

**DEPARTMENT: COUNTY CLERK**

**Department Mission Statement:**

*Maintain public records for the citizens of Kent County. Disseminate information requested in a proficient, timely manner.*

**Service Area: Register of Deeds**

**Budget (2009):** \$754,337

**Staffing Level:** 13 FTE (13 FT, 0 PT)

**Service Area Mission Statement:**

*To administer Michigan statutes as they apply to the Register of Deeds office.*

**Goal**

- Process and maintain records in accordance with federal and state statutes and policies to ensure the integrity of records.

**Objectives**

- Record 100% of all documents that meet statutory recording requirements within 5 business days of receipt.
- Achieve 100% accuracy when indexing documents.

	<b>2006 Actual</b>	<b>2007 Goal/ Actual</b>	<b>2008 Goal/ Actual</b>	<b>2009 Goal</b>
<b>Indicators</b>				
<b>Outcomes</b>				
Percent of documents indexed accurately	NA	98.00%/ 98.00%	99.50%/ 99.50%	99.50%
Percent of documents recorded within 5 business days	98.00%	100.00%/ 100.00%	99.50%/ 99.50%	100.00%

	<b>2006 Actual</b>	<b>2007 Goal/ Actual</b>	<b>2008 Goal/ Actual</b>	<b>2009 Goal</b>
<b>Indicators</b>				
<b>Outputs</b>				
Number of documents indexed accurately	135,863	0/ 120,305	110,000/ 108,200	100,000
Number of documents recorded within 5 business days	137,263	0/ 120,910	110,000/ 108,750	100,000