

# Recorder Copy Fees

**Board of Supervisors' Budget and Finance Committee**

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## Summary

- Amends the Administrative Code to update fees for public access to recorded documents.
- Authorizes the Controller to update these fees annually to reflect changes in the Consumer Price Index.
- Updates the fees for notary services in compliance with state law.



# Recorder Modernization Efforts

## Mission Statement

- To fairly and accurately identify and assess all taxable property in San Francisco and record, secure, and provide access to property, marriage, and other records.

## Expanding Access to Public Records

- Over 7 million recorded documents from 1990 to Present have been digitized. Efforts are underway to digitize 1.5 million records from 1980-1989.
- In 2021, we launched Records Manager, an online tool for the public to search and download these recorded Public Records.



# Public Access to Recorded Documents

## Online

- Official records from 1990 to the present are available for search, purchase, and instant download at <https://recorder.sfgov.org>.

## In Person

- Recorder staff at City Hall help customers search and obtain copies of recorded documents.
- Kiosks at City Hall are available for customer search and copy requests. Staff confirms and completes the request and cashiering.

## By Mail

- Customers can request records to be sent to them by mail. Staff conducts the document search, cashiering, and mails the document.



# Fee Change

## Current Fees

	Online	In Person: Front Counter/Mail	In Person: Public Kiosk
Pages 1-3	\$3.00 per page	\$3.00 per page	\$0.10
Additional	\$0.50	\$0.50	\$0.10
<b>5-page document</b>	<b>\$10.00 + \$2.00 City Base Fee</b>	<b>\$10.00</b>	<b>\$0.50</b>

## Proposed Fees

	Online	In Person: Front Counter/Mail	In Person: Public Kiosk
First Page	\$1.76 flat fee	\$9.44	\$9.44
Additional	No fee	\$0.38	\$0.38
<b>5-page document</b>	<b>\$1.76 + \$2.00 City Base Fee</b>	<b>\$10.96</b>	<b>\$10.96</b>



# Fee Difference

## Top Three Most Requested Recorded Documents

Document	Online	In Person: Front Counter	In Person: Public Kiosk
	67% of users	27% of users	6% of users
3-page (e.g., deeds)	decrease \$7.24	increase \$1.20	increase \$9.90
16-page (e.g., deeds of trust)	decrease \$13.74	decrease \$0.36	increase \$13.54
2-page (e.g., full reconveyances)	decrease \$4.24	increase \$3.82	increase \$9.62
Average length 5-page document	decrease \$8.24	increase \$0.96	increase \$10.46



# The Need for Fee Change

- Current fees are outdated that apply equally to online self-service searches and to searches and copy services provided by staff.
- Proposed fees reflect current business practices and systems costs associated with providing copies of recorded documents to the public.

A detailed line-art illustration of a city skyline, likely San Francisco, featuring the Transamerica Pyramid, the Golden Gate Bridge, and various residential buildings. The scene includes trees, cars, and birds in flight. The text "Thank you." is prominently displayed in the center in a bold, dark blue font.

**Thank you.**