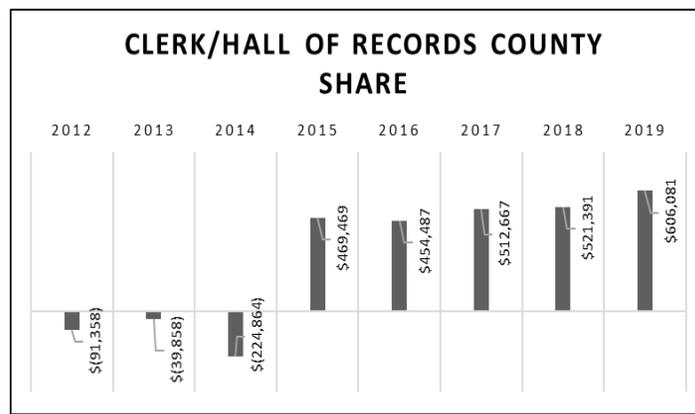


# COUNTY CLERK AND HALL OF RECORDS 1410, 1411



## MISSION STATEMENT

The mission of the County Clerk is to receive, preserve and provide public access to records managed by our office, including the records of other Albany County and City of Albany agencies stored in the Albany County Hall of Records (ACHOR). This mission is to be accomplished in a cost-effective manner, in order to allow our Department's revenue to continue to exceed our expenses, providing a modest surplus to reduce County property taxes.

## WHO WE SERVE

Owners of property in Albany County; plaintiffs and defendants in larger civil court actions; residents seeking to file DBAs (Doing Business As), public information requests, passport applications, notary public renewals, pistol permits, and those who wish to locate important information already on file here that relates to them. At ACHOR: County and City agencies needing to store or retrieve records (and their customers); historians, genealogists and members of the public who need to find information in our records.

## ABOUT OUR DEPARTMENT

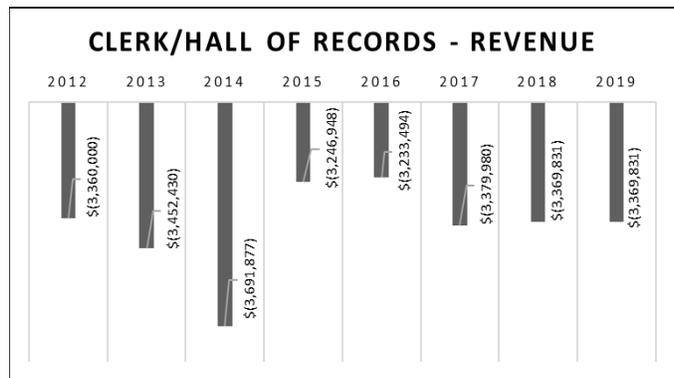
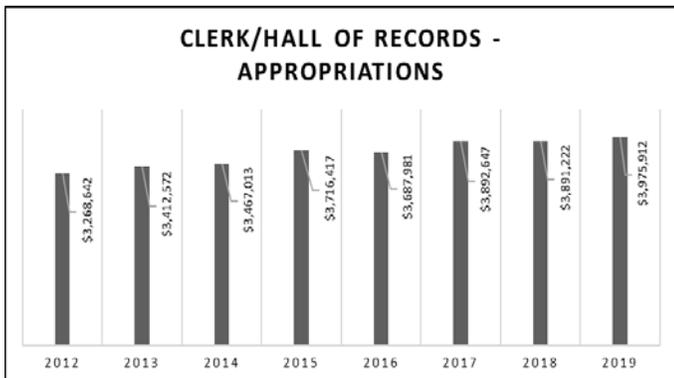
The Department is composed of two physically separate units: the County Clerk's office in the County Court House and the Hall of Records. The Clerk's office is legally responsible for all land records such as deeds and mortgages, all records of the Supreme Court and County Court in Albany County and a variety of miscellaneous records. The County Clerk collects approximately \$30 million in revenue annually, and disburses this revenue to a variety of state and local offices.

The Hall of Records provides systematic secure storage of inactive and archival records of both the County and the City of Albany (and receives funds from both.). There are over 104,000 cubic feet of such records stored in a specialized facility at much lower cost than if these records had to be kept in regular office space. Due to the expansion project we now have an additional 17,000 cubic feet of records storage available. We recycle obsolete records at the end of their legal retention period. ACHOR staff maintains a computerized inventory of all holdings; preserves older documents; scans or microfilms records of lasting value; and provides records management advice to County and City departments. We are the only shared services records management program in the State of New York.

## 2018 ACCOMPLISHMENTS AND CHALLENGES

In 2018, The County Clerk's office has continued to move forward with scanning deed books up to the year 1978. This allows for the protection of the original documents and prevents further wear and tear on the deed books themselves. Volumes of electronically filed court records continue to rise, easing the annual increase in paper filings of these cases. The County Clerk continues to work with the County Legislature to implement software for the codification of local laws, policies and codes. Through the Local Government Records Management Improvement Fund (LGRMIF) the County and City are working collaboratively on the digitization of the County Clerk Deed Volumes and the City of Albany Department of Building and Regulatory Compliance records from 1980 – current. The County Clerk's Office and ACHOR now have the most up to date reader/printer microfilm machines. There is still a need for additional machines for 2018 for outdated machines currently being used. A final challenge in 2018 would be to create a new position in the Court Records Unit. Currently, the only supervisor is the Deputy County Clerk. When the Deputy County Clerk is not in, there is no one to supervise the Court Records Unit.

# COUNTY CLERK AND HALL OF RECORDS 1410, 1411



## 2019 GOALS AND PERFORMANCE TARGETS

- Increase the use of e-Filing and e-Recording to reduce processing time, postage and storage expenses.
- With the Expansion Project completed we will now be able to store an additional 20,000 cubic feet of records.
- Continue to remove inactive records from office spaces to less expensive warehouse space.
- Identify and describe additional archival records, and make these available to the public.
- Maximize revenues while controlling expenses in order to further increase net departmental surplus.

## SUMMARY OF BUDGET CHANGES

At ACHOR we are looking to implement a new warehouse content management system to replace the current system which after consulting with the County IT Department needs to be upgraded/replaced. With several outdated microfilm reader/printers still in service it has become a necessity to replace them with the same version that was purchased in 2017. With the advancement of the technology in the County Clerk's Office for the grantor/mortgagor indices it is our goal to scan an additional 18 years of deeds to coincide with the indices already scanned.

1. The Hall of Records has worked very closely with the County of Albany to create an exhibit for African American Month. The theme for this exhibit was "THE STRUGGLE FOR EDUCATION OF BLACK CHILDREN IN THE 19<sup>TH</sup> CENTURY ALBANY". The exhibit was displayed on February 16, 2018 in the Cahill Room of 112 State Street.
2. The Hall of Records completed on-line exhibits and displays in addition to displays in the Search Room for the public to view.
3. ACHOR has a stream of visitors each day that come here to use our records to obtain information about their family history or their ancestors as well as looking at property records. We have about 1,200 visitors each year using our records.
4. ACHOR staff attended the Port of Albany Industry Day in June of 2018.
5. Tours are conducted throughout the year for students and adults allowing them to view the vast amount of historical artifacts from Albany County. Additionally, The Rochester School for the Deaf toured ACHOR and the County Clerk's Office.