

**TIOGA COUNTY CLERK**

**ANNUAL REPORT**

**FOR 2025**

**PART I**

**EXECUTIVE BRIEF**

## **2025 HIGHLIGHTS**

### **Clerk**

- **The total 2025 revenue from the Clerk's Office was \$716,573.55 up 5% from 2024. The Clerk's Office also took in just over \$694,000 in mortgage tax that was distributed among the 9 Towns and 6 Villages of Tioga County.**
- **In 2025 the Clerk's Office recorded 1,701 deeds; 2,342 mortgages; and processed the filing of 1,049 civil actions.**
- **The Clerk's Office forwarded over \$5,000 to the Sheriff's Department for their Stop DWI program.**
- **In 2025, the Clerk's Office brought in over \$175,000 in criminal background search fees from four vendors.**
- **The Clerk's Office processed 470 passport applications and provided 460 passport photos in 2025. Passport transactions brought in almost \$22,000 in revenue.**
- **In 2025, 116 DBA's were filed in the Clerk's Office.**
- **In cooperation with the Treasurer's Office, the Clerk's office was able to recover \$10,000 in unclaimed funds from the NYS Comptroller's Office.**

### **DMV**

- **The Owego DMV brought in \$796,331.85 in revenue to the County which is approximately \$82,300 more than 2024.**
- **In 2025, the DMV processed 44,120 transactions in 250 working days. The highest amount since tracking began in 2019. That's an average of 176 transactions per day, handled by 5 or fewer cashiers.**
- **In March, April, and May 2025, the staff of the office processed over 12,000 transactions. That's nearly 40 transactions per day per cashier. This was due to the May 2025 Real ID deadline for using a Driver's License or Non-Driver ID to board a domestic flight.**

## **Assets & Records Management**

- **Records Accessioned:** 77
- **Records Destroyed:** 88
- **Records Requests (internal):** 26
- **Records Requests (external):** 0
- **Assets Added:** 535
- **Assets Scrapped:** 1,616
- **Assets Transferred:** 102
- **Assets Sold:** 1
- **Assets with Tags Replaced:** 1
- **Assets moved to Temporary Storage:** 1,744

### **2025 tasks completed**

- **Completed re-organization of all records in the storage area at 56 Main Street. All records are now organized by retention periods (permanent or temporary), by department, and by date (in chronological order) making searching for records easier and more efficient, and inventories more accurate.**
- **Completed initial stage of County-Wide Asset Inventory for 20 Departments.**
- **Added new “Storage” category to MUNIS and new “Assets moved to Temporary Storage” category to the Statistics Chart which will hold assets with undetermined locations until all Asset Inventories are completed and it is determined which of those assets may have been transferred to new locations and which may have been scrapped.**
- **Continuation of Newsletter.**

## **2026 GOALS**

### **Clerk**

- **2026 will see the Clerk's Office transitioning to a new vendor and a new records management system that will provide a more secure environment for the County's land and court records.**
- **With the help of the Records Director and guidance from the Office of Court Administration, the Clerk will pursue a program of purging civil case files that have reached their retention period.**
- **In 2026, the Clerk's Office will pursue grant funding to scan and preserve historic record books. The plan is to have the records available online for research while protecting the original records from deterioration.**

### **DMV**

- **In February 2026 the NYS DMV launched the first part of their new DRIVES platform. The platform was developed to replace and modernize the aging technology systems currently in use. The Owego DMV staff have spent many hours training for the usage of DRIVES.**
- **The DMV will continue to expand their knowledge of international documents so that they are better prepared to serve a more diverse public.**

### **Assets and Records Management**

- **Complete initial stage of County-Wide Asset Inventory for remaining departments.**
- **Work with Asset Stewards to create a system which will simplify and fine tune the process for Annual County-Wide Asset Inventories.**
- **Start the second annual County-Wide Asset Inventory.**
- **Dispose of 100+ boxes of records currently eligible for destruction.**
- **Continuation of Newsletter.**

**TIOGA COUNTY CLERK**

**ANNUAL REPORT**

**FOR 2025**

**PART II**

**DEPARTMENTAL REPORT**

**DEPOSITORIES**

**TIOGA COUNTY CLERK**

**CHEMUNG CANAL TRUST**

**Motor Vehicle Account**

**Sales Tax Account**

**Exchange Account**

**M & T BANK**

**Miscellaneous Court Account**

**TIOGA STATE BANK**

**Fee Account**

**Fee Money Market**

**Mortgage Tax Account**

**Mortgage Tax Money Market**

**Transfer Tax Account**

**Transfer Tax Money Market**

**eAccount**

**I. RECORDINGS**

**Deeds, Mortgages, Miscellaneous Recordings**

**Total Recording Fees Retained by Tioga County** **\$222,636.85**

**II. MISCELLANEOUS FILINGS**

**Passport Applications & Photos, UCC Filings, Copies & Certified Copies, Criminal Records Search Fees, Transcripts of Judgment, Liens, and other Miscellaneous Filings such as Separation Agreements, Building & Loan Agreements, Affidavits, DBA's, and Survey Maps**

**Total Misc. Filing Fees Retained by Tioga County** **\$272,109.68**

**III. COURT FEES**

**Index Numbers, Notes of Issue, RJI's, Notices of Appeal, Motions, Stipulations of Discontinuance**

**Total Court Fees Retained by Tioga County** **\$23,275.00**

**Total Court Fees Sent to New York State** **\$222,875.00**

**IV. REAL ESTATE TRANSFER TAX**

**Total Real Estate Transfer Tax Allowance Tioga County** **\$1,535.00**

**Total Real Estate Transfer Tax Sent to NYS** **\$563,147.00**

**V. MORTGAGE TAX**

**Total Mortgage Tax to Tioga County Towns** **\$804,021.85**

**Total Mortgage Tax Forwarded to SONYMA** **\$321,727.42**

**VI. COUNTY CLERK FEE**

**Mortgage Tax Administration Allowance** **\$152,636.25**

**VII. FINES – COURT COSTS**

**Fines/STOP DWI, NYS Surcharges, SCAR, Miscellaneous Fines**

**Fines Retained by Tioga County** **\$5,415.00**

**Fines Forwarded to New York State** **\$13,063.30**

**VIII. MOTOR VEHICLE – retained by Tioga County**

**Fees and Sales Tax** **\$315,519.93**

**Auto Use Fee and Portion of Online Transactions** **\$480,811.92**

**IX. SURCHARGE**

**Fees Collected on Court and Land Transactions**

**Retained by Tioga County** **\$5,266.00**

**Forwarded to New York State Cultural Education Fund** **\$100,054.00**

**X. EQUALIZATION AND ASSESSMENT**

**Fees Retained by Tioga County** **\$12,393.00**

**Fees Forwarded to NYS Div. of Equalization & Assessment** **\$129,804.00**

**XI. NYS NOTARY FEES**

**Notary Fees Forwarded to County by NYS** **\$2,040.00**

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