



2020 ANNUAL REPORT

FOR THE OFFICE OF THE

**GREENE COUNTY CLERK
MARILYN FARRRELL**

The County Clerk's Office is a state constitutional office that is the main depositor for records created within the county. The County Clerk serves as the Clerk of the Corporation of Greene County. The County Clerk serves as a register of mortgages and deeds and of all records pertaining to real property within Greene County including judgments and liens. The County Clerk also serves as clerk of the Supreme and County Courts and is commissioned to not only collect all fees of the courts but to also protect, produce upon request and preserve court records.



The Greene County Clerk's Office collects and distributes monies for various state agencies. The county's share of these collections is submitted to the county treasurer on a monthly basis with a report detailing the collections.

Bail monies, levied by the county judges, are paid in to court through the county clerk's office as well as monies held in trust. These are transferred to the county treasurer's office within 48 hours of receiving the order to do so from the courts.

Our office is an Acceptance Facility for passport applications. The US Department of State provides us with applications and other forms applicants may need. For every application that we process an execution fee of \$35 is retained by the County Clerk. We also take passport photos to submit with the application. Our office also takes photos for passport renewals, licenses (ie: cosmetology), and attorneys for their court ID.

The County Clerk, in accordance with Vehicle and Traffic Law, acts as an agent for the Commissioner of the New York State Motor Vehicle Department. New

York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the manpower to perform DMV transactions. In exchange, the county retains 12.7% of many transactions performed at the county DMV. In addition, the county is allowed to retain \$1.00 for each of the first 5,000 transactions in which sales tax has been collected for NYS. After the initial 5,000 transactions, the county is allowed to retain \$.75 per transaction.

In 2011, the NYS Association of County Clerks negotiated with the NYS Department of Motor Vehicle Office to receive revenue from internet usage from county residents after meeting the state issued threshold. In 2019, Greene County received 3.25 % of the internet revenue that resulted from usage of the DMV website that was over and above \$506,001.75.

The DMV Office and the County Clerk's Office offer EZ Pass Tags for sale. These are purchased for \$21.00 each and sold for \$25.00 each. In addition to the \$4.00 profit, offering these for sale at our location provides a service to our constituents.

The Greene County Records Management Program was established by New York State Mandate in 1988. We adopted Retention Schedule CO-2 in 1989 by a resolution of the County Legislature, and our first Records Management Officer (RMO) was appointed in 1989.

The Records Management Program operates the County's Records Center, where archived records are stored and serviced. In addition to storage and retrieval of records, we also perform routine destruction of obsolete files, and advise other departments within the County on records issues.

Records Center staff consists of a Records Management Director, Records Inventory Clerk and per-diem clerks as needed. The Record Management staff is currently working on digitization of Public Defender and Probation records.

STATE OF NEW YORK:

COUNTY OF GREENE:

I, Marilyn Farrell, County Clerk of the County of Greene, do hereby certify that the foregoing statements for the:

Records Management

Greene County Recording Office

Mortgage Tax receipts

Greene County Department of Motor Vehicles Office

are a true and accurate annual accounting of the money received by the Greene County Clerk's Office for the year 2020.

A handwritten signature in cursive script that reads "Marilyn Farrell".

Marilyn Farrell
Greene County Clerk
March 30, 2021

MORTGAGE TAX YEAR END REPORT
1/1/20 THRU 12/31/20

Month	Total		Interest Bank Accounts	Shared Services Reimbursement	NYS Special Addl. Tax (Int. Incl.)	Amt. Pd. Treas.		Interest County Treasurer Retained	Refunds
	Taxes Collected	Taxes Held				Taxes Disbursed	Town Share-Int Incl		
January	\$261,327.00	\$7,500.00	\$255,077.00	\$6,914.79	\$45,592.73	\$101,341.85	\$101,341.87	\$11.55	
February	\$263,549.25	\$4,301.25	\$259,248.00	\$6,914.79	\$45,072.77	\$103,658.90	\$98,616.01	\$5.63	\$5,042.90
March	\$317,309.25	\$0.00	\$321,965.50	\$6,914.79	\$60,543.54	\$127,284.58	\$127,284.60	\$6.59	
April	\$470,665.75	\$0.00	\$470,665.75	\$6,914.79	\$90,160.57	\$186,827.65	\$186,827.67	\$6.97	
May	\$209,832.00	\$0.00	\$209,832.00	\$6,914.79	\$38,021.96	\$82,477.82	\$82,477.83	\$6.24	
June	\$260,200.50	\$7,937.50	\$258,191.86	\$6,914.79	\$44,698.10	\$101,850.56	\$104,750.83	\$2.19	
July	\$274,106.25	\$3,563.75	\$276,642.50	\$6,914.79	\$48,672.90	\$110,537.93	\$110,537.94	\$2.09	
August	\$309,624.75	\$2,875.00	\$313,587.25	\$6,914.79	\$57,931.79	\$124,378.48	\$124,378.49	\$1.71	
September	\$381,087.50	\$14,323.75	\$366,827.50	\$6,914.79	\$67,465.46	\$146,233.60	\$146,233.61	\$2.07	
October	\$438,248.25	\$0.00	\$441,123.25	\$6,914.79	\$84,088.39	\$175,074.77	\$175,074.78	\$3.16	
November	\$426,098.50	\$5,407.50	\$420,691.00	\$6,914.79	\$78,904.03	\$167,452.81	\$167,452.83	\$3.53	
December	\$591,061.50	\$32,433.75	\$558,627.75	\$6,914.79	\$104,863.94	\$223,445.34	\$223,445.36	\$4.38	
TOTALS	\$4,203,110.50	\$78,342.50	\$4,152,479.36	\$82,977.48	\$766,016.18	\$1,650,564.29	\$1,648,421.82	\$56.11	\$5,042.90

2020 ANNUAL DMV REPORT

MONTH	TRANSACTIONS PROCESSED	LICENSE & REG. FEES	PLATE SURRENDERS	SALES TAX	POSTAGE	TOTAL
January	6,799	\$77,720.10	\$540.00	\$978.00		\$79,238.10
February	5,921	\$70,512.65	\$449.00	\$884.25		\$71,845.90
March	5,487	\$65,422.94	\$364.00	\$880.00		\$66,666.94
April	1,275	\$15,143.19	\$136.00	\$366.75		\$15,645.94
May	2,724	\$35,596.61	\$240.00	\$734.50	\$25.00	\$36,596.11
INTERNET 2.5%						\$996.05
June	6,562	\$89,093.67	\$519.00	\$1,547.75	\$35.00	\$91,195.42
INTERNET 2.5%						\$4,750.22
July	7,735	\$103,822.63	\$554.00	\$1,751.50	\$10.00	\$106,138.13
INTERNET 2.5%						\$4,550.69
August	7,429	\$102,653.18	\$485.00	\$1,723.00		\$104,861.18
INTERNET 2.5%						\$4,368.50
September	6,486	\$88,130.05	\$498.00	\$2,209.00	\$5.00	\$90,842.05
INTERNET 2.5%						\$4,424.46
October	6,192	\$86,234.35	\$518.00	\$2,657.00	\$5.00	\$89,414.35
INTERNET 2.5%						\$4,752.17
November	6,197	\$76,626.82	\$552.00	\$1,375.00	\$5.00	\$78,558.82
INTERNET 2.5%						\$5,189.39
December	5,471	\$67,488.50	\$431.00	\$1,188.00	\$10.00	\$69,117.50
INTERNET 2.5%						\$5,201.91
TOTAL OFFICE	68,278					\$900,120.44
TOTAL INTERNET						\$34,233.39
E-Z PASS						\$652.00
GRAND TOTAL						\$934,353.83

GREENE COUNTY CLERK
STATEMENT OF ALL MONIES RECEIVED AND DISBURSED
2020

RECEIVED			
	Undertakings		
	E&A Transfer Report	\$381,250.00	
	Mortgage Tax*	\$4,203,709.92	
	Mortgage Tax held 2019	\$9,970.00	
	Motor Vehicles	\$36,072,981.62	
	DMV INTERNET/EZ PASS	\$34,885.39	
	Clerk Fees*	\$488,837.52	
	Judicial-State Revenue Account*	\$221,813.43	
	Notary	\$4,020.00	
	Cultural Ed/Rec Mgmt*	\$155,185.81	
	Transfer Tax*	\$1,784,867.69	
	TOTAL RECEIVED	\$43,357,521.38	
DISBURSED			
COUNTY TREASURER-COUNTY REVENUE			
	Clerk Fees*		\$479,688.09
	DMV INTERNET/EZ PASS		\$34,885.39
	MOTOR VEHICLES		\$900,120.44
	Judicial Fees*		\$31,140.34
	Local Mortgage Tax *		\$1,648,421.82
	Mortgage Interest Retained		\$56.11
	Mortgage Tax Expense		\$82,977.48
	Notary		\$1,340.00
	State Education(Records)*		\$7,614.81
	E&A Transfer Report		\$21,474.00
	Transfer Tax Commission*		\$2,560.13
	TOTAL		\$3,210,278.61
COUNTY TREASURER FOR DISBURSAL			
	Undertakings		
	Basic Mortgage Tax *		\$1,650,564.29
	DWI Fines		\$9,149.43
	TOTAL		\$1,659,713.72
NEW YORK STATE			
	Cultural Ed*		\$110,639.05
	Judicial*		\$190,673.09
	LGRMIF*		\$36,931.95
	Notary		\$2,680.00
	NYS Motor Vehicles		\$35,172,861.18
	State of NY Mortgage Agency *		\$766,016.18
	E&A Transfer Report(NYSORPS)		\$359,776.00
	Transfer Tax*		\$1,782,307.56
	TOTAL		\$38,421,885.01
	APPORTIONMENTS TO OTHER COUNTIES & REFUNDS		\$9,979.04
	MORTGAGE TAX BEING HELD FOR DISTRIBUTION BY COUNTY CLERK 12/31/20		\$55,665.00
	TOTAL DISBURSED		\$43,357,521.38
*includes interest			

REVENUE COUNTY CLERK 2019 - 2020 COMPARISON



Annual Report 2020

Records Management

The following is a summary of Records Management activity for 2020:

- 563 boxes (cubic feet) of original records were moved from various County Offices into storage at the Records Center and added to the Records Center inventory.
- 238 boxes of records were destroyed or disposed of according to NYS Retention Schedule CO2. (This does NOT include boxes that were eliminated by digitizing.)
- 1178 requests for retrieval of records from storage were processed for County Departments.
- 738 requests for file maintenance were processed (primarily, this involves retrieval of a file to add materials.)
- Approximately 130 boxes of Public Defender records were scanned, verified, and destroyed by Records Center Staff. Another 71 boxes are in various stages of this process.
- Probation purge: The Probation Department has 221 boxes of records in storage. All of these files are past their required retention of ten years; however, some files contain information that should be retained. We have purged the materials to be retained and are in the process of scanning them and disposing of the balance. This project will reduce our physical inventory by another 221 boxes.

Activity	2019	2020	Change
Boxes stored	553	563	+10
Boxes destroyed	198	238	+40
Retrieval requests	997	1178	+181
Maintenance requests	436	738	+302
Scanning complete (Public Defender)	56	130	+74
Scanning in progress (Public Defender)		71	
Purge/Scan in progress (Probation)		221	