

## **TOWN CLERK**

**One Clerk per Town (932)**

**Records Official Proceedings of the Governing Body**

**Files Local Law**

**Files Budget of the Town**

**Files Oaths of Office**

**Freedom of Information Officer**

**Records Management Officer**

**May receive & collect taxes**

**Prepare vouchers for audit**

**Registrar of Vital Statistics**

**\* Births**

**\* Deaths**

**\* Marriages**

**Municipal Clerk**

**\* Custodian of Seal**

**\* DEC Licenses**

**\* Handicap Permits**

**\* Dog Licenses**

**\* Building Permits**

## **COUNTY CLERK**

**One Clerk per County (62)**

**Files Proceedings of the Governing Body**

**Files Local Law**

**Files Budget of the County**

**Files Oaths of Office**

**May be Freedom of Information Officer**

**May be Records Management Officer (40)**

**Agent for the Commissioner of DMV (51)**

**Clerks of Supreme & County Courts (62)**

**Commissioner of Jurors (14)**

**Register of Land Documents (58)**

**\* Deeds**

**\* Mortgages**

**\* Discharges of Mortgage**

**Municipal Clerk**

**\* Custodian of Seal**

**\* DEC Licenses**

**\* Notary Filings**

**\* Passport Acceptance Agents**

**\* DBA/Inc/Corps**

**\* Pistol Permits**

## WHO DOES WHAT

### TOWN

### COUNTY

<b>Minutes of the Board Meetings</b>	<b>Town Clerk</b>	<b>Clerk of the Board</b>
<b>Freedom of Information Officer</b>	<b>Town Clerk</b>	<b>County Attorney; County Manager; County Clerk; County Executive; or Clerk of the Board</b>
<b>Chief Filing Officer</b>	<b>Town Clerk</b>	<b>County Clerk</b>
<b>Records Management Officer</b>	<b>Town Clerk</b>	<b>Separate Office; County Executive; County Manager; or County Clerk (40)</b>
<b>Collector of Taxes</b>	<b>Town Clerk or Tax Collector</b>	<b>County Treasurer; County Comptroller; or Tax Enforcement Officer</b>
<b>Municipal Clerk</b>	<b>Town Clerk</b>	<b>County Clerk (62)</b>
<b>Registrar of Vital Statistics</b>	<b>Town Clerk</b> <b>*NYC, Monroe &amp; Chemung Counties use the Department of Health*</b>	<b>Not usually a county responsibility; but the Department of Health serves in some counties</b>
<b>Land Register</b>	<b>Not a town responsibility</b>	<b>County Clerk (58); NYC Register (1)</b>
<b>Clerk of Courts</b>	<b>Court Clerk</b>	<b>County Clerk (62)</b>
<b>Agent for the Commissioner of DMV</b>	<b>Not a town responsibility</b>	<b>County Clerk (51)</b>
<b>Commissioner of Jurors</b>	<b>Not a town responsibility</b>	<b>County Clerk (14); or Separate Office</b>
<b>Files Oaths of Office</b>	<b>Town Clerk</b>	<b>County Clerk</b>
<b>Keeper/Custodian of Municipality Records</b>	<b>Town Clerk</b>	<b>County Clerk</b>