

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.

CONTACT INFORMATION

Office of the County Clerk
County of Albany
32 North Russell Road
Albany, New York 12206
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

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 reduced by one position as an individual elected to take the County's voluntary separation incentive. Additionally, one position in the Clerk's office is kept vacant through the use of Personal Service Savings.

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Account	Description	2008 Expended	2009 Adjusted	2010 Proposed	2009-10 Change	2009-10 Percent Change
Appropriations						
County Clerk -(1410)						
	Personnel Services	\$1,091,943	\$1,168,827	\$1,172,979	\$4,152	0.4%
	Equipment	\$5,893	\$1,419	\$0	(\$1,419)	-100.0%
	Contractual Expenses	\$311,186	\$373,298	\$316,737	(\$56,561)	-15.2%
	Fringe Benefits	\$510,232	\$547,303	\$650,813	\$103,510	18.9%
	County Clerk Total	\$1,919,255	\$2,090,847	\$2,140,529	\$49,682	2.4%
Hall of Records -(1411)						
	Personnel Services	\$618,211	\$657,067	\$630,945	(\$26,122)	-4.0%
	Contractual Expenses	\$178,686	\$179,113	\$163,979	(\$15,134)	-8.4%
	Fringe Benefits	\$239,699	\$246,382	\$287,544	\$41,162	16.7%
	Hall of Records Total	\$1,036,595	\$1,082,562	\$1,082,468	(\$94)	0.0%
	Total Appropriations	\$2,955,850	\$3,173,409	\$3,222,997	\$49,588	1.6%
Revenue						
County Clerk -(1410)						
	County Clerk Total	(\$2,018,428)	(\$3,700,000)	(\$3,400,000)	\$300,000	-8.1%
Hall of Records -(1411)						
	Hall of Records Total	(\$263,884)	(\$208,586)	(\$191,096)	\$17,490	-8.4%
	Total Revenue	(\$2,282,312)	(\$3,908,586)	(\$3,591,096)	\$317,490	-8.1%
	County Share	\$673,539	(\$735,177)	(\$368,099)	\$367,078	-49.9%