



What You Need to Know About LGRMIF Grant Programs in 2024



Overview of LGRMIF

The Local Government Records Management Improvement Fund grants local governments the opportunity to create or advance their records management programs. This fund distributes grants on the merits of each application submitted.

2023 Awards



87 grants awarded

The State Archives awarded 87 LGRMIF grants for 2023-2024.



\$5.2 million awarded

The total amount awarded was \$5.2 million.



135 applications received

There were 135 LGRMIF grant applications requesting \$7.9 million.

2023 saw the LGRMIF provide funding for documents management initiatives across New York State.

Eligibility

Local Governments

Grants are available to counties, cities, towns, villages, school districts, BOCES, and special districts in New York State.

Competitive Program

Grants are awarded on the application merits.

Individual Grants

Individual grants are available up to \$75,000.

Shared Services Grants

Shared services grants are available up to \$150,000.

NYC Department of Records

The NYC Department of Records and Information Services (DORIS) is eligible to apply.

Application Types

Individual Grants

Up to \$75,000 for individual local governments.

Shared Services Grants

Up to \$150,000 for groups of local governments applying together.

NYC Dept. of Records

Separate category for New York City Department of Records and Information Services (DORIS).

Project Categories

Disaster management, document conversion, files management, historical records, inactive records.

Competitive Program

Grants awarded based on merits of applications.

Project Categories

- **Disaster management**

Grants can fund projects to improve disaster preparedness and response.

- **Document conversion**

Grants support converting paper records to digital formats.

- **Files management**

Grants help implement improved files plans and structures.

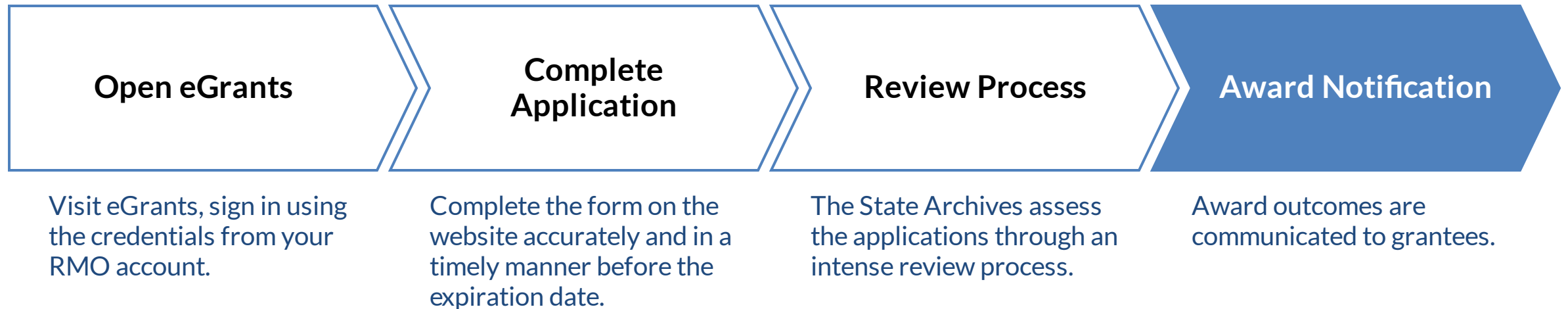
- **Historical records**

Grants preserve and provide access to historical records.

- **Inactive records**

Grants assist with managing and disposing of inactive records.

Application Process



Grant Use

Supplies

Grant funds may be used to buy supplies such as boxes, folders, shelving, and other items needed for record-keeping projects.

Equipment

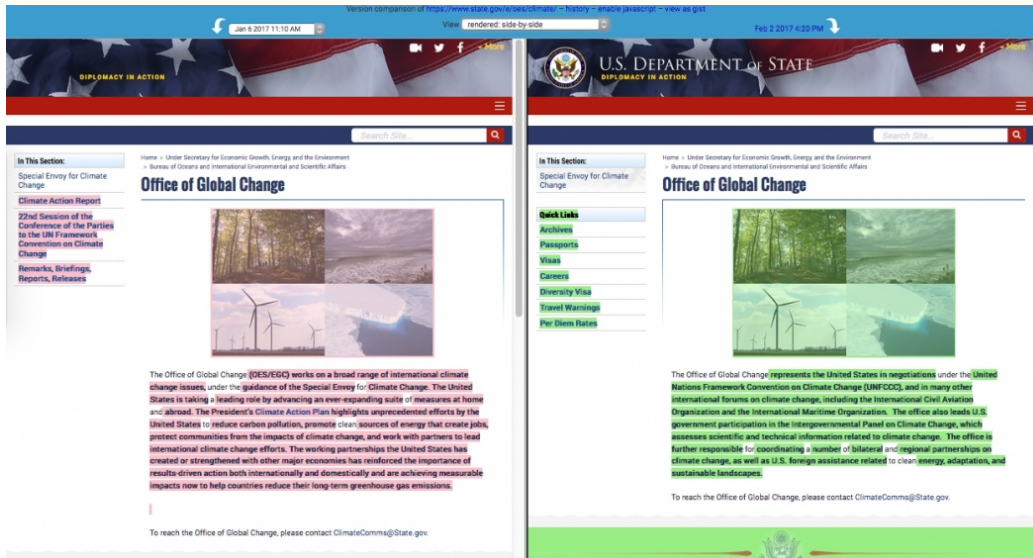
Money can buy scanners, PCs, and programs to enhance record keeping systems.

Consultant Services

Funds may be allocated to employ experts such as InStreamLLC for records evaluation, digitization, and recovery preparation.

Other Expenses

Allowable expenses for records management projects include staff salaries, training, transportation, and indirect costs.



More Information

The New York State Archives' Local Government Records Management Improvement Fund (LGRMIF) offers grants to help create or improve records management programs. To find out more, visit www.lgrmif.com for information on the program, FAQs, training resources, and more.