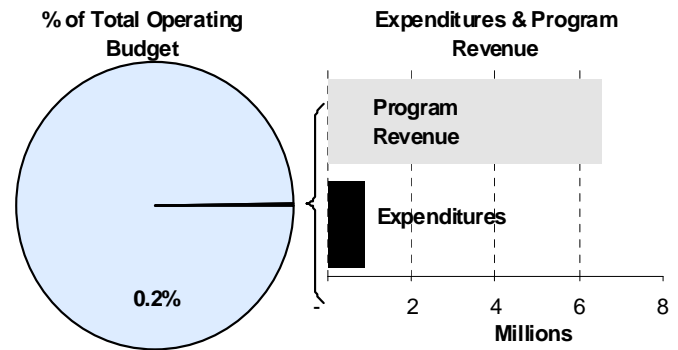
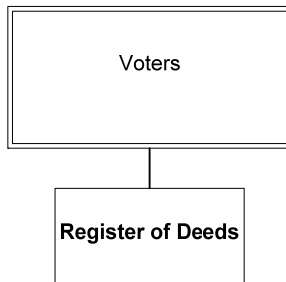




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**Mission:**

- 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.



**Description of Major Services**

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
- Powers 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. The Office also works closely with other Sedgwick County departments concerning records.

**Programs and Functions**

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

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 to 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. The record books located in the Office's vault have been scanned and converted to microfilm. With the ability to accept passport applications and to take passport photos the Register of Deeds Office has made it more convenient for the public to apply for their passports.

K.S.A 19-1204 guides the delivery of services for the Register of Deeds. It states that the Register of Deeds shall have custody of and safely keep and preserve all the books, records, deeds, maps, papers, and microphotographs deposited or kept in the office of the register of deeds. The Register of Deeds shall also record, or cause to be recorded, in a plain and distinct handwriting or in another legible manner, in suitable books or other accessible format to be provided and kept

in the office of the Register of Deeds, all deeds, mortgages, maps, instruments and writings authorized by law to be recorded in the office of the Register of Deeds and left with the Register of Deeds for that purpose, and shall perform all other duties as are required by law. The Register of Deeds shall have the option of recording all such deeds, mortgages, maps, instruments and writings under the following: (1) In books as provided in subsection (a), (2) on computer disks, tapes or other electronically accessed media in accordance with K.S.A. 45-501, or (3) in another manner authorized by statute in accordance with the provisions thereof.

**Current and Emerging Issues**

**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**

The Register of Deeds staff is cross-trained in all office functions. Five job standards employees must meet are incorporated into the Pay for Performance Plan. Staff is also encouraged to participate in the new Mindleader e-learning courses to enhance their skills.

**Budget Adjustments**

There are no significant adjustments to the Register of Deed's 2013 budget.





**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)		
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget
KZ6 Administrative Support B216	110	EXCEPT	12,324	12,324	12,324	0.50	0.50	0.50
Register of Deeds	110	ELECT	76,566	76,566	76,566	1.00	1.00	1.00
Chief Deputy Register of Deeds	110	B324	64,496	64,496	64,496	1.00	1.00	1.00
Administrative Specialist	110	B219	149,590	132,031	132,031	4.00	4.00	4.00
Bookkeeper	110	B217	28,885	28,885	28,885	1.00	1.00	1.00
Fiscal Associate	110	B216	276,592	248,897	248,897	11.00	9.00	9.00
HELD - Fiscal Associate	110	B216	-	-	-	-	1.00	1.00
Fiscal Assistant	110	B114	21,940	43,880	43,880	1.00	2.00	2.00
<b>Subtotal</b>					<b>607,079</b>	<b>19.50</b>	<b>19.50</b>	<b>19.50</b>
Add:								
Budgeted Personnel Savings (Turnover)					(20,099)			
Compensation Adjustments					-			
Overtime/On Call/Holiday Pay					14			
Benefits					245,096			
<b>Total Personnel Budget</b>					<b>832,090</b>			



● 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

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
<b>Expenditures</b>					
Personnel	254,653	246,236	246,236	248,664	1.0%
Contractual Services	5,621	13,089	13,089	13,089	0.0%
Debt Service	-	-	-	-	-
Commodities	15,008	30,417	30,417	30,417	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>275,282</b>	<b>289,742</b>	<b>289,742</b>	<b>292,170</b>	<b>0.8%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	6,317,364	6,519,964	6,519,964	6,533,521	0.2%
Other Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>6,317,364</b>	<b>6,519,964</b>	<b>6,519,964</b>	<b>6,533,521</b>	<b>0.2%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>3.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</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

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
<b>Expenditures</b>					
Personnel	627,742	574,158	574,158	583,426	1.6%
Contractual Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>627,742</b>	<b>574,158</b>	<b>574,158</b>	<b>583,426</b>	<b>1.6%</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>16.50</b>	<b>16.50</b>	<b>16.50</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 including microfilm, plats, and historical ledger books

