

## ***Document Bulletin for Schenectady County, NY***

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Schenectady County, NY is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

**General Requirements for all documents:**

- A cover page is generated for all recorded submissions. Documents should have a min. 1/2 inch blank margin around the document.
- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 8:30 am and 4:30 pm. Except during July- Aug. recoding is daily from 9:00 am to 4:00 pm.
- Images must be submitted at 300dpi.
- Only Assignments and Discharges/Satisfactions are accepted electronically at this time.

Document Type	Required Indexing
Assignment of Mortgage Discharge/Satisfaction of Mortgage	Requesting Party/Address Grantor/Grantee