CHAPTER 2: ADMINISTRATIVE ROLES

02.04 COUNTY RECORDERS

Duties of the County Recorder

The duties of the county recorder vary from county to county, depending upon the decisions of the county board. Duties that county recorders perform are outlined in Chapter 386 of the Minnesota Statutes and may include any of the following:

- Perform abstract services and employ licensed abstractors
- Charge and collect all fees as prescribed by law, which shall be paid to the county at least every month
- Keep an index as a grantor’s and grantee’s reception index
- Enter in the index all deeds and other instruments left, and all copies left, as cautions or notices of liens
- Note within the tract index the date, time, and minute of every instrument affecting the title to any land filed for recording
- Endorse each instrument received for record with a consecutive number and enter the number in all indexes kept in the office
- Keep an index of all records kept in the office showing the number of instrument consecutively, the kind, the time of its reception, and where the same is recorded
- Exhibit any of the records or papers in the recorder’s custody to the inspection of any person
- Record certificates of military discharge and releases or transfers from active duty at no fee
- Maintain the power of a public notary
- Keep suitable word-for-word records of all instruments left with the recorder
- Accept security deposits to guarantee payments of charges
- Serve as registrar
- Enter all first and subsequent certificates of title by entering them into the books
- Enter accurate descriptions of all registered lands in tract indexes
- Maintain vital statistics for the county
- Accept, prepare, and issue marriage licenses and certificates
- Hold custody of all records for the county pertaining to real estate title, including deeds and mortgages
- Record military discharge papers and issue certified copies of them
- Record state and federal tax liens
- Hold custody of the original government land survey
- Maintain all legal records of all real estate in the county
- Provide abstracts of title, handle driver’s license renewals, issue birth and death certificates, marriage licenses, file notary commissions, and provide passports

The above list is just an example of the types of duties a county recorder may be required to perform. These duties will vary from county to county. Additional duties can also be found throughout Minnesota Statutes, Laws, and Rules.