

**Government of Guam
Fiscal Year 2015 Budget
Department / Agency Narrative**

FUNCTIONS: **Land, Housing, and Natural Resources**

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

MISSION STATEMENT:

To establish and implement the smooth transition of all miscellaneous instruments affecting the title or possession of real property pursuant to GCA Title 21, Chapter 29, Chapter 31, Chapter 33, and Chapter 60 as mandated by law.

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, Attorney Law Office.

Certificate of Title Section:

1. To process Certificate of Title to private landowners, corporations, and the government.
2. To research land transactions to establish the chain of title.
3. To assess for payment once the Certificate of Title is completed and signed by the Deputy Civil Registrar.

Land Title Registration Act:

1. To process and initiate all Government of Guam owned real property deemed unregistered.
2. To prepare and abstract of title for the initiation of the registration of government lands.
3. To process Certificate of Title once a decision is rendered from the court of Guam.
4. To assess for payment once the Certificate of Title is completed and signed by the Deputy Civil Registrar.

Repository of Recorded Documents:

1. To safeguard, protect, secure, retain and preserve all recorded documents into a protective fire proof vault.
2. To scan all recorded documents into the department's database for the general public's review.
3. To enter all data into the department's (Uniface Database System).
4. Entertains request from customers on recorded instruments that are not readily available.

Customer Service:

1. Assist customer in retrieving recorded instruments with the division.
2. Responsible for maintenance and filing of miscellaneous instruments for the customer based library.
3. Responsible for maintenance of all customer base workstations.
4. Assist customers in identifying and referring them to the proper division or sections.

Cashier:

1. To ensure that all revenues collected.
2. To ensure full accountability of all monies collected.
3. Responsible for the release of all requests made by the customers and ensures that payments are made accordingly.

4. Prepares and documents all revenues collected for deposit for the Treasurer of Guam.
5. Prepares end of the month revenue reports.

GOALS AND OBJECTIVES:

Recording of Real Property: To record any instrument or document within a five minute time frame, in accordance with the established policies and procedures . Effectively collect all associated fees in a timely manner and provide quality customer service.

Land Title Registration Act: To issue Certificate of Titles once the decree establishing title is rendered by the court of Guam.

Certificate of Title Section: To issue Certificate of Titles to all public and private lands.

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

IMPACT STATEMENT:

The department is in dire need of more personnel and equipment to increase effectiveness and efficiency in responding to the general public’s increased demand as well as, request made from other government of Guam entities.

Recording of Real Property:

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

Land Title Registration Law:

1. To recruit the most qualified personnel for existing “non-funded” vacant positions.
2. To secure the government’s interest relative to unregistered parcel and maintain liaison between the Superior Court of Guam and the Office of the Attorney General on a regular monthly basis.

Certificate of Title Section:

1. That all government of Guam owned lands are decreed 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.

Repository of Recorded Documents:

1. To provide access to documents filed for researching through the department's database.
2. To scan and perform data entry on recorded documents into the database and networks system for the general public's 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. And to hire more qualified personnel to alleviate the heavy workload that is being experienced by the employees of this division.

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.