

Fiscal Year 2007/2008 Budget Program Description

COUNTY RECORDER

Department Mission Statement:

The mission of this office is to record, maintain and to retrieve all real estate records, documents and plats of subdivision in McHenry County' while providing an efficient office giving the public courteous, fast & correct information on any of the over 2 million documents recorded.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<p><u>OCA: 150005 – COUNTY RECORDER</u></p> <p><u>Administration Department</u> Chief Deputy, Administrative Assistant All record keeping for the office including personnel and payroll; along with hiring, yearly evaluations, problem solving, preventing personnel problems, and employee cross-training. Budget preparation, and office expense planning which includes tracking of the <i>Office Equipment List</i> and <i>5-Year Technology Equipment Plan</i>; accounts payable and expense posting; solving difficult research problems for the public; overseeing contracts and periodic maintenance of office equipment; handling various inventories for the office i.e. contractual printing, rebinding and repair of vault books; records disposal; prepare all letters, mailings, charts and reports for the Recorder; maintain specialized records; data collection. Attend various meetings and conferences, future business continuity planning for the Recorder's Office.</p>	General public, title companies, County Board and various other County Offices.	Counties 55 ILCS 5/3/5005.1 Essential services in the operation of the Recorder's Office.	Recording fees Copy fees
<p><u>Accounting Department</u> All duties connected with daily bookkeeping and posting of all accounts receivable records for the Recorder's Office. Collecting and balancing all cash, checks and charges from recording and copy fees; documenting monthly and yearly financial reports for the office and filing financial reports with other County Offices. Correspond with State and Federal Government regarding charges and payments on recordings; preparing and mailing quarterly billings to Laredo subscribers, delivering daily bank deposits, and refilling of two revenue transfer tax machines with the Illinois Department of Revenue. Calculate, collect, and track \$10 surcharge for the Rental Housing Support Program (RHSP) and transfer required portion of funds to the State of Illinois by the 15th of the month. Attend various meetings and conferences, and future planning for the Recorder's Office.</p>	General public, title companies, Laredo customers, State and Federal Government, County Board and various other County Offices.	Counties 55 ILCS 5/3/5005.1 Essential services in the operation of the Recorder's Office. Counties 55 ILCS 5/3-5018, Fees. PA 094-0118 (RHSP Surcharge)	Recording fees Copy fees RHSP Surcharge - (Recorder's Portion)
<p><u>Recording & Public Service Department</u> Process and record (in conjunction with the Recorder's Mail Dept.) approximately 400 documents delivered daily from title companies, mail and walk-in customers. Check all original documents received for Illinois State Statute (legal) requirements and proper recording fee; stamping each document with a recording number and bar code. Assist approximately 40 customers daily at the counter and on the phone with various questions, requests, and property information searches. Provide complimentary service of making and sending copies of Illinois Transfer Declaration Forms and newly recorded plats to 17 Township Assessors weekly to assist them in updating assessments. Affix Real Estate Transfer Tax Stamps to deeds. Stamping microfilm numbers on each page of every document was replaced by a quality control check of each document for scanning preparation. Our goal is to return original documents within 3 working days to customers.</p>	General public, attorneys, veterans, title companies, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the Assessor's Office, Treasurer's Office, Highway Department, Health Department, Sheriff's Department, State's Attorney Office, 17 Township Assessors; as well as Planning & Development.	Recording Fees 55 ILCS 5/3-5018, Recording Requirements. Various Statutes Standardized Form 55 ILCS 5/3-5018 Real Estate Tax Transfer Stamps 35 ILCS 200/31-15 McHenry County Ordinance No. 0-9311-500-68 Automation Fund 55 ILCS 5/3-5018 McHenry County Ordinance No. 0-909-1200-8	Recording Fees Real Estate Transfer Tax Stamps Automation fees Copy fees

<p>County Recorder – Page: 2</p> <p>Mail Department Sort and distribute all incoming mail within the Recorder's Office; processing and recording all incoming mail while checking all original documents received for Illinois State Statute requirements and proper recording fee. Track and monitor quantity of accepted recordings vs. rejected documents consistently working with customers to reduce the number of rejected documents and refund checks issued.</p>	<p>General public, attorneys, veterans, title companies, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the Assessor's Office, Treasurer's Office, Highway Department, Sheriff's Department, State's Attorney, 17 Township Assessors; as well as Planning & Development.</p>	<p>Recording Fees 55 ILCS 5/3-5018, Recording Requirements. Various Statutes Standardized Form 55 ILCS 5/3-5018 Real Estate Tax Transfer Stamps 35 ILCS 200/31-15 McHenry County Ordinance No. 0-9311-500-68 Automation Fund 55 ILCS 5/3-5018 McHenry County Ordinance No. 0-909-1200-8</p>	<p>Recording Fees Real Estate Transfer Tax Stamps Automation fees Copy fees</p>
<p>Scanning Department Scan all document pages to optical disk and create two additional rolls of microfilm for archival purposes. Quality control checking of annotation numbers on document pages. Print one hard copy of each document.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists. Also served is staff from various Township Assessors.</p>	<p>Local Records Act 50 ILCS 205/1</p>	<p>Automation fees</p>
<p>Indexing Department Timely and accurately index approximately 400 documents into the computer daily. Re-key verification of all documents for a combined total of 800 documents (if information is not keyed accurately the retrieval of that information would be impossible). Print out daily entry report which is filmed for the Recorder's records and the hard copy is forwarded to the Assessor's Office for their information. Process, file, index and verify UCC's (Uniform Commercial Code Documents). UCC searches.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists.</p>	<p>Indexes 55ILCS 5/3-5025 Recorder shall keep various indexes of recorded documents.</p>	<p>Recording fees</p>
<p>Microfilm Department Process and duplicate microfilm; film all plats, UCCs, military discharges and entry books while maintaining onsite and offsite microfilm storage of all film and their contents on computer. Scan all plats and import into computer system, Operate and maintain various microfilm and scanning equipment within department and Record's Library. Knowledge and use of chemicals and proper disposal methods. Make approximately 450 microfilm copies daily for customers, including vault printer. Fill copy requests of all documents including plats, certified copies, or military discharges using various scanning, microfilm, fax or computer programs. <i>Remove - Receive fax requests and fax copies of documents manually and via computer.</i> Add – Receive fax requests and fax copies manually, or via computer from document image or microfilm jacket. Process monies and credit card information taken over counter or received in mail. Post daily charges using Idoc program; maintain counts of copies made and monies received for department reports and daily status report. Send original microfilm off-site to secure temperature and humidity controlled facility. Scan and import images of new plats. Securely maintain information on all Military Discharge Records. Retrieve and fill copy request orders from the original plats in Recorder's vault and from approximately 4,000 subdivision plats currently scanned into the Recorder's computer system. Make and supply complimentary copies of all recorded plats to various County offices.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the Assessor's Office, Treasurer's Office, Highway Department, Health Department, Sheriff's Department, State's Attorney Office, GIS, 17 township Assessors; as well as Planning & Development.</p>	<p>Local Records Act 50 ILCS 205/1</p>	<p>Recording fees Copy fees Faxing fees</p>

<p>County Recorder – Page: 3</p> <p>Maintain all scanned records on older “miscellaneous books” such as Surveyor’s Record Books, McHenry County Plat Books and Government Field Notes for ease in retrieving information. Send film for monthly Methylene Blue Testing keeping log on test results.</p>			
<p><u>OCA: 150100 – COUNTY RECORDER</u></p> <p><u>Computer Technology Department</u> With integral knowledge of Recorder’s Office computer systems and equipment, responsible for day-to-day operation and trouble-shooting of all computers and computer-related equipment including network printers and scanning equipment within the Recorder’s Office and vault area. This department communicates with the County IT Department, a 24/7 point-person provided by our software vendor, and outside vendors to maintain and install computers and software; along with researching future automation technology needs for the office. Monitors real-time replication of images and indexing; along with Laredo off-site for business continuity. Track and maintain Social Security Number Redaction records for the office; working with a software program our software vendor designed to help defray identity theft and block out personal information listed on documents. Maintain plat indexes and initiates the set-up for new Laredo subscribers while providing service for approximately 100 Laredo customers. The Laredo program is installed as a complimentary service in several County offices. These offices realize an annual savings in Laredo subscriber fees amounting to \$4,000 to the County Assessor’s Office, and \$1,000 each for the following offices: Treasurer, Planning & Development, Health Department, Transportation Division, State’s Attorney, and GIS; plus saving an invaluable amount of time not having to send their staff over to search the Recorder’s records, and Recorder’s staff to print copies. Track office supply inventory and order day-to-day supplies. Research products and prepare requisitions for equipment acquired through the County Purchasing Department.</p>	<p>General public, attorneys, veterans, title companies, Laredo Customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the Assessor’s Office, Treasurer’s Office, Highway Department, Health Department, Sheriff’s Department, State’s Attorney Office, 17 Township Assessors; as well as Planning & Development.</p>	<p>Not mandated</p>	<p>Automation fees</p>
<p><u>Backfile Conversion Department</u> The year 1974 is complete – indexed and re-key verified; almost 34 years of document information and images instantly available on computer within the office and off-site through Laredo. Phase II was completed and Phase III (1973 back to 1962) commenced. Original microfilm dating back to 1965 has been converted to DVD image for importing and indexing into our computer system. Microfilm conversion, including clean-up and enhancement of images, will continue on documents recorded prior to 1965.</p>	<p>General public, attorneys, veterans, title companies, Laredo Customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies and municipalities. Also served is staff from the Assessor’s Office, Highway Department, Health Department, Sheriff’s Department, State’s Attorney Office, 17 Township Assessors; as well as Planning & Development.</p>	<p>Not mandated</p>	<p>Automation fees</p>