

# County Recorder

PRESENTED BY THE ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS AND COMMISSIONERS

## Primary Duties

The county recorder is the official land records manager for the county. The recorder is responsible for recording, archiving and retrieving all documents submitted by the public to be recorded, the most prominent being mortgages, deeds and liens. Originally, the office was known as the recorder of deeds, but in light of the wider range of documents filed in the office, it is now known simply as the Office of Recorder.

The main responsibility of the recorder is to record all documents transferring land in order to establish legal ownership. When an individual or business purchases property, the seller gives the new owner a deed to the property. This deed is recorded and placed on record in the recorder's office. Mortgage and trust deeds, assigned when an owner borrows money, are also recorded. The documents are carefully indexed and cross-referenced, so that they can be retrieved by knowing the approximate date of the transaction or the name of the buyer or seller. The recorder's office also maintains records of all subdivisions platted within the county. A subdivision plat is a detailed map which defines such specifics as lot sizes, lot number, outside boundary lines, and utility easements. A developer must present the subdivision plat to the county board or municipality it lies within for approval before the plat can be recorded.



## Various other types of documents filed by the recorder include:

- Copy of Judgment (Supreme Court Rule)
- Mechanic's Lien
- Release of Mortgages
- Organization of Sanitary Districts
- Filing Town Tax Collector's Bond
- Military Certificates of Discharge
- Tax Sale Certificates
- Adoption of Commission Form of Government
- Statement to Dissolve a Corporation
- Consolidation of Corporations

All records kept in the office of the recorder are subject to the Illinois Freedom of Information Act and are open for public inspection. Therefore, it is essential that all documents be indexed accurately for efficient retrieval. As soon as a recorder receives any instrument in writing entitled to be recorded, he assigns the instrument a document number and certifies the date, time, recorder's name and county. The information is then entered into a computing indexing system, imaged, and microfilmed for permanent archival storage. Each month, the recorder makes available to other county officials and the township assessor copies of all documents, plats and deeds conveying real estate filed in the recorder's office during that month. The recorder's office comprises the largest library of permanent property records within a county and houses over 100 different types of documents. The average recorder's office processes between 500 and 1400 transactions daily.

## Other Responsibilities

The recorder is the keeper of the county field notes and plats of the U.S. surveys. All records belonging to the county surveyor are deposited with the recorder. In some counties the county board designates the recorder to establish a permanent real estate index numbering system and map making department which are most commonly used for tax collection purposes.

## Training

The Office of the Recorder is open to lay persons.

## Term

In Illinois, the Office of the Recorder is not a mandatory county office, the county clerk is the recorder in counties having a population of less than 60,000 inhabitants. In counties having a population of 60,000 or more inhabitants, there is an elected recorder. Elected recorders serve a four-year term.