

**Government of Guam  
Fiscal Year 2018 Budget  
Department / Agency Narrative**

**FUNCTION:** Land and Housing and Natural Resources

**DEPT. / AGENCY:** Department of Land Management – Land Records Division

**MISSION STATEMENT:**

***Recording of Real Property:***

1. Record by legible handwriting or by photographic process authorized document or documents.
2. Recorder shall immediately endorse upon it the proper filing number in the order in which it is deposited, the year, month, day, hour and minute of its reception and the amount of fees for its recording together with the acknowledgements, proofs, and certificates written upon or annexed to it, and any plats, surveys, schedules and other papers there annexed.
3. The recorder, notwithstanding any other provisions of law and exclusive of any documentary tax, is authorized and directed to collect fees.
4. The recorder shall have custody of all documents, records, books, maps, and other material deposited in his office.
5. To continue servicing the General Public, the Title Companies, Attorneys-at-Law.

***Land Title Registration Law. – Certificate of Title Section***

1. To process and initiate all Government of Guam owned real property deemed unregistered.
2. To research for the preparation of abstract of title for the initiation of the registration of government lands.
3. To process Certificate of Title request to private landowners, corporations, and the government.

***Repository of Recorded Documents:***

1. To safeguard all recorded documents into a protective fire proof vault.
2. To scan all recorded documents into the department's network system for the general public's review.
3. To enter all recorded documents data into the department's Guam Land Web system.

**GOALS AND OBJECTIVES:**

***Recording of Real Property:*** To record any instrument or document within a five minute time frame, in accordance with the established recording requirements and policy and collect the appropriate associated fees in a timely, efficient and quality control manner for effective customer service.

***Land Title Registration Law. – Certificate of Title Section:*** To issue Certificate of Titles to all public lands as well as private lands.

***Repository of Recorded Documents:*** To post information of documents recorded affecting real property; to provide access to documents for public review to the general public, private title companies, attorney law firms, and other government of Guam agencies. To provide certified copies of documents by the recorder and shall be considered duplicate originals.

**IMPACT STATEMENT:**

The department is need of more personnel to increase effectiveness and efficiency in responding to the general public's demand not to mention other government of Guam entities.

***Recording of Real Property:***

1. To optimize the department's records database, deliver and provide cost efficient and quality customer service.
2. To recruit qualified personnel for the existing non-funded vacant positions.
3. To protect the interest of private ownership of lands by providing an accurate recording system of documents affecting real property and other miscellaneous transaction files with the department.

***Land Title Registration Act. – Certificate of Title Section:***

1. That all government of Guam owned lands are decreed lands and that the Certificate of Titles will be vested in the name of the government of Guam.
2. Issue certificate of titles to current record of owner within 2 weeks from requested date.
3. To secure the government's interest relative to private registration and maintain liaison between the Superior Court of Guam and the Office of the Attorney General on a regular monthly basis.

***Repository of Recorded Documents:***

1. To provide access to the documents filed for the researcher through the department's database.
2. To scan and data entry all recorded documents into the database and networks system for the general public review.
3. To provide certified copies as duplicate originals.

**LAND RECORDS DIVISION'S BUDGET PLAN:**

To fulfill and implement all the required mandates and request from government entities and private citizens. To hire and train new personnel to augment and eventually replace more senior staff who are nearing retirement.

**FISCAL SUMMARY PAGE:**

To fulfill all the division's mandates and the request from private citizens, corporations as well as other government agencies, and to continue to seek support from the Governor's Office and the Guam Legislature to hire more qualified personnel to alleviate the workload that is being experienced by the employees of this division.