

INDEX

	<u>Page</u>
Accountable Items, Deposit of	1-5
Accounts Uncollectible	1-12
Acknowledgments	4-2, 7-2
Additions and Subdivisions to Cities and Towns	9-12
Advance Payments	1-3
Affidavits Affecting Real Estate	9-11
Alcohol Purchases.....	1-12
Ambulance Liens.....	9-27
Amounts Due, Collection of.....	1-12
Appointment of Deputies	2-2
Approval of Plan Commission	9-13
Armed Forces, Members of - Services and Discharge Papers.....	9-24
Articles of Incorporation.....	9-19
Asset Ownership	1-3
Attorney, Powers of	9-32
Audit Costs	1-3
Authority for Investments.....	1-76
Bad Debts.....	1-3
Bank Accounts, Separate.....	1-9
Bankruptcy Proceedings	9-16
Bonds of Deputies	2-2
Bonuses, Purchasing	1-8
Budget Estimate	3-1
Capital Assets	1-3, 1-12
Cash Disbursements.....	1-4
Cash Receipts	4-1
Cemetery Plats and Deeds	9-13
Change Fund.....	8-3
Claims and Expenses	3-2
Collection of Amounts Due.....	1-4
Commission on Public Records	9-25
Microfilming - Destruction of Old Records	9-26
Compensation and Benefits	1-4
Advance Payments	1-3
Record of Hours Worked.....	1-9
Severance Pay.....	1-9
Suspensions With Pay.....	1-10
Travel Policies	1-15
Unemployment Compensation	1-10
Condition of Records.....	1-5
Condominiums	9-29
Conferences Called by State Board of Accounts	4-2
Contract Purchase - Deduction From the Assessed Value.....	9-11
Contracts	1-5
Copies of Records or Instruments.....	4-1, 7-2, 9-24
Correction of Errors.....	1-5
Costs, Excessive or Unreasonable	1-6
Credit Cards	1-12

	<u>Page</u>
Decree of Final Distribution in Estates	9-13
Deeds and Mortgages	9-7
Assignment of Mortgage.....	9-10
Lapse of Time Release.....	9-10
Release of Lien on Foreclosure.....	9-9
Release or Satisfaction of Liens	9-8
Deposit of Accountable Items	1-5
Deposit of Receipts	8-2
Deputies, Appointment of	2-2
Deputies, Bonds of	2-2
Deputies, Oath of	2-2
Designation of Depository - Deposit of Funds.....	9-25
Disbursements	8-2
Document, Quality.....	9-6
Donations	1-5
Easements	9-28
Employee's Service Record	3-2
Entry Book.....	7-1, 9-2
Fees.....	9-3
Indexes	9-3
Miniature Photographic or Microfilm Recording Process.....	9-3
Photographic or Photostatic Recording Process	9-3
Printed Record Sheets.....	9-2
Printed Records	9-2
Records in General - Recording of Instruments	9-2
Errors, Correction of.....	1-5
Essential Requirements of Instruments	9-4
Acknowledgments.....	9-4
Document Quality	9-6
Federal Documentary Stamp Tax.....	9-7
Legibility of Names.....	9-5
Name of Person Preparing Instrument	9-7
Notarized Documents	9-7
Excessive or Unreasonable Costs	1-6
Expenditures by Holding Corporations.....	1-6
Expenses, Personal	1-8
Farm Names	9-17
Federal and State Agency - Compliance Requirements	1-2
Federal Documentary Stamp Tax	9-7
Federal Excise Taxes.....	1-2
Federal Income Taxes	1-2
Federal Liens on Real Property.....	9-16
Fee Schedule, Uniform Commercial Code	5-3
Fees	8-7
Fees Collected, Report of.....	8-2
Fees, Receipt of	8-1
Fees, Schedule of	5-1
Financial Records - Accounting for Fees	8-1
Change Fund	8-3
Deposit of Receipts.....	8-2
Disbursements.....	8-2
Fee and Cash Book	8-2

	<u>Page</u>
Financial Records - Accounting for Fees	
Footing and Balancing Fee and Cash Book	8-2
Footing and Balancing UCC Journal of Cash Receipts	8-2
Receipt of Fees.....	8-1
Refund of Overpayment.....	8-3
Report of Fees Collected	8-2
Firm Names and Partnership	9-17
Forms and Official Records.....	6-1
Fundraisers	1-6
Fund Sources and Uses.....	1-6
Holding Corporations, Expenditures by.....	1-6
Hospital Liens.....	9-27
Indebtedness.....	1-7
Instrument, Receipt of.....	7-1
Instruments or Records, Copies of.....	9-24
Interest on Investments.....	1-7
Investments Not Authorized by Statute	1-7
Issuance of Receipt.....	1-8
Leave and Overtime Policy	1-14
Legal Guide	9-1
Ambulance Liens	9-27
Articles of Incorporation	9-19
Bankruptcy Proceedings.....	9-16
Condominiums.....	9-29
Copies of Records or Instruments	9-24
Designation of Depository - Deposit of Funds	9-25
Easements.....	9-28
Entry Book	9-2
Essential Requirements of Instruments.....	9-4
Farm Names.....	9-17
Federal Liens on Real Property	9-16
Hospital Liens	9-27
Members of Armed Forces - Services and Discharge Papers	9-24
Official Bonds.....	9-19
Partnership and Firm Names.....	9-17
Plats of Survey.....	9-28
Powers of Attorney.....	9-32
Sewer Liens	9-27
Trustees of Religious and Fraternal Organizations	9-19
Underground Facilities.....	9-29
Legal Holidays Defined.....	2-2
Legibility of Names	9-5
Lien, Release of on Foreclosure	9-9
Liens, Homeowners Association	9-15
Liens, Release or Satisfaction of.....	9-8
Liens, Search of Records for	943-1
Liens, Strip Miner's.....	9-16
Lucrative Office	1-7, 2-2

	<u>Page</u>
Malfeasance, Misfeasance or Nonfeasance	1-7
Mechanics' Lien on Real Estate	9-14
Notice by Owner to Commence Suit - Release of Lien	9-14
Other Liens Handled the Same	9-15
Member - County Commission of Public Records	4-2
Members of Armed Forces - Services and Discharge Papers.....	9-24
Mileage and Expense Allowances.....	3-1
 Notarized Documents.....	 9-7
 Oath of Deputies	 2-2
Oath of Office	2-1
Office Created	2-1
Office Hours	2-2
Office Salaries and Expenses	3-1
Budget Estimate	3-1
Claims and Expenses	3-2
Employee's Service Record.....	3-2
Mileage and Expense Allowances	3-1
Purchases.....	3-1
Salary of Recorder, Deputies and Assistants	3-1
Official Bonds	2-1, 9-19
Official Records and Forms.....	6-1
Electronic Storage	6-2
Official Seal	2-3
Oil and Gas Leases.....	9-26
Ordinances and Resolutions	1-7
Organization of Office.....	2-1
Bonds of Deputies	2-2
Deputies, Appointment of	2-2
Deputies, Oath of.....	2-2
Legal Holidays Defined	2-2
Lucrative Office.....	2-2
Oath of Office.....	2-1
Office Created.....	2-1
Office Hours.....	2-2
Official Bond	2-1
Official Seal.....	2-3
Qualifications	2-1
Term of Office.....	2-1
Vacancy in Office.....	2-3
 Overdrawn Cash	 1-7
Overpayment Collections	1-7
 Partnership and Firm Names	 9-17
Payments in Advance.....	1-3
Penalties, Interest and Other Charges.....	1-7
Personal Expenses	1-8
Personal Property Use	1-8
Plats of Additions and Subdivisions	9-12
Additions and Subdivisions to Cities and Towns	9-12

	<u>Page</u>
Plats of Additions and Subdivisions	
Approval of Plan Commission.....	9-13
Subdivisions Outside Cities and Towns.....	9-12
Transfers and Entries for Taxation	9-13
Plats of Survey	9-28
Political Expenditures	1-8
Powers of Attorney	9-32
Prescribed Forms	1-1
Exact Replica	1-1
Use of Prescribed Forms.....	1-1
Preservation and Destruction of Public Records	
Transaction Recording.....	1-10
Timely Recordkeeping	1-10
Private Property.....	1-8
Purchases	3-1
Purchasing Bonuses	1-8
Qualifications.....	2-1
Quiet Title Record	9-13
Real Estate, Affidavits Affecting	9-11
Receipt Issuance.....	1-8
Receipt of Fees	8-1
Receipt of Instrument.....	7-1
Receipts, Deposit of	8-2
Recorder's Fees	5-1
Schedule of Fees.....	5-3
Services for Which No Fees are Collectible	5-4
Taxing Unlawful Fees	5-4
Uniform Commercial Code Fee Schedule	5-3
Recording Instruments	4-1
Recording of Instruments	7-2
Errors in Recording.....	7-2
Methods of Recording.....	7-2
Records	7-2
Use of Jet-Black Ink.....	7-2
Records or Instruments, Copies of.....	4-1, 7-2, 9-25
Records, Condition of.....	1-5
Release of Lien on Foreclosure	9-9
Release or Satisfaction of Liens.....	9-8
Report of Fees Collected.....	8-2
Resolutions and Ordinances	1-7
Rights-of-Way, State, County, or Municipal Highway.....	9-11
Risk of Loss.....	1-9
Salary of Recorder, Deputies and Assistants.....	3-1
Sale and Rental Proceeds.....	1-9
Sales Controls - Vending, Concessions or Other.....	-11
Sales Tax	1-2
Schedule of Fees	5-3
Search of Records for Liens.....	4-1
Security Interest	9-12
Separate Bank Accounts.....	1-9
Services For Which No Fees Are Collectible	5-4
Certified Copies to Veterans, Widows or Dependents	5-4
Official Bonds.....	5-4

	<u>Page</u>
Services For Which No Fees Are Collectible	
Old Age Assistance Certificates	5-4
Other Free Recordings	5-4
Severance Pay	1-9
Sewer Liens.....	9-27
Signature Stamps.....	1-9
Special Sessions - Board of County Commissioners.....	4-2
State and Federal Taxes	1-2
Federal and State Agencies - Compliance Requirements.....	1-2
Federal and State Regulations	1-3
Federal Excise Taxes	1-2
Federal Income Taxes.....	1-2
Penalties, Interest, and Other Charges	1-7
Sales Tax.....	1-2
Tax Refunds	1-2
State, County, or Municipal Highway Rights-of-Way.....	9-11
Strip Miner's Liens.....	9-16
Subdivisions Outside Cities and Towns	9-12
Suspensions With Pay	1-10
Taxation, Transfers and Entries for.....	9-13
Taxing Unlawful Fees.....	5-4
Term of Office	2-1
Transfers and Entries for Taxation.....	9-13
Travel Policies	1-15
Trustees of Religious and Fraternal Organizations.....	9-19
Trusts and Endowments	1-10
Uncollectible Accounts	1-12
Underground Facilities	9-29
Uniform Commercial Code.....	4-2
Uniform Commercial Code Fee Schedule	5-3
Use of Records - Procedure.....	7-1
Entry Book	7-1
Fee and Cash Book	7-1
Instrument Number	7-1
Notation on Instrument	7-1
Receipt of Instrument.....	7-1
Recording and Indexing Instrument.....	7-1
Vacancy in Office	2-3
Vending Machine Commissions and/or Profits	1-11