

OFFICE OF THE ESSEX COUNTY CLERK



JOSEPH A. PROVONCHA
Essex County Clerk
Clerk, Supreme and County Courts

Recording Deputy
NANCY L. McLEAN

DMV Deputy
TERESA A. DUFRANE

Finance Deputy
JEFFREY W. SAUNDERS

To genealogists and searchers:

Welcome to the Office of the Essex County Clerk! I hope that your visit to the office is rewarding.

Copies can be made in our office. The cost is \$.65 a page with a minimum cost of \$1.30. Personal copiers are not allowed. Should you require a copy to be made a member of the Clerk's staff will make that copy.

Bound books cannot be copied as the process of copying on the copier will break the binding. Robert Freeman, from the New York State Department of State division of Freedom of Information, has opined the following:

"It shall be the responsibility of every local officer to maintain records to adequately document the transaction of public business and the services and programs for which such officer is responsible; to retain and have custody of such records for so long as the records are needed for the conduct of the business of the office; to adequately protect such records; to cooperate with the local government's records management officer on programs for the orderly and efficient management of records including identification and preservation of inactive records and identification and preservation of records of enduring value; to dispose of records in accordance with legal requirements; and to pass on to his successor records needed for the continuing conduct of business of the office..."

For those bound books that cannot be copied, the office has a camera which will take an image of the page(s). We ask that you leave us your name and address so we can send you the copy of the document or page. The cost is \$1.25 a page and we will bill at the time we send you the copy.

As the "Office of Public Notice" most of the Clerk's records are open for inspection. However, a few series of documents remain sealed. The following items are sealed: divorces under 100 years; pistol permit files; sealed criminal records; child surrenders; and some civil cases. Naturalization records may be searched, however, the Clerk's Office is prohibited by law from making or preparing certified copies and certificates.

Essex County Government Center
7559 Court Street, P.O. Box 247
Elizabethtown, NY 12932
(518) 873-3600

Since this is a working office we ask that you try to keep your voices low. NO PENS ONLY PENCILS are allowed in the Office. We also ask that you bring NO FOOD into the search areas.

Military discharges, prior to being inspected, must be signed for and proof of identity given. Only the person, spouse and/or next of kin may have copies. Military discharges may be sealed prior to recording.

Due to the vast amount of records over which the County Clerk has custody, the County has two record retention areas. Because of the distance from the office, to the records retention area (not attached) we ask that you call ahead for what records are needed or be patient if you ask for those records when you arrive at our office. Records at the record retention area are: court records; building permits; assessment/tax rolls; deeds; mortgages; and assignments/satisfactions of mortgages. Original deeds, mortgages and assignments/satisfactions of mortgages are in the record retention areas however we do have the recreated documents in our office.

Although it is our desire to be as helpful as possible, the availability of staff is not always possible. Due to the size of the office staff, we cannot afford one person to be assigned just for genealogy searches.

For those friends who cannot come into the Office for searching, we ask that you send us a letter of your request or question. We do not respond by telephone for fear we will miss an item.

There are no records online.

Looking forward to meeting you and providing the information you need. I remain,

Sincerely yours



Joseph A. Provoncha
Essex County Clerk

JAP:nmc