



ELIGIBILITY

Applicants must be a local government, volunteer fire company or voluntary ambulance company with:

- RMO appointed (local governments only)
- Schedule adopted by application deadline (local governments only, with few exceptions)
- Completed final reports for previous grants

FIRST STEPS

- Contact Biel's, an InStream company, to work with a NYS grant expert
- Complete the application process in the eGrants system
- Receive NYS grant funds for your project (if awarded)

**FIND OUT MORE BY
CALLING 1.800.722.2435 OR
VISITING WWW.LGRMIF.COM**

For over 30 years, the Local Government Records Management Improvement Fund (LGRMIF) has been funding aid to local New York state governments to establish records management programs and develop new records management program components. It is a very competitive program with hundreds of applicants each year and precise application guidelines. It is no small undertaking to design, create and build an outstanding grant project.

Biel's, an InStream company, has over 75 years of experience in document management which is vital when trying to ensure a positive, effective grant process. Biel's has successfully completed over 300 LGRMIF Grant projects including: inactive records, historical records, files management, document conversion and records systems.

Through a collaboration with New York State Industries for the Disabled, Inc. (NYSID), Biel's full range of document imaging services are available to state and local government customers under New York State's Preferred Source Program. Biel's is a proud partner with ARC of Erie County, a NYSID member agency, which provides employment opportunities for individuals with disabilities in our community. These workers are trained under Biel's guidance to qualify as document conversion specialists. This association provides great benefits to government agency customers who need efficient records management solutions:

- A single source for document conversion services
- Unique records retention options tailored to customers' needs
- Relief from costly, time consuming documentation issues and delivery services
- Competitive prices and enabled security measures for your core documents
- Consistent quality and risk management oversight
- Improved budget bottom-line and increased records retention options

New York State's Preferred Source Program is a proven resource for uniting government agencies with quality business support services, while creating jobs for New Yorkers who experience barriers to other employment opportunities. NYSID Preferred Source contracts have an established track record of 40 years of customer satisfaction and job creation through the state's initiative.