

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, financial statements, tax liens and other documents related to property transactions. The Office collects state mandated recording fees and ensures all recordings comply with the South Carolina Code of Laws. Assist the public in obtaining copies of recorded documents and provide access to documents online from 2003 to current. The Register of Deeds office also includes Records Management.

| DEPT NUMBER: 1-9120 | REGISTER OF DEEDS | | | | | |
|---------------------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| FUNDING SOURCE(S) | FY 2006/07 ACTUAL | FY 2007/08 ACTUAL | FY 2008/09 ACTUAL | FY 2009/10 BUDGET | FY 2010/11 BUDGET | INC/DEC FY 11 - 10 |
| General Fund | 664,202 | 2,124,056 | 1,930,834 | 1,606,843 | 1,625,172 | 18,329 |
| EXPENDITURES | | | | | | |
| Personnel Services Expenditures | 654,711 | 894,580 | 927,759 | 998,388 | 1,018,967 | 20,579 |
| Operating Expenditures | 7,659 | 1,173,206 | 963,244 | 559,265 | 559,265 | 0 |
| Capital Outlay | 1,832 | 56,271 | 39,831 | 49,190 | 46,940 | (2,250) |
| Other Expenditures | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENDITURE TOTAL | \$664,202 | \$2,124,056 | \$1,930,834 | \$1,606,843 | \$1,625,172 | \$18,329 |
| AUTHORIZED PERSONNEL | 16 | 20 | 22 | 22 | 23 | 1 |

FY 2010/11 Budget Highlights & Initiatives

- A Courier position was transferred from the Facilities department to Register of Deeds.
- Capital Outlay includes \$1,000 to replace the Deed machine.

Goal:

Provide outstanding customer service to all customers by improving the access of new and old documents

Objectives:

- Within the next three years, have all recorded deeds, mortgages, plats and index books dating back to 1785 scanned and made available for public access on the website
- Convert old books and film to scanned images
- Scan all newly recorded documents

| Function or Division | Description | Percent of Budget |
|-----------------------------|--|--------------------------|
| Register of Deeds | Review documents for compliance and index them; apply recording fees; provide copies and information to the public | 55% |
| Records Management | Provides document imaging, records storage retention scheduling and county mail services | 45% |