

Register of Deeds

Mission

To provide exceptional customer service to the citizens of Union County and preservation and protection of all real estate and vital records in a manner that ensures integrity, completeness, accuracy and safekeeping.

Service Summary

The Register of Deeds is responsible for maintenance, integrity and safekeeping of all public records in accordance with North Carolina state law. The office strives to provide the highest levels of customer service. The Register of Deeds is composed of two divisions: Real Estate and Vital Records.

- Real Estate Division - Records all documents relating to real property, estate planning, assumed names for new businesses, and plats. Records all documents and plats according to North Carolina General Statutes and NCARD Minimal Standards for Indexing Real Property Instruments. Provides ongoing protection of records for future use as well as preserving old books and paper copies.
- Vital Records Division - Records and issues all birth certificates, death certificates, marriage certificates and licenses, administers notary oaths and records DD-214 (military discharges). Works closely with Health Department and NC Vital Records in Raleigh, indexes all documents, and provides ongoing protection of records.

FY 2014-2015 Opportunities

The Register of Deeds' Office continues to safeguard the citizens of Union County from identity theft due to limited access internet regarding social security numbers present on various types of documents. Due to the demands of more electronic information being readily available and accessible, the Automation Enhancement and Technology Fund (AEPF) sources should be used for redacting this information. The AEPF is a tool for ensuring that resources are accumulated and made available for upgrades and enhancements that require more than the usual operating budget allocation.

The AEPF is also an earmark for needs associated with the preservation and storage of public records. One of the goals in the mission statement is safekeeping of records. A conservation effort is requested in our Vital Records Division, especially involving marriage licenses.

Goals and Objectives

- Provide high quality customer service to the residents of Union County.
- Integrate Vital Records into a receipting program similar to Real Estate in order to create better efficiency and accuracy.
- Ongoing training and educating staff with changes in legislation as well as renewals of certifications.

Related Capital Projects

Redaction project for all real estate records from 1935 to the present.

Personnel

	FY 2013	FY 2014	FY 2015	FY 2015
Register of Deeds	Actual	Revised	Adopted	Percent
Personnel FTE Summary				
Register of Deeds	9.48	10.48	10.48	100.00%
Total FTE's	9.48	10.48	10.48	100.00%



Revenue Highlights

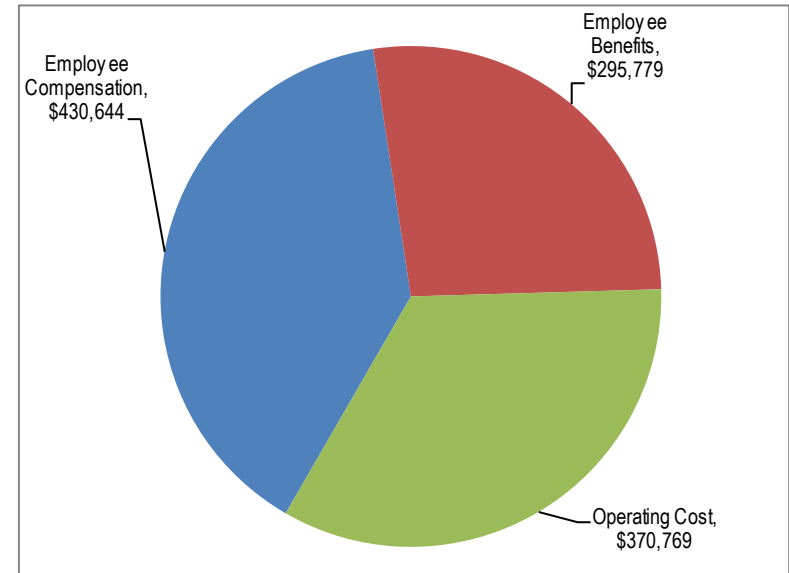
- Revenue is expected to decrease by 0.83 percent, from \$1,273,730 to \$1,263,200 in FY 2015.

Register of Deeds	FY 2015	
	Adopted	Percent
REVENUE		
Non-Enterprise Charges For Services	\$ 1,263,200	100.0%
Total Revenue	\$ 1,263,200	100.0%

Expenditure Highlights

- Total expenditures increased by 8.84 percent, from \$1,008,032 to \$1,097,192 in FY 2015.
- Employee compensation increased by 1.39 percent, from \$424,751 to \$430,644 in FY 2015.
- Employee benefits increased by 7.92 percent, from \$274,068 to \$295,779 in FY 2015. This is due to increased health insurance and post-employment benefits (OPEB) costs.
- Operating costs increased by 19.91 percent, from \$309,213 to \$370,769 in FY 2015.
- The professional services agreement for permanent records management, computerized indexing, and recording is due for renewal in FY 2015.

Register of Deeds	FY 2015	
	Adopted	Percent
EXPENDITURES		
Employee Compensation	\$ 430,644	39.2%
Employee Benefits	295,779	27.0%
Operating Cost	370,769	33.8%
Total Expenditures	\$ 1,097,192	100.0%



Register of Deeds

Service Area Category Summary

Category	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Adopted	Change	% Change
REVENUE									
Non-Enterprise Charges For Services	-1,146,593	-994,314	-1,038,282	-1,138,419	-1,387,484	-1,239,400	-1,263,200	-23,800	1.92%
Other Revenue	-243	-222	-306	-78	9,896	0	0	0	0.00%
Other Funding Sources	0	0	0	0	0	-34,330	0	34,330	-100.00%
Total REVENUE	-1,146,836	-994,536	-1,038,588	-1,138,497	-1,377,588	-1,273,730	-1,263,200	10,530	-0.83%
EXPENDITURES									
Employee Compensation	467,778	451,481	371,391	367,880	383,536	424,751	430,644	5,893	1.39%
Employee Benefits	239,063	233,946	229,668	256,542	264,242	274,068	295,779	21,711	7.92%
Operating Cost	373,208	300,507	308,155	324,859	359,289	309,213	370,769	61,556	19.91%
Total EXPENDITURES	1,080,049	985,934	909,214	949,281	1,007,067	1,008,032	1,097,192	89,160	8.84%
Total Service Area Revenue (Over)/Under Expenditures	-66,787	-8,602	-129,374	-189,216	-370,521	-265,698	-166,008	99,690	-37.52%
Full-Time	12.00	12.00	9.00	9.00	9.00	10.00	10.00	0.00	0.00%
Part-Time	0.00	0.00	0.00	0.00	0.48	0.48	0.48	0.00	0.00%
Temp-Part-Time	0.00	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00%
Total Register of Deeds	12.00	12.00	9.00	9.08	9.48	10.48	10.48	0.00	0.00%

REGISTER OF DEEDS*Division Personnel***GENERAL FUND**

Position Title	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised	FY 2015 Adopted	Change	% Change
Assistant Register of Deeds	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00	0.00%
Assistant Register of Deeds PT	0.00	0.00	0.00	0.00	0.48	0.48	0.48	0.00	0.00%
Deputy Register of Deeds	6.00	6.00	3.00	3.00	3.00	4.00	4.00	0.00	0.00%
Office Support TPT	0.00	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00%
Register of Deeds	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00%
Total REGISTER OF DEEDS	12.00	12.00	9.00	9.08	9.48	10.48	10.48	0.00	0.00%