

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. 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.

2016 ACCOMPLISHMENTS AND CHALLENGES

In 2016, The County Clerk's office has continued to move forward with a new Indexing/Cashiering/Scanning System allowing for increased revenue (e-Commerce), electronic receipt of land records (e-Recording), and more efficient access to our current records. Volumes of electronically filed court records continue to rise, easing the annual increase in paper filings of these cases. The County Clerk is also working with the County Legislature to implement software for the codification of local laws, policies and codes. ACHOR's success at storing records is bringing our facility close to capacity (despite aggressively destroying obsolete files.) ACHOR has applied for a shared services grant from the Local Government Records Management Improvement Fund with the City of Albany. This grant will allow us to scan and preserve the city's marriage records which have a permanent retention.

2017 GOALS AND PERFORMANCE TARGETS

- Increase the use of e-Filing and e-Recording to reduce processing time, postage and storage expenses.
- Move ahead with the Capital Plan expansion of the Hall of Records, adding 50,000 cubic feet of storage.
- 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.

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SUMMARY OF BUDGET CHANGES

With the implementation of the new County Clerk plastic pistol permit cards, as part of the Clerk System in 2016, our technological needs are improving, but require the need for new equipment. At ACHOR and the Clerk's Office, we hope to advance the microfilm reader/printers with the use of new software allowing more precise and clear copies for the public.

1. The Hall of Records has worked very closely with the County of Albany to create an exhibit for African American Month and we were able to display our records for the public at the County Office Building on February 25, 2016.
2. ACHOR set up displays in our search room for the public to view. Most recently we had one that coincided with the history of the Tulip Festival. The display was available for the public to view during the month of May.
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 on May 12, 2016.
5. October 27, 2015, ACHOR sponsored a program called 98 Acres in Albany, researching the area demolished for the South Mall. The guest speaker for the event was SUNY Albany Professor David Hochfelder.

A1410 County Clerk		2016	2017	2015	2016	2017	2017	2017	
		Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
Personnel Services Individual									
A1410	10112 001 230001	County Clerk	1	1	\$105,766	\$105,766	\$105,766	\$105,766	-
A1410	11146 001 230002	Exec.Deputy County Clerk	1	1	\$73,000	\$76,500	\$76,500	\$78,030	-
A1410	11390 001 230003	Deputy County Clerk	1	1	\$69,251	\$70,637	\$70,637	\$72,050	-
A1410	11390 002 230004	Deputy County Clerk	1	1	\$64,185	\$65,469	\$65,469	\$66,779	-
A1410	11390 004 230005	Deputy County Clerk	1	1	\$16,636	\$30,600	\$30,600	\$30,600	-
A1410	16204 002 230036	Clerk II	1	1	\$43,569	\$44,441	\$44,441	\$45,330	-
A1410	16206 001 230009	Clerk I	1	1	\$39,312	\$40,099	\$40,099	\$40,901	-
A1410	16206 002 230010	Clerk I	1	1	\$32,679	\$33,336	\$33,336	\$34,003	-
A1410	16206 003 230011	Clerk I	1	1	\$17,728	\$30,945	\$30,945	\$31,564	-
A1410	16206 004 230012	Clerk I	1	1	\$35,462	\$36,409	\$36,409	\$37,135	-
A1410	16206 006 230033	Clerk I	1	1	\$26,500	\$27,030	\$27,030	\$27,571	-
A1410	16206 007 230038	Clerk I	1	1	\$30,882	\$31,502	\$31,502	\$32,132	-
A1410	16206 009 230040	Clerk I	1	1	\$28,716	\$29,291	\$29,291	\$29,877	-
A1410	16206 010 230041	Clerk I	1	1	\$19,600	\$27,030	\$27,030	\$27,571	-
A1410	16206 011 230042	Clerk I	1	1	\$26,500	\$27,030	\$27,030	\$27,571	-
A1410	16206 012 230043	Clerk I	1	1	\$29,423	\$30,012	\$30,012	\$30,613	-
A1410	16206 013 230044	Clerk I	1	1	\$33,756	\$34,435	\$34,435	\$35,121	-
A1410	16206 015 230046	Clerk I	1	1	\$26,355	\$27,030	\$27,030	\$27,571	-
A1410	16206 017 230048	Clerk I	1	1	\$20,350	\$27,030	\$27,030	\$27,571	-
A1410	16206 018 230049	Clerk I	1	1	\$31,107	\$31,733	\$31,733	\$32,367	-
A1410	16206 020 230051	Clerk I	1	1	\$23,265	\$27,030	\$27,030	\$27,571	-
A1410	16401 001 230014	Confidential Secretary	1	1	\$45,775	\$46,691	\$46,691	\$47,625	-
A1410	16726 001 230015	Microfilm Aide	1	1	\$36,669	\$37,406	\$37,406	\$38,154	-
A1410	16726 002 230016	Microfilm Aide	1	1	\$34,114	\$34,800	\$34,800	\$35,496	-
A1410	16726 003 230017	Microfilm Aide	1	1	\$35,702	\$36,419	\$36,419	\$37,148	-
A1410	16726 004 230018	Microfilm Aide	1	1	\$33,413	\$34,084	\$34,084	\$34,764	-
A1410	16726 005 230019	Microfilm Aide	1	1	\$44,009	\$45,254	\$45,254	\$46,159	-
A1410	18403 001 230052	Laborer	1	1	\$24,500	\$26,520	\$26,520	\$27,051	-
A1410	18403 003 230054	Laborer	1	1	\$26,389	\$27,752	\$27,752	\$28,307	-
<i>Personnel Services Individual Subtotal</i>			29	29	\$1,074,612	\$1,142,281	\$1,142,281	\$1,162,398	\$0
Personnel									
Personnel Non-Individual									
A 1410	19900	Overtime			\$0	\$100	\$100	\$100	\$0
A 1410	19950	Longevity Raise			\$29,600	\$31,000	\$27,450	\$27,450	\$0
A 1410	19951	Health Insurance Buyout			\$3,833	\$6,000	\$6,000	\$6,000	\$0
A 1410	19970	Temporary Help			\$14,180	\$16,000	\$16,000	\$16,000	\$0
Subtotal for: Personnel Non-Individual					\$47,613	\$53,100	\$49,550	\$49,550	\$0
Equipment									
A 1410	22001	Office Equipment			\$25,681	\$5,000	\$1,000	\$1,000	\$0
A 1410	22210	Scanning Equipment			\$18,733	\$6,256	\$0	\$0	\$0
A 1410	22230	Micrographics Equipment			\$0	\$0	\$60,000	\$60,000	\$0
Subtotal for: Equipment					\$44,414	\$11,256	\$61,000	\$61,000	\$0

A1410 County Clerk			2016	2017	2015	2016	2017	2017	2017
			Count	Count	Expended	Adjusted	Requested	Proposed	Adopted
Contractual Expenses									
A 1410 44020	Office Supplies				\$17,346	\$20,218	\$20,779	\$20,779	\$0
A 1410 44035	Postage				\$10,789	\$11,200	\$11,200	\$11,200	\$0
A 1410 44036	Telephone				\$1,910	\$1,700	\$1,800	\$1,800	\$0
A 1410 44037	Insurance				\$6,642	\$6,975	\$6,479	\$6,479	\$0
A 1410 44040	Books/Transcripts/Subscripts				\$450	\$450	\$450	\$450	\$0
A 1410 44042	Printing And Advertising				\$832	\$1,816	\$1,666	\$1,666	\$0
A 1410 44046	Fees For Services				\$16,050	\$130,000	\$96,000	\$96,000	\$0
A 1410 44065	Photocopier Lease				\$5,186	\$5,990	\$6,037	\$6,037	\$0
A 1410 44070	Equipment Repair And Rental				\$16,324	\$13,480	\$18,475	\$18,475	\$0
A 1410 44072	Vehicle Maintenance				\$59	\$200	\$200	\$200	\$0
A 1410 44102	Gas And Oil				\$568	\$1,200	\$1,200	\$1,200	\$0
A 1410 44508	County Code Program				\$599	\$99,401	\$50,000	\$50,000	\$0
A 1410 44903	DGS Shared Services Charges				\$219,387	\$215,329	\$219,599	\$219,599	\$0
Subtotal for: Contractual Expenses					\$296,141	\$507,960	\$433,885	\$433,885	\$0
Fringe Benefits									
A 1410 89010	State Retirement				\$184,304	\$233,620	\$200,183	\$200,183	\$0
A 1410 89030	Social Security				\$83,064	\$91,447	\$91,447	\$93,100	\$0
A 1410 89060	Hospital And Medical Insurance				\$424,198	\$416,875	\$460,564	\$460,564	\$0
Subtotal for: Fringe Benefits					\$691,566	\$741,942	\$752,194	\$753,847	\$0
Total Appropriations					\$2,154,347	\$2,456,539	\$2,438,910	\$2,516,038	\$0
Revenue									
A1410	01255	County Clerks Fees			(\$2,812,840)	(\$3,050,000)	(\$3,050,000)	(\$3,050,000)	\$0
Total Revenue					(\$2,812,840)	(\$3,050,000)	(\$3,050,000)	(\$3,050,000)	\$0
County Share					(\$607,604)	(\$539,189)	(\$611,090)	(\$589,320)	\$0

A1411 Hall of Records		2016	2017	2015	2016	2017	2017	2017	
		Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
Personnel Services Individual									
A1411	11390 001 240033	Deputy County Clerk	1	1	\$68,246	\$69,611	\$69,611	\$71,004	-
A1411	11900 001 240008	Records Manager II	1	1	\$49,333	\$50,320	\$50,320	\$51,327	-
A1411	12915 001 240004	Archivist	1	1	\$49,333	\$50,320	\$50,320	\$51,327	-
A1411	12915 002 240034	Archivist	1	1	\$11,538	\$58,010	\$58,010	\$59,171	-
A1411	12916 001 240019	Assistant Archivist	1	1	\$25,861	\$33,542	\$33,542	\$34,213	-
A1411	12916 002 240032	Assistant Archivist	1	1	\$34,690	\$41,182	\$41,182	\$42,006	-
A1411	15504 001 240038	Administrative Assistant	1	1	\$24,495	\$58,010	\$58,010	\$59,171	-
A1411	16204 001 240023	Clerk II	1	1	\$36,147	\$37,229	\$37,229	\$37,973	-
A1411	16206 004 240028	Clerk I	1	1	\$26,144	\$26,667	\$26,667	\$27,201	-
A1411	16726 001 240010	Microfilm Aide	1	1	\$29,788	\$30,384	\$30,384	\$30,992	-
A1411	16726 002 240011	Microfilm Aide	1	1	\$25,425	\$25,980	\$25,980	\$26,500	-
A1411	16726 003 240012	Microfilm Aide	1	1	\$37,433	\$38,183	\$38,183	\$38,946	-
A1411	16726 005 240014	Microfilm Aide	1	1	\$27,066	\$28,724	\$28,724	\$29,299	-
A1411	16726 006 240015	Microfilm Aide	1	1	\$26,719	\$27,254	\$27,254	\$27,800	-
A1411	18403 001 240022	Laborer	1	1	\$25,470	\$27,063	\$27,063	\$27,605	-
A1411	18403 003 240024	Laborer	1	1	\$28,547	\$29,118	\$29,118	\$29,701	-
A1411	18403 004 240031	Laborer	1	1	\$25,472	\$28,501	\$28,501	\$29,072	-
A1411	18403 002 240037	Laborer	1	1	\$28,547	\$29,118	\$29,118	\$29,701	-
<i>Personnel Services Individual Subtotal</i>			18	18	\$580,255	\$689,216	\$689,216	\$703,009	\$0
Personnel									
Personnel Non-Individual									
A 1411	19950	Longevity Raise			\$13,850	\$15,100	\$16,050	\$16,050	\$0
A 1411	19951	Health Insurance Buyout			\$7,583	\$7,000	\$8,000	\$8,000	\$0
Subtotal for: Personnel Non-Individual					\$21,433	\$22,100	\$24,050	\$24,050	\$0
Equipment									
A 1411	22210	Scanning Equipment			\$2,687	\$13,434	\$22,000	\$22,000	\$0
A 1411	22230	Micrographics Equipment			\$0	\$3,000	\$0	\$0	\$0
Subtotal for: Equipment					\$2,687	\$16,434	\$22,000	\$22,000	\$0
Contractual Expenses									
A 1411	44020	Office Supplies			\$11,393	\$12,025	\$15,000	\$15,000	\$0
A 1411	44035	Postage			\$197	\$1,000	\$1,000	\$1,000	\$0
A 1411	44036	Telephone			\$7,973	\$10,000	\$10,000	\$10,000	\$0
A 1411	44037	Insurance			\$3,606	\$3,787	\$3,532	\$3,532	\$0
A 1411	44038	Travel-Mileage, Freight			\$225	\$300	\$500	\$500	\$0
A 1411	44042	Printing And Advertising			\$295	\$500	\$800	\$800	\$0
A 1411	44046	Fees For Services			\$10,244	\$14,000	\$18,465	\$18,465	\$0
A 1411	44065	Photocopier Lease			\$613	\$1,700	\$2,000	\$2,000	\$0
A 1411	44070	Equipment Repair And Rental			\$13,113	\$20,000	\$20,500	\$20,500	\$0
A 1411	44071	Property Repair And Rental			\$11,637	\$12,000	\$20,000	\$20,000	\$0
A 1411	44101	Electric			\$12,401	\$25,000	\$30,000	\$30,000	\$0
A 1411	44102	Gas And Oil			\$642	\$1,500	\$1,500	\$1,500	\$0
A 1411	44104	Natural Gas			\$8,332	\$20,000	\$25,000	\$25,000	\$0
A 1411	44301	Taxes & Assessments			\$385	\$500	\$1,000	\$1,000	\$0
A 1411	44903	DGS Shared Services Charges			\$115,401	\$113,409	\$91,836	\$91,836	\$0
Subtotal for: Contractual Expenses					\$196,456	\$235,721	\$241,133	\$241,133	\$0

A1411 Hall of Records			2016	2017	2015	2016	2017	2017	2017
			Count	Count	Expended	Adjusted	Requested	Proposed	Adopted
Fringe Benefits									
A 1411 89010	State Retirement				\$92,053	\$139,254	\$101,344	\$101,344	\$0
A 1411 89030	Social Security				\$45,816	\$54,416	\$54,416	\$55,620	\$0
A 1411 89060	Hospital And Medical Insurance				\$195,388	\$170,026	\$170,026	\$170,026	\$0
Subtotal for: Fringe Benefits					\$333,258	\$363,696	\$325,786	\$326,990	\$0
Total Appropriations					\$1,134,089	\$1,327,167	\$1,302,185	\$1,433,261	\$0
Revenue									
A1411	01258	Archives - Local Fees			(\$193,449)	(\$183,494)	(\$184,000)	(\$184,000)	\$0
Total Revenue					(\$193,449)	(\$183,494)	(\$184,000)	(\$184,000)	\$0
County Share					\$1,048,676	\$1,257,473	\$1,118,185	\$1,133,182	\$0