

# Fiscal Year 2011/2012 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 2.8 million documents recorded.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<p><b><u>OCA: 150005 – COUNTY RECORDER</u></b>  <b><u>Administration Department</u></b> – Chief Deputy, Office Manager. Record keeping &amp; personnel (hiring, work progress, cross-training, evaluations, payroll, and employee communication), tracking of daily work to monitor workflow. Accounts payable, budget planning &amp; preparation, product &amp; equipment research, maintain contracts, update Capital Improvement &amp; Business Continuity plans, and records disposal. Prepare letters, mailings, charts, reports &amp; press releases. Attend conferences &amp; meetings, research problems for public, process FOIA requests.</p>	General public, title companies, County Board & various other County offices.	55 ILCS 5/3-5005.1	Recording fees Copy fees
<p><b><u>Accounting Department</u></b> - All duties connected with daily bookkeeping &amp; posting of all accounts receivables. Collect &amp; balance all cash, checks &amp; charges from paper &amp; electronic recordings, copy fees. Process refunds and balance refund account monthly, document required financial reports, calculate &amp; transfer funds for Rental Housing Support Program (RHSP), collect &amp; deposit funds for County's GIS, correspond with state &amp; federal government agencies regarding charges &amp; payments. Prepare &amp; mail quarterly Laredo bills, and refill two revenue transfer tax machines as needed.</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><b><u>Recording &amp; Public Service Department</u></b> – Check all documents for IL State Statute requirements, calculate recording fees, and affix transfer tax stamps to deeds. Process &amp; record approximately 250 paper and electronic documents daily from title companies, mail, and walk-in customers. Assist approximately 45 counter customers daily, help customers with genealogy research in Recorder's Records Library, and handle phone inquiries. Maintain 2-day turnaround of originals. Distribute daily copies of recordings. Promote, inform, and take new subscriptions for Recorder's Property Fraud Alert (PFA) Program. Stuff, sort and seal envelopes for mail-back of originals. Knowledge &amp; use of Treasurer's Devnet, GIS's Athena, &amp; Circuit Clerk's ICIS Programs.</p> <p><b><u>Mail</u></b> – Sort, distribute &amp; process all mail; check for IL State Statute requirements &amp; recording fees. Prepare Rejection Notices for rejected documents. Provide weekly, complimentary copies of IL Transfer Declaration Forms &amp; plat copies to 17 township Assessors by mail or e-mail for updating property 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

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<p><b>Scanning Department</b> – Scan all paper document pages using iScan software, check for quality images and verify all pages. Perform required steps for recorded military discharges, monument records, state and federal filings, plats, certified copies, and UCCs. Process rescans. Separate, check, and count Illinois Real Estate Transfer Declaration (PTAX-203) forms. Print one paper copy of each document for sale. Create two rolls of microfilm for archival purposes. Maintain all scanning equipment.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists. County Board &amp; various other County offices, 17 Township Assessors.</p>	<p>50 ILCS 205/1</p>	<p>Automation fees</p>
<p><b>Indexing Department</b> – Timely &amp; accurately index approximately 250 documents daily, including electronic recordings. Re-key verification of all documents; print daily entry report &amp; supply information to County Assessor's office. Mail <i>Recorder's Deed Notification Program</i> postcards to property owners.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists.</p>	<p>55 ILCS 5/3-5025</p>	<p>Recording fees</p>
<p><b>Microfilm Department</b> – Process &amp; duplicate microfilm. Operate &amp; maintain microfilm &amp; scanning equipment; knowledge &amp; use of chemicals &amp; proper disposal methods. Scan plats and import into computer system; maintain approx. 20,000 plat images on computer. Film plats, UCCs, military discharges &amp; entry books. Fill daily copy requests from walk-ins, telephone &amp; fax orders in Recorder's Microfilm Room, bill copies printed from Laredo. Maintain onsite &amp; offsite microfilm storage, and all land records books in Recorder's Records Library.</p>	<p>General public, attorneys, veterans, title companies, Laredo customers, surveyors, realtors, genealogists, appraisers, banks, mortgage companies &amp; municipalities. County Board &amp; various other County offices, 17 Township Assessors.</p>	<p>50 ILCS 205/1</p>	<p>Recording fees Copy fees Faxing fees</p>
<p><b>OCA: 150100 – COUNTY RECORDER</b>  <b>Computer Technology Department</b> – Daily operation of all computers, storage area network (SAN), and technological equipment i.e. servers, scanners &amp; printers; communicate with County IT Dept. &amp; software technology vendors to research, install &amp; maintain equipment &amp; software. Monitor real-time replication of images &amp; indexing, check backup tapes and retain offsite, maintain plat indexes. Coordinate electronic recording program, initiate set-up &amp; service for <i>Laredo</i> subscribers including eight County offices. Operate <i>Social Security Redaction Program</i> &amp; <i>Property Fraud Alert (PFA) Program</i>. Order office supplies; maintain supply inventory.  <b>Backfile Conversion Department</b> – Index &amp; re-key verify information from digital images dating back to 1839; adding older records simultaneously with new documents to both internal &amp; external land records management systems. The year 1877 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 &amp; municipalities. County Board &amp; various other County offices, 17 Township Assessors.</p>	<p>Not mandated</p>	<p>Automation fees</p>