



Rensselaer County Clerk's Office

**Frank J. Merola**

County Clerk

Deputy County Clerks

Gregory J. DeJulio

Paul J. Santandera

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*MEMORANDUM*

To: Attorneys, Title Searchers, Title Companies and other Interested Parties

From: Frank J. Merola, Rensselaer County Clerk

Date: January 6, 2017

Re: Changes in Procedure effective February 20, 2017

This memo is to inform you of two major changes the Rensselaer County Clerk's office will institute effective February 20, 2017. The first change is the office will no longer keep hard copy of court records submitted on or after February 20. The advancement in computer indexing, scanning and storage eliminates the need to file hard copies of court records. Effective February 20, court records submitted for filing will be held for a month then destroyed if not claimed. This change does not affect divorces, some criminal and other "sealed" cases as we will continue to keep original documents for these cases. Court records already kept by our office are not subject to this change.

In addition, effective February 20, the Rensselaer County Clerk will no longer return documents without an accompanying self-addressed stamped envelope (SASE). Documents submitted without a SASE will be held until the verification process is complete, and then destroyed. These documents will include land records, court records and other records sent to the office for recording and returning. If you would like these documents returned, please submit a SASE and they will be returned on verification.

Please contact either Deputy County Clerk Greg DeJulio or myself with any questions.