

*Circuit Court and Records*

**80-10-Land Records**

Fund/Agency: 001/80	Circuit Court and Records	
Personnel Services	\$941,693	<p><b>CAPS Percentage of Agency Total</b></p> <p>81.4%      18.6%</p> <p>■ Land Records   ■ All Other Agency CAPS</p>
Operating Expenses	\$659,339	
Recovered Costs	\$0	
Capital Equipment	\$42,000	
<b>Total CAPS Cost:</b>	<b>\$1,643,032</b>	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$37,266	
<b>Total Revenue:</b>	<b>\$37,266</b>	
<b>Net CAPS Cost:</b>	<b>\$1,605,766</b>	
Positions/SYE involved in the delivery of this CAPS	26/26	

**► CAPS Summary**

In accordance with the provisions of the Code of Virginia the Land Records Division records, preserves, safeguards and provides convenient access to all recorded documents and instruments pertaining to land located in Fairfax County, including the towns of Herndon, Vienna, and Clifton and the City of Fairfax.

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### ► Method of Service Provision

Merit county employees and exempt-limited term employees comprise the staff of the Land Records Division.

Each day the Clerk's office receives recordings over the counter, by overnight express mail and by regular mail. Each document must be recorded (given a deed book and page number, instrument number, time and date and a clerk's seal), cashiered, indexed, converted to digital format, microfilmed for the Library of Virginia, and made available for public inspection. Documents and indexes are reviewed for quality control. The clerk is required by law to provide a daily index. Due to the high volume of transactions, overtime is consistently incurred in order to record all the documents presented and to provide the required daily index.

The land records are vital to the real estate industry. Title examiners, attorneys, realtors, bankers, surveyors and other's require access to these records. CARS (Court Automated Retrieval System) now has over 18 million real estate related documents and indexes on-line. Newly recorded documents and their corresponding indexes are added each day. Users may access the land records from their home or offices as well as at the courthouse. The integral part that CARS plays in the recording and retrieval process requires consistent monitoring and upgrading. In addition, both in-house staff as well as the user community (both remote access and courthouse users) require periodic training and instruction on changes and enhancements to the system.

### ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Documents recorded	214,986	273,343	275,209	291,583	300,000

### ► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia 58.1-800 Virginia Recordation Tax Act;
- Code of Virginia 8.01-251 Limitation on Enforcements on Judgments and Decrees
- Code of Virginia 58.1-811 Sets recording taxes to be collected by Clerk on Deed
- Code of Virginia 14.1-59 Real Estate Transfer fees-Counties