



REGISTER OF DEEDS Breakout Session

CHECKLIST

- ◆ Oaths of office taken, signed, and filed with County Clerk. Sample Oaths are on the CTAS website →Reference→Sample Documents→Oaths of Office
- ◆ Your surety bond is approved by the CLB, recorded with Register of Deeds, and filed with County Clerk. Note: the bond must be transmitted to the County Clerk within 30 days.
- ◆ Policy review:
 - County ethics policy
 - Personnel Policy
 - Internal controls, risk assessments, and internal office policies and procedures.
- ◆ Consult with the County Attorney before dismissing employees or making significant personnel changes.
- ◆ Review bank accounts, petty cash, investment accounts, and contracts.
- ◆ Determine if office is on the budgetary or fee system.
- ◆ In your county's budget or finance office: (These should be in your mayor's office if decentralized or in the finance or budget office in counties with centralized.)
 - Obtain and review your office's budget and the most recent statement of expenditures.
 - Obtain a list of your office's fixed assets and review it for accuracy.
 - Review the county's current purchasing policy.
- ◆ Note: New fee officials have thirty (30) days from taking office to file a salary suit or sign a letter of agreement.
- ◆ Review records management guidelines, CTAS-197, before destroying any records. Then, if applicable, seek the approval of the county's public record commission.
- ◆ Contact computer vendor or county network services regarding access to your office system.