



RECORDING FUNCTION UPDATES

OCTOBER 9, 2017

MESSAGE FROM THE COUNTY CLERK

Greetings. First, I would like to thank everyone for the smooth transition of merging the recording function into the County Clerk’s Office. I appreciate your patience with us as we conducted the cross-training process.

I’m excited to announce several completed and upcoming phases of the backscanning project. We’ve been working hard to make the documents and indexes as easy as possible to find and use. Please see below for some updates on this project, as well as several others in the office.

As always, I welcome any questions or comments that may arise. I can be reached by phone at 309-495-4638 and via email at ssonnemaker@peoriacounty.org. My Chief Deputy, Mike Deluhery, can be reached by phone at 309-495-4633 and via email at mdeluhery@peoriacounty.org.

Steve Sonnemaker
County Clerk

BACKSCANNING PROJECT

1825-1964 BOOKS ARE IN EAGLE!

These books are now searchable by book and page both in the office using the Eagle recording program and through the online document search. Like the 1964-1986 records, the document type “HistoricalLand” was used for all records and the recording date has been set for the year 1800. Now that this phase is complete, these files will soon be taken out of the Image Express program used in the office.

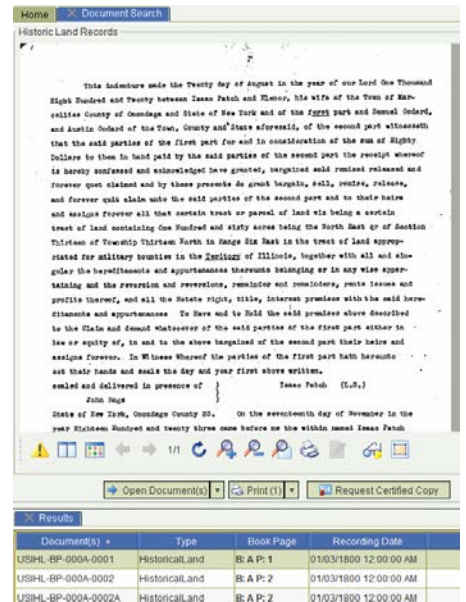
IMAGE MASKING PROCESS

For the 1825-1964 books, the images went through a masking process. For multi-page instruments, this means all pages of an instrument have been grouped together just like multi-page instruments recorded today. For older books with multiple instruments per page, this means each instrument on the page will be listed separately when the book/page is searched and only the text related to that instrument will be shown on the image (i.e. Book H Page 15).

With the masking process, the books are searchable by the first page number of the document that’s listed in the tract indexes. For example, a three-page mortgage that starts in Book 1000 Page 25, would be searchable by page 25. However, no results will display for a search of Book 1000 Page 26. Once the project is complete, any book/page will be able to be searched and the applicable document(s) will be displayed.

ADDITIONAL DOC TYPES AVAILABLE

Several other document types have also been added to the Eagle program by book/page. These include: corporation books (HistoricalCorp) cemetery books (HistoricalCemetery) and Chattel books (HistoricalChattel). All are searchable by





book/page and have also went through the masking process. The applicable indexes will be listed separately, keep reading below.

COMING SOON...PLATS, TRACT SUREVEYS & MORE!

Yes, all plats and tract surveys not currently in our system will be uploaded soon! These records will be searchable by book/page, document number (when applicable) and by subdivision name for plats. The recording team has also been working on making the plats and tract surveys currently in our system searchable by book/page.

Throughout this process, we've been keeping track of the missing and blurry records reported by you. Thank you for your help! The recording team has also been proofing the 1964-1987 books to discover any issues. There will be another upload of 1964-1987 records to correct many of the issues. Please continue to report any issues to us.

HISTORICAL INDEX UPDATE

The historical index search, which contains the tract indexes, will also be updated soon. For the platted tract indexes, this includes: adding a "Block/Range" layer to the applicable subdivisions before the lot listing, clearing out repeating images, updating subdivision names to include section-Twp-Range and other corrections.

This revision will also include adding all of the various index books and miscellaneous records to the Historical Index, including: Grantee Indexes, Liens Indexes, Key Index, Corporation Indexes, County Surveyor Records and more.

OFFICE RENOVATIONS

WE'LL BE MOVING!

Many of you have probably noticed the construction on the first floor. The County Board approved office renovations to combine the recording function with the Room 101 County Clerk's Office. The phase for constructing the new public searching area and recording counter is complete! This space is being used for our current first floor operations until renovations to the other side of the office is complete. Feel free to stop in and take a look. The move will occur when both the backscanning project and office renovations are complete, tentatively around late-November.



PREDICTABLE RECORDING FEES

With the passage of [Public Act 100-271](#), the County Board will need to approve predictable recording fees in the coming year. This includes setting several standard document class fees, which won't change based on the page count, number of parcel identification numbers or recorded document number references. However, a document will be classified as a "nonstandard document" if it makes specific reference to more than 5 parcel identification numbers or more than 5 recorded document references, which will result in a higher standard fee. As specified in the Act, we will provide notice at least 2 weeks, but not more than 4 weeks, prior to the scheduled approval of the County Board. The new fee schedule will take effect 60 days after the resolution is adopted. There will be more information on this in the future.