

I just wanted to send out an email detailing how we are going to conduct business during the Governor's Stay At Home Order.

First and most importantly we will remain open for business. **You will be allowed to come to the office as long as you don't have a fever** (you will have your temperature taken upon entering the building). You may also be asked some additional questions (i.e. have you been sick in the last 24 hours, do you have a headache, etc.) Depending on what your temperature is and how you answer the questions you may be asked to take a seat in the atrium. Security will then call our office, we will come down to you and help you conduct your business. We have tablets that we will bring and you can search our online indexes, view documents, and print copies of documents if necessary.

There is a drop box in the atrium for documents that you need recorded. We are going to strongly encourage you to use the drop box if the only reason you are entering the facility is to record documents and you don't have any other business to conduct. Please put your documents in an envelope (we will have some by the box if you forget yours) and put your company name, a contact name, and number on/in the envelope. We will check the box several times throughout the day and get whatever documents are left recorded. Deeds can also be placed in the box since we already have a system in place in conjunction with the Engineer's (tax map) and the Auditor's office to get the legal descriptions approved and the properties transferred. If there are any questions/issues with the documents we will call you and make every effort to correct the issue over the phone so you do not have to come back to the building. As always you can still mail or eRecord your documents.

If you do not want or can't come to the office but still need access to our records please remember our online indexes are complete back to October 5, 1985. There are a few areas that go back to when the county started. If your property does not have the information back as far as you need it please call the office. We will copy geographic indexes and fax/email them so you can finish your search. We will also fax/email copies of documents to you. We will only be charging \$0.10 a page for these copies regardless of the delivery method.

In an effort to make sure that I have staff members able to come to work if we get hit with the virus, we are going down to half a staff. There will only be 3 staff members plus myself on a daily basis so please bear with us. We will do our best to respond to your requests in a timely manner.

Every effort will be made by us to keep you up and running. If you have any questions or concerns please don't hesitate to call or email me or my staff.

Stay Healthy and if you can stay home!

The Auditor's office is also open but limiting access and the Engineer's office is closed but the tax map part is open and will be available to approve metes and bounds legal descriptions. We are doing everything in our power to stay open and to help attorney's and title companies.

Thank you,
Julie

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