

# 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 (Does Business As), public information requests, passport applications or 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 revenue in excess of \$26 million 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.). Over 89,000 cubic feet of such records are stored in a specialized facility at much lower cost than if these records had to be kept in regular office space. 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.

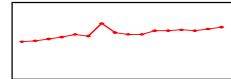
## ACCOMPLISHMENTS

- On 11/11/2011, the County Clerk's office relocated to our home in the renovated County Court House.
- Electronic court filings dramatically increased, beginning a new era in the management of court records. County Clerks were successful in securing passage of state legislation authorizing electronic recording of land records. With our partner counties in Schoharie, Delaware and Greene, our imaging system consortium helped set standards for this new process.
- In cooperation with the County Veterans Service Bureau, a new program, Return the FAVOR, was established to recognize and reward veterans through a local discount program through a County-issued photo identification card based on the recording of each veteran's discharge at the County Clerk's office.

## GOALS FOR 2013

- Increase the use of electronic filing to reduce processing time, postage and storage expenses.
- Prepare for electronic recording of deeds and mortgages.
- 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.

## 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
2011:	\$3,076,966
2012:	\$3,268,642
2013:	\$3,412,572

## CONTACT INFORMATION

Office of the County Clerk  
County Court House  
16 Eagle Street  
Albany NY 12207-1077  
Office: (518) 487-5100  
Fax: (518) 487-5099

## CONTACT INFORMATION

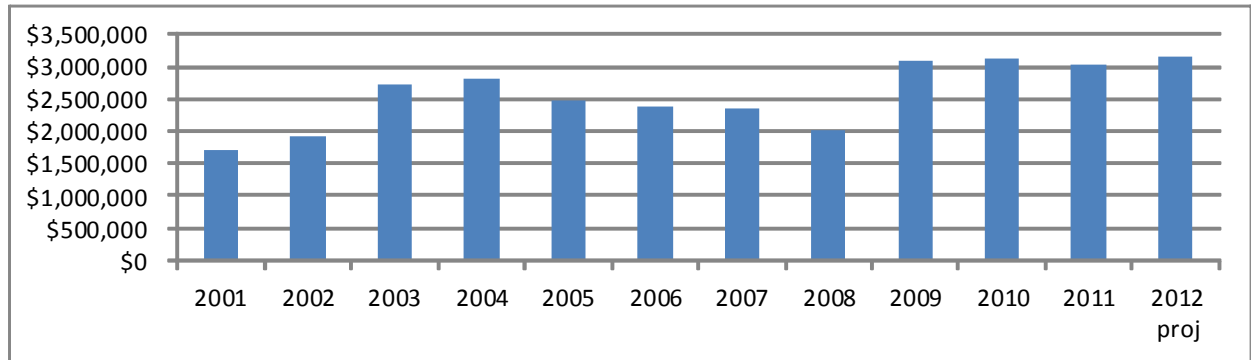
Hall of Records  
County of Albany  
95 Tivoli Street  
Albany, New York 12207  
Office: (518) 436-3663  
Fax: (518) 436-3678

# COUNTY CLERK and HALL OF RECORDS - 1410, 1411

## SERVICE EXAMPLES

A homeowner called to seek our help in proving that they had paid off the mortgage on their home. We walked them through the process of locating and printing their mortgage satisfaction from our website. A walk-in customer needed our help to prove that a state tax warrant filed here did not apply to them, but to someone else with a similar name. A County department had vital records damaged by flooding, and ACHOR staff went to the scene to show them how to dry and preserve the endangered documents.

NET ANNUAL REVENUE OF THE COUNTY CLERK'S OFFICE – 2001 (ACTUAL) TO 2012 (PROJECTED)



# COUNTY CLERK and HALL OF RECORDS - 1410, 1411

Account	Description	2011 Expended	2012 Adjusted	2013 Proposed	2012-13 Change	2012-13 Percent Change
<b>Appropriations</b>						
<b>County Clerk</b>	<b>-( 1410 )</b>					
Personnel Services		\$1,071,781	\$1,115,639	\$1,106,666	(\$8,973)	-0.8%
Equipment		\$0	\$2,842	\$0	(\$2,842)	-100.0%
Contractual Expenses		\$248,988	\$297,097	\$270,803	(\$26,294)	-8.9%
Fringe Benefits		\$534,839	\$713,705	\$784,211	\$70,506	9.9%
<b>County Clerk</b>	<b>Total</b>	<b>\$1,855,608</b>	<b>\$2,129,283</b>	<b>\$2,161,680</b>	<b>\$32,397</b>	<b>100.0%</b>
<b>Hall of Records</b>	<b>-( 1411 )</b>					
Personnel Services		\$598,654	\$607,628	\$607,422	(\$206)	0.0%
Equipment		\$0	\$0	\$0	\$0	-100.0%
Contractual Expenses		\$97,828	\$245,596	\$284,174	\$38,578	15.7%
Fringe Benefits		\$299,003	\$326,069	\$359,296	\$33,227	10.2%
<b>Hall of Records</b>	<b>Total</b>	<b>\$995,485</b>	<b>\$1,179,293</b>	<b>\$1,250,892</b>	<b>\$71,599</b>	<b>100.0%</b>
<b>Total Appropriations</b>		<b>\$2,851,093</b>	<b>\$3,308,575</b>	<b>\$3,412,572</b>	<b>\$103,997</b>	<b>3.1%</b>
<b>Revenue</b>						
<b>County Clerk</b>	<b>-( 1410 )</b>					
<b>County Clerk</b>	<b>Total</b>	<b>(\$3,022,822)</b>	<b>(\$3,150,000)</b>	<b>(\$3,200,000)</b>	<b>(\$50,000)</b>	<b>100.0%</b>
<b>Hall of Records</b>	<b>-( 1411 )</b>					
<b>Hall of Records</b>	<b>Total</b>	<b>(\$202,010)</b>	<b>(\$210,000)</b>	<b>(\$252,430)</b>	<b>(\$42,430)</b>	<b>100.0%</b>
<b>Total Revenue</b>		<b>(\$3,224,832)</b>	<b>(\$3,360,000)</b>	<b>(\$3,452,430)</b>	<b>(\$92,430)</b>	<b>2.8%</b>
<b>County Share</b>		<b>(\$373,739)</b>	<b>(\$51,425)</b>	<b>(\$39,858)</b>	<b>\$11,567</b>	<b>-22.5%</b>

				2012	2013	2011	2012	2013	2013	2013		
A 1410 County Clerk				Count	Count	Expended	Adjusted	Requested	Proposed	Adopted		
<b>Personnel Services Individual</b>												
A	1410	10112	001	230001	County Clerk	1	1	\$99,665	\$99,665	\$99,665	\$99,665	-
A	1410	11146	001	230002	Exec.Deputy County Clerk	1	1	\$64,309	\$64,309	\$64,309	\$64,309	-
A	1410	11390	001	230003	Deputy County Clerk	1	1	\$64,309	\$64,309	\$64,309	\$64,309	-
A	1410	11390	002	230004	Deputy County Clerk	1	1	\$54,007	\$60,007	\$60,007	\$60,007	-
A	1410	11390	004	230005	Deputy County Clerk	1	1	\$18,067	\$45,124	\$45,124	\$45,124	-
A	1410	11390	005	230034	Deputy County Clerk	1	0	\$45,124	\$45,124	-	-	-
A	1410	16204	002	230036	Clerk II	1	1	\$40,110	\$40,110	\$40,110	\$40,110	-
A	1410	16206	001	230009	Clerk I	1	1	\$35,967	\$36,099	\$36,099	\$36,099	-
A	1410	16206	002	230010	Clerk I	1	1	\$30,794	\$30,794	\$30,794	\$30,794	-
A	1410	16206	003	230011	Clerk I	1	1	\$27,915	\$28,586	\$28,586	\$28,586	-
A	1410	16206	004	230012	Clerk I	1	1	\$29,526	\$33,633	\$33,633	\$33,633	-
A	1410	16206	006	230033	Clerk I	1	1	\$23,511	\$23,517	\$23,517	\$23,517	-
A	1410	16206	007	230038	Clerk I	1	1	-	\$29,100	\$29,100	\$29,100	-
A	1410	16206	008	230039	Clerk I	1	1	\$22,032	\$23,518	\$23,518	\$23,518	-
A	1410	16206	009	230040	Clerk I	1	1	\$26,221	\$27,057	\$27,057	\$27,057	-
A	1410	16206	010	230041	Clerk I	1	1	\$23,868	\$23,901	\$23,901	\$23,901	-
A	1410	16206	011	230042	Clerk I	1	1	\$21,872	\$24,664	\$24,664	\$24,664	-
A	1410	16206	012	230043	Clerk I	1	1	\$27,724	\$27,724	\$27,724	\$27,724	-
A	1410	16206	013	230044	Clerk I	1	1	\$31,809	\$31,809	\$31,809	\$31,809	-
A	1410	16206	015	230046	Clerk I	1	1	\$23,901	\$23,901	\$23,901	\$23,901	-
A	1410	16206	017	230048	Clerk I	1	1	\$23,204	\$23,204	\$23,204	\$23,204	-
A	1410	16206	018	230049	Clerk I	1	1	\$29,313	\$29,313	\$29,313	\$29,313	-
A	1410	16206	020	230051	Clerk I	1	1	\$23,517	\$23,517	\$23,517	\$23,517	-
A	1410	16401	001	230014	Confidential Secretary	1	1	\$42,189	\$42,189	\$42,189	\$42,189	-
A	1410	16726	001	230015	Microfilm Aide	1	1	\$34,554	\$34,554	\$34,554	\$34,554	-
A	1410	16726	002	230016	Microfilm Aide	1	1	\$31,965	\$32,146	\$32,146	\$32,146	-
A	1410	16726	003	230017	Microfilm Aide	1	1	\$33,642	\$33,642	\$33,642	\$33,642	-
A	1410	16726	004	230018	Microfilm Aide	1	1	\$31,485	\$31,485	\$31,485	\$31,485	-
A	1410	16726	005	230019	Microfilm Aide	1	1	\$41,803	\$41,803	\$41,803	\$41,803	-
A	1410	18403	003	230054	Laborer	1	1	\$24,590	\$25,635	\$25,636	\$25,636	-
<i>Personnel Services Individual Subtotal</i>						30	29	\$1,026,992	\$1,100,439	\$1,055,316	\$1,055,316	\$0

				2012	2013	2011	2012	2013	2013	2013	
A 1410 County Clerk				Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
<b>Personnel Non-Individual</b>											
A	1410	19900	Overtime			\$1,515	\$100	\$100	\$100	\$0	
A	1410	19950	Longevity Raise			\$31,650	\$33,200	\$34,250	\$34,250	\$0	
A	1410	19951	Health Insurance Buyout			\$1,000	\$1,000	\$1,000	\$1,000	\$0	
A	1410	19970	Temporary Help/L.O.A.			\$10,788	\$16,000	\$16,000	\$16,000	\$0	
<i>Personnel Non-Individual Subtotal</i>						\$44,953	\$50,300	\$51,350	\$51,350	\$0	
<b>Equipment</b>											
A	1410	22001	Office Equipment			\$0	\$2,842	\$0	\$0	\$0	
<i>Equipment Subtotal</i>						\$0	\$2,842	\$0	\$0	\$0	
<b>Contractual Expenses</b>											
A	1410	44020	Office Supplies			\$23,478	\$39,959	\$24,509	\$24,509	\$0	
A	1410	44035	Postage			\$8,557	\$11,000	\$9,000	\$9,000	\$0	
A	1410	44036	Telephone			\$1,771	\$1,700	\$1,700	\$1,700	\$0	
A	1410	44037	Insurance			\$7,005	\$7,659	\$8,447	\$8,447	\$0	
A	1410	44038	Travel,Mileage,Freight			\$422	\$500	\$0	\$0	\$0	
A	1410	44040	Books/Transcripts/Subscripts			\$300	\$300	\$450	\$450	\$0	
A	1410	44042	Printing And Advertising			\$125	\$2,478	\$2,124	\$2,124	\$0	
A	1410	44065	Photocopier Lease			\$0	\$5,294	\$4,323	\$4,323	\$0	
A	1410	44070	Equipment Repair And Rental			\$11,833	\$35,635	\$20,325	\$20,325	\$0	
A	1410	44072	Vehicle Maintenance			\$81	\$200	\$200	\$200	\$0	
A	1410	44102	Gas And Oil			\$1,187	\$1,100	\$1,200	\$1,200	\$0	
A	1410	44903	DGS Shared Services Charges			\$194,230	\$191,272	\$198,525	\$198,525	\$0	
<i>Contractual Expenses Subtotal</i>						\$248,988	\$297,097	\$270,803	\$270,803	\$0	
<b>Fringe Benefits</b>											
A	1410	89010	State Retirement			\$134,235	\$220,160	\$250,937	\$250,937	\$0	
A	1410	89030	Social Security			\$79,317	\$85,346	\$84,660	\$84,660	\$0	
A	1410	89060	Hospital and Medical Insurance			\$321,288	\$408,199	\$448,614	\$448,614	\$0	
<i>Fringe Benefits Subtotal</i>						\$534,839	\$713,705	\$784,211	\$784,211	\$0	
<b>Total Appropriations</b>						<b>\$1,855,772</b>	<b>\$2,129,283</b>	<b>\$2,161,680</b>	<b>\$2,161,680</b>	<b>\$0</b>	
<b>Revenue</b>											
A	1410	01255	County Clerks Fees			(\$3,022,822)	(\$3,150,000)	(\$3,200,000)	(\$3,200,000)	\$0	
<b>Total Revenue</b>						<b>(\$3,022,822)</b>	<b>(\$3,150,000)</b>	<b>(\$3,200,000)</b>	<b>(\$3,200,000)</b>	<b>\$0</b>	
<b>County Share</b>						<b>(\$1,167,050)</b>	<b>(\$1,020,717)</b>	<b>(\$1,038,320)</b>	<b>(\$1,038,320)</b>	<b>\$0</b>	

				2012	2013	2011	2012	2013	2013	2013		
A 1411 Hall of Records				Count	Count	Expended	Adjusted	Requested	Proposed	Adopted		
<b>Personnel Services Individual</b>												
A	1411	11390	001	240033	Deputy County Clerk	1	1	\$64,309	\$64,319	\$64,309	\$64,309	-
A	1411	11900	001	240008	Records Manager II	1	1	\$46,487	\$46,487	\$46,487	\$46,487	-
A	1411	12915	001	240004	Archivist	1	1	\$46,487	\$46,487	\$46,487	\$46,487	-
A	1411	12915	002	240034	Archivist	1	1	\$53,591	\$53,590	\$53,591	\$53,591	-
A	1411	12916	001	240019	Assistant Archivist	1	1	\$30,987	\$30,987	\$30,987	\$30,987	-
A	1411	12916	002	240032	Assistant Archivist	1	1	\$38,045	\$38,045	\$38,045	\$38,045	-
A	1411	16204	001	240023	Clerk II	1	1	\$34,232	\$34,393	\$34,393	\$34,393	-
A	1411	16206	004	240028	Clerk I	1	1	\$24,636	\$24,636	\$24,636	\$24,636	-
A	1411	16726	001	240010	Microfilm Aide	1	1	\$28,069	\$28,068	\$28,069	\$28,069	-
A	1411	16726	002	240011	Microfilm Aide	1	1	\$25,007	\$25,007	\$25,007	\$25,007	-
A	1411	16726	003	240012	Microfilm Aide	1	1	\$35,274	\$35,273	\$35,274	\$35,274	-
A	1411	16726	005	240014	Microfilm Aide	1	1	\$23,510	\$26,535	\$26,535	\$26,535	-
A	1411	16726	006	240015	Microfilm Aide	1	1	\$24,991	\$25,177	\$25,178	\$25,178	-
A	1411	18215	001	240021	Motor Vehicle Operator	1	1	\$29,826	\$29,826	\$29,826	\$29,826	-
A	1411	18403	001	240022	Laborer	1	1	\$24,167	\$24,167	\$24,167	\$24,167	-
A	1411	18403	003	240024	Laborer	1	1	\$25,001	\$25,001	\$25,001	\$25,001	-
A	1411	18403	004	240031	Laborer	1	1	\$22,684	\$26,330	\$26,330	\$26,330	-
<i>Personnel Services Individual Subtotal</i>						17	17	\$577,304	\$584,328	\$584,322	\$584,322	\$0

				2012	2013	2011	2012	2013	2013	2013	
A 1411 Hall of Records				Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
<b>Personnel Non-Individual</b>											
A	1411	19950	Longevity Raise			\$16,600	\$18,300	\$18,100	\$18,100	\$0	
A	1411	19951	Health Insurance Buyout			\$4,750	\$5,000	\$5,000	\$5,000	\$0	
<i>Personnel Non-Individual Subtotal</i>						\$21,350	\$23,300	\$23,100	\$23,100	\$0	
<b>Equipment</b>											
<b>Contractual Expenses</b>											
A	1411	44020	Office Supplies			\$15,170	\$15,000	\$12,000	\$12,000	\$0	
A	1411	44035	Postage			\$434	\$800	\$1,000	\$1,000	\$0	
A	1411	44036	Telephone			\$12,092	\$10,000	\$10,600	\$10,600	\$0	
A	1411	44037	Insurance			\$3,817	\$4,147	\$4,601	\$4,601	\$0	
A	1411	44038	Travel,Mileage,Freight			\$72	\$500	\$300	\$300	\$0	
A	1411	44042	Printing And Advertising			\$452	\$500	\$300	\$300	\$0	
A	1411	44046	Fees For Services			\$5,493	\$22,507	\$66,000	\$66,000	\$0	
A	1411	44065	Photocopier Lease			\$0	\$1,127	\$1,128	\$1,128	\$0	
A	1411	44070	Equipment Repair And Rental			\$8,886	\$15,361	\$15,000	\$15,000	\$0	
A	1411	44071	Property Repair And Rental			\$4,813	\$12,000	\$13,000	\$13,000	\$0	
A	1411	44101	Electric			\$30,391	\$40,000	\$35,000	\$35,000	\$0	
A	1411	44102	Gas And Oil			\$1,830	\$1,800	\$2,000	\$2,000	\$0	
A	1411	44104	Natural Gas			\$3,203	\$21,000	\$20,000	\$20,000	\$0	
A	1411	44301	Taxes and Assessments			\$252	\$600	\$500	\$500	\$0	
A	1411	44903	DGS Shared Services Charges			\$10,923	\$100,254	\$102,745	\$102,745	\$0	
<i>Contractual Expenses Subtotal</i>						\$97,828	\$245,596	\$284,174	\$284,174	\$0	
<b>Fringe Benefits</b>											
A	1411	89010	State Retirement			\$78,157	\$119,909	\$137,733	\$137,733	\$0	
A	1411	89030	Social Security			\$45,077	\$46,484	\$46,468	\$46,468	\$0	
A	1411	89060	Hospital and Medical Insurance			\$175,769	\$159,676	\$175,095	\$175,095	\$0	
<i>Fringe Benefits Subtotal</i>						\$299,003	\$326,069	\$359,296	\$359,296	\$0	
<b>Total Appropriations</b>						<b>\$995,485</b>	<b>\$1,179,293</b>	<b>\$1,250,892</b>	<b>\$1,250,892</b>	<b>\$0</b>	
<b>Revenue</b>											
A	1411	01258	Archives - Local Fees			(\$200,226)	(\$210,000)	(\$199,430)	(\$199,430)	\$0	
A	1411	03040	Archive Grant			(\$1,785)	\$0	(\$53,000)	(\$53,000)	\$0	
<b>Total Revenue</b>						<b>(\$202,010)</b>	<b>(\$210,000)</b>	<b>(\$252,430)</b>	<b>(\$252,430)</b>	<b>\$0</b>	
<b>County Share</b>						<b>\$793,475</b>	<b>\$969,293</b>	<b>\$998,462</b>	<b>\$998,462</b>	<b>\$0</b>	