

OFFICE OF  
RECORDER / REGISTRAR OF CLINTON COUNTY

STEPHEN G. MANGAN  
CLINTON COUNTY RECORDER / REGISTRAR  
PATRICIA J. MILDER, 1ST DEPUTY  
DIANA L. LAUFENBERG, 2ND DEPUTY

To Whom it May Concern:

Since we last added staff at the Recorder's Office in Clinton County the volume of real estate recordings has nearly doubled. Because of this additional recording activity the requests for recorded information have escalated as well. By virtue of the fact that responding to some of these requests is more a function of abstracting than recording many recorders in Iowa think this activity is a possible liability issue. While there may not be unanimity among recorders in this opinion I think most have imposed some restrictive measures to limit their risk and to maintain some order in the work place.

Compliance with the procedure described below will assist us in fulfilling our duty to record and our desire to assist your business with retrieval of information from the records in this office. Using one of the forms attached to this letter, provide us with the information we need to process your request. Please include company name, address, phone number, fax number and a description of the information needed and indicate the number of pages included. Then fax or mail back to us your request.

You will need to keep copies of these forms and give them to people in your organization, as you deem appropriate. Your cooperation will facilitate our effort to provide better service to everyone.

Sincerely,

Steve Mangan  
Clinton County Recorder

1900 North Third Street  
P.O. Box 2957  
Clinton, Iowa 52733-2957  
Phone 563/244-0565  
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