

# Recorder



## Mission Statement

- "The mission of the Office of County Recorder of Davis County is to provide the citizens of Davis County, Utah, protection, preservation, and presentation of the official records of Davis County administered by this office in compliance with statutory requirements, in the most efficient, professional, and cost effective manner.

### Prior Year Inputs/Outputs

#### FTE (2024):

14 Merit FTE's  
2 Exempt FTE's

44,237 total documents recorded  
33,980 documents electronically recorded  
equals 77% paperless recording  
260,761 pages recorded

\$1,767,146 recording fees collected  
\$1,803,586 total fees collected

#### By Comparison, Recording summary for 2023:

**Total Docs recorded: 42,875**  
**Total Electronic Docs recorded: 30,307**  
**Equals 70% paperless recording**  
**Total Pages recorded: 235,916**

**Total collections, 2023**  
**Total Recording Fees collected:**  
**\$1,680,370**  
**Total Fees collected: \$1,733,546.90**

### Core Functions & Services

#### Core Department Functions:

1. Provide County Taxation process with accurate property ownership and acreage/square footage for equitable taxation of all real property parcels within Davis County boundaries.
2. Provide office patrons with access to information, data, copies of recorded documents and other office services upon demand, during regular office business hours. Does not include searching the records on behalf of patrons, nor dispensing any recommendations for patrons' property boundary disputes or title discrepancies.
3. Record documents in support of the local real property industry, as well as other instruments individual patrons or agencies submit to be of record, provided they meet state statutory requirements and restrictions.
4. Provide sufficient identity protection for qualifying property owners subject to "protected records" status.
5. Provide meaningful employment for office employees and support teams.

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## Current Year Projected Outcomes

1. Implementation of Property Watch and Recorder Website overhaul to better align with desired service levels and public privacy expectations.
2. Undertook hiring process to successfully add one additional Cadastral Mapper position approved in FY25. Currently on-board and in training mode. The projected outcome includes increased levels of service and continuity of essential office functions.
3. At the end of August 2025, department revenue YTD is 5% above FY24 revenue figures for the same time-period last year. Based on these projections the expected outcome is a modest but healthy increase in revenue trends from FY24.
4. Historic Plat books restoration and preservation project approved in FY25 is under evaluation with plans to begin solicitation of bids for project completion prior to FY26.

## Next Year Budget Initiatives

1. Completion of fee schedule and service offering analysis to improve cost-recovery and revenue streams for future budget cycles. This applies only to fees that are not governed by state law such as the cost of copies, data requests, etc.
2. Overhaul and implementation of subscription based document access program “RediWeb”. This presents an additional opportunity to improve cost-recovery, accessibility, and customer experience.
3. Requesting funding for a Confidential Administrative Assistant to assist with executive level tasks and development of standardized training materials for the entire department. Hiring process awaiting funding approval.
4. Sufficient funding for investment in professional development for staff and department heads to attend various training events both locally and nationally.
5. Sufficient funding for career ladder advancements for qualifying candidates.