

# 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.

DEPT NUMBER: 1-9120	REGISTER OF DEEDS					
FUNDING SOURCE(S)	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	FY 2011/12 BUDGET	INC/DEC FY 12 - 11
General Fund	2,124,056	1,930,834	1,772,307	1,625,172	<b>686,056</b>	(939,116)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	894,580	927,759	964,630	1,018,967	<b>657,931</b>	(361,036)
Operating Expenditures	1,173,206	963,244	767,207	559,265	<b>18,575</b>	(540,690)
Capital Outlay	56,271	39,831	40,470	46,940	<b>9,550</b>	(37,390)
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$2,124,056</b>	<b>\$1,930,834</b>	<b>\$1,772,307</b>	<b>\$1,625,172</b>	<b>\$686,056</b>	<b>(\$939,116)</b>
<b>AUTHORIZED PERSONNEL</b>	20	22	22	23	<b>17</b>	(6)

## FY 2011/12 Budget Highlights & Initiatives

- Personnel Services Expenditures due to the splitting of departmental personnel with the newly formed Records Management department. Additional reductions to personnel related expenditures are reflected due to the removal of funding for frozen positions. Also included is a mandatory increase in the employer contribution to the SC Retirement System.
- Operating Expenditures decrease due to the splitting of departmental operating expenditures with the newly formed Records Management Department. Expenditures related to this function that were previously captured in this department have been removed and are not captured in Records Management (9126).
- Operating expenses are also reduced from FY 2010/11 levels through across the board reductions in Office Supplies, Training, Mileage, and Uniforms. Additional reductions were made to the supplies and developer account to reflect historical expenditure patterns.

### 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

## Register of Deeds Continued

Function or Division	Description	Percent of Budget
<b>Register of Deeds</b>	<ul style="list-style-type: none"><li>• Review documents for compliance. Collect state mandated recording fees</li><li>• File, index and record deeds, mortgages, plats and other related document pertaining to real estate</li><li>• Provide onsite and online access to recorded document</li><li>• Provide regular and certified copies of recorded documents</li></ul>	100%