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 2024, 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 preservation of the original books.
- ACHOR was awarded a 2023-2024 grant for $149,293 from NYS Local Government Records Management Improvement Fund. This grant is for a shared services project with the Village of Menands. Funding will be used to digitize ACHOR's Declaration of Intention Volumes and the Village of Menands' vital records, payroll records, and Village Board meeting minutes. Project will be completed in 2024.
- ACHOR purchased a book scanner (24x36) which allows staff to image oversized records.
- ACHOR is in the process of conveying the City of Albany Engineer maps to the Archival Unit for preservation.
- In an effort to ne more environmentally efficient, ACHOR purchased a 2023 electric cargo van for the purpose of transporting records to and from City and County agencies.
- ACHOR staff has worked with DGS for the replacement of the entrance ramp, employees and public stairs.
- ACHOR has promoted its collections of historic value by creating displays of records for exhibit purposes, and hosting tours of its facility for school groups and other local groups.
- In addition to the Notice of Transfer Letters being mailed for all deed transactions the Clerk's Office has added Property Fraud Protection. The Clerk's Office is now providing a free tool to assist property owner's protection of their most valuable assets. With Fraud Alert, you can sign up to receive alerts whenever a document, such as a deed or mortgage, is recorded under your name.
- 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.

Next Year Projects

- In 2025, 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 will aim to expand the County's shared service electronic records repository by continuing to apply for grants, partnering with local municipalities to scan and index records series.

- The County Clerk's Office is working with Info Quick Solutions to microfilm current deeds and mortgages as the archival backup.

- ACHOR was notified of a successful grant application with the NYS Department of State. The grant is for $308,896. This Shared Services grant is between Albany County and the City of Watervliet. The primary purpose of this grant is to digitize records.
- ACHOR plans to scan Directories, City of Albany Marriage records and Albany County Legislative volumes.

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

Department Name	County Clerk and Hall of Records
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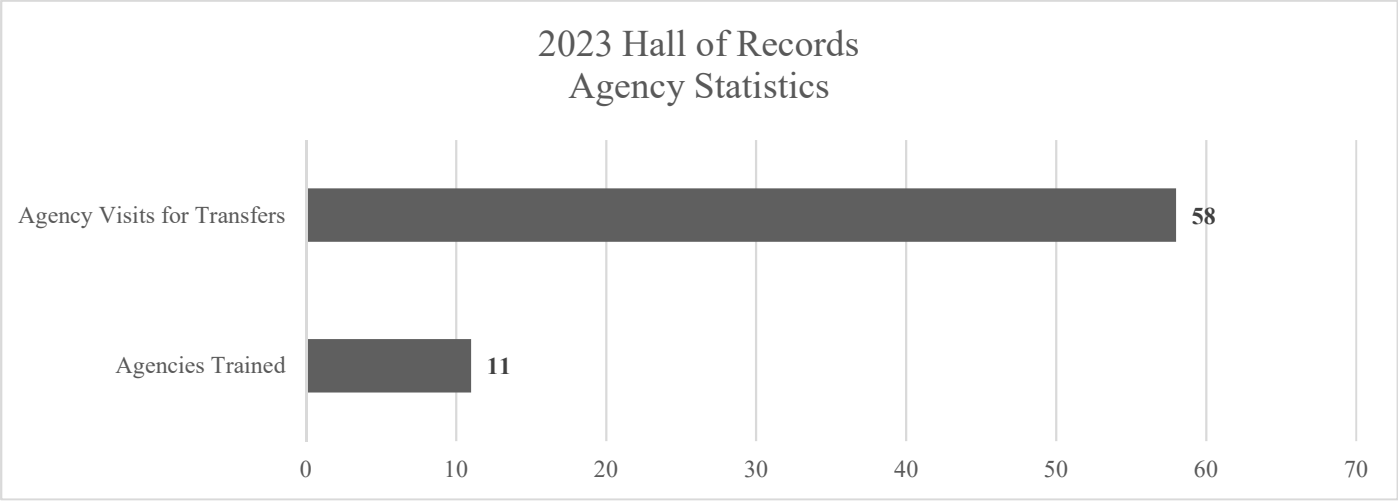
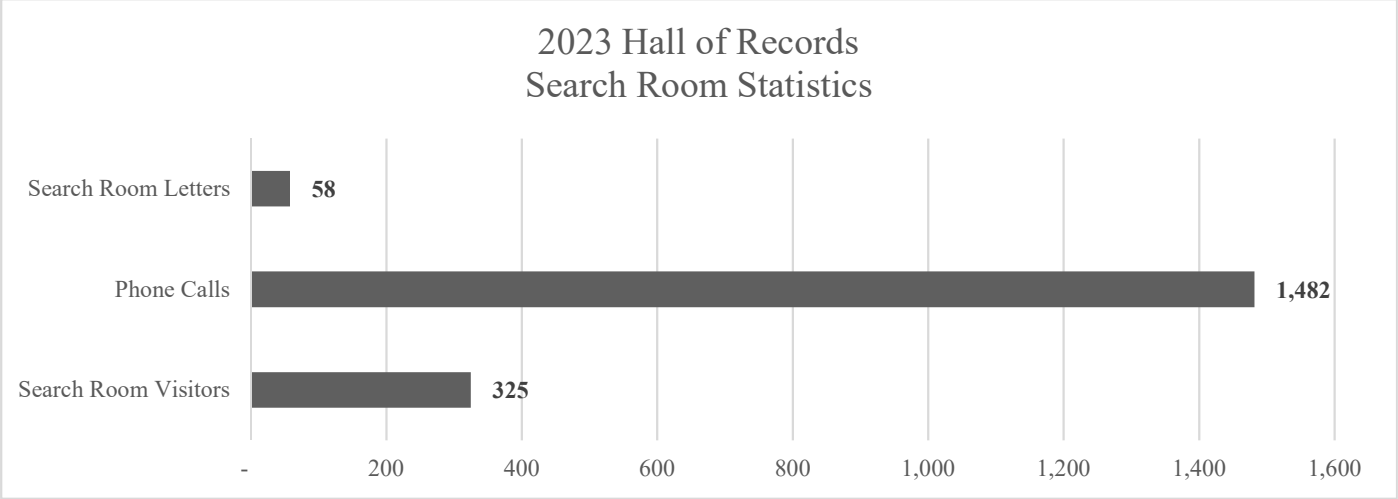
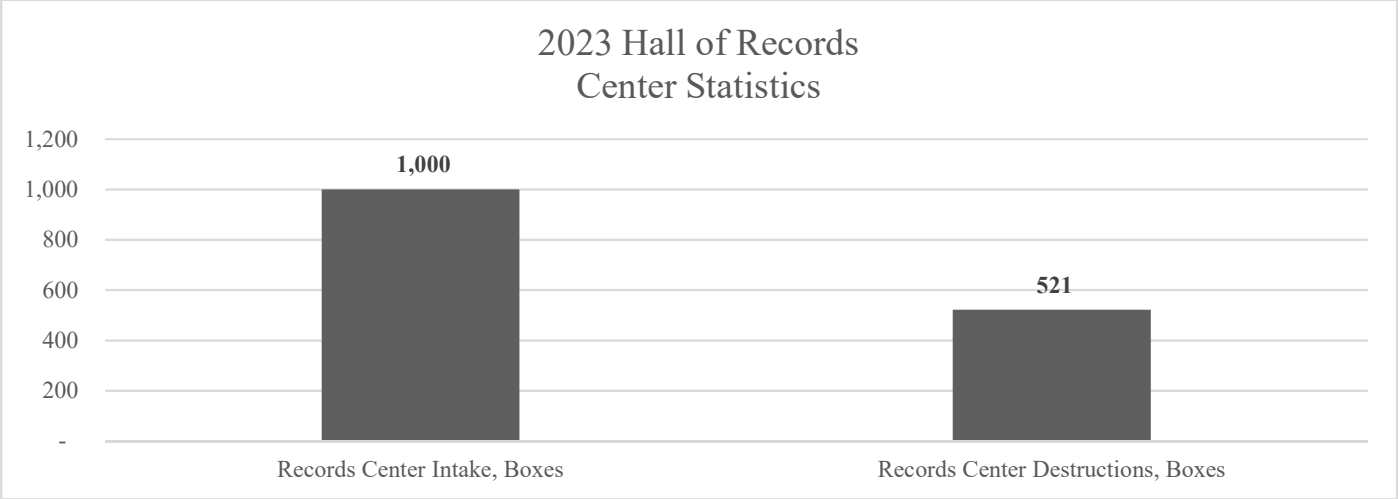
Programmatic Highlights







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