

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	1,635,795	28,952
EXPENDITURES						
Personnel Services Expenditures	654,711	894,580	927,759	998,388	1,029,590	31,202
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	\$1,635,795	\$28,952
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%