NORTH CAROLINA
DURHAM COUNTY

RESOLUTION AUTHORIZING THE DURHAM COUNTY REGISTER OF DEEDS TO
ESTABLISH A CUT-OFF TIME OF 4:45 P.M. FOR FILING AND RECORDING
DOCUMENTS IN THE REGISTER OF DEEDS OFFICE AND THE ISSUING OF
VITAL RECORDS AND THE PERFORMANCE OF GENEALOGY RESEARCH IN
THE VITAL RECORDS DIVISION

WHEREAS, N.C.G.S 153A-94(b) and N.C.G.S. 161-8 authorize the Durham County Board of County
Commissioners to fix the hours during which the office of the Register of Deeds must be open; and

WHEREAS, The Register of Deeds office requires sufficient time in which to complete the processing of
documents filed for recording on the same day they are received by setting a cut-off time for receipt of
documents; and,

WHEREAS, In order to assure the complete processing, recording, and indexing of documents on the
same day they are received, the Register of Deeds office must receive a document no later than 4:45 p.m.
Documents received after 4:45 p.m. shall be processed on the next official business day. For all other
purposes, the office shall remain open to the public until 5:00 pm. on all official business days; and,

WHEREAS, The implementation of said policy would reduce the overtime hours of the employees in the
office of the Register of Deeds,

WHEREAS, the Vital Records Division of the office would also benefit by having sufficient time in
which to complete the processing of records by the abiding by these same rules as stated above,

WHEREAS, the performance of genealogy in the Vital Records Division would also be governed by the
cut-off time,

WHEREAS, the Register of Deeds does not close for lunch and shutting down the recording stations and
the marriage license stations would still provide 8½ hours of operation for those who wish to record
documents or to obtain vital records, and/or other services provided by the Register of Deeds; therefore,

NOW, THEREFORE, BE IT RESOLVED, by the Durham County Board of Commissioners that:

In accordance with N.C.G.S 161-8 and 153A-94(B), permission is hereby granted for the Register of
Deeds to establish a cut-off time of 4:45 pm. The cut-off time is established for filing and recording
documents in the Register of Deeds office, and issuing Vital Records documents, licenses and certificates
and for performance of Genealogy research. For all other purposes the office shall remain open to the
public until 5:00 pm.

This _______ day of ________ 2010

Attest:
V. Michelle Parker-Evans
Clerk to the Board of County Commissioners

Michael D. Page, Chair
Durham County Board of County Commissioners