

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

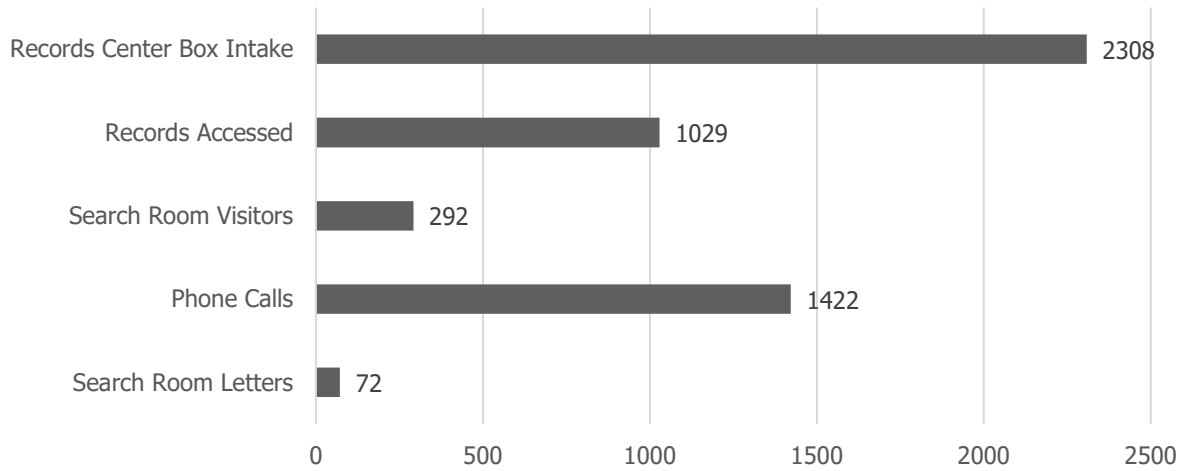
<p>Department Function</p> <p>The Department is composed of two physically separate units: The County Clerk’s office in the County Court House and the Hall of Records, located on Tivoli Street.</p> <p>The Clerk’s office is legally responsible for all land records, such as deeds and mortgages, all records of the Supreme Court and County Court in Albany County, pistol permits, notary public renewals, DBAs, F.O.I.L. (Freedom of Information Law) requests, 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.</p> <p>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. The department recycle’s 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. The Hall of Records is the only shared services records management program in the State of New York.</p>

<p>Current Year Highlights</p> <p>In 2025, 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.</p> <p>In addition, NYSCEF (New York State Courts Electronic Filing) along with the County Clerk, has broadened the scope of eFiling by making all case types mandatory, reducing paper files to a minimum.</p> <p>ACHOR worked on a 2024-2028 grant 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.</p> <p>ACHOR was awarded a 2025-2026 grant for \$138,834 from NYS Local Government Records Management Improvement Fund. This grant is for a shared services project with the Town of Bethlehem.</p> <p>ACHOR staff has worked with DGS on the replacement of the entrance ramp, employees and public stairs.</p> <p>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, including the Rochester School of the Deaf and the Guilderland Historical Society.</p> <p>In 2025, ACHOR will be celebrating Archives Month in October with a talking tour.</p>
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<p>Next Year Projects</p> <p>In 2026, 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.</p> <p>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.</p> <p>The County Clerk’s Office is working with Info Quick Solutions to microfilm current deeds and mortgages as the archival backup. We will continue to add more mortgage records to our online search. We will also scan more document types to the court index, lessening the need to order and pull files.</p>
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Link to Website	www.albanycounty.com/government/departments/county-clerk
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Albany County Hall of Records Statistics for 2024



Albany County Hall of Records Agency Statistics for 2024

