

CHAPTER 6
OFFICIAL RECORDS AND FORMS

The official records and forms required to be used by the county recorder fall in the following two categories:

- (a) Those prescribed by the State Board of Accounts and computerized records approved for use by the county.
- (b) Those prescribed by statute, where the wording of the record or form is specified in the statute or has been designed pursuant to statute.

Samples of all records and forms prescribed by the State Board of Accounts have been furnished each printer holding county contracts. Insist that the printer furnish only those that are prescribed and which conform to the legal requirements of the law. In the event there is some uncertainty as to the proper wording or design of any record or form, consult the State Board of Accounts and request a specimen of the record or form.

Prescribed records and forms must be used. If, for any reason, you desire to computerize any record or form, such change may be made only with the approval of the State Board of Accounts.

The following records and forms have been prescribed by the State Board of Accounts for use of county recorders:

	<u>County Form No.</u>	<u>Illustrated on Page</u>
Fee and Cash Book	3 (Rev. 1985)	6-3
Uniform Commercial Code Journal of Cash Receipts	3A (Rev. 1987)	6-4
Report of Collections	362 (Rev. 1987)	6-5
Register of Farm Names	66 (1914)	6-6
Application for Registration of Farm Name	67 (1914)	6-7
Certificate of Registration of Farm Name	68A (1914)	Not Illustrated
Abstract of Old Age Assistance Certificates	124A (1936)	6-8
Record of Instruments Copied or Proofed	138 (Rev. 1997)	6-9
Check	140 (Rev. 1960)	6-10

The following records and forms are prescribed by statute:

	<u>Indiana Code Reference</u>
Entry Book	IC 36-2-11-9
Deed Record	IC 36-2-11-8
Mortgage Record	IC 36-2-11-8
County Cemetery Record (Deeds)	IC 23-14-34
Quiet Title Record	IC 32-30-3-17
Miscellaneous Record (No specific statute prescribing record but several statutes mention recording in "Miscellaneous Record" - See IC 32-28-3-5; 36-2-11-19; 36-2-11-22)	

	<u>Indiana Code Reference</u>
Plat Books	IC 36-2-17-5
Official Bond Register	IC 5-4-1-5.1
Record of Partnerships and Firm Names	IC 23-15-1-1
Record of Discharges From U.S. Military or Naval Service	IC 10-5-4-1
General Index of Deeds	IC 36-2-11-12
General Index of Mortgages	IC 36-2-11-12

In addition to the foregoing prescribed records, many counties have installed other records in which instruments are recorded, most of which are merely subdivisions of the deed, mortgage and miscellaneous records. Among the records used in some counties are: Mechanics Lien Record, School Fund Mortgage Record, Oil and Gas Lease Record, Release Record (for release of mortgages and other liens), and Partition Record. To this list may be added other special records in use in some counties. However, as pointed out, these records are only subdivisions of the basic deed, mortgage and miscellaneous records, and are not necessarily used in all counties.

The proper use of the foregoing records is discussed in Chapters 6 and 7.

ELECTRONIC STORAGE

IC 36-2-17-17 permits county recorders to substitute an electronic storage medium for any book. If information is entered in an electronic storage medium the system must be capable of retrieval and/or reproduction of the information during normal business hours.

RECORDER'S FEE AND CASH BOOK

Date Received Yr 20 Mo. Day	Instrument Number	NAME	RECEIPTS							RECEIPTS		DISBURSEMENTS						
			Deeds and Other Conveyances	Surveyor's Corner Perpetuation	Mortgages and Other Liens	Releases And Assignments	Uniform Commercial Code	Copies of Instruments			Other Fees	Total	Date 20 Mo. Day	Check No.	Amount			
1		<i>Brought Forward</i>	279 00	39 00	315 00	92 00	113 50	31 50					158 00	1,028 00				
2	11 30	1234 John Doe	5 50	1 00										6 50				
3	11 30	1235 1st National Bank			7 00									7 00				
4	11 30	Mary Smith						9 00					1 00	10 00				
5	11 30	1236 1st National Bank				5 00								5 00				
6	11 30	John Jones						1 50					1 00	2 50				
7																		
8	11 30	UCC						21 50						21 50				
9																		
10		Total Today	5 50	1 00	7 00	5 00	21 50	10 50					2 00	52 50				
11															11 30	152	1,080 50	
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32																		
33																		
34																		
35																		
36																		
37																		
38		Total Receipts For Month To Date	284 50	40 00	322 00	97 00	135 00	42 00					160 00	1,080 50				
39		Total Disbursements For Month To Date	284 50	40 00	322 00	97 00	135 00	42 00					160 00	1,080 50				
40		<i>Balance Carried Forward</i>																

SAMPLE

REPORT OF COLLECTIONS

To County Auditor
(Title of Officer)

Your County
(Governmental Unit)

Your, Indiana
(County)

Collections for Period November 1, 2000 to November 30, 2000

Description	Fund to be Credited	Collections This Period		Prior Collections		Year to Date Collections	
<i>Deeds and Other Conveyances</i>	<i>County General</i>	284	50	1,200	00	1,484	50
<i>Mortgages and Other Liens</i>	<i>County General</i>	322	00	1,500	00	1,822	00
<i>Releases and Assignments</i>	<i>County General</i>	97	00	800	00	897	00
<i>Uniform Commercial Code</i>	<i>County General</i>	135	00	900	00	1,035	00
<i>Other Fees</i>	<i>County General</i>	160	00	1,000	00	1,160	00
<i>Sub Total</i>		998	50	5,400	00	6,398	50
<i>Surveyor's Corner Perpetuation</i>	<i>Surveyor's Corner Perpetuation</i>	40	00	600	00	640	00
<i>Copies of Instruments</i>	<i>Recorder's Corner Perpetuation</i>	42	00	400	00	442	00
Total Amount Collected		1,080	50	6,400	00	7,480	50

I hereby certify that the foregoing is a true and correct report of collections due the above named governmental unit for the period shown.

Dated this 30th day of November, 2000

NOTE
This is not to be used as a receipt for collections. The official to whom the report is made must issue an official receipt for the collections remitted.

Your Friendly Recorder
(Signature)

County Recorder
(Title of Officer)

No. 1130

Application for Registration of Farm Name

I, _____ U. R. Welcome _____, residing in

_____ Greene Township _____, County of _____ Parke _____

State of Indiana, hereby apply for the registration of the name

_____ Pine Knob _____ *as the registered farm name*

of the following described premises, of which I am the owner, to wit:

The Northwest Quarter of the South East Quarter of Section 15,
Township 16 North, Range 6 West containing 40 acres.

SAMPLE

*This application is made pursuant to an Act of the General Assembly
of the State of Indiana, approved February 19, 1913.*

_____ U. R. Welcome _____

Date _____ April 16, _____ 20 00

Prescribed by State Board of Accounts

County Form No. 138 (Rev. 1997)

Date of Request _____, 20__

Identification _____

Record _____ To:

No. _____ Page _____

You are hereby requested to prepare or proof and certify _____ (copy) (copies) of:

_____ Pages @ _____ \$ _____

Certificate Fees _____

Total Fee

SAMPLE

Prepared _____, 20__

(Signature of Requester)

Fee Paid _____, 20__

Will call for on _____, 20__

Receipt Number _____

Mail to _____

Payment Type _____ / _____ / _____
Cash / Check / MO

Address _____

Prescribed by State Board of Accounts

County Form No. 140 (Rev. 1960)

Sample, Ind.

RECORDER

Sample

County

No. 00000

November 30, 20 00

Pay to the
Order of

County Auditor, Sample County

\$ 1,080.50

One Thousand eighty and 50/100 -----

Dollars

100

For Recorder's Fee

A Public Depository

SAMPLE

Your Friendly Recorder
Recorder

(Original Copy)