

**Fiscal Year 2010/2011 Budget
Highlights and Goals**

COUNTY RECORDER

FY2010 Highlights

A 2-day turnaround time was maintained on the return of original documents, 345,549 new images were scanned, 63,309 new paper and electronic documents were recorded, indexed and verified.

Installed AVID (Audio Visual Interactive Document) software program for recording of documents. This state-of-the-art program is designed to incorporate Intelligent Data Recognition (IDR) technology. A large, out-of-date scanner was replaced by smaller, desk-top units and four computer workstations were replaced with high efficiency models for optimum efficiency.

McHenry County Journal 1 was returned to the Recorder, and sent to a company in Vermont for complete restoration and preservation. The newly preserved journal was scanned and digitized for viewing on the Recorder's website. A celebration was held to dedicate this historic journal back to the County.

The year 1922 was completed on our *Backfile Conversion Project* making over 85 years of recording information available on our internal and external (Free Search, Laredo, Tapestry) land records search programs. This provides the public and staff with optimum efficiency and accuracy in searching records.

Our program for electronic recordings (eRecord) was broadened to include Power of Attorney, various liens, and now offers 17 different types of documents to eRecord.

The Microfilm Department began using *Moneris Solutions* for credit card transactions *and* to securely store credit card numbers. This enables us to process financial transactions securely in a "real time" environment and be compliant with the *Payment Card Industry-Data Security Standards (PCI)*.

Four outdated servers were replaced with two new servers; this has provided a reduction of costs and increased processing speed. The purchase of VMware to provide virtualization of these servers has offered several benefits, including improved server management and disaster recovery solutions. A secure, electric door was installed on the *Kardex* power file for added security of microfilmed information stored in the Recorder's Records Library. Self-development books were purchased for a new training/leadership program within the office.

The *Deed Notification Program* (mailed postcards) continues to alert property owners of a change of ownership *or* change of title on their property and help protect against forged deeds. Social security numbers were redacted to help prevent identity theft and block out personal information. The free *Property Fraud Alert Program (PFA)* grew with new subscribers desiring personal notification when a document is recorded in their name. An informational *PFA* fact sheet and business cards were designed as handouts for our customer service counter.

Ran an informational "Post-It" Sticker on the Northwest Herald to educate the public on our Property Fraud Alert (PFA) Program and how this service can help protect their property. In conjunction, a Web/Sky Notice was run on the Northwest Herald website.

The office generated approximately \$4.6M in revenue; collecting \$905,000 for McHenry County Geographic Information System (GIS) and \$491,067 for the Rental Housing Support Program (RHSP).

FY2011 Goals

Continue to develop Intelligent Data Recognition (IDR) for AVID software program – continue to build IDR information and look toward continued, enhanced functionality of this feature.

Expand eRecording program to include supplementary customers and more document types. Hold a seminar/training event on eRecording for the general public. Possibly expand the Deed Notification Program to include “power of attorney” documents. Continue educating the public on services offered i.e. first-rate customer service, “free” search program, Laredo, Tapestry, eRecording, and Property Fraud Alert.

Continuing completion of Backfile indexing and verification on documents recorded prior to 1922.

Publish a digital version of our Recorder Handbook to serve as a reference guide to help customers better understand the recording process and also eliminate rejected documents. Update Business Continuity/Disaster Recovery Plan, as needed.

Work with Human Resources to reclassify positions in conjunction with the McHenry County Job Classification System to retain highly-trained, qualified staff. Our goal is to continue to reduce staff through attrition and technological advancements.

Impress upon supervisors and staff importance of monthly meetings for training and review; continue practice of Spanish language, updating of office procedures, various lists, and plans; track State of Illinois legislation linked to office. Maintain teamwork between staff members and emphasize the value and importance of each employee.

In the future, it would be beneficial for Recorder’s Office staff to meet with staff of other departments in an effort to share information and learn about the work performed each office. In addition to gaining valuable information, this would prove beneficial when directing counter or telephone customers between departments.