



COUNTY CLERK – BC48

Recording and Filing Fund - 5002

PURPOSE:

The Clerk, as custodian of public record, must purchase and maintain equipment and systems that support document recording and archiving. Amounts collected from the equipment recording fee shall be deposited into a county clerk recording and filing fund associated with recording, filing, maintaining or reproducing documents in the county clerk's office and for staff training on office procedures and equipment.

SERVICES PROVIDED:

Record, index, file and archive documents, using modern technology. All documents presented for filing are an instrument of public record. The public and other government entities have access to all public records.

BC48 CLERK'S RECORDING & FILING FUND EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Office Expense	61,063	58,461	55,641	70,600	27%	70,600	0%
Operating Expense	15,820	16,614	15,808	69,481	340%	69,481	0%
Technical and Professional Expense	79,549	97,042	151,966	141,700	-7%	141,700	0%
Capital Expenditures	101,873	344,077	10,304	128,300	1145%	128,300	0%
Carryovers	1,499	2,750	145,586	-	-100%	-	0%
Capital Carryovers	1,499	10,341	-	-	0%	-	0%
PROG EXPENDITURES TOTAL	261,303	529,285	379,305	410,081	8%	410,081	0%

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- The Clerk's office has converted historic microfilm into digital images. The Clerk's office now has public record automated from 1978 to current. This is an easier method of document retrieval for the public. Public record can now be retrieved via staff's desktop offering better and faster customer service delivery.
- The Marriage License section of the department is now scanning the marriage application, and recording information into an automated database. Marriage license information can now be retrieved via a desktop computer for faster service delivery to the public. Marriage License indexed information is now available on the Internet on the Clerk's web page.
- The Archive Writer microfilm producing equipment has been upgraded. The upgraded software will produce quality microfilm with more legible documents and process filmed records at a faster pace. Microfilm is the State Statute mandated method of archiving public record.
- An additional OCE scanner has been purchased for the Maps & Plats section of the department. This is due to the increased workload and continuous back scanning of maps and plats. Retrieval of historic maps and plats will now be automated instead of manually retrieved.
- The Clerk's office has purchased a microfilm duplicator that will duplicate microfiche from the master microfilm roll. This is a solution to missing or stolen microfiche in the public access area of the department. This will keep all public record information available to the public.
- New furniture has been purchased to accommodate the public waiting for service in the Marriage License, Maps & Plats, Microfilm or Customer Service areas of the department.
- The equipment in the Data Entry section of the Recording & Filing Division has been upgraded by purchasing flat screen monitors for indexing purposes. The enhanced equipment has improved visual resolution for the indexing of documents and has provided more workspace on desks of data entry staff

SERVICE IMPROVEMENT GOALS & OBJECTIVES:

FY07

- FY07 - Phase III of the microfilm conversion into digital images is being negotiated. Phase III will consist of converting microfilm into digital images for the marriage license section. Once digitized, marriage license public records will be available via desktop computer instead of staff manually searching by docket books. Marriage license public record indexes will be available on line for public review.
- FY07 - The Clerk's office will be taking over the microfilm processing from the Archive Writer housed in the IT department. The Archive Writer produces film of recorded documents for permanent record. Effective July 1, 2006, the IT department will no longer have this responsibility.
- FY07 - An upgrade to our current Cris+ software to a new Eagle Recorder software application is being negotiated. This upgrade will enhance various sections of the Recording & Filing Division. Upgrades are as follows:
 - Redact (black out) social security numbers from all public record obtained or viewed by the public.
 - Attain (on-line only) the purchase of public record copies for a fee to the general public via their desktop computer. This will eliminate the general public from personally visiting the Clerk's office. The Clerk's office will save on paper, toner, maintenance and staff manpower as the public will be able to copy public record with Visa/MasterCard approval. This will increase revenues to the general fund. All fees to obtain public record copies will be paid by the consumer.
 - Automatic Indexing will allow data entry technicians to highlight data on recorded documents and paste information into the correct field eliminating typing and possible typographical errors. This will enhance a more efficient workflow and reduce overtime to eliminate the backlog of the verification (proofing) process of recorded documents. The Clerk's office currently records from 900 to 1300 documents a day, ranging from 1 to 20 pages per document.

FY08

- A marriage license module will be implemented by allowing the public accessibility to submit a marriage license application on-line. This effort will short cut the current workflow.
- Eliminate and/or short cut some processing steps for Clerk's staff in the Recording & Filing Division for a more efficient and accurate workflow.
- Receipting of monies received and reconciliation reports will be upgraded for auditing purposes.
- FY08 - The Clerk's office, along with the IT Department, is negotiating implementation of the automation process of electronic filing of real estate documents. In this process of recording, labeling and scanning of documents would be eliminated thus saving money on time, manpower of affixing the expensive labels and auditing title companies monies at the end of the day. Many states are now utilizing this electronic process. Revenues would increase without any cost to Bernalillo County as a fee could be assessed for the electronic filing request, then forwarded down to the consumer at the title company closing.
- FY07-08 Research on software upgrades will be ongoing to enhance production and better serve the public.
- FY 07-08 - As new technology surfaces, the Clerk's office will be upgrading equipment and training staff on new equipment. Equipment upgrades will enhance productivity and offer quality service to the public.

PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Documents Recorded	213,665	189,490	191,200	191,500	190,000