

Sauk County, Wisconsin
Sauk County Register of Deeds Annual Report

2013 Mission: The mission of the Register of Deeds is to record documents in a timely manner while complying with Wisconsin State Statutes (59.43.) This office also serves the public by issuing copies of all real estate documents, vital records, military discharges, and fixture based UCC filings. In doing so, the office will strive to maintain high standards of service and customer satisfaction.

Departmental Program Summary:

The Register of Deeds maintains real estate indexes (Grantor/Grantee and Tract) that allow title companies, attorneys, appraisers, Realtors, bankers and other interested parties to research title to a property, based upon documents pertaining to a parcel that have been submitted for recording. Deeds, mortgages, certified survey maps, and numerous other documents affecting title are all considered public record. The Register of Deeds makes these records available to all who request them; however, we do not make any determination as to the title status of a parcel at any given time. Public computers are available at no cost for real estate research. There is a statutory fee for any copy of a real estate document issued by this office.

The Register of Deeds maintains records of all births, deaths, and marriages that occur in Sauk County. Unlike real estate records, the public's access to vital records is quite limited. As a result, the Register of Deeds must determine "direct and tangible" interest before allowing research of vital records, or the issuance of copies. Copies, certified or uncertified, are issued to qualified requesters for a statutory fee.

2013 Goals Review

2013 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2013?
	Yes or No (If no, please provide comment)
Maintain a grantor/grantee index and a tract index by recording all real estate documents that meet statutory recording requirements.	Yes
File all births, deaths, and marriages occurring in Sauk County. Issue, upon request by qualified applicants, certified copies of those records	Yes
Back scanning of historic documents/redaction of social security numbers	No - ongoing
Enter parcel numbers for 21,000 documents	No

Changes / Accomplishments:

Electronic recording was installed in July and on August 15th 2013, Sauk County recorded its first paperless document. From that date to year end, 834 documents were recorded electronically. That amount represents 10% of the recordings over that period.

The State of Wisconsin went live with its death registration system on September 3rd 2013. As a result, only marriages are still filed as paper copies.

The Register of Deeds made its first credit card sale on October 30, 2013. Use of card payment for services continues to increase.

Redaction continues. In 2013, over 150,400 documents were scanned by our redaction software, and any social security numbers were masked from public view.

On December 19, 2013, almost ½ of our paper volumes were picked by Source Code from Wausau to begin the process of converting the pages to electronic images. By mid 2014, all volumes should be converted.

Statistical Summary:

	2011	2012	2013
Vital records filed:			
Births	1020	799	873
Deaths	546	799	627
Marriages	574	620	551

OUTPUT MEASURES

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL
Documents recorded	21624	21557	19414
Vital records filed (total)	2140	2218	2051
Copies of vital records issued	9027	9300	8980
Documents redacted	0	17500	150,418

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL
On line (LandShark) revenue (customer generated copies)	\$41,392.00	\$42,157.00	\$44,159.00
In house copy revenue (staff generated copies)	\$12,700.00	\$12,219.00	\$11,292.00
Real estate transfer fees	\$176,126.00	\$155,623.00	\$195,512.00