

REGISTER OF DEEDS

The Office of Register of Deeds is responsible for the recording, indexing and maintenance of legal documents such as deeds, mortgages, plats, financing statements, tax liens, and other documents related to property transactions.

Beginning in FY 2007/08, all Records Management functions will be captured in the Register of Deeds Department.

DEPT NUMBER: 1-9120	REGISTER OF DEEDS					
FUNDING SOURCE(S)	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 BUDGET	FY 2009/10 BUDGET	INC/DEC FY 10 - 09
General Fund	787,349	664,202	2,124,056	1,835,720	1,606,843	(228,877)
EXPENDITURES						
Personnel Services Expenditures	644,136	654,711	894,580	898,970	998,388	99,418
Operating Expenditures	90,340	7,659	1,173,206	887,560	559,265	(328,295)
Capital Outlay	52,873	1,832	56,271	49,190	49,190	0
Other Expenditures	0	0	0	0		0
EXPENDITURE TOTAL	\$787,349	\$664,202	\$2,124,056	\$1,835,720	\$1,606,843	(\$228,877)
AUTHORIZED PERSONNEL	17	16	20	22	22	0

FY 2009/10 Budget Highlights & Initiatives

- In FY 2009/10 Operating expenditures decrease \$328,295 through reductions in Postage and Contract Services.
 - Postage will be decreased through higher efficiencies.
 - Contract Services will be reduced through the contract for scanning and imaging services being transferred to the County's Capital Budget.

Departmental Functions

Programs and Functions	Description and Goals	FY 2009/10 Budget
Register of Deeds	<ul style="list-style-type: none"> • Collection of recording fees • Ensure legal compliance for all recorded documents; and • Provide the general public access to viewing all public documents. 	\$
Records Management	<ul style="list-style-type: none"> • Accept, schedule, and store all county records in accordance with state archival standards • Contract imaging services for records classified as permanent or long-term retention • Provide record retrieval, copy, and padding and duplication services 	\$
TOTAL, REGISTER OF DEEDS		\$1,606,266