

Fiscal Year 2009/2010 Budget Program Description

County Recorder

Department Mission Statement:

The mission of this office is to record, maintain & to retrieve all real estate records, documents & 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> <u>Administration Department</u> – Chief Deputy, Office Manager. Record keeping & personnel (hiring, work progress, cross-training, evaluations & payroll). Accounts payable, budget planning & preparation. Product & equipment research, maintain contracts, update Capital Improvement & Business Continuity plans, records disposal. Prepare letters, mailings, charts, reports & press releases; attend conferences & meetings; research problems for public.</p>	General public, title companies, County Board & various other County offices.	55 ILCS 5/3-5005.1	Recording fees Copy fees
<p><u>Accounting Department</u> - All duties connected with daily bookkeeping & posting of all accounts receivables. Collect & balance all cash, checks & charges from paper & electronic recordings, copy fees; document required financial reports; calculate & transfer funds for Rental Housing Support Program (RHSP); collect & deposit funds for County's GIS; correspond with State & Federal Government regarding charges & payments. Prepare & mail quarterly Laredo bills, refill two revenue transfer tax machines.</p>	General public, title companies, Laredo customers, State & Federal Government, County Board & various other County offices.	55 ILCS 5/3-5005 55 ILCS 5/3-5018	Recording fees Copy fees RHSP Surcharge – (Recorder Portion)
<p><u>Recording & Public Service Department</u> – Process & record approx. 300 documents daily from title companies, mail, walk-in customers & electronic recordings; check for IL State Statute requirements & recording fees; stamp documents with recording number & bar code; affix transfer tax stamps to deeds; quality control check of documents. Assist approx. 50 counter customers daily, and phone inquiries. Maintain 2-day turnaround of originals. <u>Mail</u> – Sort, distribute & process all mail; check for IL State Statute requirements & recording fees; prepare Rejection Notices for rejected documents. Provide weekly, complimentary copies of IL Transfer Declaration Forms & plat copies to 17 township Assessors to update assessments.</p>	General public, attorneys, veterans, title companies, surveyors, realtors, genealogists, appraisers, banks, mortgage companies & municipalities. County Board & various other County offices, 17 Township Assessors.	55 ILCS 5/3-5018 35 ILCS 200/31-15 McHenry Co. Ordinance No. 0-8909-1200-48 Ordinance No. 0-9311-1500-68	Recording fees Copy fees Transfer Tax Stamps Automation fees
<p><u>Scanning Department</u> – Scan all paper document pages into computer system, check for quality imaging. Create two rolls of microfilm for archival purposes. Print one hard copy of each document for sale. Clean & replace consumables on scanners.</p>	General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists. County Board & various other County offices, 17 Township Assessors.	50 ILCS 205/1	Automation fees
<p><u>Indexing Department</u> – Timely & accurately index approx. 300 documents daily. Re-key verification of all documents; print daily entry report & supply information to Assessments. Process, file, index & verify UCCs, perform UCC searches. Mail <i>Deed Notification Program</i> postcards to property owners.</p>	General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists.	55 ILCS 5/3-5025	Recording fees

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<p><u>Microfilm Department</u> – Process & duplicate microfilm. Operate & maintain microfilm & scanning equipment; knowledge & use of chemicals & proper disposal methods. Scan plats and import into computer system; maintain approx. 19,000 plat images on computer. Film plats, UCCs, military discharges & entry books. Fill copy requests for approx. 450 copies daily for customers. Maintain onsite & offsite microfilm storage, and all land records books in vault.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies & municipalities. County Board & various other County offices, 17 Township Assessors.</p>	<p>50 ILCS 205/1</p>	<p>Recording fees Copy fees Faxing fees</p>
<p><u>OCA: 150100 – COUNTY RECORDER</u> <u>Computer Technology Department</u> – Daily operation of all computers, storage area network (SAN), and technological equipment i.e. servers, scanners & printers; communicate with County IT Dept. & software technology vendors to research, install & maintain equipment & software. Monitors real-time replication of images & indexing, maintains plat indexes. Coordinates electronic recording program. Initiates set-up & service for <i>Laredo</i> subscribers; including eight County offices. Operates <i>Social Security Redaction Program</i> & <i>Property Fraud Alert Program</i>. Orders office supplies; maintains inventory. <u>Backfile Conversion Department</u> – Index & re-key verify information from digital images dating back to 1839; adding older records simultaneously with new documents to both internal & external land records management systems. The year 1948 is complete: The goal is “<i>No More Books by 2012</i>”.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies & municipalities. County Board & various other County offices, 17 Township Assessors.</p>	<p>Not mandated</p>	<p>Automation fees</p>