

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
5-page document	\$10.00 + \$2.00 City Base Fee	\$10.00	\$0.50

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
5-page document	\$1.76 + \$2.00 City Base Fee	\$10.96	\$10.96



Fee Difference

Top Three Most Requested Recorded Documents

Document	Online 67% of users	In Person: Front Counter 27% of users	In Person: Public Kiosk 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- Current fees are outdated that apply equally to online self-service searches and to searches and copy services provided by staff.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.



Thank you.