

Harrison Clerk implements Records Management Day

Limited service for town offices on Jan. 23

Several offices will be closed or have limited service on Friday, Jan. 23 as Harrison has its first Records Management Day. The event, created by Town Clerk Joseph Acocella (R) is phase one in a project called Operation Good Housekeeping. The goal is to have all government departments go through their archives, eliminate duplicates and excess papers and streamline an archival system. The unneeded forms will be shredded as to New York State guidelines. The archived papers will be logged into a new computer database. Jan. 23 will consist of the different departments addressing the large task of going through their old paperwork and separating what needs to be kept and what will be discarded.

The clerk said Record Management Day would not only clear much-needed space but increase efficiency in the future, getting all departments on one system of archiving.

Closed:

**Building Department
Engineering Department
Law Department
Benefits Office**

Acocella met with clerks from around Westchester in November to brainstorm to find a solution for the problem of “drowning in paperwork” which many other communities also face. Next in Operation Good Housekeeping will be a phase 2 to address accessibility to government files. “The goal is first get rid of the clutter,” he said. “After we do that we can begin to search for a program that will digitize our remaining documents so all we have to do is point and click from our office computers. This is by far the boldest step taken to eliminate the waste, build better practices and save on future resources and I am proud the departments are standing with me on this very important issue.”

The following offices will be closed or have limited service on Records Management Day. Please contact each office before Jan. 23 for details on schedule:

Limited service:

**Assessors Office
Town Clerk
Mayor’s Office
Purchasing Department
Comptrollers Office**