



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
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**CONNOR B. McCORMACK**  
REGISTRAR-RECORDER/COUNTY CLERK

January 5, 2004

**TO:** EACH SUPERVISOR

**FROM:** Conny B. McCormack  
Registrar-Recorder/County Clerk

**SUBJECT:** REAL PROPERTY RECORDINGS

The Registrar-Recorder/County Clerk Department has successfully completed a record year by recording and processing 3,798,513 documents, which represents a 22.1% increase over 2002. In addition to the increase in documents processed, we also experienced a 41.6% increase in pages processed for a total of 19,509,362 pages submitted for examination. Our Department has seen a continuous increase in Real Property transactions since 2000 which has resulted in a 92.3% overall increase in recordings over the last 4 years as represented in the attached graphs.

Our Recorder staff worked 12-14 hour days and 7-day workweeks this year to achieve this accomplishment. Our goal and commitment as stated in our Department's Strategic Plan is to serve the public, Title Companies, Financial Institutions and Realtors who rely on us for the official record of their transaction. We were also cognizant of the potential loss of the 14 million dollar grant to the County Assessor if we fail to provide timely data relating to the conveyance of Real Property for the property tax roll.

The examination of Real Property documents requires specially trained staff, and our department needed additional personnel to meet the daily volumes. The average training time for Property Conveyance Examiners throughout the state of California is 18 months. To obtain the benefits of the additional staff hired, we designed and implemented a fast-track training program and were able to productively fill 14 vacant positions by providing four months of concentrated training. With this extra staffing, we eliminated a three-month backlog in mail processing, and successfully examined, on average, 14,600 documents or more per day.

I am proud to report that my staff recognizes the importance of processing Real Property documents within existing time constraints and embraced the challenge by completing the tremendous workload and making the personal sacrifice for the last year.