BUDGET SHEET #1

F.Y. 2014-2015

PAGE 1 OF 1

DAVIE COUNTY, NORTH CAROLINA

DEPARTMENT: REGISTER OF DEEDS
DIVISION: N/A

DEPARTMENTAL ACTIVITIES & GOALS

ASSISTANCE TO THE PUBLIC: The Register of Deeds office will assist the public in the processing and reviewing of land and vital records; furthermore, continuing to be an office that strives to be professional and "user friendly" at all times.

USE OF INTRA/INTERNET: Staff will become more familiar with enhancements & features of new indexing & retrieval system, which became effective July 1, 2012. Staff will further familiarize & utilize ROD website as enhancements are continually added & GIS system as updated so that they can assist public and answer questions.

PROVIDE OTHER COUNTY OFFICES DATA VIA A LINK OR IN A FORMAT FOR INTEGRATION.

UTILIZE THE FEATURES OF NEW INDEXING SOFTWARE TO PROVIDE EVEN BETTER SEARCH CAPABILITIES FOR SEARCHERS AND PUBLIC.

REFINE PROCESS OF IN-HOUSE PLAT SCANNING, WITH NEW SCANNING EQUIPMENT.

UTILIZE STAFF TO MINIMIZE ERRORS IN INDEXING/SCANNING PROCESS.

RESEARCH & PLAN FOR POSSIBLE IMPLEMENTATION OF N.C. STATEWIDE BIRTH CERTIFICATE ISSUANCE SYSTEM.

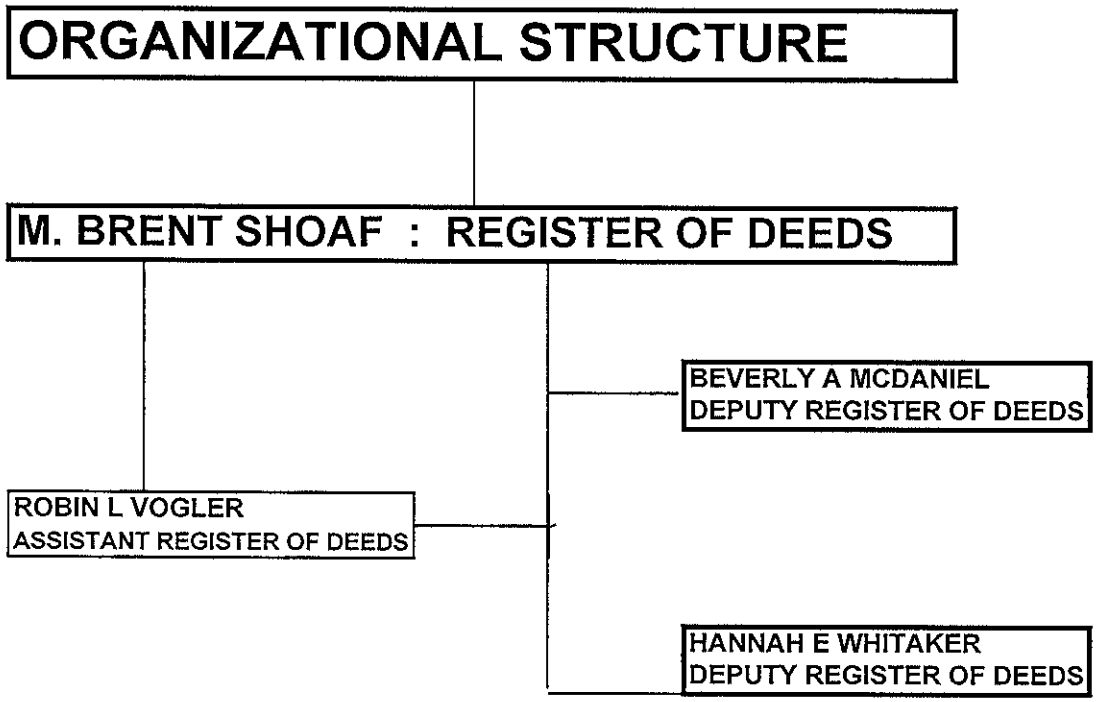
MAINTAINING/ATTAINING CERTIFICATION: Register of Deeds, Assistant, and Deputies will attend at least ten and five hours respectively of education and training necessary to maintain certification or begin the process of attaining certification with North Carolina Association of Registers of Deeds.

REVIEW & POSSIBLE IMPLEMENTATION OF NEW RECORDS RETENTION SCHEDULE.

BUDGET SHEET #2 DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014-2015 DEPARTMENT REGISTER OF DEEDS

DIVISION N/A



BUDGET SHEET # 3 DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014-2015 DEPARTMENT: REGISTER OF DEEDS

 DIVISION: N/A

REQUEST FOR NEW POSITION

TITLE	NUMBER	FULL-TIME	ANNUAL SALARY
DEPUTY REGISTER OF DEEDS	NONE		
	1ST YEAR COST:	2ND YEAR COST:	

DUTIES/RESPONSIBILITIES OF POSITION

NO NEW STAFF REQUESTED

JUSTIFY NEED FOR POSITION IN DETAIL:

COST OF NEW EQUIPMENT/FURNITURE FOR POSITION:

Budget Sheet #3A

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014-2015

Department Register of Deeds

Page 1 of 2

Division Register/Registrar

ACTIVITY JUSTIFICATION

Activity: Register of Deeds	Number of Employees 1	# of Full-time 1 \# of Part-Time _____	Annual Cost:
Mandated by GS - NCGS # 161	County Cost:		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:
Brent Shoaf, Register of Deeds

Duties/Responsibilities: (see Duties/Responsibilities of Register of Deeds staff, which are also performed by the Register of Deeds)
- Organizes and supervises all staff.
- Responsible for the hiring, termination, and discipline of all staff.
- Seeks adequate education and training opportunities for all staff.
- Supervises the training of all staff.
- Oversees the performance of all staff, which is of the utmost importance.
- Keeps accurate attendance records on all staff.
- Supervises the processing of complex legal transactions.
- Financial responsibility of collecting fees and making daily deposits as provided by statute.
- Establishes and maintains a fiscally responsible budget.
- Serves as a custodian of all records housed in the office.
- Supervises and/or prepares month-end reports submitted to the county and state.
- Primary contact in dealing with software, hardware, and service provider.
- Coordinates and supervises all record conversion projects.
- Negotiates all purchased service contracts.
- Tracks inventories and makes purchases of necessary office items and equipment.
- Handles all serious inquiries that relate to the office, including open record requests.
- Answers questions dealing with indexing documents on a daily basis.
- Answers questions posed by attorneys, paralegals, and abstractors on a daily basis.
- Makes decisions and deals with complex legal questions brought forth by staff on a daily basis.
- Answers basic information inquiries by the public in person, via e-mail, and telephone on a daily basis.
-Serves as a member of the NCARD Executive Committee, which includes seeking legislation that impacts our office.
- Attends appropriate training and certification opportunities while maintaining certification.
- Makes all decisions regarding record retention or disposal.
- Deals with problematic customers who raise controversial issues.
- Consistently reviews work flow for efficiency and accuracy.
- Primary contact with Archives & History of the Department of Vital Records in Raleigh.
- Deals on a regular basis with Secretary of State's office and the NC Institute of Government.

Justify Need for Each Position in Detail (use additional pages if necessary):
Chapter 161 of General Statutes - ***(Also Refer To Attachments #1 - #4)***

Budget Sheet #3A

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014-2015

Department Register of Deeds

Division Register of Deeds Staff

ACTIVITY JUSTIFICATION

Activity: Register of Deeds Staff	Number of Employees 3	# of Full-time: 3 # of Part-Time __	Annual Cost:
Mandated by GS - NCGS # 161	County Cost:		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Robin Vogler, Assistant Register of Deeds
Beverly McDaniel, Deputy Register of Deeds
Hannah Keller, Deputy Register of Deeds

Duties/Responsibilities: (see Duties/Responsibilities of Register of Deeds staff – Attachment #5)

- All staff members perform the duties and responsibilities of the office in an equal distribution.
- The size of our staff dictates that each member is cross-trained, so that our customers can serve efficiently and effectively.

Justify Need for Each Position in Detail (use additional pages if necessary):

See Attachment #2

Budget Sheet #4A

F.Y. 2014-2015
Page 1 of 1

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

Department: Register of Deeds (51710)

			Requested		Recommended	
Account No.	Item	Remarks	Local Cost	Non-Local Cost	Local Cost	Non-Local Cost
540450	Purchased Services	See Attachment #6	$35,000.00			
530320	Office Supplies	See Attachment #7	$6,000.00			
530120	Postage	See Attachment #7	$1,950.00			
540100	Education & Training	See Budget Sheet #6	$1,575.00			
540110	Telephone	See Attachment #7	$875.00			
560530	Dues & Subscriptions	See Attachment #7	$350.00			
Totals			$45,750.00			

BUDGET SHEET #4

F.Y. 2013-2014

DAVIE COUNTY, NORTH CAROLINA
ANNUAL BUDGET ESTIMATE - SUMMARY CAPITAL OUTLAY REQUEST

DEPARTMENT: REGISTER OF DEEDS

			Requested		Recommended	
ITEM	REMARKS	ACCT NO.	Quantity	Cost	Quantity	Cost
NO NEW ITEMS						
TOTALS						

BUDGET SHEET #5

F. Y. 2014-2015

DAVIE COUNTY, NORTH CAROLINA

DEPARTMENT: REGISTER OF DEEDS

DIVISION: N/A

CAPITAL OUTLAY DETAIL

NAME OF PROJECT OR EQUIPMENT: NOT APPLICABLE
DESCRIPTION:
JUSTIFICATION:
ESTIMATED COST:
ESTIMATED ANNUAL OPERATION/MAINTENANCE COST:

BUDGET SHEET #6

F. Y. 2014-2015

PAGE 1 OF 1

DAVIE COUNTY, NORTH CAROLINA

DEPARTMENT: REGISTER OF DEEDS

DIVISION: N/A

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel		Estimated Cost Travel	Fees	Lodge	Total
1	Register of Deeds Conference September 21-24 Wilmington, NC	Auto		$200.00	$250.00	$325.00	$775.00
1	Legislative Conference March 8-10 Raleigh, NC	Auto		$100.00	$125.00	$50.00	$275.00
4	School for Assistant and Deputies Spring, 2015 Various Locations	Auto		$100.00	$100.00	$0.00	$200.00
1	District Meetings Travel to State Meetings	Auto		$325.00	N/A	N/A	$325.00

TOTAL:	$1,575.00

BUDGET SHEET #7

F. Y. 2014-2015

DAVIE COUNTY, NORTH CAROLINA

DEPARTMENT: REGISTER OF DEEDS

DIVISION: N/A

SPECIAL WORK PROJECT

NO NEW PROJECTS

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

			PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
REGISTER OF DEEDS								
41710	430006	LAND RECORD MANAGEMENT GRANT	-	-	-			
41710	440015	REGISTER OF DEEDS FEES	(328,520.85)	(159,079.65)	(325,000.00)	(332,250.00)		
TOTAL REGISTER OF DEEDS			**(328,520.85)**	**(159,079.65)**	**(325,000.00)**	**(332,250.00)**		

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

			PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
REGISTER OF DEEDS								
51710	510010	SALARIES AND WAGES	161,092.96	65,455.40	159,879.00	158,665.00		
51710	510020	PART-TIME SALARIES	-	-	-			
51710	510040	LONGEVITY	1,010.00	1,130.00	1,130.00	1,250.00		
51710	520050	FICA	12,084.49	4,967.83	12,104.00	12,233.00		
51710	520060	GROUP HOSPITAL INSURANCE	24,154.11	9,623.62	32,534.00	33,600.00		
51710	520070	RETIREMENT	10,925.63	5,009.01	11,186.00	11,306.00		
51710	520080	WORKMENS COMPENSATION	539.71	-	545.00	545.00		
51710	520090	SUPPLEMENTAL PENSION FUND	3,655.27	605.22	3,600.00	3,600.00		
51710	520100	ECS UNEMPLOYMENT INSURANCE	-	-	-			
51710	520110	GROUP LIFE INSURANCE	170.00	68.00	-			
51710	520120	401K-EMPLOYER SUPPLEMENT	8,738.55	3,459.97	4,713.00	4,760.00		
51710	520130	YMCA MEMBERSHIP	-	-	-			
51710	520250	EMPLOYEE MEDICAL EXPENSE	-	-	-			
51710	520260	EMPLOYEE EDUCATION REIMBURSEME	-	-	-			
51710	530120	POSTAGE	2,098.57	131.00	2,050.00	1,950.00		
51710	530250	PRINTING & BINDING	-	-	-			
51710	530300	VEHICLE TIRES	-	-	-			
51710	530310	VEHICLE GAS & OIL	-	-	-			
51710	530320	OFFICE SUPPLIES	5,967.51	3,657.23	6,000.00	6,000.00		
51710	530330	DEPARTMENT SUPPLIES	-	-	-			
51710	530360	UNIFORMS	-	-	-			
51710	530390	COPY MACHINE SUPPLIES	-	-	-			
51710	540100	EDUCATION & TRAINING	1,995.85	719.51	1,610.00	1,575.00		
51710	540110	TELEPHONE	846.88	217.76	1,100.00	875.00		
51710	540130	UTILITIES	-	-	-			
51710	540140	TRAVEL	-	-	-			
51710	540210	BUILDING & EQUIPMENT RENTAL	-	-	-			
51710	540450	PURCHASED SERVICES	33,461.06	11,650.25	35,000.00	35,000.00		
51710	540451	AUTO ENHANCEMENT/PRESERVATION	7,800.00	-	-			
51710	541540	COMPUTER SERVICES	-	-	-			
51710	541550	CONSULTANTS	-	-	-			
51710	560120	SPECIAL EVENTS	-	-	-			
51710	560260	ADVERTISING	-	-	-			
51710	560530	DUES & SUBSCRIPTIONS	400.00	-	400.00	350.00		
51710	560540	INSURANCE & BONDS	340.00	-	-			
51710	560570	MISCELLANEOUS	-	-	-			
51710	560600	BUILDING INSURANCE	-	-	-			
51710	560910	EXCISE TAX ON DEEDS	-	-	-			
51710	580600	EQUIPMENT & FURNITURE	-	-	-			
51710	580620	COMPUTER HARDWARE	-	-	-			
TOTAL REGISTER OF DEEDS			**275,280.59**	**106,694.80**	**271,851.00**	**271,709.00**		

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

Org	Emp #	Last Name	First	Job Desc	Service Date	Yrs Srvc Jul 14 - Jun 15	Grade	Hourly	Annual	Request
51710	722	KELLER	HANNAH	DEPUTY REGISTER OF DEEDS	12/01/2006	8	59		28,449.00	
51710	656	MCDANIEL	BEVERLY	DEPUTY REGISTER OF DEEDS	01/09/2006	9	59		30,698.00	
51710	376	SHOAF	MEDFORD	REGISTER OF DEEDS	12/04/2000	14	74		65,806.00	
51710	740	VOGLER	ROBIN	ASSISTANT REGISTER OF DEEDS	03/07/2007	8	62		33,712.00	

TOTAL FULL TIME	158,665.00	-
TOTAL PART TIME	-	-
TOTAL	158,665.00	-
LONGEVITY	1,250.00	
FICA	12,233.00	
HOSPITAL	33,600.00	
RETIREMENT	11,306.00	
401K	4,760.00	

TOTAL AUTHORIZED POSITIONS 4 FULL TIME; PART-TIME AS NEEDED.

Attachment #1

Distinguishing Characteristics:

- Chapter 161 of the General Statutes is central to the establishment and function of the register of deeds. Further provisions to the office are included in, but not limited to, Chapters 25, 45, 47, 51, 153A of the General statutes.

- The Register of Deeds is elected by the citizens of Davie County and is answerable to them for the work performed; however, budgetary resource allocations are under the jurisdiction of the Davie County Board of County Commissioners. All other employees in the office are appointed by the Register of Deeds, and are public officers, distinguished from other public employees.

- The office houses all records related to real property within Davie County; therefore, it is involved in all real estate transactions whether it is property transfer or the use of real property as collateral to obtain a loan.

- Additionally, our office is part of the transactional process. The recordation of documents must take place for transfer to occur and disbursement be made. Thus our office by design is placed at a greater risk for liability.

- As part of the transactional process, North Carolina is one of few states that have a "race" type of recording statute in which the first to record prevails in a contest of priorities. Thus recording promptly and properly is extremely important.

- Another feature relating to this transactional process and an individual's claim to ownership is the accessibility and reliability of records found within the office. Although mistakes are sometimes made, the office must operate on a zero tolerance policy with regard to indexing errors and the loss or misplacement. These errors could halt the completion of a multi-million dollar real estate closing.

- In addition to real property records, the register of deeds maintains copies of vital records (birth, death, and marriage). With only a few exceptions, both land and vital records must be stored and archived in a state of perpetuity. When issuing certified copies of the vital records and discharges maintained by our office, we must exercise professional discretion as these records may be used to gain access to someone's accounts or personal information.

Attachment #2

Filed/Processed/Issued	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014 (thru Jan)
Land Records *	11,475	10,612	9,521	7,445	6,920	6,709	7,012	7,449	4,123
Marriage Licenses * *	260	228	243	219	198	197	263	226	136
Death Certificates	176	176	172	171	199	205	193	212	113

*** Thumbnail sketch of processing a land record:**

- Registration requirements of instrument are verified.
- Fees are collected on all instruments requiring fees.
- Instrument is numbered and placed on temporary index.
- Instrument is indexed by a staff member according to N.C. Minimum Indexing Standards.
- Indexing data is checked independently by two additional staff members.
- Index is printed, loaded to "in-house" system and website.
- Instrument is scanned.
- Scanned instrument is verified, printed, loaded to "in-house" system and website.
- Scanned instrument is burned to CD and sent to vendor for the creation of microfilm.

* * The complete marriage license process has multiple steps which include the following: check eligibility requirements for marriage, verify marriage worksheet, create marriage license, administer marriage oath, collect fees, process returned license (sometimes requires staff to contact minister/bride or groom to track down completed license), scan returned copy, forward vital records' copy to Raleigh, load index and image to "in-house" system, create hard copy of index and image, and in most cases provide a certified copy of license.

Administered/Issued	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014 (thru Jan)
Notary Oaths	212	152	149	143	135	130	132	126	89
Certified Copies Issued	2508	2429	2194	1979	1967	1721	1804	1827	975

Other daily activities include:

Assist attorneys, paralegals, abstractors, banking associates, realtors, surveyors, genealogists, citizens, Veterans Service Officer, Social Services, Funeral Homes, Logan Systems (software provider) with research and questions via walk-ins, e-mails, and telephone calls.

Vital Records Project

Attachment #3

Projects, Procedures and Savings Realized:

- Registrar played a vital role in the development of the new indexing standards; Registrar further worked closely with Logan Systems as the software applications were developed for implementation, with no additional cost to the county.

- Office has reorganized the vault several times over the past 13 years, so that wall shelving would not be necessary to purchase. Approximate Savings: $ 15,500.00

- Office has provided boxes for local attorneys and banks, made hand deliveries when appropriate for mail. Approximate Savings: $ 6,000.00 over 13 years

- We have utilized in-house receipting and temporary index system instead of adding this software and service. Approximate Savings: $ 38,000.00 over 9 years

- Studying market and housing trends, so that contract was negotiated with vendor to pay per document versus flat fee. Approximate Savings: $ 51,000.00 for fiscal years 2004-2008

- Vital Records conversion indexing project was carried out in-house over approximately a 5 year period. Approximate Savings: $ 84,000.00

Attachment #4

Major Accomplishments or Accolades:

- The Register of Deeds is currently a member of the Executive Committee of NCARD and serves as the Co-Chair of the Land Records Committee. The Registrar and staff have been instrumental in the adoption of the new indexing standards. Furthermore, the Land Records Committee has worked extremely hard to work with the vendors to ensure that costs to implement the new standards would be negligible, if any. This undertaking has been daunting and when it is fully completed will benefit all researchers as well as the citizenry throughout the State of North Carolina.

- The staff consistently receives praise from paralegals, attorneys, realtors, and citizens for being extremely helpful and efficient. One user recently stated, "All offices should be as helpful and courteous as your office." Recently a genealogist who does work throughout North Carolina and Virginia sent us the following comments: "From the time we entered the office until the time we paid for our copies, the staff was very courteous and helpful in briefing us on how to use the available services. You have also indexed and digitalized your vital records in such a way to make it one of the most user-friendly record centers we have ever used. Please forward our thanks on to the upper echelons of your county government for providing you with the means and funds to make all this possible. We are very, very grateful."

- Less than 50% of ROD offices statewide generated revenue for their respective counties for FY 2010-11, FY 2011-12, and FY2012-13. Our office generated revenue, and has done so during every year of my tenure.

- Entire staff has been completely cross-trained.

- All land record indexes 1837-1992 have been digitized.

- Land record indexes are computerized 1837-1992 in a scanned image-index format.

- All deed books have been digitized back to 1837.

- All deed of trust books have been digitized back to 1968.

- All plats were re-indexed back to Plat Book 1 Page 1.

- All plats have been digitized back to Plat Book 1 Page 1.

- All death, birth and marriage licenses have been re-indexed. Over 112,000 records were indexed, verified, and converted. The bulk of this project has taken place since the later part of 2007 (marriage licenses took the place of bonds in 1868).

- All death, birth, and marriage licenses have been digitized.

- Disaster Recovery time has been drastically reduced, so that the office could be basically up and running within 48 hours versus 6 months.

- In-house scanning of all documents with the exception of discharges has been installed. In-house plat scanning began in the Spring of 2013.

- In-house retrieval index to images for land and vital records has been installed.

- All land records and indexes are maintained and updated on our website.

- Data has been and continued to be shared with other offices to make county information more robust and accessible.

- All members of the staff are cross-trained in order to avoid lapses in the daily tasks performed or delays in the availability and accessibility of all public records.

Attachment #5

STATUTORY SCOPE OF THE OFFICE

- Chapter 161 of the General Statutes establishes the office of the Register of Deeds and sets forth the following positions within the office: Register of Deeds, Assistant Register of Deeds, and Deputy Register of Deeds. Furthermore Chapter 161, and other chapters set out specific duties to be performed by the office.

DUTIES & RESPONSIBILITIES OF THE OFFICE

- Serves as custodian of all real property and vital records in Davie County. The vast majority of records must be maintained in a reproducible state for perpetuity.
- Demonstrates knowledge of the General Statutes that apply to the operation of the Register of Deeds Office.
- Decision making skills are exercised daily, with regard to the filing, indexing, and archiving of all documents registered in the office.
- Examines, records, collects excise tax on all transfers with consideration, ***indexes****, verifies, creates a consolidated real property index, archives (by means of scanning), prints vault copy of record books, and returns instruments including but not limited to deeds, deeds of trust, mortgages, powers of attorney, security instrument satisfactions, plats, articles of incorporation, foreclosures, etc. All documents are verified multiple times before index is posted and documents are scanned.
- Scans plats in-house and makes available for public, in timely manner.
- Registers, indexes, and compiles volumes of vital records which include birth, death, marriage, and military discharge records. Provides certified copies of these vital records to the public.
- Works in conjunction with the N.C. Office of Vital Records to service the public in filing birth legitimations, delayed birth certificates, and birth amendments.
- Issues marriage licenses while using professional judgment to ensure applicants meet legal requirements to obtain a license. Examines notarized affidavits, completes appropriate documentation for marriage amendments and notifies N.C. Office of Vital Records of necessary updates.
- Administers the oath of office to Notaries Public for Davie County and updates the registry of Notaries Public. Also issues certificate of notary authentications.
- Collects fees and keeps precise records, performs daily balancing, and/or assists with daily deposits. Tracks certain instrument types and associated fees to be remitted at completion of the month to various state agencies. Completes end-of-month reports that are passed to County Finance Officer by the Register of Deeds.

****Indexing is the most difficult & time consuming task. Each day the staff is expected to apply complicated indexing rules and statutory indexing requirements to complex real property instruments. Many times, the decision of how to index an instrument requires extensive research and consultation. Furthermore, the office has its greatest exposure to liability performing this function.***

OTHER DUTIES & TASKS OF THE OFFICE

- One of the primary focuses of the Register of Deeds Office is being customer centered. We are constantly interacting with the public.
- Assists the public in the recordation and registration of all documents deemed appropriate for filing.
- Ensures that adequate supplies of state mandated forms, as well as various intra-office forms, are maintained.
- Assists customers with requests, research, and miscellaneous questions via walk-in, telephone, e-mail, and U.S. mail.
- Assists customers with GIS research when appropriate and makes referrals to other departments, when necessary.
- Assists customers to familiarize them in the new search routines required as part of the technical requirements of the new indexing standards.
- Provides specific data, specialized reports, and access to our database for other county departments.
- Transfers indexing and imaging data to "in-house" system and ROD website on a regular basis.
- Continually works on projects that enhance the research and service experience for the customer; i.e. vital records project.
- Register of Deeds is involved in monitoring legislation that may impact the office and further seeks legislation that benefits the function of the office in its efforts to better assist customers.
- Staff attends continuous training through the N.C. School of Government and other educational opportunities provided by NCARD that help them to stay abreast of the most current laws and policies which apply to their office.

Attachment #6

Purchased Services:

With the exception of postage, office supplies, telephone, education and training, and dues and subscriptions, the remaining largest budget item which is not related to personnel is purchased services. Other than one copier and a numbering machine, this line item is established to pay my primary vendor, Logan Systems, Incorporated. With the exception of two counties, all register of deeds offices utilize vendors to accomplish the duties major duties of the office. Services and equipment furnished by Logan Systems are as follows:

- Logan provides hardware (including maintenance and replacement) which includes scanner, indexing unit, staff units, public units, servers and printers which are included in the service.

- Logan provides software and hardware involved in the indexing and retrieval of all land and vital records. Additionally, all land and vital records are scanned and stored in a retrievable and archival format.

- Logan provides us with a paper index and provides monthly as well as annual merging of that data.

- Logan provides software that allows the tax office to access certain types of data created within our office. Furthermore links are provided in such a way that GIS has access to certain parts of our data.

- Logan provides archival film that is required by Archives and History in Raleigh.

- Logan provides the scanning and archival film for large subdivision plats.

- Logan provides our website as well as maintenance and updating of information.

- Logan provides all training when software changes to programs or processes are made.

- Logan provides all necessary hardware upgrades, at no additional cost, to ensure optimum performance of the new search routines required by the new indexing standards

- Logan provides all software upgrades, at no additional cost, required to accomplish the new search routines required by the new indexing standards.

Attachment #7

Office Supplies

- Archive quality record books
- Paper for staff and public to print recorded documents
- Vital record binders
- Toner cartridges
- Specialized paper for printed index & for record books
- Large envelopes for returning original documents
- Heavy bond paper for marriage licenses
- Archive quality acid free paper
- Security paper to print certified copies of vital records
- Sequential instrument number labels
- Basic office supplies (e.g. pens, pencils, tape, etc)
- Rubber stamps & seal enhancers
- Replacement embossers
- Plat scanner & printer supplies

Postage

- Return original documents registered in office
- Mail out non-certified copies of various documents filed in office (our office collects copy fees for these requests)
- Mail out requests for Birth, Marriage, and Death to individuals, attorney offices, and funeral homes (certified copy of these documents is $10)

Education & Training

See Budget Sheet #6

Telephone

- 1 telephone per staff member
- 1 telephone in index/work room
- 2 telephones in vault for customer and staff use
- 1 telephone at recording counter

Dues & Subscriptions

- District III dues
- Membership dues for N.C. Association of Registers of Deeds