

**Fiscal Year 2010/2011 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 2.7 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, records disposal. Prepare letters, mailings, charts, reports &amp; press releases; attend conferences &amp; meetings; research problems for public.</p>	<p>General public, title companies, County Board &amp; various other County offices.</p>	<p>55 ILCS 5/3-5005.1</p>	<p>Recording fees Copy fees</p>
<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, refill two revenue transfer tax machines.</p>	<p>General public, title companies, Laredo customers, State &amp; Federal Government, County Board &amp; various other County offices.</p>	<p>55 ILCS 5/3-5005 55 ILCS 5/3-5018</p>	<p>Recording fees Copy fees RHSP Surcharge – (Recorder Portion)</p>
<p><b><u>Recording, Public Service &amp; Prep Department</u></b> – Process &amp; record approx. 300 documents daily from title companies, mail, walk-in customers. Assist walk-in customers with genealogy research in Recorder's Records Library. Check all documents for IL State Statute requirements &amp; recording fees; quality control check of documents, affix transfer tax stamps to deeds; apply bar code, calculate fees, enter document type, scan all document pages into computer system, check for quality imaging. Assist approx. 50 counter customers daily, and phone inquiries. Maintain 2-day turnaround of originals. Distribute daily copies of recordings. Promote, inform, and take subscriptions for Recorder's Property Fraud Alert (PFA) Program. Stuff, sort and seal envelopes in for mail-back of originals.  <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 to update assessments by regular or e-mail.</p>	<p>General public, attorneys, veterans, title companies, surveyors, realtors, genealogists, appraisers, banks, mortgage companies &amp; municipalities. County Board &amp; various other County offices, 17 Township Assessors.</p>	<p>55 ILCS 5/3-5018 35 ILCS 200/31-15 McHenry Co. Ordinance No. 0-8909-1200-48 Ordinance No. 0-9311-1500-68</p>	<p>Recording fees Copy fees Transfer Tax Stamps Automation fees</p>

<p><b><u>Post Department</u></b> – Scan in document’s bar code, verify delivery address, stamp document with recording stamp, print mailing label and receipt. Perform required steps for recorded military discharges, monument records, state and federal filings, plats, certified copies, and UCCs. Process rescans. Run closing reports, and separate and prepare documents for return delivery. Separate, check, and count Illinois Real Estate Transfer Declaration (PTAX-203) forms. Print one paper copy of each document for sale. Check printouts for doc number sequence, page numbers, date and time. Create two rolls of microfilm for archival purposes.</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><u>Processing/Auditing Department</u></b> – Timely &amp; accurately index approx. 300 documents daily; process all electronic recordings. Audit all documents; print daily entry report &amp; supply information to Assessments. Process, file, index &amp; verify UCCs, perform UCC searches. Mail <i>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><u>Microfilm Department</u></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 copy requests for approx. 450 copies daily for customers. Maintain onsite &amp; 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 &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><u>OCA: 150100 – COUNTY RECORDER</u></b>  <b><u>Computer Technology Department</u></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. Monitors real-time replication of images &amp; indexing, checks backup tapes and sees that they are retained offsite, maintains plat indexes. Coordinates electronic recording program. Initiates set-up &amp; service for <i>Laredo</i> subscribers; including eight County offices. Operates <i>Social Security Redaction Program</i> &amp; <i>Property Fraud Alert Program</i>. Orders office supplies; maintains inventory.  <b><u>Backfile Conversion Department</u></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 1922 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>