

# 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 08, all Records Management functions will be captured in the Register of Deeds Department.

## Financial Information

DEPT NUMBER: 1-9120	REGISTER OF DEEDS						
	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 07/08	\$ INC/DEC	% INC/DEC
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	RECOMM	ADOPTED	FY 08 - 07	FY 08 - 07
Personnel Services Expenditures	615,174	644,136	648,023	816,825	853,130	205,107	31.7%
Operating Expenditures	63,900	90,340	0	862,380	862,380	862,380	
Capital Expenditures	43,996	52,873	0	49,190	49,190	49,190	
Other Expenditures	0	0	0	0	0	0	
<b>EXPENDITURE TOTAL</b>	<b>\$723,070</b>	<b>\$787,349</b>	<b>\$648,023</b>	<b>\$1,728,395</b>	<b>\$1,764,700</b>	<b>\$1,116,677</b>	<b>172.3%</b>

## Personnel Information

REGISTER OF DEEDS	GRADE	FY 04/05	FY 05/06	*FY 06/07	FY 07/08	FY 07/08	INC/DEC	EXEMPT
					RECOMM	ADOPTED	FY 08 - 07	(Y/N)
Director, Register of Deeds	30	1	1	1	1	1	0	Y
Asst. Director, Register of Deeds	22	1	1	1	1	1	0	N
Deputy Register of Deeds	17	2	2	2	2	2	0	N
Records Center Manager	17	0	0	0	1	1	1	N
Mail Room Coordinator	16	0	0	0	1	1	1	N
Senior Account Clerk	14	2	2	2	2	2	0	N
Data Record Technician III	13	6	6	6	6	6	0	N
Account Clerk	12	1	1	1	1	1	0	N
Records Operator	12	0	0	0	2	2	2	N
Data Record Technician II	11	1	1	1	1	1	0	N
Data Record Technician I	10	3	3	2	2	2	0	N
<b>TOTAL, REGISTER OF DEEDS</b>		<b>17</b>	<b>17</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>4</b>	

\*Includes any changes made during FY 06/07

## FY 08 Budget Highlights & Initiatives

The Register of Deeds FY 08 Adopted Budget reflects the following changes and initiatives:

- **All personnel, operating, and capital expenditures associated with Records Management are now recorded in the Register of Deeds Department.**
- County postage costs, budgeted at \$500,000 are now captured in the Register of Deeds operating expenditure line item.
- Contract services increase from \$145,860 to \$300,000 in FY 08. The funding will provide for contract services provided by Carolina Imaging Systems, Inc (CISI) of Rutherfordton, North Carolina. CISI prepares records for scanning, scans documents, processes compact disc for public viewing purposes, and converts scanned images to microfilm images in order to meet state archival requirements. Large volumes of county records processed by CISI come from the Offices of Clerk of Court, Probate Judges, and Register of Deeds. Other departments' records are occasionally scanned throughout fiscal year.

**SPARTANBURG COUNTY, SOUTH CAROLINA  
FY 08 ADOPTED OPERATING BUDGET**

*(REGISTER OF DEEDS CONTINUED)*

- Contract services also provide funding for the implementation of the new Register of Deeds Document Management System. This will be the third full year of operation of the indexing system and the beginning of the implementation of the departmental imaging system. Implementation of this system could decrease the amount of funds needed in the coming fiscal years due to elimination of the present backlog and the county's ability to process current records internally.
- Contract services also fund monthly payments for the storage and service of county records retained by Total Records Management. This contract was entered into this past fiscal year and this fiscal year will be the first full year that Total Records Management will be the custodian of all records that were previously stored in the County Records Center and other overflow areas.

**Departmental Functions**

<b>Programs and Functions</b>	<b>Description and Goals</b>	<b>FY 08 Adopted</b>
<b>Register of Deeds</b>	<ul style="list-style-type: none"> <li>• Collection of recording fees</li> <li>• Ensure legal compliance for all recorded documents; and</li> <li>• Provide the general public access to viewing all public documents.</li> </ul>	\$
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Accept, schedule, and store all county records in accordance with state archival standards</li> <li>• Contract imaging services for records classified as permanent or long-term retention</li> <li>• Provide record retrieval, copy, and padding and duplication services</li> </ul>	\$
<b>TOTAL, REGISTER OF DEEDS</b>		<b>\$1,764,700</b>