



Town of Harrison  
Village of Harrison  
Alfred F. Sulla, Jr. Municipal Building  
Building Department  
1 Heineman Place, Harrison, NY 10528  
Phone: 914-670-3050  
Fax: 914-835-7491



**MEMORANDUM**

E-5

Date: October 12, 2023

To: Jackie Greer, Town Clerk

From: Suzanne Fuller, Building Department

Re: Agenda item

---

For your next Town Board agenda

Request to accept a grant in the amount of \$74,925 from NYS Local Government Records Management Improvement Fund (LGRMIF).

The grant will fund document scanning services necessary to digitize building plans currently stored by the town. Plans will be converted according to New York State Archives guidelines, using a preferred vendor.