

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**April 2, 2024**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the March 2024 Committee minutes as presented.  
Motion seconded by Legislator Standinger and carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. On February 14, 2024, the NYS Office of Court Administration changed their procedures for court personnel that perform criminal records searches. A case identifier, or docket number, is no longer required to conduct a criminal records search. The person requesting the search need only provide the full name and date of birth of the alleged defendant. The fee for the search was set at \$5.00 for each two-year period and an additional \$5.00 if the requester required a certificate of disposition for any charges that were shown in the search. Since the office of the Clerk of the Tioga County Supreme and County Courts does not handle funds, the fees for the searches are paid to the County Clerk's Office. This has resulted in approximately \$18,000 being paid to the County Clerk's Office for the month of March. These searches have mostly been requested by the companies SearchLink and Metadata.

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Upon recommendation by the Committee, the Clerk's Office will keep a record of the funds in case New York State changes their procedures again. The Clerk further reported that all is well in both the DMV and the Clerk's Office.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:45 am

**Respectfully submitted,  
Andrea Klett  
Tioga County Clerk**