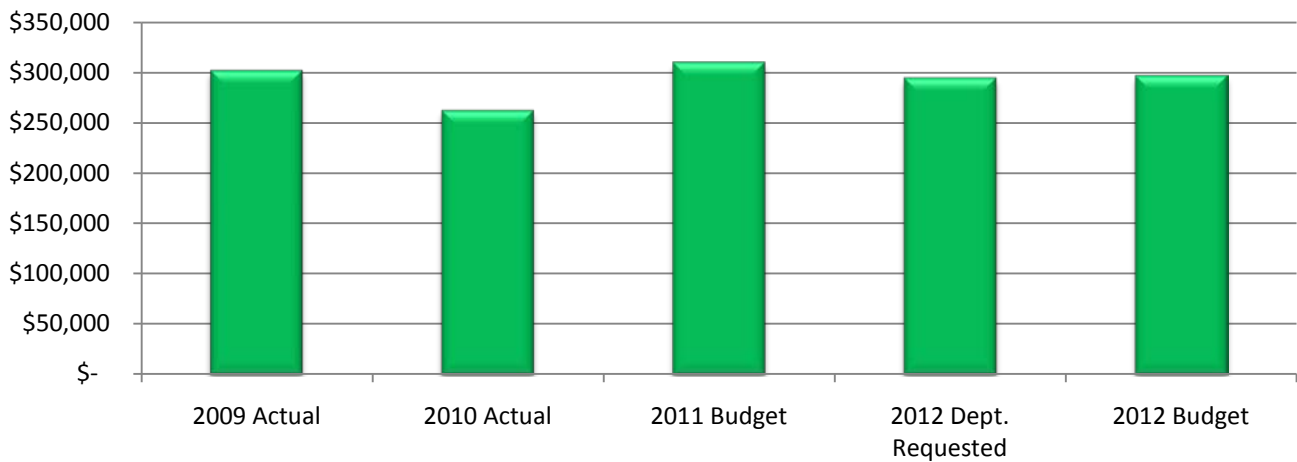
Eliminated an "At Will" vacancy, reorganized to add a Data Imaging Clerk and Casual employee at no cost to the County General Fund.



Expenditure History

	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 DEPT <u>REQUESTED</u>	2012 <u>BUDGET</u>
PERSONNEL SERVICES	291,261	252,305	298,649	283,916	285,496
SUPPLIES & MATERIALS	4,610	4,658	5,250	4,650	4,650
CONTRACT SERVICES	4,528	4,263	4,660	4,460	4,460
OTHER EXPENSES	1,042	578	980	980	980
TOTAL PROGRAM COST	\$301,441	\$261,804	\$309,539	\$294,006	\$295,586

Register of Deeds Expenditures

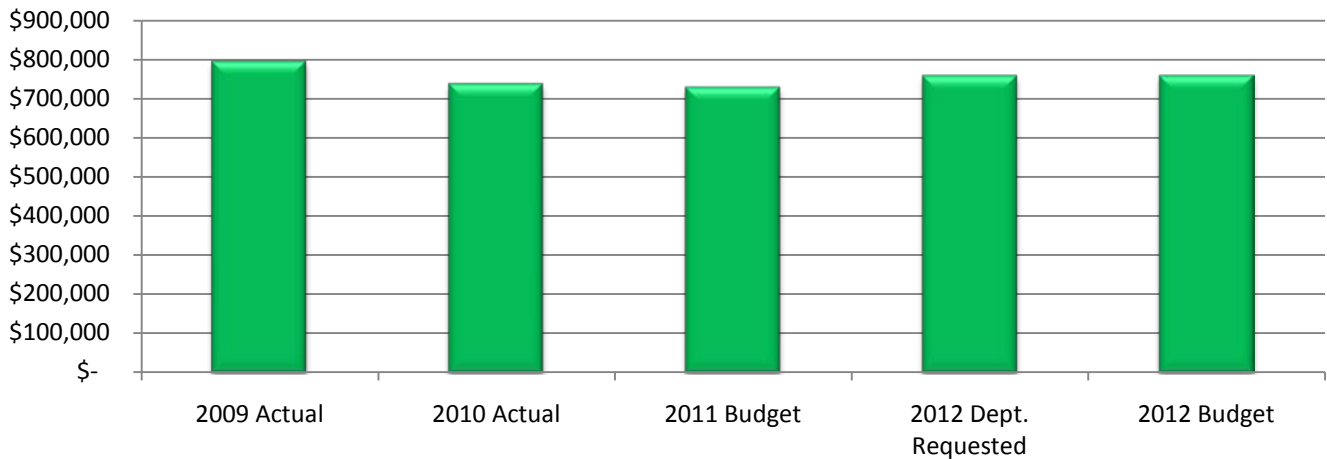


Revenue History

	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 DEPT <u>REQUESTED</u>	2012 <u>BUDGET</u>
CHARGES/FEES	557,590	533,643	527,080	547,090	547,090
OTHER REVENUE	1,977	1,846	1,600	1,600	1,600
TAXES	235,611	202,084	200,000	210,000	210,000
TOTAL PROGRAM COST	\$795,178	\$737,573	\$728,680	\$758,690	\$758,690

Register of Deeds

Register of Deeds Revenues



Strategic Outcomes

Indicator	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Target	2012 Target
Total number of documents recorded	32,819	28,995	28,939	*26,533	28,500	29,000
Total number of documents rejected	2,123	1,974	1,768	*1,433	1,500	1,550
*As of 12/13/10						

Other Key Indicators

Indicator	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Target	2012 Target
Total number of documents received-recorded and rejected	34,942	30,969	30,707	*27,966	30,000	30,550
Total number of documents verified	32,819	28,995	28,939	*26,533	28,500	29,000
Per Employee- recording and rejecting documents	11,497	15,485	15,353	*13,983	15,000	15,275
Per Employee -verifying documents	16,410	13,996	28,939	*26,533	28,500	29,000
*As of 12/13/10						
Recording	same day	same day	same day	same day	same day	same day