

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, who oversees 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.

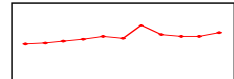
OUTCOMES

- 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 2009 Executive Budget proposes a total decrease year to year in appropriations to the department of \$12,647 and increased revenue of \$191,494 or 5.2%.
- The Executive Budget reflects an increase in the County Clerk fees by \$1,400,000 based on New York State legislation enacted in 2008 to restructure mortgage filing fees. It is anticipated that Albany County will adopt the increase in the County Clerk mortgage filing fees in early 2009 to effectuate the increased revenue in the department's budget.
- The Executive Budget assumes \$34,806 in personal service savings based on current vacancies within the department and historical personnel spending patterns related to hiring and retention rates
- The Executive budget proposes a decrease of \$101,550 in equipment and contractual expenses related to certain programmatic adjustments and expenditures that will occur in 2008 which are not carried forward to 2009.

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 |

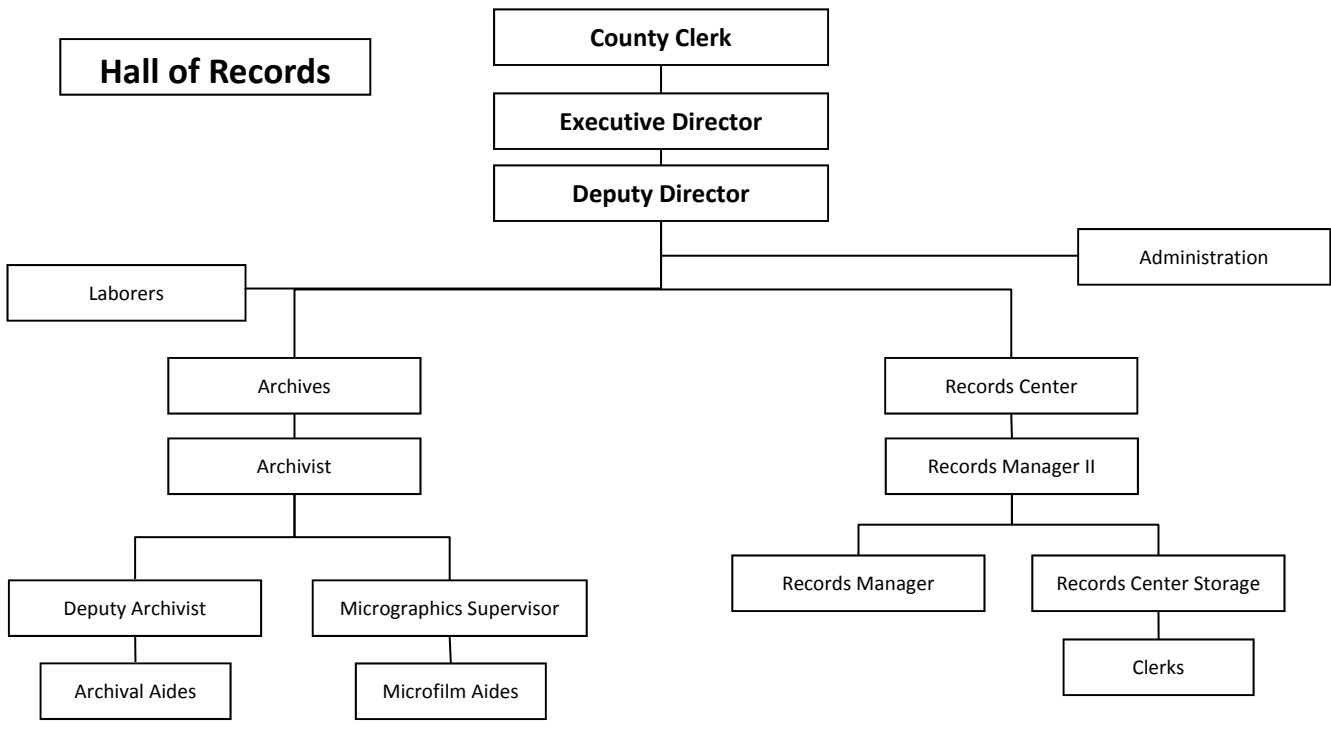
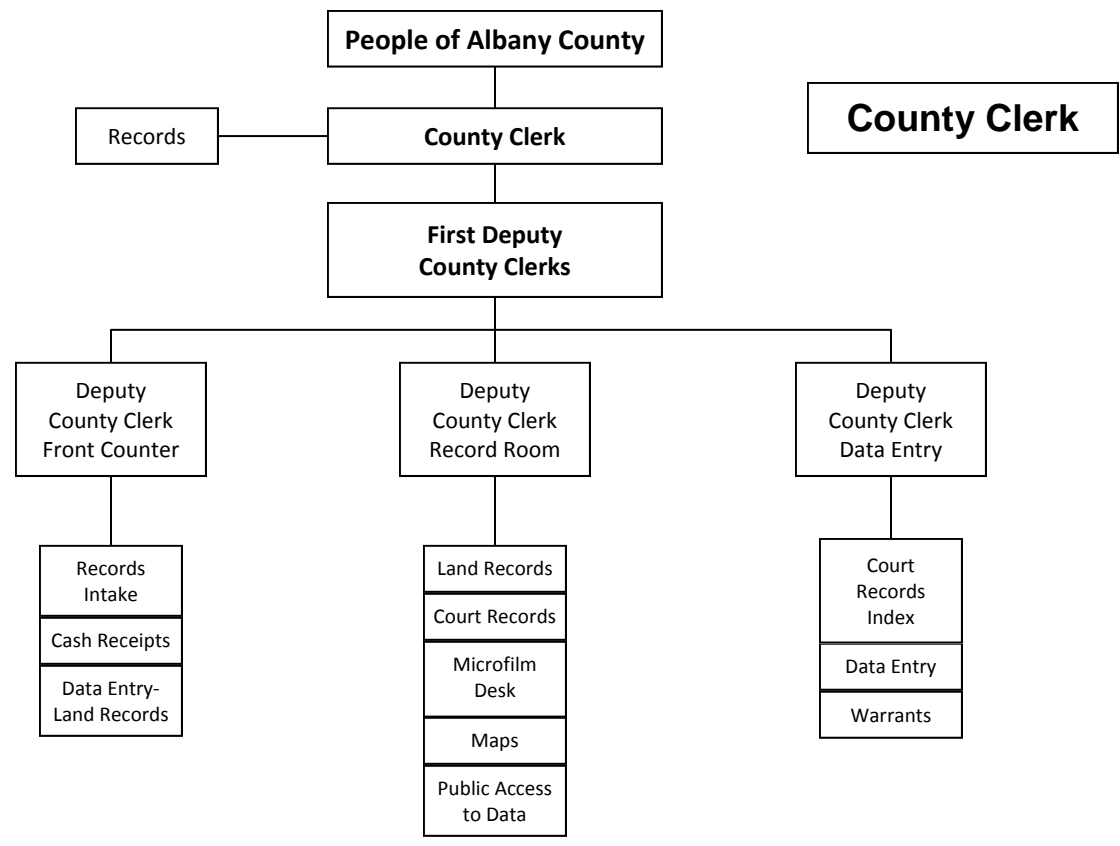
CONTACT INFORMATION

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

COUNTY CLERK and HALL OF RECORDS - 1410 1411



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| Account | Description | 2007 Expended | 2008 Adjusted | 2009 Proposed | 2008-09 Change | 2008-09 Percent Change |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|--------------------|---------------------------|
| Appropriations | | | | | | |
| County Archives-(1411) | | | | | | |
| | Personnel Services | \$ 573,689 | \$ 629,190 | \$ 659,239 | \$ 30,049 | 4.8% |
| | Equipment | \$ 13,657 | \$ 1,608 | \$ 0 | \$(1,608) | (100.0%) |
| | Contractual Expenses | \$ 109,871 | \$ 212,884 | \$ 146,716 | \$(66,168) | (31.1%) |
| | Fringe Benefits | \$ 220,340 | \$ 234,135 | \$ 246,558 | \$ 12,423 | 5.3% |
| County Archives-(1411) | | \$ 917,558 | \$ 1,077,817 | \$ 1,052,513 | \$(25,304) | (2.3%) |
| County Clerk-(1410) | | | | | | |
| | Personnel Services | \$ 1,049,456 | \$ 1,179,089 | \$ 1,182,973 | \$ 3,884 | 0.3% |
| | Equipment | \$ 26,572 | \$ 1,847 | \$ 0 | \$(1,847) | (100.0%) |
| | Contractual Expenses | \$ 104,157 | \$ 375,225 | \$ 343,298 | \$(31,927) | (8.5%) |
| | Fringe Benefits | \$ 479,437 | \$ 505,845 | \$ 548,393 | \$ 42,548 | 8.4% |
| County Clerk-(1410) | | \$ 1,659,623 | \$ 2,062,006 | \$ 2,074,664 | \$ 12,658 | 0.6% |
| Total Appropriations | | \$ 2,577,180 | \$ 3,139,824 | \$ 3,127,177 | \$(12,647) | (0.4%) |
| Revenue | | | | | | |
| County Archives-(1411) | | \$(243,464) | \$(193,910) | \$(192,586) | \$ 1,324 | (0.7%) |
| County Clerk-(1410) | | \$(2,333,047) | \$(3,507,182) | \$(3,700,000) | \$(192,818) | 5.5% |
| Total Revenue | | \$(2,576,511) | \$(3,701,092) | \$(3,892,586) | \$(191,494) | 5.2% |
| County Share | | \$ 669 | \$(561,269) | \$(765,409) | \$(204,141) | 36.4% |
| | | | | | | |
| | | 2008 | 2009 | 2009 | 2008-09 | 2008-09 |
| | | Adjusted | Requested | Proposed | Changes | Percent Change |
| COUNTY ARCHIVES | | 19 | 19 | 19 | 0 | 0.0% |
| COUNTY CLERK | | 33 | 33 | 33 | 0 | 0.0% |
| | | 52 | 52 | 52 | 0 | 0.0% |