

Other Miscellaneous Filings:

- * Military Discharge
- * DBA's, Corporate DBA's,
- * Certificate of Incorporations
- * Powers of Attorney
- * New, Renewal & Electronic Notary Publics
- * Oaths of Office
- * Apostille Certifications
- * Official Character Certs.
- * Pistol Permits

Records Management

The Records Management program oversees records of all media content created by county offices, from creation to management to disposition. The program ensures that records created are retained by established retention periods and are disposed of through a secure, certified destruction process as the records become obsolete. Off-site storage facilities are provided to house inactive and permanent records for all county offices. The program also provides education and training on proper records management practices to both county offices and town and village offices.

Additional components of the program include security of records, accessibility, and continued focus on scanning, microfilming, digitization, and other electronic formats and their creation, storage, and disposition. The New York State Archives Local Government Records Management Improvement Fund (LGRMIF) has assisted the Records Management program by providing funds for improvement of management and access of records, in areas such as maintaining inventory, developing information storage systems, and with digitization of records.

Records Management also aids in the identification and preservation of historical/archival records. The identification and preservation of these local government records allows the program to assist the public with genealogical research and records inquiries.



ACTIVE



INACTIVE



ARCHIVAL



ELECTRONIC

Schoharie County Clerk's Office



Lawrence J. Caza
Schoharie County Clerk

284 Main Street
PO Box 549
Schoharie NY 12157
(518) 295-8316
Fax (518) 295-8338
Schohariecounty-ny.gov
Monday - Friday
8:30am - 5:00pm

~ Established 1795 ~

What does a County Clerk do?

As a citizen of Schoharie County, it is very likely that an important personal transaction will take place for you at the County Clerk's Office at some point in time. The County Clerk is the "keeper" of all County Records. This is a responsibility that my office takes very seriously. Recent events have taught us that preservation of the history contained in these records, needs to be safeguarded from all threats, man-made or natural.

In recent years, an average of 1360 deed transactions and 1100 mortgage-type transactions, have been recorded in the Clerk's Office per year. Approximately 800 passports are processed and an average of 550 Civil cases are commenced annually. A 5-year average indicates 9,000 documents are recorded/filed per year. The County Clerk also processes all cases and takes payment for the County and Supreme Courts, including filing all criminal cases.

To acquaint you with some of the types of recordings and services handled by this office, we have included information within this brochure which we hope you will find helpful. Feel free to stop by our office or phone us for a prompt and courteous response to any questions you may have. It is a pleasure serving as your County Clerk.

Our on-line records can be accessed at: Search IQS Schoharie, proceed to the link shown and enter your search criteria. Call if you have any questions.

Lawrence J. Caza, County Clerk
Clerk of the County & Supreme Courts
Commissioner of Motor Vehicles
Records Management Officer

Land Records

Offering both Over-the-Counter Recording & E-Recording through CSC, Simplifile & EPN

Mortgages

- Mortgage Agreements
- Mortgage Assignments
- Mortgage Releases
- Mortgage Satisfactions

Deeds

- Deed Agreements
- Deed Easements
- Deed Right of Ways
- Deed Land Commitments
- Deed Land Contracts

Miscellaneous Documents

Lis Pendens

Maps:

- Survey
- Subdivision
- Lot Line & Boundary Line Adjustments

Release of Lien of Estate Tax

Wills

(list is not all-inclusive)

Civil Filings

Offering Over-the-Counter for non-mandatory cases & E-Filing via NYSCEF

- Index Numbers
- Consumer Credit Cases
- Divorces
- Separation Agreements
- Extreme Risk Protection Orders
- Guardianships—Article 81
- Requests For Judicial Intervention
- Note of Issues
- Notice of Motion
- Affidavits of Service
- Appeals : Civil & Criminal
- Foreclosures / Lis Pendens
- Stipulation of Settlements
- Stipulations of Discontinuance
- Small Claims Assessment Review
- Judgments :
 - Transcripts of Judgments
 - Default Judgments
- Liens: Mechanics
 - Federal Tax
 - NYS Tax & Finance
 - Building & Loan
 - Hospital
 - UCC1 & UCC3
 - Crime Victim & DSS Lien