

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 20, 2011

SUBJECT: Register of Deeds – Request to Use ROD Restricted Funds for Automation, Enhancement and Document Preservation

PRESENTER: Nedra Moles, Register of Deeds

ATTACHMENTS: Budget Amendment

SUMMARY OF REQUEST:

The General Assembly enacted legislation in 2002 that required counties to place 10 percent of certain revenues generated by the Register of Deeds Office into a fund to pay for automation enhancements and document preservation. This fund is a portion of the County's Restricted General Fund Balance.

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance. The Register of Deeds is required to preserve and store the real property records located in the office. The records are microfilmed and sent to Archives in Raleigh, N.C. for storage and preservation. The Register of Deeds has COTT Systems as the vendor to create the microfilm from the CDs that the office generates. The cost to create this microfilm to bring the records current is \$16,000.00. The cost per image is \$.05 and the estimate number of images is 320,000.

The Board is also requested to approve the use of \$2,500 in restricted funds to complete a plat scanning project. Completion of this project would be a tremendous asset to both the Register of Deeds and Tax Department for preservation and automation. Once the Register of Deeds Office goes on-line, the plats would also be available on-line. The original plats would then be stored for preservation, but would also be accessible if needed.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached Budget Amendment appropriating the funds from the Automation Enhancement and Preservation Fund to the line-items specified above. No county funds are involved in this request.

Suggested Motion:

I move the Board of Commissioners approve the attached budget amendment to use \$18,500 in Register of Deeds Restricted General Fund Balance for the line-items specified above.

