

Sauk County, Wisconsin
Sauk County Register of Deeds Annual Report

2014 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. 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 a record 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.

2014 Goals Review

2014 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 legacy documents/redaction of social security numbers	No – ongoing *(see accomplishment section)

Enter parcel numbers for 21,000 documents	No – This initiative will be tabled until the conversion of paper to images is complete.
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Changes / Accomplishments:

2014 was the first full year of electronic recording. It continues to gain popularity, as the percentage of recordings submitted electronically jumped over 18%.

2014 was also the first full year the Register of Deeds was able to accept payment by credit/debit cards. Between remote orders and counter customers, credit card payments totaled over \$10,000.

*Redaction continues. In 2014, over 265,000 documents were scanned by our redaction software, and any social security numbers were masked from public view.

*Over 5,100 legacy documents were keyed into the grantor/grantee index, along with any relevant reference numbers.

All of the deed books have been scanned and images of paper copies have been delivered. Those images are currently being exported to our viewing system.

Statistical Summary:

	2012	2013	2014
Vital records filed:			
Births	799	873	851
Deaths	799	627	650
Marriages	620	551	580

OUTPUT MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
Documents recorded	21,557	19,414	16,208
Vital records filed (total)	2218	2051	2081
Copies of vital records issued	9300	8980	9942
Documents redacted	17,500	150,418	265,172

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
On line (LandShark) revenue	\$42,157.00	\$44,159.00	\$39,291.00
In house copy revenue (staff generated copies)	\$12,219.00	\$11,292.00	\$11,071.00
Real estate transfer fees	\$155,623.00	\$195,512.00	\$197,178.00
Number and % of total docs recorded electronically	0	834 / 10% (Pt of year)	4396 / 28% (full year)