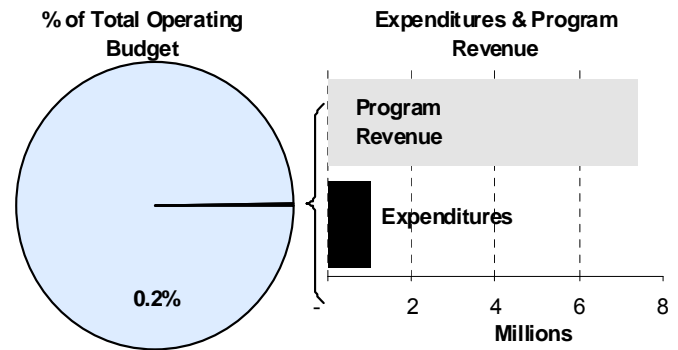
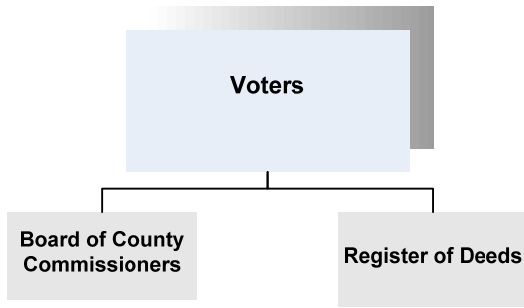




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**Mission:**

- Provide accurate and accessible records and information in a fast and friendly manner to the citizens of Sedgwick County while meeting statutory requirements and preserving documents filed.



**Program Information**

As set out in Kansas Statute 19-1204, the Register of Deeds Office is responsible for recording all real estate transactions in Sedgwick County. These transactions include the following:

- Deeds
- Mortgages
- Oil and gas leases
- Platted additions to all cities in the County
- Corporation papers
- Power of attorney
- County school records
- Military discharges

The Department also files financial statements and security agreements for personal property under the Uniform Commercial Code which includes federal and state tax liens.

Per Kansas Statutes the Register of Deeds, in addition to recording transactions, shall have custody of and safely keep and preserve all books, records, deeds, maps,

papers and microphotographs deposited or kept in the office of the Register of Deeds. The funds used to record and preserve these documents are acquired through mortgage registration fees and filing fees which are collected by the Register of Deeds and deposited into the County's General Fund.

Kansas Statute 19-1204 also states that the Register of Deeds has the option of recording deeds and other items in books or other electronically accessed media as provided in Kansas Statute 45-501. By being authorized to record data electronically, the Register of Deeds has been able to convert old microfilm records to digital images and electronic recordings. In turn, these items have been placed on the County's website allowing immediate access to documents for both internal and external customers at any given time.

The Register of Deeds Office partners with citizens and outside agencies to improve processes and make information more readily available to the public. These outside agencies include title companies, banks, attorneys, and other Kansas counties. This Office also

works closely with other Sedgwick County departments concerning records.

**Departmental Sustainability Initiatives**

In an effort to promote the creation of wealth and employment opportunities in our region, the Register of Deeds Office puts all real estate transactions on public notice for the purpose of sale, transfer, investment and ownership for Sedgwick County. These records can be used to do title searches, personal research, investment research, ownership research, and anything that pertains to real estate.

The Register of Deeds Office works to mitigate its impact on the environment by participating in the County’s sustainability program, which discovers ways of reducing waste throughout the County. This includes recycling items such as cans and paper. Additionally, staff coordinates travel whenever possible by carpooling to meetings and trainings.

To ensure that services and assistance are delivered in a fair and equitable manner, the Register of Deeds provides public records in multiple formats. These include books, microfilm, plat maps, computer systems, as well as the County website. Having the documents in multiple formats allows citizens easier access to the desired information. This Office also has staff ready and willing to assist customers in obtaining the desired information.

The Register of Deeds Office constantly seeks to make processes more efficient in an effort to increase their financial and institutional viability. This has primarily been done by transitioning documents into digital format in order to preserve the document, but also to make the document more accessible. By making public information available on the County’s website, there is a reduced need for the public to come to the County Courthouse, therefore reducing fuel costs for citizens. With the ability to accept passport applications and the

ability to take passport photos the Register of Deeds office has made it more convenient for the public to apply for their passports.

**Department Accomplishments**

In 2007, the Kansas Electronic Recording Commission passed the Kansas Uniform Real Property Electronic Recording Act, allowing eRecording in the State of Kansas. In 2009, the first live documents were recorded through the Sedgwick County eRecording Portal. This technology allows banks, title companies, and other eRecording services to connect directly to multiple counties in Kansas and electronically record documents.

ERecording increases productivity, time efficiency, reduces paper, reduces costs to both the customer and the counties involved, and has the highest level of security available. Electronic recording has been a project the Register of Deeds Office has worked on for years, with many organizations, to make this opportunity a reality.

Also, the Register of Deeds Office is currently working on a film project to ensure that the microfilm backup, of all the documents recorded, is in adequate condition. This project includes a complete inventory of the film, dated from the 1800’s to 1971, to determine film quality and account for every record. Over time, technological advances have been made to microfilm

and because of this enhanced technology, the current film has been converted to higher quality microfilm to ensure its longevity for the future. The record books located in the Register of Deeds Office vault have been scanned and converted to microfilm.

**Budget Adjustments**

Changes to the Register of Deeds’ 2011 budget reflect a one percent increase in contractual, commodity, and capital equipment based on 2009 actual expenditures for property tax supported funds.

**Alignment with County Values**

- **Accountability-**  
The Register of Deeds is accountable to maintaining and preserving Sedgwick County real estate records as prescribed in the Kansas statutes
- **Open Communication -**  
Continuing to make records available to the public on the website, this has become very valuable to citizens

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**Goals & Initiatives**

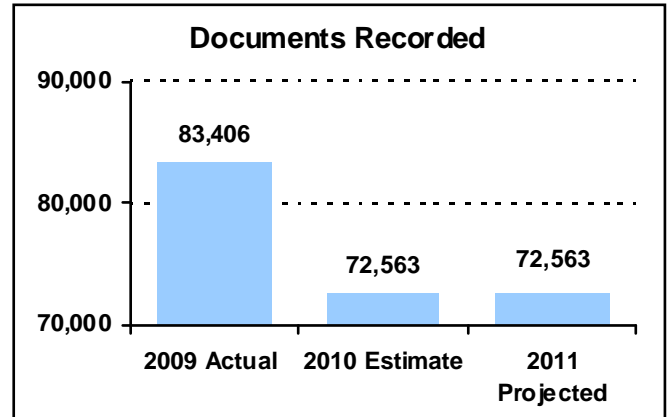
- **Maintain records in an accurate and accessible manner for internal and external customers**
- **Follow Kansas statutory requirements pertaining to filing and archiving records**
- **Continue to make records available on the Register of Deeds website to all citizens**

**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of the Register of Deeds Office.

**Documents Recorded -**

- Measure of the number of documents recorded by the Register of Deeds Office. The documents are received in the office by mail, delivery from title companies, and at their front counter.



Department Performance Measures	2009 Actual	2010 Est.	2011 Proj.
Documents recorded (KPI)	83,406	72,563	72,563
Annual transactions	103,682	85,019	85,019
Total annual mortgages	23,026	17,039	17,039
Number of full-time equivalent employees	20.5	20.5	20.5
Customer Survey of Excellent Service	98%	98%	98%



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2010 Adopted	2010 Revised	2011 Budget	2010 Adopted	2010 Revised	2011 Budget	
KZ6 - Administrative Support	110	EXCEPT	31,720	37,709	39,159	1.50	1.50	1.50	
Register of Deeds	110	ELECT	76,566	76,566	79,511	1.00	1.00	1.00	
Chief Deputy Register of Deeds	110	B324	58,317	59,483	61,771	1.00	1.00	1.00	
Administrative Specialist	110	B219	151,723	158,977	165,091	4.00	4.00	4.00	
Bookkeeper	110	B217	32,515	28,238	29,324	1.00	1.00	1.00	
Fiscal Associate	110	B216	219,445	222,325	230,876	8.00	8.00	8.00	
Fiscal Assistant	110	B216	98,592	99,578	103,408	4.00	4.00	4.00	
<b>Subtotal</b>					<b>709,140</b>		<b>20.50</b>	<b>20.50</b>	<b>20.50</b>
Add:									
Budgeted Personnel Savings (Turnover)					(15,423)				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					4,007				
Benefits					265,975				
<b>Total Personnel Budget*</b>					<b>963,699</b>				

\* The 2011 personnel budget accommodates one additional payroll posting period. The budget is not reflective of an individual employee's annual salary due to the timing variance between the posting of payroll and the employee's receipt of compensation.



**• Administration**

The Register of Deeds is responsible for recording all real estate transactions in Sedgwick County. This includes deeds, mortgages, oil and gas leases, and platted additions to all cities in Sedgwick County. The Register of Deeds also files financing statements and security agreements on personal property under the Uniform Commercial Code, federal and state tax liens, corporation papers, powers of attorney, county school records, and military discharges. In addition to recording transactions, the Register of Deeds is responsible for maintaining and preserving records based on statutory requirements. Pursuant to state law, the Register of Deeds collects general County revenues such as mortgage registration fees.

**Fund(s): General Fund 110**

65001-110

	2009	2010	2010	2011	% Chg.
	Actual	Adopted	Revised	Budget	'10-'11
<b>Expenditures</b>					
Personnel	231,885	248,075	248,075	261,617	5.5%
Contractual Services	5,517	20,523	20,523	9,000	-56.1%
Debt Service	-	-	-	-	-
Commodities	23,432	30,375	30,375	30,239	-0.4%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>260,834</b>	<b>298,973</b>	<b>298,973</b>	<b>300,856</b>	<b>0.6%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	7,481,971	7,780,040	7,780,040	7,401,656	-4.9%
Other Revenue	22	1,232	1,232	23	-98.1%
<b>Total Revenue</b>	<b>7,481,993</b>	<b>7,781,272</b>	<b>7,781,272</b>	<b>7,401,679</b>	<b>-4.9%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>0.0%</b>

**Goal(s):**

- Maintain records in an accurate and accessible manner for internal and external customers
- Follow statutory requirements concerning the processing of documents

**• Data**

Data responsibilities include inputting document information into the computer system, after the document has been scanned. Employees then verify that every document is entered into the system correctly. The final step is to certify that all documents are accounted for on each business day. This process allows the images to be distributed to the stakeholders in the most efficient and timely manner as possible.

Archiving responsibilities include incorporating all mediums of storage into digital images for records dating back to the 1800's with preservation as a priority so records may be accessible to future generations. Currently there are books, microfilms, plat maps and a computer system for location of documents.

**Fund(s): General Fund 110**

65002-110

	2009	2010	2010	2011	% Chg.
	Actual	Adopted	Revised	Budget	'10-'11
<b>Expenditures</b>					
Personnel	613,545	674,514	674,514	702,082	4.1%
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>613,545</b>	<b>674,514</b>	<b>674,514</b>	<b>702,082</b>	<b>4.1%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>0.0%</b>

**Goal(s):**

- Follow Kansas Statutory requirements pertaining to filing and archiving records
- Continue to offer telecommuting for the data entry department
- Duplicate and store all records at the Salt Mines to include microfilm, plats, and historical ledger books

