

COUNTY CLERK and HALL OF RECORDS - 1410 1411

MISSION

The mission of the County Clerk is to process, preserve and provide public access to documents, including legal records pertaining to ownership of real property, all records for Supreme and County Courts within Albany County and all County government records available through the Freedom of Information Law.

ABOUT OUR DEPARTMENT

The County Clerk is an elected official primarily responsible for records processing and management and overseeing the Office of the County Clerk as well as the Hall of Records.

The County Clerk processes and stores records relating to the ownership of property such as deeds, mortgages, satisfactions and assignments; processes, files and stores court records; collects court fees; processes and files pistol permit applications and amendments, passports and veterans' vendor permits; coordinates County responses to all Freedom of Information Law (FOIL) requests; facilitates public access to plans and proposed regulations; and collects and distributes a variety of revenues to numerous levels of government.

The Albany County Hall of Records (ACHOR) provides systematic, secure storage, retrieval and disposal of the public records of County and City agencies. It provides information management consultation, micrographics and scanning services, storage of inactive records, archival processes and a computerized inventory. The goal is to preserve and make available to agencies and to the public the information needed to document governmental activities.

OUTCOMES

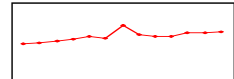
- All documents will be completely and accurately prepared, scanned, recorded, and indexed.
- Individuals will have timely access to public records that have been efficiently managed and preserved.
- All fees will be properly collected, receipted, distributed, and accurately recorded.
- Archival records will be identified and made available to the public.
- Requests for records from agencies will be filled in a timely manner.
- Inactive County records will be managed and disposed of efficiently.

DEPARTMENT HIGHLIGHTS

The proposed budget remains consistent with the long-term record of reducing staff and controlling costs. The Hall of Records is maintained at current staffing levels, with one vacant position offset with Personal Service Savings. The Clerk's office reflects a net reduction of several positions, primarily through the NYS early retirement incentive.

Although County share for the Clerk's office increases by approximately \$400,000, this is largely the result of the slowdown in the housing market, which has directly affected collections of Clerk's fees. Total appropriations, combined for both the County Clerk and Hall of Records, are decreased by approximately \$200,000.

APPROPRIATION HISTORY



1998:	\$2,129,607
1999:	\$2,181,726
2000:	\$2,330,060
2001:	\$2,563,387
2002:	\$2,812,914
2003:	\$2,635,652
2004:	\$3,725,636
2005:	\$2,947,461
2006:	\$2,811,146
2007:	\$2,737,342
2008:	\$3,139,824
2009:	\$3,127,294
2010:	\$3,220,722

CONTACT INFORMATION

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CONTACT INFORMATION

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Albany, New York 12207
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