

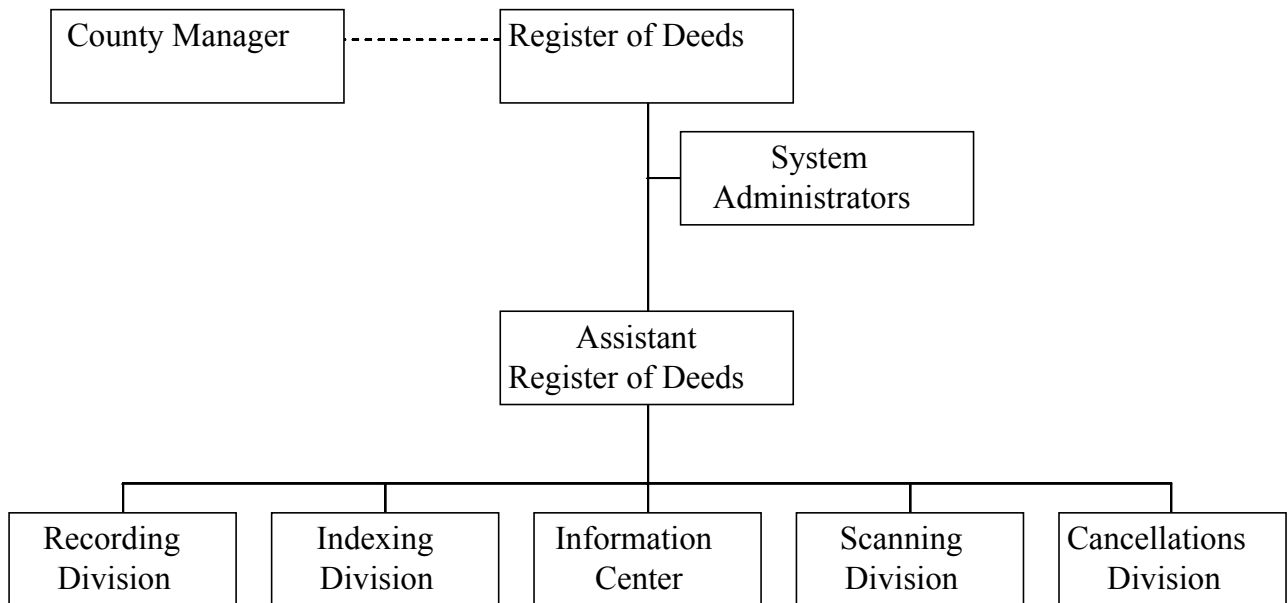
*Fiscal Year 2002-2003
Adopted Budget*

REGISTER OF DEEDS

Register of Deeds Organizational Chart

Register of Deeds

*Register of Deeds Organization
Fiscal Year 2002-2003*



Register of Deeds

PROGRAM DESCRIPTION

The Register of Deeds records, maintains and provides real estate documents, Uniform Commercial Code (UCC's) and other filed documents to the general public. Staff issues marriage licenses, administers notary oaths, and maintains records of armed forces discharges. This department is required to abide by the statutory requirements that documents be either on a temporary or permanent index within twenty-four hours. If documents are kept on a temporary index, they must be indexed and cross-indexed on the permanent index within thirty days of the initial recording. Other duties include assisting walk-in customers, responding to telephone inquiries, and ensuring easy retrieval or viewing of legible documents and maps. Limited services are also available at the Southern Regional Center in Fuquay-Varina.

GOALS & OBJECTIVES

- Record, scan, index, verify and return original document within a three-day period.
- Provide customers with access to scanned and indexed documents within one hour of recording.
- Index all recordings in a timely and accurate manner, complying with the requirements set forth in the *Minimum Standards for Indexing Real Property Instruments*.

PERFORMANCE MEASUREMENT	FY2000-2001 Actual	FY2001-2002 Estimated	FY2002-2003 Objective
Register of Deeds Measures			
Percent of documents recorded and placed on a temporary or permanent index within 24 hours	100%	100%	100%
Percent of documents recorded, scanned, indexed, and returned to the recorder within 3 days	100%	100%	100%
Number of documents recorded	160,525	176,000	190,000
Direct cost per recorded document	\$9.47	\$10.56	\$11.08
Revenues collected	\$8,706,417	\$10,300,000	\$10,805,000
UCC's recorded <i>*decrease as a result of transfer of UCC responsibility to Secretary of State</i>	12,201	2,000	2,100*
Cancellations	38,321	45,000	48,000

DEPARTMENT HIGHLIGHTS

ACCOMPLISHMENTS IN FY2001-2002

- Added online marriage application to the Register of Deeds web page and installed computer kiosks in waiting area to allow applicants to complete marriage application online.
- Completed plan for the upcoming move to a new web/public application and upgrade of the BOOKS operating system for FY2003.
- Continued expanding information and services through the Register of Deeds web page.
- Enhanced the cashiering module, improving input speed by shortening length of bar code.
- Combined the UCC unit and Information Center, which enabled one position to be transferred to the Indexing unit.
- Upgraded computer equipment in preparation of the BOOKS operating system upgrade.
- Replaced report server to increase processing speed of reports.
- Redesigned temporary index application to decrease refresh time.

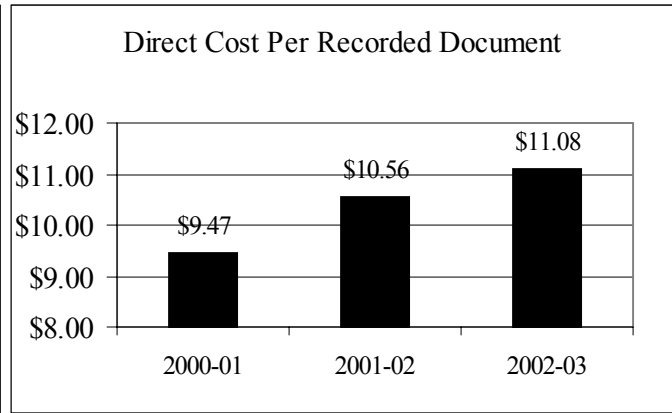
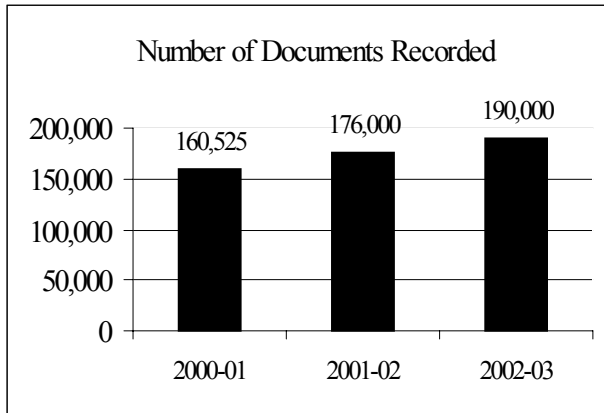
KEY ISSUES FOR FY2002-2003

- Upgrade internal workflow software and other back-office functions.
- Expand public work area to better accommodate the public using this space.
- Convert two temporary positions to regular full-time positions to handle growth in document recordings. These two positions will be paid from funds earmarked by the General Assembly for automation efforts. Two existing positions will also be paid from this fund.
- Expenditure increases due to changes approved by the General Assembly that were in place for only one half of FY2002 are budgeted for the full year in FY2003.
- Continue expanding information and services through the Register of Deeds web page.

ISSUES ON THE HORIZON

- Continue to enhance existing document management system and upgrade as new releases become available.
- Study the feasibility and benefit of transferring maintenance of vital records (birth and death certificates) from the Human Services Department to the Register of Deeds.

Register of Deeds



Budget Summary

Register of Deeds	FY 2000-2001 Actuals	FY2001-2002 Current Budget	FY2002-2003 Recommended	FY2002-2003 Adopted
Personal Services	\$1,182,301	\$1,249,895	\$1,466,247	\$1,466,247
Operating Expenses	\$304,340	\$536,940	\$580,306	\$580,306
Capital Outlay	\$33,414	\$75,700	\$59,140	\$59,140
EXPENDITURE TOTALS	\$1,520,055	\$1,862,535	\$2,105,693	\$2,105,693
Intergovernmental Revenue	\$5,550,910	\$5,000,000	\$5,750,000	\$5,750,000
Fees & Other Revenues	\$3,369,512	\$2,820,700	\$5,075,000	\$5,075,000
REVENUE TOTALS	\$8,920,422	\$7,820,700	\$10,825,000	\$10,825,000

Position Count

	FY2001 Actual	FY2002 Actual	Changes	FY2003 Adopted
Number of FTE's	28.0	28.0	2.0	30.0

