

# **State of Alaska FY2007 Governor's Operating Budget**

## **Department of Natural Resources Recorder's Office/Uniform Commercial Code Component Budget Summary**

## Component: Recorder's Office/Uniform Commercial Code

### Contribution to Department's Mission

To provide and maintain a secure and impartial place to accept documents (consisting of mining claims, land transfers, and a variety of real estate and personal property recordings and filings) into the permanent public record in the manner prescribed by Alaska law, and to protect, preserve and enhance the public record for the benefit of present and future generations.

### Core Services

The primary public services provided by the Recorder's/UCC component are mandated by statute and include the following:

- (1) examine, record or file, process, and return documents as prescribed by law;
- (2) securely store and preserve all documents submitted for record;
- (3) maintain and update grantor/grantee and location indices for accurate retrieval of the public record;
- (4) provide record searches and copies of Uniform Commercial Code documents upon written request of user; and
- (5) administer recording/filing services, maintain public libraries of recorded and filed documents in thirteen rural and urban recording locations serving 34 recording districts and UCC Central File.

End Results	Strategies to Achieve Results
<p><b>A: Enhance the operation of commerce (personal and commercial) within Alaska.</b></p> <p><u>Target #1:</u> 100 percent documents presented and accepted, entered into the index  <u>Measure #1:</u> % of documents presented, accepted and entered in the index</p> <p><u>Target #2:</u> Recording offices open 100% with database access available to the public  <u>Measure #2:</u> % Recording offices open and database access available to the public</p>	<p><b>A1: Timely recording and handling of all documents.</b></p> <p><u>Target #1:</u> Complete input within 1 day (24 hours) 100% of the time  <u>Measure #1:</u> % timely input of documents into the index</p> <p><u>Target #2:</u> 100% of documents verified within 7 calendar days  <u>Measure #2:</u> % timely verification of documents</p> <p><u>Target #3:</u> 100% original documents returned within 30 days of recording  <u>Measure #3:</u> % timely return of original documents to customer</p> <p><u>Target #4:</u> 100% UCC conformed copies mailed within 24 hours of filing  <u>Measure #4:</u> % timely return of UCC conformed copies to customers</p> <p><b>A2: Create and maintain accessible archival record</b></p> <p><u>Target #1:</u> 100% documents filmed/scanned within 48 hours of receipt in Archive Unit  <u>Measure #1:</u> % documents filmed/scanned within 48 hours of receipt in the Archive Unit.</p> <p><b>A3: Create permanent archival record to preserve the history of personal, commercial, and land transactions in Alaska by converting paper and film media recording records to digital images to</b></p>

	<p><b>expedite retrieval and research capability.</b></p> <p><u>Target #1:</u> 2,000 historic books accessioned to State Archives per Fiscal Year (out of a total of more than 7,000).</p> <p><u>Measure #1:</u> # of books accessioned to State Archives per Fiscal year.</p> <p><u>Target #2:</u> Convert approximately 9,000,000 film images (covering a 10 year period) to digital images from 2001 back to 1991.</p> <p><u>Measure #2:</u> # Of images from historic film available on intranet</p> <p><u>Target #3:</u> Scan and index 47,435 historic statewide plats and add images and indexing information to the Internet.</p> <p><u>Measure #3:</u> # of historic plat images available for public use and viewing on the Internet.</p>
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<b>Major Activities to Advance Strategies</b>	
<ul style="list-style-type: none"> <li>• Enhance system through completion of Cadastral project (plat scanning and back indexing)</li> <li>• Examine, record/file, receipt, and process original documents</li> <li>• Maintain and update grantor/grantee and location indices for retrieval of documents</li> <li>• Provide searches and copies of recorded and filed UCC documents</li> </ul>	<ul style="list-style-type: none"> <li>• Return original recorded documents to customers</li> <li>• Customer assistance in use of library facilities</li> <li>• Archival and administrative processes</li> <li>• Provide electronic access to records through the WEB, providing CDs, and electronic downloads</li> </ul>

<b>FY2007 Resources Allocated to Achieve Results</b>									
<p><b>FY2007 Component Budget: \$3,914,500</b></p>	<table style="width: 100%;"> <tr> <td colspan="2"><b>Personnel:</b></td> </tr> <tr> <td>Full time</td> <td style="text-align: right;">46</td> </tr> <tr> <td>Part time</td> <td style="text-align: right;">9</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>55</b></td> </tr> </table>	<b>Personnel:</b>		Full time	46	Part time	9	<b>Total</b>	<b>55</b>
<b>Personnel:</b>									
Full time	46								
Part time	9								
<b>Total</b>	<b>55</b>								

**Performance Measure Detail**

**A: Result - Enhance the operation of commerce (personal and commercial) within Alaska.**

**Target #1:** 100 percent documents presented and accepted, entered into the index  
**Measure #1:** % of documents presented, accepted and entered in the index

**% Documents Presented, Accepted and Entered into Index**

Fiscal Year	YTD Total	Target Met
FY 2001	215808	100%
FY 2002	232200	100%
FY 2003	284588	100%
FY 2004	284342	100%
FY 2005	247365	100%
FY 2006	67245	100%

**Analysis of results and challenges:** All documents presented and accepted for recording are entered into the index and become part of the permanent public record. Documents must meet minimum recording criteria to be accepted. Recorded documents are input as presented. Document content is not reviewed.

**Target #2:** Recording offices open 100% with database access available to the public

**Measure #2:** % Recording offices open and database access available to the public

**% Recording offices open 100%**

Fiscal Year	YTD Total
FY 2001	92%
FY 2002	87%
FY 2003	90%
FY 2004	91%
FY 2005	92%
FY 2006	1st Qtr 93%

**Analysis of results and challenges:** There are 34 recording districts handled at 13 recording offices across the state with 8 offices having a staff of 1 person. Recording services are transferred from a single staff office to a multi-staff office during scheduled and unscheduled closures. (Fairbanks covers Nome and Bethel; Juneau covers Sitka and Ketchikan; Anchorage covers Homer, Kodiak, Seward, and Valdez.) All offices provide Intranet access to our on-line database with images, via public access computers. The recorder's database index without images is also available via the Internet.

Funding limitations are forcing us to look at keeping vacancies open longer - when this happens in single staffed offices the back-up office will keep performing the work.

**A1: Strategy - Timely recording and handling of all documents.**

**Target #1:** Complete input within 1 day (24 hours) 100% of the time

**Measure #1:** % timely input of documents into the index

**% Documents input within 1 day**

Fiscal Year	YTD Total
FY 2001	96%
FY 2002	95%
FY 2003	90%
FY 2004	92%
FY 2005	98%
FY 2006	98% 1st Qtr

**Analysis of results and challenges:** The 24-hour target for input of documents into the data base ensures the timely creation of the public record for viewing by the public and "date downs" by title companies. We were unable to meet this target in FY03 and FY04 due to record recording volumes as a result of low interest rates and an abundance of refinance activity and new home purchases.

**Target #2:** 100% of documents verified within 7 calendar days  
**Measure #2:** % timely verification of documents

**% Documents verified within 7 work days by FY**

Year	YTD Total
2001	82%
2002	89%
2003	91%
2004	91%
2005	92%
2006	First Quarter 96%

**Analysis of results and challenges:** Verification is the final phase in creating the permanent public record. This is the quality control process that ensures recorded documents are entered into the data base exactly as presented. The verification process ensures a reliable and accurate index for our many users. Budget adjustments and technology advancements have enabled us to improve performance in this area.

**Target #3:** 100% original documents returned within 30 days of recording  
**Measure #3:** % timely return of original documents to customer

**% Documents returned within 30 days of recording by Fiscal Year**

Fiscal Year	YTD Total
FY 2001	15%
FY 2002	12%
FY 2003	10%
FY 2004	15%
FY 2005	28%
FY 2006	1st Qtr 65%

*Over 215,800 documents were recorded in FY01; 232,200 in FY02; 284,588 in FY03, 284,342 in FY04; 247,365 in FY05. For the first quarter of FY06 67,122 documents were recorded which is the second highest volume for the first quarter, over the past five fiscal years.*

**Analysis of results and challenges:** Timely return of original recorded documents enables lenders to complete loan packages to investors (who require original documents); provides customers with their own hard copy record of the transaction; and facilitates updates and corrections to the document (as the original may be re-recorded) when changes are necessary. The 30 day target to return original documents has been difficult to meet due to record volumes. Non-permanent staff assistance was used over the years to help bring this function into compliance.

In 2001 the average time required to return original documents sometimes exceeded 8 months. Although turn-around time has been reduced in the last few years it has still averaged 45 to 90 days at times. One full time and two part time positions were created in FY06 to handle this function on a statewide basis in order to meet this performance objective. This function is expected to be current by the end of the second quarter FY06.

**Target #4:** 100% UCC conformed copies mailed within 24 hours of filing  
**Measure #4:** % timely return of UCC conformed copies to customers

**% Timely return of UCC Conformed copies to customers**

Fiscal Year	YTD Total
FY 2001	100%
FY 2002	100%
FY 2003	100%
FY 2004	100%
FY 2005	100%
FY 2006	1st qtr. 100%

**Analysis of results and challenges:** Delays in the return of conformed UCC filing copies adversely impact lending institutions which require the filed copies in order to disburse loan funds. UCC Central consistently meets this objective.

**A2: Strategy - Create and maintain accessible archival record**

**Target #1:** 100% documents filmed/scanned within 48 hours of receipt in Archive Unit

**Measure #1:** % documents filmed/scanned within 48 hours of receipt in the Archive Unit.

**% documents scanned/filmed within 48 hours of receipt**

Fiscal Year	YTD Total
FY 2001	65%
FY 2002	66%
FY 2003	58%
FY 2004	76%
FY 2005	87%
FY 2006	81%

**Analysis of results and challenges:** Scanning and filming recorded documents within 48 hours of receipt in the Archive unit results in images being timely available for customer review, and ensures timely creation of the permanent public record. There are approximately 3.7 pages for each document recorded. The Archive unit must scan and film each page of every document and complete quality control checks prior to the release of images or the creation of roll film.

**A3: Strategy - Create permanent archival record to preserve the history of personal, commercial, and land transactions in Alaska by converting paper and film media recording records to digital images to expedite retrieval and research capability.**

**Target #1:** 2,000 historic books accessioned to State Archives per Fiscal Year (out of a total of more than 7,000).

**Measure #1:** # of books accessioned to State Archives per Fiscal year.

**Historical books filming project by Fiscal Year**

Fiscal Year	Accessioned	To ship	YTD Total
FY 2002	207	6946	207
FY 2003	783	6163	990
FY 2004	929	5234	1919
FY 2005	763	4471	2682
FY 2006	919	3552	3601

*In FY05 we changed the process to add scanning in order to get the books in digital format for internet access!*

*In the first quarter of FY06 919 books were accessioned, nearly as much as in all of FY2004 and the project passed its halfway mark!*

*YTD means cumulative since the start of the project.*

**Analysis of results and challenges:** The Recorder's Office identified 7,153 historic recording books statewide from approximately the late 1800's to the early 1970's. These books are an important part of the Alaskan history and public record. They were handled daily in our offices as that was the only record available so we requested a CIP to film the books and send them to State Archives. Accessioning books to State Archives began prior to FY02 so the number showing accessioned in FY02 is cumulative. Book scanning and digitizing began late in FY05. Film must be created, all images checked for quality, and the shipment accepted by the State Archivist prior to accessioning. Some of the older books being scanned are in various stages of deterioration due to handling, natural disasters (flood, fire, etc.), which results in the scanning process taking longer to produce an acceptable image.

We project completion of this effort by March 2007.

**Target #2:** Convert approximately 9,000,000 film images (covering a 10 year period) to digital images from 2001 back to 1991.

**Measure #2:** # Of images from historic film available on intranet

**# Of Converted Images/Added to Data Base**

Fiscal Year	Converted Images	Images Added to Database
FY 2005	1,040,861	109,212
FY 2006	1,003,001	0

**Analysis of results and challenges:** The conversion of historic film images to digital format enables not only rapid retrieval of images, but also retrieval of those images from all districts across the state at any Recording office. Without this conversion customers must travel to a specific recording office to review film images for recording districts handled at that office. Conversion to digital will also remove the requirement for expensive and aging film reader/printers at all recording locations.

Approximately 10 years worth of Southeast district microfilm was converted to digital images in FY05 via a joint partnership with a Southeast Title Company. The partnership enabled the State and the Title Company to convert more years than either could have done alone. Statewide, film is being converted to digital from July 2001 back to January 1991. Internal programmers are developing index efficiencies to help expedite the required quality control checks. Some converted images have been added to the Intranet. Anticipate placing bulk images on the Intranet by early December 2005. Additional converted film images will be added as they become available.

**Target #3:** Scan and index 47,435 historic statewide plats and add images and indexing information to the Internet.

**Measure #3:** # of historic plat images available for public use and viewing on the Internet.

**# of Statewide Plat Images Available on the Internet- cumulative**

Fiscal Year	YTD Total
FY 2003	16,145
FY 2004	26,030
FY 2005	38,584
FY 2006	Total Thru 1st Qtr 42,695

**Analysis of results and challenges:** This project involves scanning and in some cases creating an index in the data base, for all plats recorded statewide prior to July 2003. As the plats are scanned and an index is created, the images are placed on the Internet for public use and review. Plat images are used by the Bureau of Land Management (BLM), various State agencies, Boroughs and Municipalities, and surveyors across the state.

47,435 statewide plats were identified for this project, some dating back to the early 1900's. As of the end of the first quarter FY06 - 42,695 plats have been scanned and added to the data base and are available on the

Internet. Anticipate completion of this project by February 2006 (3rd Quarter FY06).

## Key Component Challenges

- 1) Web access to recorded document images and UCC filings continues to be a priority. We currently have images for plats, conveyance documents and mining documents available on the Internet. Through the Cadastral project we are scanning all plats statewide and completing back indexing of these records.
- 2) The component's workload is highly cyclical in both good and bad economic times. Recording is a time sensitive process and monetary losses can and do occur if recordings are not processed timely. Every effort is made to ensure all documents are input into the system the same day they are received and recorded.
- 3) Scanning/filming/preservation of original book records continues to be a priority. The component continues the scanning of original historic books so they may be accessioned to State Archives for permanent storage. The project also provides digital images for statewide customer research.
- 4) Conversion of film and plat records to digital format in order to facilitate customer research, and back indexing of plats recorded prior to 1971 is another ongoing objective for the component. Customers benefit tremendously from having access to document images from the entire state, which has been the case since the statewide imaging began in July 2001. Converting film records to digital images will greatly enhance the public's ability to research property records throughout Alaska.
- 5) Electronic recording pilot program. Many jurisdictions are moving to electronic recordation processes to curb the paper flow and streamline recording. Several large users have expressed an interest in exploring this concept further in Alaska for real estate transactions. The component is monitoring efforts at the national level to establish specific guidelines and standards for electronic recording processes nationwide.
- 6) Workload volumes in Anchorage and Palmer continue to be a challenge. Repetitive backlogs in input and verification have been the norm for the past several years. The component recently began using split screen and dual monitor technology at many of their offices and the technology has proven beneficial in meeting indexing objectives.
- 7) Community-based single staffed recording offices and equity of workload. The component currently has eight single staffed offices statewide. While it is desirable to maintain a presence in these communities for prompt recordation of real estate transactions, many internal operational issues arise as a result of having remote offices. These issues include closures and alternate coverage during employee leave or illness, low volumes of recording, off site supervision, training and evaluation, and similar issues. The addition of dual or split screen technology has enabled the component to distribute work to some single staff offices that can provide assistance.
- 8) Begin conversion of aperture cards to digital images and create archival roll film from the images. Entire series is indexed and images would become available on the Intranet.
- 9) Turnaround time for return of original recorded documents. This has been a recurring challenge for the component because of the cyclical fluctuations in workload mentioned above. The addition of staff dedicated to performing this function will greatly improve component ability to meet this objective.

## Significant Changes in Results to be Delivered in FY2007

The priority for handling volumes in excess of the average workload is to utilize split or dual screen technology where available, and distribute indexing functions to other recording offices which are able to provide assistance.

Volumes in excess of the average workload may have the following detrimental impacts to the public:

1. In multiple recording locations not all documents will be fully indexed the day they are recorded if there is insufficient staffing to handle this critical function. This will result in delayed indexing information being made available to the public. If title companies are unable to date down with current information, real estate closings may have to be deferred.
2. UCC searches cannot be performed when there are backlogs in indexing and verification. Failure to certify UCC searches on a prompt turnaround of 48 hours or less will adversely affect lending institutions that require the search information to close loan transactions.
3. Backlogs in one or more critical recording functions, such as those noted above, will also impact the component's ability to produce scanned images and film of the recorded documents in a timely matter and to make this information available to the public in its recording offices throughout the state.

4. With insufficient staffing to handle the increased workload the component may have to delay production of conformed and certified copies at the time of recording. This would have a significant adverse impact for lending institutions that require these copies in order to disburse funds on loan transactions.
5. Delays will be encountered in the return of original documents within 30 days to their owners if higher than average volume are received.

### Major Component Accomplishments in 2005

FY05 revenues reached an all-time record high for the component at more than \$8.3 million, up \$3.0 million from FY02 and about \$200,000 from FY04.

One of the biggest accomplishments for the Recorder's Office in FY05 was that it kept up with the efforts of Alaskans to refinance their mortgages for homes and businesses. The resulting workload put a strain on the employees and the system, but thanks to improved technology and slightly lower document volumes, performance standards were maintained across the state as close as possible. Another significant accomplishment was the further integration of recorder's data into the main DNR data base used by its adjudicators by establishing File Type/File Number fields in the index process that provide links to the DNR Land Administration System. This increases search capabilities for individuals doing research.

FY05 was another high volume year for the Recorder's/UCC component in terms of documents processed and revenue generated. Due to continued low interest rates mortgage refinance activity remained high. The component recorded/filed 247,365 documents during FY05, down only 13% from the record number recorded/filed in FY03.

The component's FY05 accomplishments include the following:

1. The Cadastral project: This involves interfacing older plats with plat images and making them available for public research on the internet, which went into effect July 1, 2003. The objective is to have all statewide recorded plats available on the internet for customer research and review. Original plats are being obtained from various boroughs, municipalities, and as a download from the Land Administration System (LAS) within DNR. Also, as part of this project a video was created "Buy It, Sell It, Record It" was completed and distributed that explains the importance of recording in Alaska. Anticipate completion of this project on or before fiscal year end (FY06)
2. Recorders now add File Type/File Number from all DNR documents submitted for recording which establishes a link to the Land Administration System thereby enhancing research performed in LAS.
3. Recording and Filing fee increases implemented in January 2004 contributed to the record revenue collected of \$8.3 million in FY05.

Fiscal Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FYTD
2000	\$1,158,799	\$1,084,625	\$906,841	\$999,884	\$4,150,149
2001	\$1,025,945	\$1,067,638	\$1,077,059	\$1,269,786	\$4,440,428
2002	\$1,257,848	\$1,472,784	\$1,224,951	\$1,358,759	\$5,314,342
2003	\$1,543,134	\$1,899,669	\$1,701,697	\$2,131,788	\$7,276,288
2004	\$2,182,273	\$1,815,564	\$1,799,319	\$2,332,696	\$8,129,852
2005	\$2,240,079	\$2,062,892	\$1,804,657	\$2,202,426	\$8,310,054

4. The Recorder's/UCC section continued a multi-year statewide project to preserve thousands of historic books that are in various stages of deterioration. Because of new technology now available the historic books are being scanned so the images may be enhanced. These images are then burned to film using a special piece of equipment called an Archive Writer. The books are then accessioned to State Archives for permanent storage under secure and climate controlled conditions so that further deterioration can be averted. All books have been inventoried statewide and during the process numerous loose documents were located, placed in folders and the new folders were counted/tracked as books. Revised book count is now 7,142. At the end of FY05 a total of 2,682 books have been accessioned to State Archives. All 1,099 historic books from the Nome office were successfully scanned/filmed and the remaining 336 books were accessioned in July.

5. On line UCC filings continue to pick up momentum. At the end of FY05 3,227 on line filings had been received (up 1,000% from FY04). We also completed the purge of all inactive UCC documents as required under Revised Article 9. This results in faster retrieval of information in the system.
6. With much appreciated assistance from DNR's IT staff, the Archive unit successfully implemented the transfer of recorded document images via file transfer protocol (FTP) to various customers who had been purchasing the images on CD's. The new FTP process expedites delivery of the images to the customer and saves staff time.
7. The Recorder's/UCC section entered into a joint venture with Ketchikan Title Company for the conversion of Southeast film records from 1997 back to 1977, to digital images. This partnership enabled the component to complete the conversion of film records to digital images on Southeast recording districts for approximately seven additional years that were not covered in the original CIP. CIP funding along with this partnership results in statewide digital images on the Intranet available to all customers.
8. Dual screen and split screen technology was implemented at many recording offices across the state. This technology has helped ease verification backlogs by allowing offices with lower volumes to assist offices that have taken in higher than usual volumes. The process enables the use of images so paper copies do not have to be created and mailed.
9. After a successful test run in late 2004/early 2005 the Recorder's/UCC section obtained approval to add one full time and two part time Admin Clerk positions in Archives, to set up a mail back unit to centralize statewide mail backs.

## Statutory and Regulatory Authority

### STATUTORY/REGULATORY CITATIONS

(and various other statutes under 19 titles that affect recording and filing)

AS 37.05  
AS 40.17  
AS 44.37  
AS 45.29  
11 AAC 05, 06

### Contact Information

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**Recorder's Office/Uniform Commercial Code  
Component Financial Summary**

*All dollars shown in thousands*

	<b>FY2005 Actuals</b>	<b>FY2006 Management Plan</b>	<b>FY2007 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	2,806.8	2,988.0	3,122.3
72000 Travel	10.9	15.8	15.8
73000 Services	662.8	632.2	682.4
74000 Commodities	108.6	89.0	84.0
75000 Capital Outlay	8.0	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>3,597.1</b>	<b>3,735.0</b>	<b>3,914.5</b>
<b>Funding Sources:</b>			
1061 Capital Improvement Project Receipts	105.8	0.0	0.0
1156 Receipt Supported Services	3,491.3	3,735.0	3,914.5
<b>Funding Totals</b>	<b>3,597.1</b>	<b>3,735.0</b>	<b>3,914.5</b>

**Estimated Revenue Collections**

<b>Description</b>	<b>Master Revenue Account</b>	<b>FY2005 Actuals</b>	<b>FY2006 Managem ent Plan</b>	<b>FY2007 Governor</b>
<b>Unrestricted Revenues</b>				
Receipt Supported Services	51073	4,876.6	5,100.6	5,200.5
<b>Unrestricted Total</b>		<b>4,876.6</b>	<b>5,100.6</b>	<b>5,200.5</b>
<b>Restricted Revenues</b>				
Receipt Supported Services	51073	3,491.3	3,735.0	3,914.5
Capital Improvement Project Receipts	51200	105.8	0.0	0.0
<b>Restricted Total</b>		<b>3,597.1</b>	<b>3,735.0</b>	<b>3,914.5</b>
<b>Total Estimated Revenues</b>		<b>8,473.7</b>	<b>8,835.6</b>	<b>9,115.0</b>

**Summary of Component Budget Changes  
From FY2006 Management Plan to FY2007 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2006 Management Plan</b>	<b>0.0</b>	<b>0.0</b>	<b>3,735.0</b>	<b>3,735.0</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	0.0	0.0	53.0	53.0
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	0.0	0.0	9.1	9.1
-FY 07 Retirement Systems Cost Increase	0.0	0.0	98.6	98.6
<b>Proposed budget increases:</b>				
-Risk Management Self-Insurance Funding Increase	0.0	0.0	18.8	18.8
<b>FY2007 Governor</b>	<b>0.0</b>	<b>0.0</b>	<b>3,914.5</b>	<b>3,914.5</b>

**Recorder's Office/Uniform Commercial Code  
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2006</u> <u>Management</u> <u>Plan</u>	<u>FY2007</u> <u>Governor</u>		
Full-time	46	46	Annual Salaries	1,943,640
Part-time	9	9	COLA	53,602
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,267,008
			<i>Less 4.35% Vacancy Factor</i>	<i>(141,950)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>55</b>	<b>55</b>	<b>Total Personal Services</b>	<b>3,122,300</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant	1	0	0	0	1
Administrative Clerk II	3	0	0	0	3
Analyst/Programmer IV	1	0	0	0	1
Recorder I	0	0	0	2	2
Recorder II	12	5	2	11	30
Recorder III	2	0	1	2	5
Recorder IV	1	1	0	1	3
Recorder Mgr	2	0	1	0	3
Recorder Technician	5	0	0	0	5
Recorder Technician Supervisor	1	0	0	0	1
State Recorder	1	0	0	0	1
<b>Totals</b>	<b>29</b>	<b>6</b>	<b>4</b>	<b>16</b>	<b>55</b>