

Subtitle 3. Record Books and Indexes

3-301. Record books—general duties of clerks.

The clerk of the circuit court for each county (and of the Superior Court of Baltimore City) shall record all deeds and other instruments affecting property in well-bound books to be styled "Land Records", provided that the recording fees shall first be paid by the person offering the document for record. The clerk shall endorse thereon the time he receives the document for record. Any deed or other instrument affecting property which also affects personal property shall be so recorded in such land records only, and not in the "Financing Records" of such county (or the Superior Court of Baltimore City). In such case, if an interested party shall so request, the index of "Financing Records" provided for in Article 95B, Subsection 9-402(6) shall include a notation that such instrument has been recorded among such "Land Records", and the instrument shall be indexed in the general alphabetical index provided in ~~§ 2-202~~ 3-302 of this title. Such notation and indexing shall have the same effect as if such instrument were recorded in full among such "Financing Records".

3-302. Indexes.

(a) *General.* The clerks shall make and maintain a full and complete general alphabetical index in well bound books of all deeds, mechanics' liens, and other instruments in their respective offices. The index shall be both in the names of each grantor, bargainor, donor, mortgagor, and assignor, and each grantee, bargainee, donee, mortgagee, or assignee, and shall refer to the book and page of the record of the instruments designation same. The clerks shall index all deeds or other instruments retaining a vendor's lien both as deeds and as vendor's liens, in the same manner as mortgages are indexed. A separate index for mechanics' liens may, however, be maintained.

(b) *Indexing of assignments and releases of mortgages and deeds of trust.* In all clerks offices where land records are not recorded in book form, the clerks shall index all assignments of mortgages and deeds of trust and releases, or partial releases, of deeds of trust, whether in long or short form, in the general alphabetical indexes, and shall place an entry in the general alphabetical index where said instrument is indexed, on the same horizontal line, indicating the place of record of the original instrument being assigned or released.

3-303. Microfilming.

The clerk shall make a microfilm picture or copy of every recorded document and shall transmit said microfilm pictures or copies to the Archivist of the Hall of Records at the end of each year. When requested by the Archivist of the Hall of Records, the clerk shall also make a microfilm picture or copy of the general index.

3-304. Plats.

General. The clerk shall securely fasten one copy of each plat described under ~~§ 2-102~~ 3-108 in a book provided for that purpose or shall record the plat. The clerk shall also promptly send one copy of each such plat to the supervisor of ~~assessments~~ ASSESSMENTS