

Sauk County, Wisconsin  
**Sauk County Register of Deeds Annual Report**

**2016 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.

**2016 Goals Review**

**2016 GOALS REVIEW**

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2016
	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 and indexing 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 all legacy documents are indexed in the TriMin system
---	---

**Changes / Accomplishments:**

\*Back scanning is complete. Scanned images are available for documents dated as far back as 1848.

\*The use of credit cards continues to rise, as total credit/debit tender exceeded \$20,250.00, which marks an increase of 35% over 2015.

\*The redaction of historic documents is complete. We will continue to utilize the redaction software by processing the current recordings.

\*Over 10,500 legacy documents were keyed into the grantor/grantee index, along with any relevant reference numbers. To date, over 28,000 have been entered. Process is ongoing.

\* 2016 is the first year that ALL vital records (Birth, Marriage, Death) were filed electronically.

**Statistical Summary:**

	2014	2015	2016
Vital records filed:			
Births	851	853	876
Deaths	650	649	763
Marriages	580	609	638

**OUTPUT MEASURES**

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
Documents recorded	16,208	19,147	21,003
Vital records filed (total)	2081	2111	2277
Copies of vital records issued	9942	10,392	10,971
Documents redacted	265,172	279,000	21,003

**OUTCOME AND EFFICIENCY MEASURES**

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
On line (LandShark) revenue	\$ 39,291.00	\$ 44,788.00	\$47,420.00
In house copy revenue (staff generated copies)	\$ 11,071.00	\$ 9,296.00	\$8,357.00
Real estate transfer fees	\$197,178.00	\$243,666.00	\$233,526.00
Number and % of total docs recorded electronically	4396 / 28%	8,279 / 44%	7,296 / 35%