

NCC Recorder of Deeds About the Recorder of Deeds

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1) Hi, I'm Michael Kozikowski. In November 2006, New Castle County voters elected me to my second term as the County Recorder of Deeds. Part of my job is making sure that, you, the public, know how to take advantage of our services. We believe that helping you access important documents quickly and efficiently should be our top priority. To help clarify who we are and how we can help you, we've put together a series of short videos describing our services.

2) Deeds and other legal documents are the means by which transactions are registered and made legal. For property owners, a Deed is crucial. It is the only legal means of certifying ownership. The Recorder of Deeds is the repository for all land transaction records, financing statements and, from before September 30th 1997, corporate filings in New Castle County. That means for individuals and businesses, the most important legal documents are recorded and the images stored at the Recorder of Deeds.

*Interview - Importance of deed security and storage (back up documents)
(30 seconds)*

3) *This past year, over 90,000 docu-*

Mike On Camera host

image of Deed

home/Deed composite

Recorder of Deeds library/research area

Recorder of Deeds transaction area

graphic animation with Deeds

ments were processed at the New Castle County Recorder of Deeds. This requires a staff of 28 full time employees. Some interact directly with the public - conducting transactions at office windows - offering research assistance in the library or answering questions by phone or e-mail. Others provide services in the background, for example, scanning and recording documents on state of the art digital equipment. Recorder of Deeds personnel are committed to providing timely, efficient service.

Interview - Importance of customer service.
(30 seconds)

4) The office is responsible for collecting Deed transfer tax for most municipalities in New Castle County. Monies generated through the Recorder of Deed's services are turned over to the county. ***Over 9 million dollars was added to the budget in fiscal year 2008. In fact, the revenue collected or generated through service fees accounted for about 18% of New Castle County's annual operating budget or about 40 million dollars in fiscal year 2008.***

5) The role of the Recorder of Deeds is so critical to the integrity of transactions and to the collection of County revenue that embracing new technology is essential. Digital document processing and computer indexing dramatically improve the process of conduct-

images

appropriate staff services shots

NCC map

cash transfer graphic

growing bar graph animation

using scanner

ing searches. While efficient document searches are important, so is protecting the identity of the public. Security is a key component of our new digital processing and Internet access system.

*Interview - Importance of document security. (redact ss#, reduce document errors)
(30 seconds)*

6) Here at the Recorder of Deeds, our primary mission is to serve the public. We look forward to helping you record and process your most important business and personal transactions. Take a look at the other videos in this series for additional information about of our services.

document search

screen shot security

transaction at Recorder of Deeds windows

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