

Department Name	County Clerk and Hall of Records
Account(s)	1410 and 1411

Department Function The Department is composed of two physically separate units: the County Clerk's office in the County Court House, and the Hall of Records located on Tivoli Street. 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, pistol permits, notary public renewals, DBAs, 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 120,000 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 record management advice to County and City departments. We are the only shared services records management program in the State of New York.

Current Year Highlights In 2022, the County Clerk's office continued to move forward with scanning deed books and adding 10 more years of images to the Public Search, allowing more at home access and the protection of the original books. ACHOR was awarded a 2022-2023 grant for \$149,669 from NYS Local Government Records Management Improvement Fund. This grant is for shared services with the Town of Guilderland digitizing vital records. In May of 2022, ACHOR converted all of the lights to LED for more energy efficient lighting. And they also digitized 20 Square feet of Naturalization records.

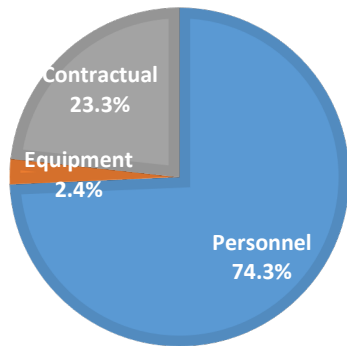
Next Year Projects In 2023, ACHOR will continue to remove inactive records from office spaces to less expensive warehouse space, and also identify and describe additional archival records, and make these available to the public. ACHOR is expanding its in-house digitation unit, beginning a project with the Department of Public Works to scan their library of County Road Maps to be make available digitally via Laserfishe. The County Clerk will continue to add more images to our online search, and continue to utilize eRecording and eFiling to cut down on walk in customers and the cost of supplies.

Link to Website	www.albanycounty.com/government/departments/county-clerk
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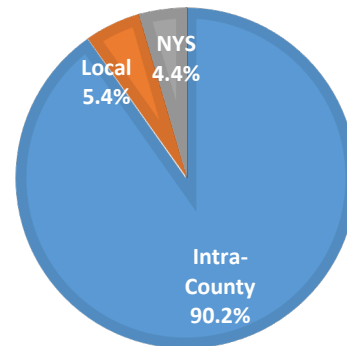
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Financial Charts

FORECASTED COSTS, BY TYPE



FORECASTED REVENUES, BY TYPE



The above pie chart shows the majority of annualized expenses at the Clerk/Hall of Records are personnel/staffing costs.

The Clerk/ACHOR recovers a portion of their operational costs by processing a Chargeback to County departments, and municipalities, who send or retrieve files. The Department is also a recipient of local and NYS grants.

The 2023 Budget has a forecasted County Share of \$0.73 million for the Clerk/ACHOR

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