

## REGISTER OF DEEDS

### Statement of Purpose

The Catawba County Register of Deeds serves as custodian of all records of real estate, vital records, military discharges, and the certification of notary publics and is essential in preserving the history of the County. This includes providing the public with accurate and expedient documentation as needed.

### Outcomes

1. Provide timely, courteous, and accurate services to the public by:
  - a. Recording 100% of real estate documents the same day received.
  - b. Recording 99% of vital records the same day they are received, given there are no problems with the records.
  - c. Responding to 99% of all vital records requests (marriage license, birth, and death certificates) received by mail and in person within the same day. Given there are not problems with the request
  
2. Improve customer service to the public and reduce the amount of in office research time required to obtain copies of needed records by implementing the following technologies by June 30, 2008:
  - a. Providing offline and online access to all real estate images through 1960.
  - b. Providing offline and online access to the real estate indexing for 1975-1983.
  - c. Providing offline and online access to scanned images of the real estate indexing for 1984-1992.
  - d. Providing scanned uncertified copies of vital records (birth, marriage, and death certificates) back to 1995 on the self-service in-house terminals.
  - e. Replace and preserve the original marriage license and binders from Volumes 7 through 15.
  
3. Ensure that a Disaster Recovery Plan is intact in order to minimize the loss and ability to retrieve all records in the Register of Deed's Office.
  - a. Have a back up for all records of real estate, vital records, military discharges, and the certification of notary public either through the Catawba County Technology Department, archives in Raleigh, or Logan Systems.
  - b. To have a notebook with an up to date plan and to know what that plan is.
  - c. To have quarterly drills for staff and the public that uses the office on a daily basis

# Register of Deeds

Organization: 160050

	2005/06 Actual	2006/07 Current	2007/08 Requested	2007/08 Approved	Percent Change
<b>Revenue</b>					
Real Estate Excise	\$846,532	\$550,000	\$660,000	\$660,000	20%
Charges & Fees	813,888	813,025	775,650	775,650	-5%
Miscellaneous	217,489	189,500	196,000	196,000	3%
General Fund	(1,261,725)	(868,595)	(793,669)	(841,639)	-3%
<b>Total</b>	<b>\$616,184</b>	<b>\$683,930</b>	<b>\$837,981</b>	<b>\$790,011</b>	<b>16%</b>
<b>Expenses</b>					
Personal Services	\$477,941	\$507,130	\$535,188	\$528,418	4%
Supplies & Operations	89,693	176,800	258,793	217,593	23%
Capital	48,550	0	44,000	44,000	0%
<b>Total</b>	<b>\$616,184</b>	<b>\$683,930</b>	<b>\$837,981</b>	<b>\$790,011</b>	<b>16%</b>
<b>Employees</b>					
Permanent	10.00	10.00	11.00	10.00	0%
Hourly	0.60	0.60	0.60	0.60	0%
<b>Total</b>	<b>10.60</b>	<b>10.60</b>	<b>11.60</b>	<b>10.60</b>	<b>0%</b>

## Budget Highlights

Ten percent (10%) of the total revenues collected for Marriage Licenses, Recording of Legal Instruments, UCC Filing Fees, and Miscellaneous Revenues are recorded in the Register of Deeds Automation and Preservation Fund. The remaining 90% stays in the General Fund. This was effective January 1, 2002, when House Bill 1073 was approved by the General Assembly.

Fiscal Year 2007/08 will be the third year of a five-year schedule to convert documents for imaging and will capture documents back to 1960 at a cost of \$36,000. This new digitized format allows documents to be viewed on our web page from any computer or by using the public computers in the Register of Deeds office.

The recommended budget funds continued improvements to the Register of Deeds office and includes \$44,000 for moveable shelving units for older deed books currently stacked against the walls in the basement. This will still make the books easily accessible but will free up considerable storage space.