

Craven County Register of Deeds Office

Honorable Sherri B. Richard
Register of Deeds

Function of Register of Deeds Office

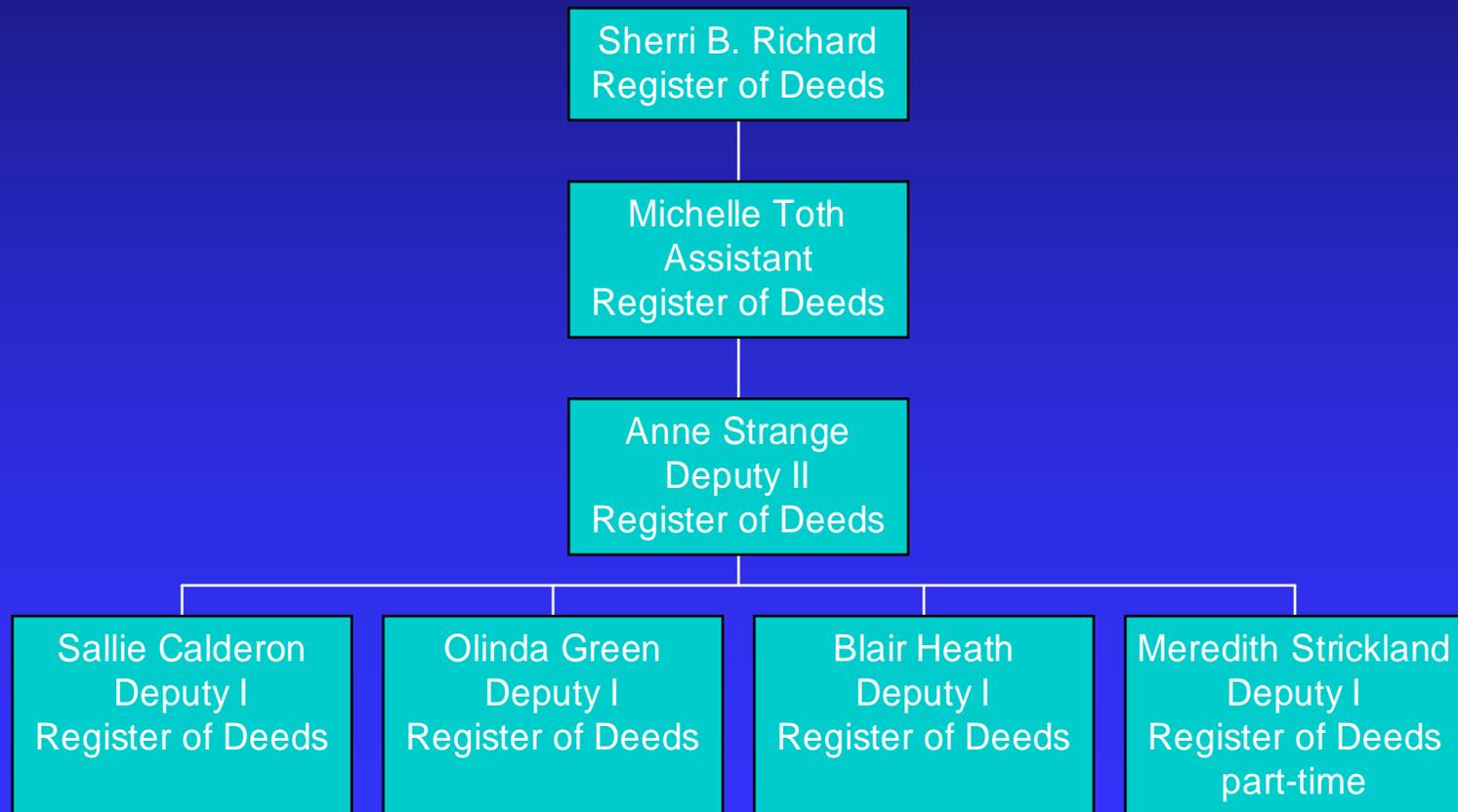
- The mission of the Craven County Register of Deeds office is to act as legal custodian of all land records and transactions in Craven County.
- As the legal custodian of land transactions and other legal documents such as vital records, the Register of Deeds office files and records deeds, deeds of trust, UCCs, assumed names, military records, and many other legal documents.
- We will provide an exemplary level of service to our citizens, legal professionals, and other users of our office.

Function cont.

- We help with delayed birth applications, issue marriage licenses, and administer the oath of office to notaries public.
- The Register of Deeds has the responsibility and liability for indexing and cross-indexing all documents according to NC Internal Procedures Guidelines and the North Carolina Minimum Indexing Standards. We are also responsible for correctly canceling deeds of trust and mortgages. Proper training is imperative.

Meet the staff...

Craven County Register of Deeds Office



Let's take a mini tour...



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CRAVEN COUNTY
TAX DEPARTMENT
REGISTER of DEEDS





The Vital Records Counter

- Michelle and Olinda are issuing marriage licenses



Deed Vault

- Located in this vault are all of the valuable documents that pertain to land records. The documents begin in 1739 when everything was written with quill and ink.
- Many of these books are in very poor condition so we are slowly having the oldest books repaired and preserved.





Public Computers



- We have 7 public computers for research purposes. We also house 2 computers that connect to the Administrative Office of the Courts.

Vital Records Room



- Our Vital Records Room houses all Craven County births beginning in 1914, Craven County deaths beginning in 1914, and marriage licenses from 1908.
- Again, many of these books are in very bad shape and need to be restored and preserved when funding allows.



Certified Copies

- Olinda issues a certified copy of a vital record. Our office produces over 6550 certified copies each year. We certify Births, Deaths, marriages, and other documents.



RECORDING

- One of the most important things we do in the Register of Deeds office, is the recordation of real estate and other documents. This is where the largest liability lies.



RECORDING...



- North Carolina is a race recording state. That means that the first document *recorded correctly* takes home the prize. We record over 100 different kinds of documents. They each have their own unique indexing requirements. A well trained staff is essential!
- The Internal Procedures Manual for indexing is over 630 pages.



Full house



Public Access

- Craven County land records indices are on the internet from 1984 forward.
- Land record images are on the internet from mid-1994 forward.
- There are no Vital Records images online.

We're excited...

- As property fraud is becoming a widespread problem all over the country, we have been working with our property records software vendor for the last year to develop a property fraud alert system for the citizens of Craven County. We went online with it just last week! We were the first county in North Carolina to have this product.

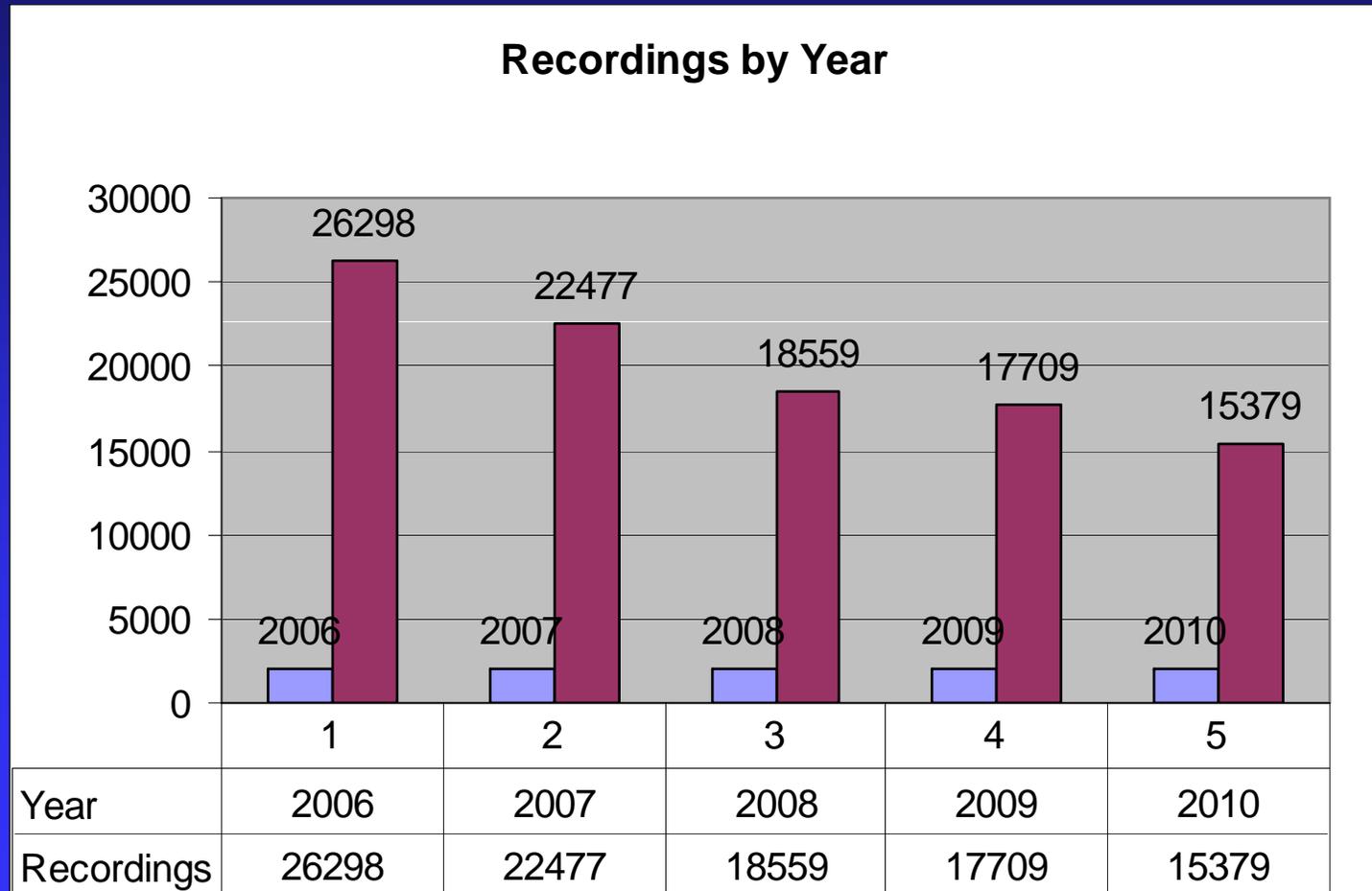




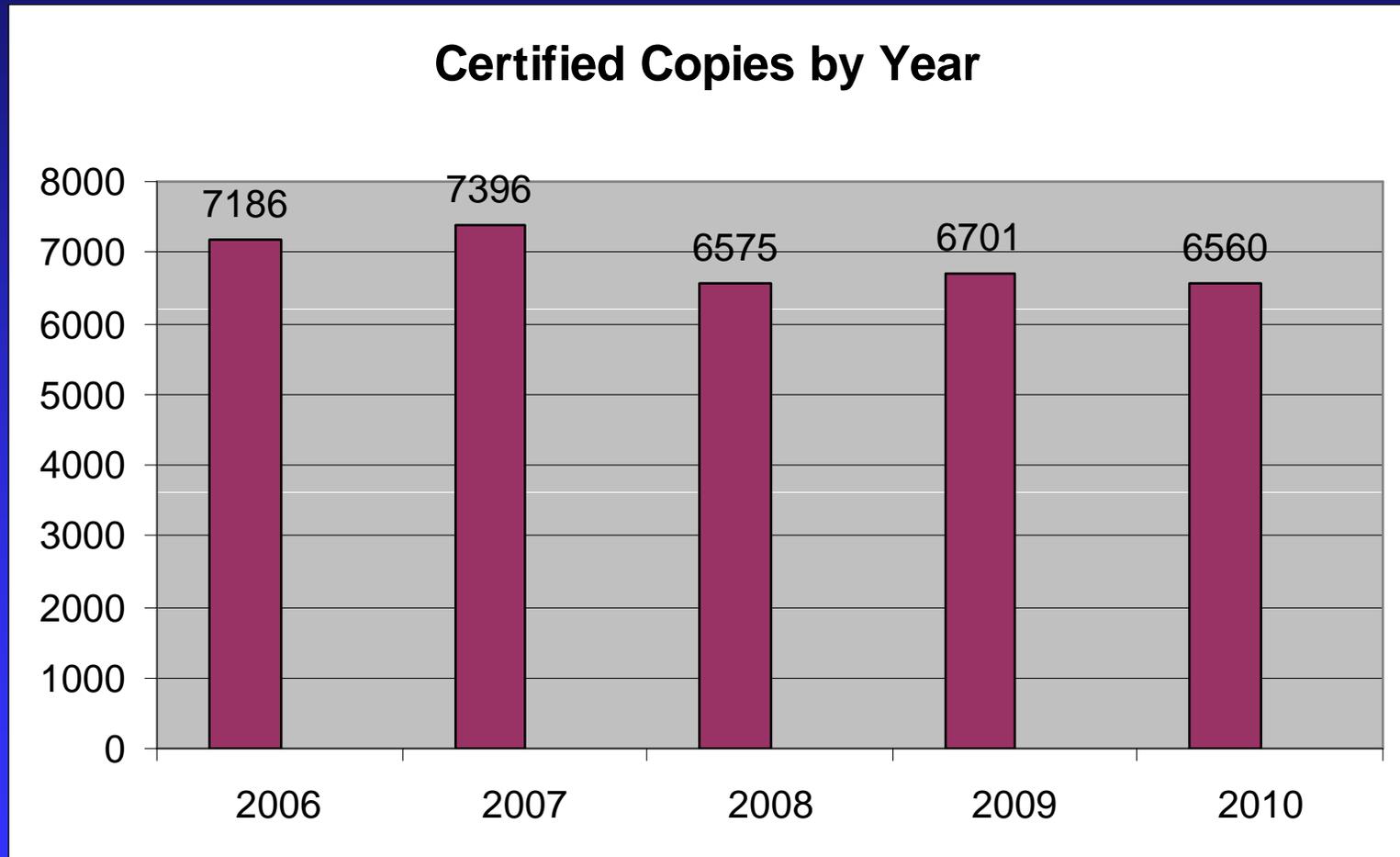
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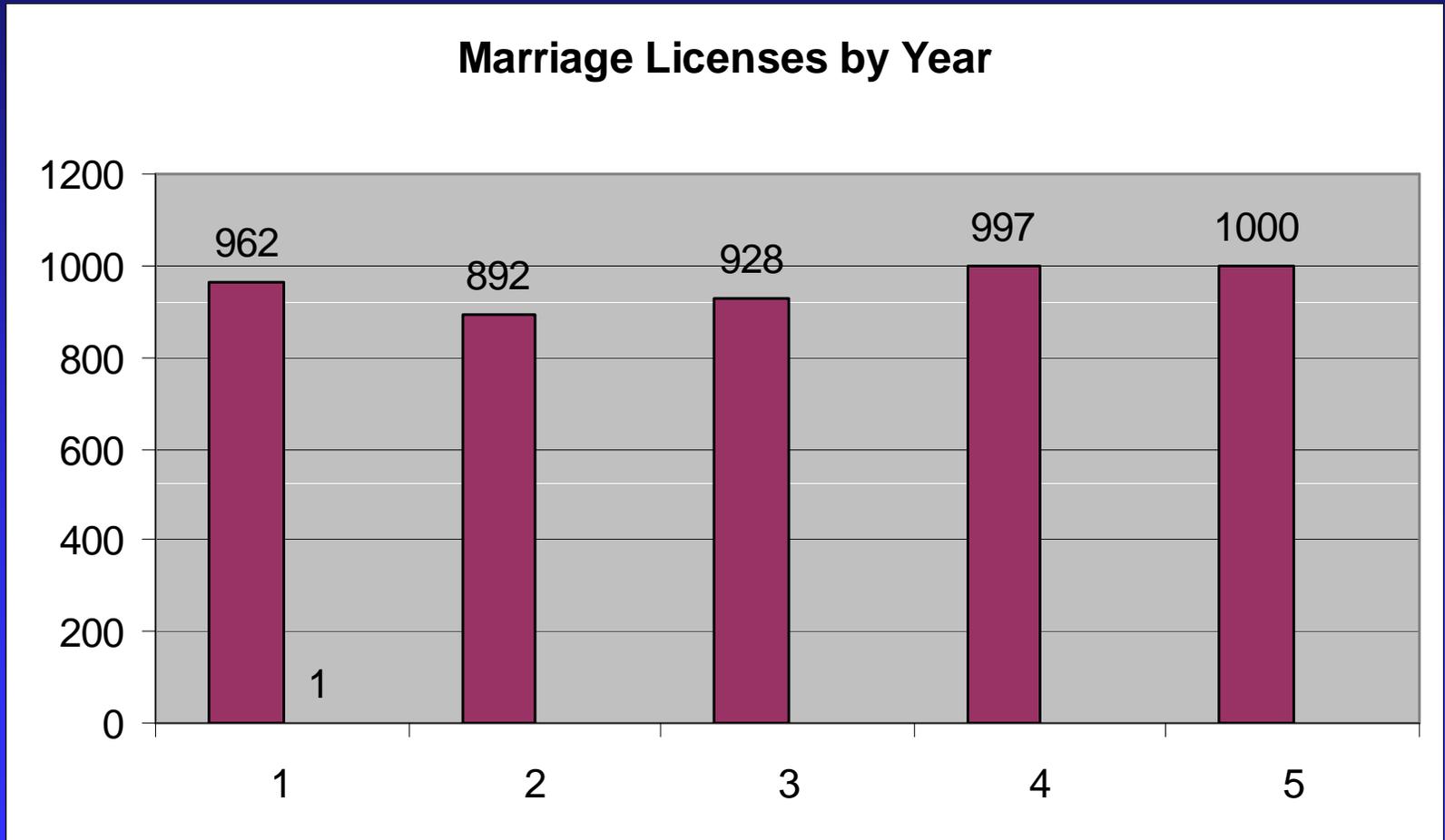
Recording for the preceding 5 years



Certified Copies...

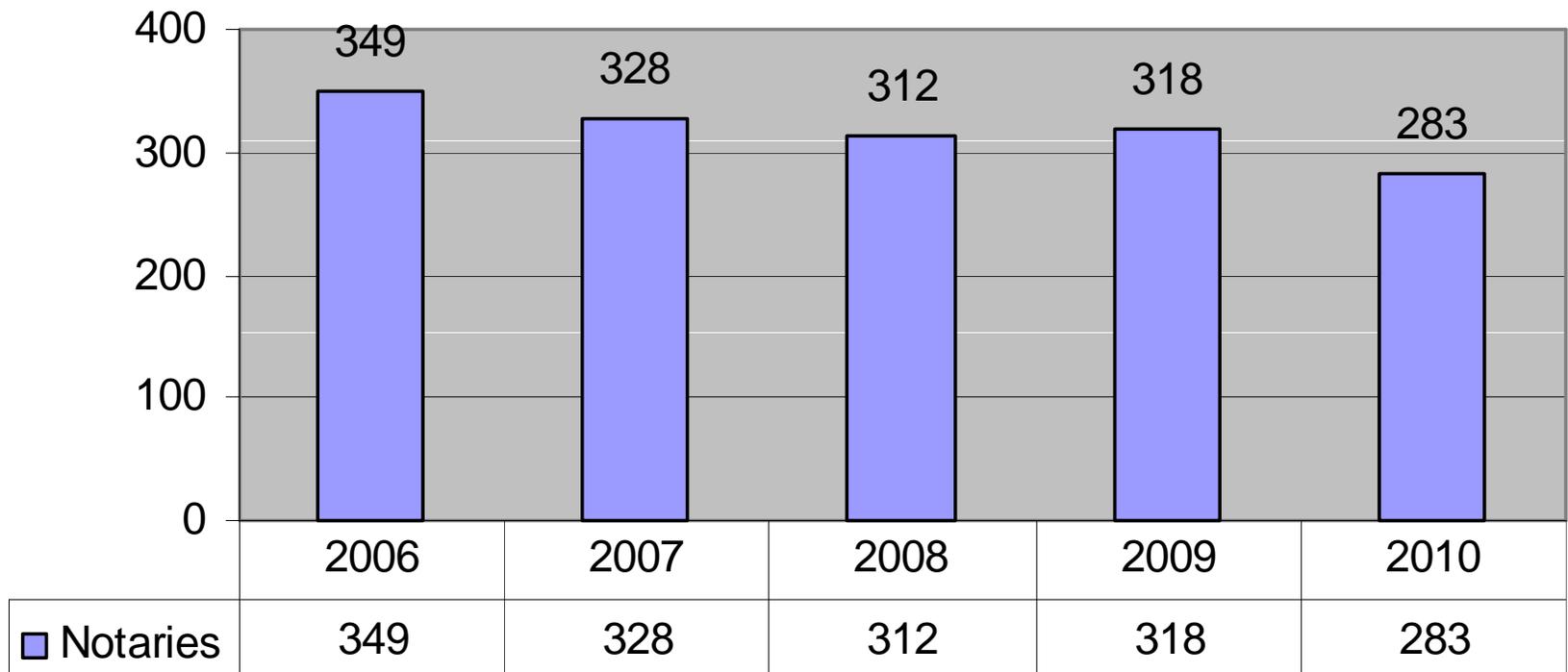


Marriage Licenses...



Notaries Public...

Notaries By Year





General Statutes...

AEP Fund...

- **§ 161-11.3. Automation Enhancement and Preservation Fund.**
- Ten percent (10%) of the fees collected pursuant to G.S. 161-10 and retained by the county, or three dollars and twenty cents (\$3.20) in the case of a fee collected pursuant to G.S. 161-10(a)(1a) for the first page of a deed of trust or mortgage, shall be set aside annually and placed in a nonreverting Automation Enhancement and Preservation Fund, the proceeds of which shall be expended on computer or imaging technology and needs associated with the preservation and storage of public records in the office of the register of deeds. Nothing in this section shall be construed to affect the duty of the board of county commissioners to furnish supplies and equipment to the office of the register of deeds.

Redaction...

- § 132-1.10.f1:

...a register of deeds or clerk of court may remove from an image or copy of an official record placed on a register of deeds' or clerk of court's Internet Web site available to the general public, or placed on an Internet Web site available to the general public used by a register of deeds or clerk of court to display public records, a person's social security or drivers license number contained in that official record. Registers of deeds and clerks of court may apply optical character recognition technology or other reasonably available technology to official records placed on Internet Web sites available to the general public in order to, in good faith, identify and redact social security and drivers license numbers.