NEBRASKA STATE RECORDS BOARD
MEETING: January 18, 2001

1126 State Capitol
Lincoln, NE
January 18, 2001
1:30 P.M.

NEBRASKA STATE RECORDS BOARD
AGENDA
1126 STATE CAPITOL
January 18, 2001 - 1:30 P.M.

1. Call to Order, Roll Call

2. Notice of Hearing (1/12/01 LJS)

3. Approval of Minutes from December 11, 2000 meeting

4. Records Management Cash Fund Balance

5. Grant Applications
   a. Dept. of Labor, Workforce Development Grant $25,000

6. Contract Extension--Subcommittee Report/Discussion

7. Adoption of Privacy Policy Statement

8. Electronic Checks for Online Payment

9. Miscellaneous Matters

10. Schedule Next Meeting

11. Adjournment

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and three sing-along songs — as well as a guide for parents on educating their children about hyenas.

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Public Notice

NOTICE OF THE NEBRASKA LOTTERY'S END OF SCRATCH TICKET GAMES

Notice is hereby given to lottery players and the general public that the Nebraska Lottery will end sales of the scratch ticket games Kawasaki Cruisin' (game 172), Nebraska Gold (game 175), Kicker Cash (game 182), Instant Slots (game 183) and Happy Day$ (game 186) on Thursday, February 1, 2001. Players holding winning tickets from these games have until Tuesday, July 31, 2001 to claim their prizes.

For information contact: Marketing Director, Nebraska Lottery, P.O. Box 98901, Lincoln, NE 68509, (402) 471-6100.

Dated this 9th day of January 2001.

James E. Quinn
Director

#1273134—1T Jan. 12

NOTICE OF INCORPORATION PRECISION PAINTING, INC.

Notice is hereby given of the incorporation of a corporation, the name of which is Precision Painting, Inc.

The address of the registered office of the corporation is 5410 Madalyn Road, Lincoln, NE 68516.

The general nature of the business to be transacted is to engage in the operation of a painting & guttering contractor and any other lawful business.

The corporation has capital stock authorized of 10,000 (10,000 shares' par value $1.00).

The corporation commenced business on January 1, 2001, and is to have perpetual existence.

The affairs of the corporation are to be conducted by its board of directors.

PRECISION PAINTING, INC.
By Stephen P. Mannix

#1273138—3T Jan. 12, 19, 26

CORPORATION APPLICATION FOR REGISTRATION OF TRADE NAME

Trade Name: Nothing Happens In January Party

Name of Corporation: Three Eagles Communications of Lincoln, Inc.

Address: 6900 Van Dorn #11, Lincoln, NE 68506

Incorporated under the laws of Delaware.

Date of first use of name in Nebraska: January 1999

General Nature of Business: broadcasting & advertising

STATE OF NEBRASKA)
) ss.
COUNTY OF LANCASTER)

Gary Buchanan being duly sworn on oath deposes and says that I am an officer of the Corporation and I have read and know the contents of said statement, and verily believe the facts stated herein to be true and correct.

Gary Buchanan
Signature of Officer

Subscribed and sworn to before me this 7 day of December, 2000.

(Seal) Sandra M. Scheinost
Notary Public

#1273145—1T Jan. 12

NOTICE OF ORGANIZATION

Notice is hereby given that the undersigned has formed a limited liability company under the Nebraska Limited Liability Company Act.

1. The name of the limited liability company is: Pinnacle Investments II, LLC.
2. The address of the registered office of the limited liability company is 941 "O" Street, Suite 109, Lincoln, NE

Public Notice

BOARD OF DIRECTORS MEETING
Lancaster County Agricultural Society, Inc.
Open to the Public
Thursday, January 18, 2001 7:30 p.m.
Meeting to be held at the
Lancaster County Extension Office
444 Cherry Creek Rd., Lincoln

A copy of the agenda may be seen at the above address.

#1273146—1T Jan. 12

1/17/05

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on January 18, 2001 at 1:30 PM in Room 1126 of the State Capitol, Lincoln, Nebraska. The agenda for the meeting is available at the office of Secretary of State, Suite 2300, State Capitol, for public inspection during regular business hours or on the Internet at: http://www.nol.org/home/SOS/Recordsboard/recagend.htm

#1273135—1T Jan. 12

LEGAL NOTICE

A meeting of the Nebraska Game and Parks Commission will be held at 2200 North 33rd Street, Lincoln, Nebraska, on January 19, 2001, convening at 8:00 a.m. An agenda kept continually current shall be available for public inspection at the Game and Parks Commission office. The Commission shall have the right to modify the agenda to include items of an emergency nature at the public meeting when convened.

Rex Amack, Director

#1254712—1T Jan. 12

NOTICE OF MEETING LINCOLN ELECTRIC SYSTEM

Notice is hereby given that a meeting of the Administrative Board of the Lincoln Electric System (LES) will be held Friday, January 19, 2001 at 9:30 a.m., at the offices of LES, 1040 "O" Street, Lincoln, Nebraska. Such meeting will be open to the public. An agenda for such meeting is available for public inspection at the Administration Offices of LES, 1040 "O" Street, Lincoln, Nebraska.

Shelley R. Sahling
Assistant Secretary
LES Administrative Board

#1273141—1T Jan. 12

NOTICE OF INCORPORATION JOYCE JOHNSON INSURANCE AGENCY, INC.

Notice is hereby given of the incorporation of a corporation, the name of which is Joyce Johnson Insurance Agency, Inc.

The address of the registered office of the corporation is 5930 S. 58th, Suite N, Lincoln, NE 68516.

The general nature of the business to be transacted is to engage in the operation of an insurance agency and any other lawful business.

The corporation has capital stock authorized of 10,000 (10,000 shares' par value $1.00).

The corporation commenced business on November 14, 2000, and is to have perpetual existence.

The affairs of the corporation are to be conducted by its board of directors.

JOYCE JOHNSON INSURANCE AGENCY, INC.
By Joyce E. Johnson

#1273136—3T Jan. 12, 19, 26

INDIVIDUAL APPLICATION FOR REGISTRATION OF TRADE NAME

Trade Name: Crystal Moon
Applicant: Bobbi Cheever Cidlik
Address: 3100 Whitlock Rd., Lincoln 68516
... first use of name in Nebraska:

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NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of December 11, 2000

The meeting was called to order by Chairman Scott Moore at 9:30 A.M. on December 11, 2000, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:
Scott Moore, Chairman;
John Dale;
Don Dunlap, representing the Auditor of Public Accounts;
Lauren Hill, representing the Governor;
Lori McClurg;
Dave Phipps, representing the State Treasurer;
Don Stenberg;
Mark Sutko.

Not present were:
David Buelt;
Jeff Funk;
John Joseph;
Kathy Nathan.

The minutes of the meeting of October 19, 2000, were considered. Ms. McClurg moved that the minutes be approved as circulated; motion seconded by Mr. Sutko.

Voting For:	Dale Phipps	Hill Stenberg	McClurg Sutko	Moore
Voting Against:	None			
Not Voting:	Dunlap			
Absent:	Buelt	Funk	Joseph	Nathan

The motion carried.

Greg Lemon, Deputy Secretary of State, reported that the Records Management Cash Fund - State Records Board balance was $517,636, and the unencumbered balance was $392,328, as of November 30, 2000. Grants totaling $167,003 have been awarded; $41,695 has been expended.

Chairman Moore opened the public hearing on the three filing agreements between the State Records Board and the Department of Revenue, the Real Estate Commission, and the Secretary of State.

John Joseph arrived at the meeting.

Rod Armstrong, General Manager of Nebrask@ Online, discussed these proposed agreements. Les Tyrrell, Director of the Real Estate Commission, testified in favor of the commission's agreement. Greg Lemon testified in favor of the Secretary of State's agreement. No other testifiers appearing, Chairman Moore closed the public hearing. Mr. Sutko moved that all three agreements be approved; motion seconded by Ms. McClurg.

Voting For:	Dale	Dunlap	Hill	Joseph
	McClurg	Phipps	Stenberg	Sutko
Voting Against:	None			
Not Voting:	Moore			
Absent:	Buelt	Funk	Nathan	

The motion carried.

Chairman Moore opened discussion of the grant application from the Department of Labor. Ms. Hill moved to table this agenda item until the next meeting; motion seconded by Mr. Dale.

Voting For:	Dale	Dunlap	Hill	Joseph
	McClurg	Moore	Phipps	Stenberg
	Sutko			
Voting Against:	None			
Absent:	Buelt	Funk	Nathan	

The motion carried.

Chairman Moore opened the discussion on the extension of the Nebrask@ Online contract. Members of the subcommittee informally reported that they recommended a two year contract extension. Rod Armstrong commented on this recommendation. After discussion, Ms. Hill moved to authorize a subcommittee to negotiate a two year extension to the existing contract; motion seconded by Mr. Dale.

Voting For:	Dale	Dunlap	Hill	Joseph
	McClurg	Moore	Phipps	Stenberg
	Sutko			
Voting Against:	None			
Absent:	Buelt	Funk	Nathan	

The motion carried.

Chairman Moore indicated that the subcommittee would consist of Ms. McClurg, Ms. Hill, Mr. Sutko, Mr.Heineman, and the new Secretary of State.

Ms. McClurg departed from the meeting.

Rod Armstrong reported on personnel changes at Nebrask@ Online.

Chairman Moore indicated that the next Board meeting would be scheduled in the second half of January 2001.

Chairman Moore commented on his leaving office and commended the Board members for their willingness to serve the State of Nebraska.

Mr. Sutko moved that the meeting be adjourned; motion seconded by Mr. Stenberg.

Voting For:	Dale	Dunlap	Hill	Joseph
	Moore	Phipps	Stenberg	Sutko
Voting Against:	None			
Absent:	Buelt	Funk	McClurg	Nathan

The motion carried.

Chairman Moore declared the meeting adjourned at 10:25 A.M.

John Gale

John A. Gale
Chairman
State Records Board

STATE RECORDS BOARD
RECEIPTS & EXPENDITURES FY2001

01/09/2001

	JUL Actual	AUG Actual	SEP Actual	OCT Actual	NOV Actual	DEC Actual	JAN Projected	FEB Projected	MAR Projected	APR Projected	MAY Projected	JUN Projected	FY TOTAL	APPROPRIATION
Receipts-NOL	$134,933	($156,063)	$351,368	$90,578	$94,070	$88,436	$97,520	$97,520	$97,520	$97,520	$97,520	$97,520	$1,188,442	
Receipts-DMV/DR (7194)	$8,198	$11,174	$10,657	$17,667	$14,242	$16,635	$6,370	$6,370	$6,370	$6,370	$6,370	$6,370	$116,793	
Receipts-UCC (7411)	$412	$459	$313	$549	$407	$372	$670	$670	$670	$670	$670	$670	$6,533	
Receipts-Interest	$1,954	$2,264	$3,049	$2,169	$2,390	$2,545	$2,067	$2,067	$2,067	$2,067	$2,067	$2,067	$26,773	
TOTAL RECEIPTS	$145,497	($142,166)	$365,387	$110,963	$111,110	$107,988	$106,627	$106,627	$106,627	$106,627	$106,627	$106,627	$1,338,541	
Expend-Operations	($1,686)	($1,738)	($71)	($2,070)	($3,898)	($1,826)	($1,846)	($1,846)	($1,846)	($1,846)	($1,846)	($1,846)	($22,365)	
Expend-NOL	($85,214)	($93,488)	($91,600)	($83,062)	($87,585)	($84,414)	($87,292)	($87,292)	($87,292)	($87,292)	($87,292)	($87,292)	($1,049,116)	
Expend-Grants	$0	($21,806)	($6,986)	($384)	($12,520)	($6,811)	($59,248)	($59,248)	$0	$0	$0	$0	($167,003)	
TOTAL EXPENDITURES	($86,901)	($117,032)	($98,656)	($85,516)	($104,004)	($93,051)	($148,386)	($148,386)	($89,138)	($89,138)	($89,138)	($89,138)	($1,238,484)	$2,330,028
PROFIT(LOSS)	$58,596	($259,198)	$266,731	$25,447	$7,106	$14,937	($41,759)	($41,759)	$17,489	$17,489	$17,489	$17,489	$100,057	
FUND BALANCE	$477,550	$218,352	$485,083	$510,530	$517,636	$532,573	$490,814	$449,054	$466,543	$484,032	$501,521	$519,010	$519,010	
GRANT ENCUMBRANCES	($167,003)	($145,197)	($138,212)	($137,828)	($125,308)	($118,497)	($59,248)	$0	$0	$0	$0	$0	$0	
UNENCUMBERED FUNDS	$310,547	$73,154	$346,871	$372,702	$392,328	$414,076	$431,566	$449,054	$466,543	$484,032	$501,521	$519,010	$519,010	

APPROPRIATION AVAILABLE FOR GRANTS:	$1,091,544
CASH NOW AVAILABLE FOR GRANTS:	$414,076
CASH AVAILABLE FY2001 YEAR-END:	$519,010

Fernando Lecuona III
Commissioner

NEBRASKA WORKFORCE DEVELOPMENT

Mike Johanns
Governor

September 29, 2000

Greg Lemon
Deputy Secretary of State
Secretary of State's Office
State Capitol Building
Suite 2300
Lincoln, NE 68509-4608

Dear Mr. Lemon

Attached is an "Application for State Records Board Grant to Improve Access to Public Information" from Nebraska Workforce Development - Department of Labor. The grant application describes a project to extend the functionality of the Nebraska Workforce Access System (NWAS) to State Agency and Community partners. We would welcome the opportunity to provide additional information about this important initiative

Please contact me with your questions.

Sincerely,

Robert Shanahan
Director, Information Services
Nebraska Workforce Development
Department of Labor

C/ Fernando Lecuona
Joan Modrell

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

Scott Moore
Chairman
(402) 471-8606
http://www.nol.org

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

1. Name of agency applying for grant **Nebraska Workforce Development**

2. Title or brief description of project **Nebraska Workforce Development Access System – Extension to Partners (NWAS Phase IX)**

3. Grant request amount **$25,000**

4. Will there be a fee for accessing records associated with this project? **Monthly charge for program maintenance from users**

5. If yes, provide any statutory reference or authorization for the fee **None – See Attachment**

6. Please describe the project in detail (you may attach this description)
Background

In March of 1999, the Nebraska Department of Labor began an initiative to develop a computer based common intake and data access system called Nebraska Workforce Access System (NWAS). The goal of NWAS is to utilize state of the art technology as the tool to enhance the streamlining of the services, allow universal access to information about our customers, and enable partners to effectively delivery workforce development services in Nebraska. NWAS implements a common registration and data sharing process for all Workforce Investment Act (WIA) partners, which include:

- **Employment Services**
- **Local WIA Areas (Lincoln, Omaha and Greater Nebraska)**
- **Unemployment Insurance**
- **Vocational Rehabilitation**
- **Health & Human Services**
- **Community College System**
- **Nebraska Association of Farmworkers**
- **Green Thumb**
- **Native American Programs**
- **Job Corps**
- **Work Net**

In addition, NWAS contains a case management function, which promotes high quality customer service through more efficient tracking, documentation and follow up.

The Nebraska Department of Labor is responsible for delivering training, employment and unemployment services to consumers. These services are provided by Job Training, Employment Services and Unemployment Insurance. As a function of delivering these services these departments capture information about a client. A subset of this information is common across the Department of Labor as well as the above partners.

Currently, NWAS has four features, which promote streamlining and efficient in-service delivery. These features are utilized as a common front-end tool for Workforce Development (WFD) partners, providing a seamless method of sharing certain data and then passing the data to an existing legacy system for program function. NWAS features include:

- Wait List Management
  This pre-registration collects basic information and allows the One Stop Representative to quickly check program interest, eligibility and track wait time.

- One Stop Registration
  Collects demographic information from all One Stop customers and tracks usage.

- Program Application
  Partners and service providers can access data entry and client registration.

- Case Management
  Documents and tracks individual service plans.

NWAS DEPLOYMENT PLAN
Phase I (Completed)

During this phase all the identified partners were queried regarding their current system designs and then brought together for a commitment meeting. The system was developed initially using three programs within NDOL. Meetings were held to identify the data elements that need to be a part of NWAS. It was decided to use the Iowa Common Intake System and customize it for Nebraska. The system was developed and is housed initially at NDOL. Information was put into a bid and the process we utilized was a Request for Resumes. A preliminary review of the resumes was done and narrowed down to 34. We then convened a review team that consisted of Information Technology, Employment Services (ES), Job Training and Unemployment Insurance (UI) representatives.

Phase II (Completed)

Three Lotus Notes programmers and one architect/designer were hired. This phase of the project included development of the common intake portion of the system and the front-end intake process for Employment Services, Job Training and Unemployment Insurance programs. Employment Services and Unemployment Insurance legacy systems are currently located on the mainframe and the Job Training legacy systems is currently located on the NDOL LAN. Information collected on the front end for these three programs be saved in NWAS and also passed back to the legacy systems.

Phase III (Completed)

With the completed NWAS, work began on linking the three legacy systems to NWAS. This involved the contractors working with the program staff in IT to identify the fields that need to be passed to the legacy systems. Testing has been completed and information is now being passed from the legacy systems to NWAS and vice versa. Also included in this phase was the development of a relational database that will be used for creating reports at the regional, local and state levels. The relational database will initially utilize Microsoft SQL Server and Crystal Reports, Access or Excel.

Phase IV (Completed)

Definition and implementation of case management functionality has been completed.

Phase V (Completed)

This phase involved the initial training of staff for NWAS. Curriculum, training materials and a users manual were developed. April through June of this year hands-on-training was delivered to 282 individuals during an 11-week period.

Phase VI (In Progress)

Development of a prototype demonstrating the connection of an external partner will be done during this phase. The Vocational Rehabilitation (Voc Rehab) participant system will be brought on line with NWAS using a direct server to server connection.

Phase VII (Completed)

Web enabling (Internet Based-Non Browser Connection) of the NWAS system was completed allowing for delivery of this system to external partners.

Phase VIII (Completed)

The connection of an external partner using Web Technology was accomplished.

Phase IX (In Progress)

External partners will be invited to hook up to the NWAS system to allow them to access common intake and case management information on the system. This hook up will require partners to link their legacy systems to NWAS in order to share common demographic information, referral data and updates on case management files. This connection will require funding from partner agencies to build an NWAS "application tab" for their programs and development costs to connect NWAS with their legacy systems. We are requesting grant funds to assist in this phase.

Phase X (In Progress)

This phase will encompass the planning and determination of such issues as governance, technical and program management and user issues, cost allocation, ongoing maintenance and continued evolution of the system. Organizational meeting of the partner based NWAS Steering Committee occurred August 9, 2000, with a second meeting scheduled for October 4th, 2000.

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service **Nebraska businesses and Nebraska workers who participate in Workforce Development One Stop services.**

8. Estimated timeline for implementation **January through June 2001**

9. Agency contribution to project (labor, equipment etc.) **Partners contribute $290,000 annually for manager, equipment, testing, training and staff.**

10a. Has this project ever been submitted as a budget request (explain)? **No - not to date**

10b. Does the project require additional statutory authority (explain)? **No**

10c. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended? **Grant money will primarily be used to assist smaller agencies in offsetting development costs to build "application tabs" to participate in NWAS. The development cost is the same to create "tabs" for large agencies like Health &Human Services or Labor as it is for smaller agencies like Job Corps, Green Thumb, Nebraska Association of Farmworkers, Work Net and the Native American Programs. The burden of start-up costs is a barrier to participate in NWAS. The funds will help offset the initial cost of participation in NWAS. Monthly maintenance fees from partners will sustain service.**

11. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

NWAS streamlines services, allows universal access to information about our customers, and enables partners to effectively deliver workforce development services to Nebraska employers. NWAS implements a common registration and data sharing process for all Workforce Investment Act (WIA) partners:

- **Employment Services**
- **Local WIA Areas (Lincoln, Omaha and Greater Nebraska)**
- **Unemployment Insurance**
- **Vocational Rehabilitation**
- **Health & Human Services**
- **Community College System**
- **Nebraska Association of Farmworkers**
- **Green Thumb**
- **Native American Programs**
- **Job Corps**
- **Work Net**

In addition, NWAS contains a case management function, which promotes high quality customer service through more efficient tracking, documentation and follow-up.

12. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

1) Improve the efficiency of agency operations.

Efficiency will improve as we have a better way of communicating with partners about mutual clients. It will eliminate the duplication of questions clients are required to answer. It will give us better knowledge of all services that are being provided to an applicant and help us share that data efficiently through case management. In addition, NWAS provides an updating mechanism to the employer community which measures the success of the One Stop service.

2) Facilitate collaboration among state agencies

NWAS gives state agencies a vehicle to coordinate services for mutual clients and in the process will collaborate in a more structured fashion through the use of technology. The following state agency partners

- **Employment Services**
- **Unemployment Insurance**
- **Vocational Rehabilitation**
- **Health & Human Services**

are the first to use desktop technology to share registration and referral data and to case manage mutual clients. Nebraska is a forerunner in developing and implementing a system across programs that utilizes technology for application, referral and case management. There is no doubt this unprecedented use of technology will increase collaboration significantly among state agencies.

3) Facilitate collaboration between state agencies and other public institutions; support public/private partnerships in the delivery of public services.

For the first time ever, the partners outlined in this grant request have the opportunity to collaborate in a public/private partnership via technology. Using the same system, whether you are a state agency, community based organization, local government or private for profit entity, gives us the pathway to better facilitate how we delivery services to mutual clients.

13. Contact person for any questions regarding this application is Joan Modrell or Bob Shanahan

Joan -Phone # 402-471-9948 E-mail jmodrell@dol.state.ne.us
Bob – Phone # 402- 471-2518 bshanahan@dol.state.ne.us

Signed this _______day of __________________

Agency Director

Please Return to:
State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Charter and By-Laws Revised 9/00

NWAS Steering Committee

Background	In March of 1999, the Nebraska Department of Labor began an initiative to develop a computer based common intake and data access system called Nebraska Workforce Access System (NWAS). The goal of NWAS is to utilize state of the art technology as the tool to enhance the streamlining of services, allow universal access to information about customers, and enable partners to effectively deliver workforce development services in Nebraska. NWAS implements a common registration and data sharing process for all mandated and optional Workforce Investment act (WIA) Partners. In addition, NWAS contains a case management function which promotes high quality customer service through more efficient tracking, documentation and follow-up. Development of the NWAS product was funded by Nebraska Workforce Development – Department of Labor. Ongoing costs of the system will be borne by system users and determined by a Steering Committee comprised of partners participating in the NWAS system. The first year operating budget and first year partner costs have been developed by the Department of Labor. System development was complete on July 1, 2000 when the NWAS tool was deployed to the initial partner set.
Purpose	To provide a process and organizational structure that allows ongoing support and maintenance of the NWAS tool in a way that; 1. Ensures that the interest of each financially participating partner is appropriately represented in decisions about functions, revisions, and costs of the shared NWAS tool, 2. Provides ongoing business expertise, and 3. Ensures Workforce Development Partners in Nebraska maintain a viable, and current tool in support of common intake and case management for the Workforce Development system.
Outcomes/ Goals	The Steering Committee will identify annual budgets, annual work priorities, and overall system direction.

Scope/ Boundaries	NWAS Steering committee authority and decision making range is limited to decisions regarding functionality, costs, development plans, and cost allocation of the shared common intake and case management tool known as the Nebraska Workforce Access System (NWAS). Steering Committee decisions will affect total costs of the system and direct costs which are borne by each system partner. Steering Committee decisions regarding cost, scope, functionality, and timelines are recommendations which will guide the Commissioner of Labor regarding NWAS support decisions. Specific Scope of Tasks will be agreed upon annually.
Reporting	The NWAS Steering Committee is a technology initiative of the Workforce Development Partners in Nebraska. The Steering Committee will communicate on a regular and ongoing basis with the Chief Official of each partner agency, as well as with appropriate committee's and subcommittee's of the Workforce Development System, including the Nebraska Workforce Investment Board and the Local Workforce Investment Boards
Funding	1. The source of funds for Maintenance and Enhancement of the NWAS system, for providing NWAS training, and for any costs associated with the Steering Committee will be NWAS user fees. 2. The Department of Labor will act as financial agent for the NWAS system and all user fees and disbursements will be managed by the Department based on the direction of the NWAS Steering Committee. 3. Each NWAS partner will be billed user fees, on a quarterly basis 4. NWAS System costs will be allocated each quarter based on number of NWAS "desktops" used by the partner agency, as measured at the end of the second week of the second month of the Calendar quarter. 5. In order to maintain fees at the lowest possible level, efforts to obtain assistance and/or grants from other groups may be considered
Annual Work Plans	The Steering Committee will provide direction to the Department of Labor through identification of a consensus of user needs in priority order. The Department of Labor, in response to Steering Committee direction, will prepare an annual estimate of costs to provide the deliverables identified by the Steering Committee. The Department will negotiate with the

	Steering Committee to develop a consensus on the duties and tasks to perform. The Department will arrange for fulfillment and delivery of all deliverable items within the following scope; 1 Systems Support (a) Help desk and system operations will be ongoing tasks. (b) Technical staff training, equipment or software replacement and additional technical support tasks will be ongoing functions. 2 Systems Maintenance (a) Maintenance and updates of the NWAS system to accommodate new federal or state requirements will be an annual function. (b) A list of maintenance items, include file and documentation updates, will be reviewed by the User Group for consideration and establishment of priorities. 3 System Enhancements (a) Identification of necessary improvements to the software to enhance the support the system offers to workforce development in Nebraska. The Steering Committee will establish a process to elicit and establish priorities for enhancement proposals and coordinate their incorporation into the general system 4 User Training (a) Providing for ongoing user training on the basic system for new staff, and on system upgrades and enhancements for all partner staff will be an ongoing function of the NWAS steering group.

By-Laws	Article I. NAME AND PURPOSE Section 1. NAME The name of this organization shall be the "NWAS Steering Committee" herein after referred to as the "Steering Committee". Section 2. The purpose of the Steering Committee shall be to ensure that the interests of each partner are appropriately represented in decisions about functions, revisions, and costs of the shared NWAS tool, provide ongoing business expertise, and ensure Workforce Development Partners in Nebraska maintain a viable, and current tool in support of common intake and case management for the Workforce Development system. ARTICLE II. MEMBERSHIP COMPOSITION OF THE STEERING COMMITTEE Each financially participating Partner agency will be represented by one member on the Steering Committee. Steering Committee Partner Agency representatives will be designated by Chief Official of each organization and may be represented by a proxy if so designated in writing. ARTICLE III. OFFICERS Section 1. CHAIRPERSON The Steering Committee shall select a chairperson at its annual meeting in July of each year. Section 2. VICE-CHAIRPERSON The Steering Committee shall elect a Vice-Chairperson at its annual

meeting in July. At the request of, or in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and perform other duties assigned by the Chairperson or by the Steering Committee. In the event that the Chairperson and Vice Chairperson will be absent from regular or special meeting of the Steering Committee, the Chairperson may appoint an acting Chairperson for that meeting.

Section 3. VACANCIES

Vacancies in the offices of Chairperson or Vice-Chairperson shall be filled by vote of the Steering Committee for the remainder of the unexpired term.

ARTICLE IV.
MEETING PROCEDURES, VOTING RIGHTS, AND QUORUM

Section 1. MEETING TIME AND PLACE

The Steering Committee shall hold an annual meeting in July at a time and place to be determined by the Committee. Additional meetings shall be at the call of the Chairperson of the Steering Committee or a majority of the voting members of the Steering Committee.

Section 2. MEETING NOTICE

Written notice of each meeting shall be sent to members prior to the scheduled meeting along with a copy of the proposed minutes of the previous meeting. The notice shall specify the time, date, location, and proposed agenda for the meeting.

Section 3. CONDUCT OF MEETINGS

Subsection a. Unless the Steering Committee, by majority vote, shall direct otherwise, the order of business at regular meetings shall be:

Call to Order
Roll Call
Documentation of Compliance With Notice Requirements
Elections - if needed
Approval of Minutes
Old Business
New Business

Public Comment
Time and Place for Next Board Meeting
Adjournment

Subsection b. Non-members of the Steering Committee shall be permitted to comment on any agenda item(s) at such time as "public comment" is solicited by the chairperson, which, in any event, shall occur at least once prior to the time that any formal action is taken on the item. Non-members may also submit written comment on any agenda item(s), which comment shall be made a part of the permanent record of the meeting. The chairperson, unless otherwise prescribed by rules adopted by majority vote, may in his/her discretion, limit the amount of time for discussion on any particular agenda item, which limit shall be announced at the time that the agenda items is brought up for discussion.

Subsection c. Decisions will be made by vote of Steering Committee representatives. Voting will be proportionate, with proportions allocated as follows; (TBD)

Subsection d. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of the Board's meeting unless those rules are inconsistent with law, these bylaws, or they are waived by majority vote.

Section 4. MANNER OF VOTING

The vote on all questions duly moved and seconded shall be by roll call vote. No question shall be deemed to have passed unless it has received a majority vote as represented by the proportionate voting shares of the members as defined in Section 3, subsection c. For the purposes of this section, the requirements of a roll call vote may be satisfied by a unanimous voice vote. In the event that the voice vote is not unanimous, then a roll call vote shall be required. Proxy voting is allowable if the proxy is so designated in writing.

Section 5. QUORUM

A majority of voting members of the Steering Committee shall constitute a quorum. No non-members may be seated on the Steering Committee as a representative of a member of the Steering Committee unless designated in writing as a proxy, nor shall any such representative be counted for purposes of determining a quorum. Section IV requirements may be considered met, or waived for any meeting unless an objection to such waiver is presented.

Section 6. CONFLICT OF INTEREST

All members shall comply with the provisions of Neb. Rev. Stat. §§49-1499 through 49-14,103.03.

ARTICLE V
AMENDMENTS

Section 1. AMENDMENTS

These bylaws may be amended or repealed by a vote of the majority of voting members (as represented by the proportionate voting shares) of the Steering Committee.

Section 2. WRITTEN NOTICE

Written notice of proposed bylaw changes shall be sent to members at least ten days in advance of the meeting at which they are to be acted upon. Such notice shall include both the proposed change and the section that it supersedes.

ARTICLE VI
SUSPENSION OF BYLAWS

Section 1. SUSPENSION OF BYLAWS

The Board may, by a vote of two-thirds of the voting members (as represented by the proportionate voting shares of the members present), suspend all or any part of these bylaws when to do so would not be in conflict with the laws of the State of Nebraska or applicable federal laws.

ARTICLE VIII
EFFECTIVE DATE

Section 1. EFFECTIVE DATE

These bylaws shall become effective immediately upon approval of two-thirds of the members present (as represented by the proportionate voting shares).

ADDENDUM #2
to
CONTRACT FOR NETWORK MANAGER SERVICES BETWEEN THE NEBRASKA STATE RECORDS BOARD
and
NEBRASK@ INTERACTIVE, Inc.

This addendum to the contract for network manager services dated December 3, 1997 (hereinafter master contract), is made between the Nebraska State Records Board (hereinafter "NSRB" or "Board") and Nebrask@ Interactive, Inc. (hereinafter "NII"), to extend the contract and revise and amend certain terms of the contract.

NOW THEREFORE, the parties agree to the following terms and conditions of this addendum to the master contract:

1. The term of the master contract between NSRB and NII is hereby extended without interruption for a period of two years, the extension period commencing on February 1, 2002, and expiring at 12:00 a.m., January 31, 2004, unless earlier terminated by the Board for cause.

2. The Board shall establish guidelines and procedures for prioritization of projects undertaken pursuant to the contract by NII. (NII shall prepare on a quarterly basis or as otherwise requested by the Board, a report listing projects currently being worked on by NII, such report shall include a summary of the project and an estimated timeline for completion of the project. The timeline for projects contained in the report shall be subject to approval or amendment by the Board.)

3. NII shall comply with the technology access clause established pursuant to Laws, LB352 (2000), Section 19, regarding access to information for both visual and nonvisual use.

4. NII shall, as soon as practicable, have a compliance audit conducted pursuant to section 4.1.10 of the RFP. If any exceptions are noted in the audit report, NII shall take all necessary steps to bring their practices and procedures in compliance with contractual and audit requirements.

EXECUTED BY:

NEBRASK@ INTERACTIVE, INC.

__________________________ __________________________

General Manager Date

STATE OF NEBRASKA)
) ss.
COUNTY OF LANCASTER)

Rod Armstrong, of lawful age, being duly first sworn, deposes and says that he is general manager of Nebrask@ Interactive, Inc. and has been duly authorized to execute contracts on its behalf.

Rod Armstrong

SUBSCRIBED AND SWORN to before me this ___ day of January, 2001

Notary Public

NEBRASKA STATE RECORDS BOARD

Chairman

Date

STATE OF NEBRASKA)
) ss.
COUNTY OF LANCASTER)

John A. Gale, of lawful age, being duly first sworn, deposes and says that he is chairman of the State Records Board and has been duly authorized to execute contracts on its behalf.

John A. Gale

SUBSCRIBED AND SWORN to before me this ___ day of January, 2001

Notary Public

4.1.7 Serve in an advisory capacity to the Nebraska State Records Board regarding the provision of State information to citizens and businesses of Nebraska;

4.1.8 Assist the Nebraska State Records Board in seeking advice from the general public, its subscribers, professional associations, academic groups and institutions, and individuals with knowledge of an interest in areas of networking, electronic mail, public information access, gateway services, add-on services and electronic filing of information;

4.1.9 Develop recommendations for charges (to be approved by the Nebraska State Records Board) with advice and consent of the records providing agency for the goods and services provided to subscribers, which include the actual cost of providing such services;

4.1.10 Comply with audit requirements. The audit will be a compliance audit. With the approval of the Nebraska State Records Board, the network manager shall select an auditor to audit, at its own expense, the manager's books and records on an annual basis. The manager shall make such books and records available at its principal place of business. Audits will be conducted during the contract period or during any renewal term of the contract and for a period of two (2) years after expiration of contract or renewal period;

4.1.11 Work with State and local agencies identified for inclusion in the network as necessary to help make their public records accessible. Any systems developmental costs that may be necessary for such access may be arranged between the Nebraska State Records Board, the network manager and the agency;

4.1.12 Procure, develop, or adapt system software which provides a user interface that is consistent across services.

PRICEWATERHOUSECOOPERS

Nebraska Interactive, Inc.

Financial Statement Audit Plan
December 31, 2000

Nebraska Interactive, Inc.
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Nebraska Interactive, Inc.
December 31, 2000

1. Purpose of Financial Statement Audit Plan

The following document outlines the activities that we will perform in order to conduct our audit of the financial statements of Nebraska Interactive, Inc. in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit approach, as outlined below, will provide a reasonable basis to express an opinion on Nebraska Interactive, Inc.'s financial statements and not for any other purpose.

Our audit is intended for the benefit of Nebraska Interactive, Inc. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific agreement or transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific agreement or transaction.

2. Our Plan

2.1 Internal Control

Our audit approach is risk-based and considers strengths and weaknesses of the control environment. Assessment and identification of risk is performed continuously throughout the audit process. In addition to the areas identified in Section 2.2 requiring particular attention, we will focus on the risks that have a potential impact on the financial accounting systems and consequent financial reporting as outlined below.

Area	Plan	Approach
Control environment	Develop and document an understanding of NII's approach, awareness and actions concerning internal control surrounding financial reporting.	PwC will inquire of the general manager of NII as to any major changes in personnel, processes or systems that could impact internal controls surrounding financial reporting.
General ledger conversion	Assess the impact that NIC's general ledger conversion had on NII.	PwC will discuss with management the impact the general ledger conversion had on internal controls surrounding financial reporting. Note the detailed conversion plan is being reviewed and the conversion is being tested at the NIC Corporate level.
Significant Financial Cycles: Revenue and receivables Purchasing and payables Fixed assets Payroll	Obtain sufficient understanding of and assess monitoring controls at NII. Note a monitoring control is a procedure or review performed by management which helps management monitor activities and results.	PwC will inquire of the general manager and other management as to any major changes in processes or procedures as well as obtain an understanding of activities performed by management to monitor the financial information of NII.

Nebraska Interactive, Inc.
December 31, 2000

2.2 Summary of Planned Audit Approach

Audit Area	Audit Procedures	Timing of Procedures
Cash and cash equivalents	• Confirm accounts with third parties • Test bank reconciliations • Test transfers between accounts	Year end
Accounts receivable	• Confirm a judgmentally selected sample of balances with customers with a focus on large customer balances • Review subsequent cash receipts and credits for customers with unreturned confirmations • Compare A/R balances with prior year balances and investigate reasons for significant differences • Review the need for an allowance for doubtful accounts	Year end
Prepaid expenses and other assets	• Compare balances with prior year and investigate reasons for significant differences	Interim, update at year end
Property and equipment	• Examine support for significant additions and disposals and determine if capitalization is appropriate • Using fixed asset balances and asset lives prepare an estimate of depreciation expense and compare to depreciation expense recorded	Interim, update at year end Year end
Accounts payable and accrued liabilities	• Review checks processed after end of year to determine that liabilities were recorded in the proper period • Compare balances with prior year and investigate reasons for significant differences	Year end
Intercompany balances	• Compare significant components of balance to balances recorded by affiliates and investigate any differences	Year end
Income taxes payable/ deferred tax assets and liabilities	• Review accrual and provision calculations	Year end
Equity	• Review activity in the equity accounts and trace to supporting documentation	Year end
Revenue	• Detail test revenue by performing the following: • Obtain transaction file (# of	Year end

Nebraska Interactive, Inc.
December 31, 2000

Audit Area	Audit Procedures	Timing of Procedures
	transactions) for 2 months of year selected on a judgmental basis • Obtain price per transaction file • Recalculate revenue by taking product of price per transaction and number of transactions • Compare calculated amount to revenues recorded for the month selected • Select significant transaction types from the two transaction files and compare the fees charged to fees authorized • Compare balances with prior year amounts as well as budgeted amounts and investigate reasons for significant differences	
Cost of revenues	• Recalculate by transaction type the amount payable to the state for the two months selected based upon contractual fee sharing information and the recalculated revenue numbers • Compare amount calculated to the amount recorded by NII • Verify that the amount calculated is the amount remitted to the state for two months selected within the time frame provided in the contract • Compare balances with prior year amounts as well as budgeted amounts and investigate reasons for significant differences	Year end
Operating expenses	• Compare balances with prior year amounts as well as budgeted amounts and investigate reasons for significant differences	Year end
Other income (expense)	• Compare balances with prior year amounts as well as budgeted amounts and investigate reasons for significant differences	Year end
Contract compliance	• Inquire of management as to compliance with state portal contract provisions and perform certain audit procedures related to certain contract provisions (see contract	Year end

Audit Area	Audit Procedures	Timing of Procedures
	compliance checklist) • Note that our procedures are not designed to determine if NII is complying with all aspects of the contracts	
Financial Statements	• Review financial statements and complete checklist detailing required disclosures	Year end
Management representation	• Obtain written confirmation by management of significant representations made to ensure there is no misunderstanding of the information given or omission of important items	Year end

3. Contract Compliance Checklist

Contract with Nebraska State Records Board (NSRB)
Expires: January 31, 2002

Section	Contract Provision	Planned Audit Procedures
6c., 5i.	NII is entitled to retain all revenue generated from subscription fees and connect time charges. Initial subscription fees cannot be greater than $50	See the revenue audit area in Section 2.2 above for audit procedures to be performed.
6c.	NII is paid revenue generated from electronic access fees, after payment of fees to any data providing/collecting entities, payments to the NSRB (as determined below) and after all other operating costs.	See the cost of revenues audit area in Section 2.2 above for audit procedures to be performed.
6b.	NSRB will receive a 4.5% gross profit on the first $89,900 of gross profit and 2.0% on any gross profit over that amount, computed and payable monthly. Gross profit is defined as gross revenue less Internet and 800 service costs and amounts to be remitted to other state agencies.	For the two months selected in Section 2.2 above, review NII's calculation of amounts for the month, determine if amounts were remitted on a timely basis and inquire of management as to NII's compliance
4d.	Payments to NSRB and any data providing/collecting entities are due 60 days from the date of usage or sale of data.	See 6.b. above and the cost of revenues audit area in Section 2.2 above for audit procedures to be performed.
9.	Monthly income statement and balance sheet information will be provided to NSRB. All documents and records pertaining to network operations will be available for compliance auditing and inspection by the NSRB. Any discrepancies arising from compliance audits must be adjusted in the next monthly bill, not to exceed 90 days after review.	Obtain and review two months reports provided to the NSRB.
12.	NII will provide a staffing level during each fiscal year of at least 6 full-time equivalents.	Obtain and review payroll check register for one month noting the number of employees.
13.	NII shall establish one or more accounts in Nebraska financial institutions which are Federally insured for deposit of revenue from Network operations. Any funds deemed to be "excess" funds may be deposited at NII's discretion in money market accounts, treasury bills, or other suitable investments until needed.	Request bank confirmations of Nebraska's cash accounts.
15.	NII shall provide written proof of a general comprehensive liability insurance policy of at least $500K, with a deductible of not more than $5K, an employee dishonesty bond covering all NII officers and employees of at least $100K per employee, and all workers compensation	Inspect insurance coverage statement from provider.

	insurance as required by law.	
19.	NII will notify any data providing/collecting entity within two hours of any unauthorized attempts to gain access to password protected data.	Inquire of management if any unauthorized attempts have been made.
Adnm. #1	NII shall deposit into the Records Management Cash Fund the following: a. On the 15th of each month, estimated portion of funds received for services rendered in the prior month ultimately retained by NSRB and data providing/collecting entities. b. On the last business day of each month, the total amount of funds payable to the NRSB and data providing/collecting entities, less amounts received from mid-month payment provided in (a) above. c. Seven days prior to the last business day of the month, NII will provide an itemized statement of all payments to be deposited for that month. d. On the last business day of the month, NSRB will transfer to NII all amounts due under agreements in effect at that time for services rendered in the month prior to payment. This includes the $1 DMV and SOS transaction fees processed through the network.	Inquire of management as to compliance with these provisions.

<u>Contract between NSRB and the Nebraska Department of Motor Vehicles (DMV)</u>
One year contract signed 1/29/98, automatically extended for successive monthly periods.
Either party can terminate after first year with 30 days notice.

Section	Contract Provision	Planned Audit Procedures
6.	NSRB will require NII to remit fees to the DMV for data records accessed as set forth in the addendum. Payment should be made by the last working day of the month following the month in which access was requested by the Nebrask@ Online subscribers.	See the cost of revenues audit area in Section 2.2 above for audit procedures to be performed.
Adnm #1	Generally the revenue for drivers license record searches is divided 67% to the DMV and 33% to NII. For Title registration and lien searches it is generally split 40% DMV and 60% NII. The initial set up fee for this service is not required to be shared with the DMV. See addendum for detailed schedule of fees charged and sharing arrangements	See the revenue and cost of revenues audit area in Section 2.2 above for audit procedures to be performed.
Adnm #1	The annual subscription fee of $50 is waived for the DMV.	Inquire of management as to compliance with this provision.

Nebraska Interactive, Inc.
December 31, 2000

Contract between NSRB and the Office of the Secretary of State (SOS)
One year contract signed 1/5/98, automatically extended for successive monthly periods.
Either party can terminate after first year with 30 days notice.

Section	Contract Provision	Planned Audit Procedures
6.	NSRB will require NII to remit fees to the SOS for data records accessed as set forth in the addendum. Payment should be made by the last working day of the month following the month in which access was requested by the Nebrask@ Online subscribers.	See the cost of revenues audit area in Section 2.2 above for audit procedures to be performed.
Adnm #1	The agreement requires that fees are shared between SOS and NII. See addendum for detailed schedule of fees charged and fee sharing arrangements.	See the revenue and cost of revenues audit area in Section 2.2 above for audit procedures to be performed.
Adnm #1	The annual subscription fee of $50 is waived for the SOS.	Inquire of management as to compliance with this provision.

Contracts with Customers
Agreements may be terminated by either party with 60 days notice.

Section	Contract Provision	Planned Audit Procedures
	NII has several contracts with customers to provide access to driver license records under the custody of the DMV for a fee of $3 per record request with payment due 20 days from the date of the invoice. These customers include Choicepoint, DAC Services, TML Information Services, Farm Bureau Insurance, and Insurance Information Exchange.	See the revenues audit area in Section 2.2 above for audit procedures to be performed.
	NII has several contracts with customers to provide access to UCC or related filings under the custody of the SOS for a fee of $800 per month for unlimited daily access with payments due 20 days from the date of the invoice. These customers include CDB Infotek and Dud & Bradstreet.	See the revenues audit area in Section 2.2 above for audit procedures to be performed.

DRAFT DRAFT

PRIVACY POLICY OF THE NEBRASKA STATE GOVERNMENT WEBSITE

The privacy of individuals who visit the Nebraska State Government web site (also known as Nebrask@ Online) is important to us. Because visitors to our web site are important, we do not capture personal information about them without their permission or their voluntary submission of the information. However, certain information, if captured by us, is public information under state law. We endeavor to collect only the minimum amount of information needed to meet the purposes for which the web site was created.

Public Disclosure

All information collected on the Nebraska State Government web site and stored as records of government agencies is a public record as defined by Nebraska law and will be treated as such. Public records are subject to the confidentiality and public disclosure provisions of Neb. Rev. Stat. §84-712 *et. seq.*

Privacy Statement

We may retain statistical and technical data about visits or hits to site, such as date and time of visit, length of visit, pages visited, etc. The information we collect is used to improve the content of our Web services and help us understand how people are using our services. We analyze our web site logs to continually improve the value of the materials available on our site. The information in our web site logs is not personally identifiable (except for password protected areas, see Nebrask@ Online Subscribers section), and we make no attempt to link it with the individuals that browse our web site.

Some of this statistical information, such as a running count of the number of visitors, may be displayed on the website or shared with other state governments or agencies to aid in the provision of better service to the public.

E-mail Senders

E-mail messages sent to any agency of Nebraska State Government along with the sender's name, e-mail address and attachments, if any, may be saved for a period of time as established by state records retention schedules. E-mail submitted may be public record unless Nebraska state law or federal law provides that it is confidential.

Electronic Form Filers

Any other information provided by a visitor to an agency of Nebraska state government, such as the completion and electronic filing of a form, will be considered to be voluntarily provided by the visitor and will be treated in the same manner as information provided in written form or in person during a visit to the agency, and may be public record unless Nebraska state law or federal law provides that it is confidential.

Nebrask@ Online Subscribers

The State of Nebraska Official Government web site is maintained under contract by a private company, Nebraska Interactive, Inc. under contract with and management of the Nebraska State Records Board. Data gathered through the state's official web site, or through portals or data interchanges maintained be Nebrask@ Online and submitted to state agencies are government records subject to the same rules of access and disclosure as they would be if submitted on paper form. As stated elsewhere in this policy, the general rule under Nebraska public records law is that all government records are open to public inspection unless expressly exempt from that requirement by law.

Nebraska Interactive collects, retains and utilizes personal information about its customers only when they volunteer to subscribe to Nebrask@ Online. The information is used to administer subscriber accounts and to provide products and services requested by Nebrask@ Online subscribers. This information is considered information that belongs to Nebraska Interactive, Inc., not the state of Nebraska. Records containing personal information about Nebrask@ Online subscribers are not a public record subject to public disclosure laws and will not be released or resold for commercial or other purposes.

Cookies

In order to better serve you, the user, we may now or in the future use "cookies" to customize your browsing experience. Cookies are simple text files stored by your web browser. They provide a method of distinguishing among visitors to the Nebraska State Government web site. Cookies do not compromise your privacy or security. We use the cookie feature only to store a randomly generated identifying tag on your computer. You can refuse the cookies or delete the cookie file from your computer by using any of the widely available methods. An informational bulletin on cookies is available at: http://ciac.llnl.gov/ciac/bulletins/i-034.shtml

NIL will not

U.S. Department of Energy
CIAC
Computer Incident Advisory Capability

INFORMATION BULLETIN

I-034: Internet Cookies

March 12, 1998 23:00 GMT

PROBLEM: Cookies are short pieces of data used by web servers to help identify web users. The popular concepts and rumors about what a cookie can do has reached almost mystical proportions, frightening users and worrying their managers.

PLATFORM: Any platform that can use a modern web browser.

DAMAGE: No damage to files or systems. Cookies are only used to identify a web user though they may be used to track a user's browsing habits.

SOLUTION: No files are destroyed or compromised by cookies, but if you are concerned about being identified or about having your web browsing traced through the use of a cookie, set your browser to not accept cookies or use one of the new cookie blocking packages. Note that blocking all cookies prevents some online services from working. Also, preventing your browser from accepting cookies does not make you an anonymous user, it just makes it more difficult to track your usage.

VULNERABILITY ASSESSMENT: The vulnerability of systems to damage or snooping by using web browser cookies is essentially nonexistent. Cookies can only tell a web server if you have been there before and can pass short bits of information (such as a user number) from the web server back to itself the next time you visit. Most cookies last only until you quit your browser and then are destroyed. A second type of cookie known as a persistent cookie has an expiration date and is stored on your disk until that date. A persistent cookie can be used to track a user's browsing habits by identifying him whenever he returns to a site. Information about where you come from and what web pages you visit already exists in a web server's log files and could also be used to track users browsing habits, cookies just make it easier.

Internet Cookies

The popular rumors about web cookies describe them as programs that can scan your hard drive and gather information about you including: passwords, credit card numbers, and a list of the software on your computer. None of this is close to the truth. A cookie is a short piece of data, not code, which is sent from a web server to a web browser when that browser visits the server's site. The cookie is stored on the user's machine, but it is not an executable program and cannot do anything to your machine.

Whenever a web browser requests a file from the web server that sent it a cookie, the browser sends a copy of that cookie back to the server along with the request. Thus a server sends you a cookie and you send it back whenever you request another file from the same server. In this way, the server knows you have visited before and can coordinate your access to different pages on its web site. For example, an Internet shopping site uses a cookie to keep track of which shopping basket belongs to you. A server cannot find out your name or e-mail address, or anything about your computer using cookies.

Normally, cookies are only sent back to the server that originally sent them to the browser and to no one else. A server can set the domain attribute for a cookie so that any server in the same Internet subdomain as the computer that sent the cookie will have the cookie sent along with a file request. This is so those larger sites that utilize multiple servers can coordinate their cookies across all the servers. The domain path can not be set to send cookies to a subdomain outside of the subdomain where the server resides.

A cookie is sent to a browser by including a line with the following syntax in the header of an HTML document. Note that the header is removed from the document before the browser displays it. Thus, you will not see the header lines if you execute the View, Source or View, Document Source commands in your browser.

```
Set-Cookie: NAME=VALUE; expires=DATE;path=PATH; domain=DOMAIN_NAME; secure
```

Here the upper case names are strings the server can set.

NAME=VALUE is the name of the cookie and its VALUE. This is the data that the web server wants passed back to it when a browser requests another page.

DATE is an attribute that determines how long the cookie persists on your system. If there is no expiration date, the cookie is stored in memory only and expires at the end of the current session (that is, when you quit the web browser). If the DATE attribute is in the future, the cookie is a persistent cookie and is saved in a file. Only persistent cookies can be used to track a user at more than one site. Setting the date for an existing cookie to be some day in the past deletes the cookie.

DOMAIN_NAME is an attribute that contains the address of the server that sent the cookie and that will receive a copy of this cookie when the browser requests a file from that server. It defaults to the server that set the cookie if it is not explicitly set in the Set-Cookie: line. DOMAIN_NAME may be set to equal the subdomain that contains the server so that multiple servers in the same subdomain will receive the cookie from the browser. This allows larger web sites to coordinate multiple servers in the same subdomain. For example, if the DOMAIN_NAME equals www.mydomain.com then machines named one.www.mydomain.com, two.www.mydomain.com, and three.www.mydomain.com would all receive the cookie from the browser. The value of DOMAIN_NAME is limited such that only hosts within the indicated subdomain may set a cookie for that subdomain and the subdomain name is required to contain at least two or three dots in it. Two dots are required if the top level domain is: .COM, .EDU, .NET, .ORG, .GOV, .MIL, or .INT. Three dots are required for any other domain. This is to prevent the subdomain from being set to something like .COM, the subdomain of all commercial machines.

PATH is an attribute that is used to further refine when a cookie is sent back to a server. When the PATH attribute is set, a cookie is only sent back to the server if both the DOMAIN_NAME and the PATH match for the requested file.

secure is an attribute that specifies that the cookie is only sent if a secure channel (https) is being used.

What Information Can A Server Get From A Browser

When a browser sends a request to a server, it includes its IP address, the type of browser you are using, and the operating system of your computer. This information is usually logged in the server's log file. A cookie sent along with the request can add only that information, which is contained in the cookie and which, was originally sent to the browser by the same server. Thus, there is no additional personal information explicitly sent to the server by allowing cookies.

Cookies and shopping Sites

As mentioned above, cookies are used by Internet shopping sites to keep track of you and your shopping cart. When you first visit an Internet shopping site, you are sent a cookie containing the name (ID number) of a shopping cart. Each time you select an item to purchase, that item is added to the shopping cart. When you are done with your shopping, the checkout page lists all the items in the shopping cart tied to that cookie. Without cookies, you would have to keep track of all the items you want to buy and type them into the checkout page or buy each item, one at a time.

Another method is for the shopping site to send a separate cookie containing the item number to your browser whenever you select an item to purchase. Your browser sends all those cookies along with the request for the checkout page. The checkout page uses the cookies to make a list of the items you want to purchase.

Cookies and Custom Home Pages

Another use of cookies is to create customized home pages. A cookie is sent to your browser for each of the items you expect to see on your custom home page. Whenever you request your custom home page your cookies are sent along with the request to tell the server which items to display. Without cookies, a server would require you to identify yourself each time you visit the custom page so it knows what items to display. The server would also have to store the custom page settings for every visitor.

Cookies and Buying Habits

One of the less admirable uses of cookies, and the one that is causing all the controversy, is its use as a device for tracking the browsing and buying habits of individual web users. On a single web site or a group of web sites within a single subdomain, cookies can be used to see what web pages you visit and how often you visit them. This information is also in the server's log files and so the use of a cookie here does not increase a server's ability to track you, it just makes it easier.

On multiple client sites being serviced by a single marketing site, cookies can be used to track your browsing habits on all the client sites. The way this works is a marketing firm contracts with multiple client sites to display its advertising. The client sites simply put an <IMG> tag on their web pages to display the image containing the marketing firm's advertisement. The tag does not point to an image file on the client's machine but contains the URL of the marketing firm's advertisement server and includes the URL of the client's page. Thus when you open a page on the client's site the advertisement you see was actually obtained from the advertising firm's site.

The advertising firm sends a cookie along with the advertisement, and that cookie is sent back to the advertising firm the next time you view any page containing one if its advertisements. If many web sites support the same advertising firm, that firm will be able to track your browsing habits from page to page within all the client sites. They will not be able to see what you do with the pages you view; they will only know which pages you are viewing, how often you view them, and the IP address of your computer. This information can be used to infer the things you are interested in and to target advertising to you based on those inferences.

NOTE: A URL is a Uniform Resource Locator, which is a string containing the type of resource, IP address of the server machine containing the resource, and the path to the resource on the server. When you access a web page, the URL is what you type in the address field of the web browser. For example: http://ciac.llnl.gov/ciac/CIACHome.html is a URL for the CIACHome.html document, which is an http document, on the ciac.llnl.gov server in the /ciac directory.

Examining Persistent Cookies Already On Your System
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Persistent cookies are stored in different places on your system depending on which web browser and browser version you are using. Netscape stores all its persistent cookies in a single file named cookies.txt on the PC or magiccookie on the Macintosh. Both files are in the Netscape directory. You can open and edit this file with a text editor and delete any cookies that you don't want to keep or delete the file itself to get rid of all of your cookies.

Internet Explorer stores persistent cookies in separate files named with the user's name and the domain name of the site that sent the cookie. For example: yourname@ciac.txt. The cookie files are stored in /Windows/cookies or in /Windows/profiles//cookies directories, where is replaced with the user's login name. If your operating system directory is not named Windows (such as Winnt for Windows NT) then look in that directory instead of the Windows directory. You can delete any of these files you do not want to keep.

You can open these files to see where they came from and what information they contain. For example, the following are the contents of an Internet Explorer cookie file.

```
Counter_Cookie
7
www.myplace.com/Java/
0
2750889984
29260821
2802449904
29177426
*
```

This particular cookie file was named orvis@java.txt. The file name is made up of the username (orvis) and the last part of the domain (java). The text "Counter_Cookie" is the name of the cookie and 7 is its value. The URL is the domain attribute and the numbers contain the date and other cookie attributes. This particular cookie implements a page counter that lists how many times you have visited a particular page. Whenever you visit that page, this cookie is sent along with the page request. The server then knows that this is the eighth (7 + 1) time you visited the page and inserts that number into the web page. It then increments the value of the cookie from 7 to 8 and sends it back to the browser along with the requested page. The new cookie replaces the old one so the next time you visit the number 8 is sent to the server. See the example in the "Cookies, VBScript, JavaScript, and Java" section below to see this page in action.

Preventing Any Cookies from being Placed On Your System
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You can prevent any cookies from being sent to your system using the browser options. In Internet Explorer 4.0, choose the View, Internet Options command, click the Advanced tab and click the Disable All Cookie Use option. In Netscape 4.0, choose the Edit, Options command, click on Advanced and click the Disable Cookies option. After that, no cookies will be stored on your system. You will need to turn cookies back on if you want to use any online services that require them. You can also choose the option to prompt you before accepting a cookie, but at many sites you will be continually closing the warning dialog box.

If you are using earlier versions of Netscape or Internet Explorer, you can require that the browser warn you before accepting a cookie, but it cannot block all cookies. At a busy shopping site, acknowledging all the warnings can get really tedious. There are some other methods for fooling your browser into not accepting a cookie discussed in the cookie web pages listed at the end of this bulletin.

Cookie Blocking Software
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Several companies are offering special software packages that work with your web browser to control who can send you a cookie. In these packages, you designate which sites can send you a cookie and which can not, alleviating the need to turn cookie use on and off by hand. If you want to use cookies in some instances and not in others, one of these packages may make things easier.

Several packages are listed at the following sites:
http://www.cookiecentral.com/files.htm
http://www.junkbusters.com/ht/en/links.html#nsclean

Cookies, VBScript, JavaScript, and Java
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Programs written in VBScript, JavaScript, and Java that are attached to a web page can read and store cookies on your system. The limitations on these cookies are the same as cookies sent to your browser by the server that sent you the program. Cookies created by these programs can only pass information from one page to the next.

The following site demonstrates a page counter using JavaScript.
http://www.sna.com/mmatteo/Java/jscookies.html

More Cookie Information
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The following web sites are just a few of the sites that specialize in cookie information.

Yahoo: http://www.yahoo.com search for "cookie".

Netscape's cookie specification:
http://www.netscape.com/newsref/std/cookie_spec.html

Netscape's cookie security FAQ

http://search.netscape.com/assist/security/faqs/cookies.html

Cookie Central: http://www.cookiecentral.com

Junkbusters: http://www.junkbusters.com

For additional information or assistance, please contact CIAC:

Voice:	+1 510-422-8193 (8:00 - 18:00 PST, 16:00 - 2:00 GMT)
Emergency (DOE, DOE Contractors, and NIH ONLY):	1-800-759-7243, 8550070 (primary), 8550074 (secondary)
FAX:	+1 510-423-8002
STU-III:	+1 510-423-2604
E-mail:	ciac@llnl.gov
World Wide Web:	http://www.ciac.org/ http://ciac.llnl.gov (same machine -- either one will work)
Anonymous FTP:	ftp.ciac.org ciac.llnl.gov (same machine -- either one will work)
Modem access:	+1 (510) 423-4753 (28.8K baud) +1 (510) 423-3331 (28.8K baud)

UCRL-MI-119788
[Disclaimer]

Grant Project Status Report

Agency Name	Project Description	Original Grant Amount	Amount Spent To Date	Completion Date
Library Commission	Purchase Digital Microfilm/microfiche Scanner	$7,000	$6,770	May 11, 2000
UNL-Conservation And Survey Division	Data Storage of Geologic Logs	$24,805	$12,153.30	July 31, 2001
State Patrol	Website Development Project	$25,000	$8,200	April 1, 2001
Energy Office	Dollar & Energy Saving Loan Program Automation Project	$25,000	$4,631.78	Unknown
Game & Parks	Interactive Internet Mapping	$9,200	$6,011.43	March-June 2001
State Surveyor's	Website for historical survey Records	$25,000	$6,489.24	2002 - 2003
Secretary of State	County Website Pilot Project	$22,500	$18,026	June 2001
Brand Committee	Not Reported Yet			
Wheat Board	Not Reported Yet			
Historical Society	Not Reported Yet			
Attorney General	Not Reported Yet			

Nebraska State Records Board

Bills of Interest

2001

Bill #	Introducer	Description	Committee	Status
LB106	Bromm	Drivers Record Fee	Transportation	Committee
LB298	Bruning	SOS Fees for Images	Banking	Committee
LB488	Landis	Create Motor Vehicle Ins. Database	Transportation	Committee
LB574	Trans.Com	Provide for Digital Drivers Licenses	NYA	NYA
LB653	Wehrbein	Transfer from UCC to Record Cash-count web	NYA	NYA

GRANT APPLICATION DISBURSEMENT			
DATE	PAYBLE TO	AMOUNT PAID	AMOUNT OF GRANT
03/10/00			$5,500.00
3/27/00	C. Campbell	50.00	5,450.00
05/17/00	C. Campbell	4,102.14	1,347.86

January 3, 2001

Of the $5,500.00 grant funds received by the Nebraska Brand Committee, $4,152.14 has been expended leaving a balance of $1,347.86. This grant money was requested in order to post the 1999 Nebraska Brand Book on our website.

Dr. Calvin Campbell, Castle Rock, Colorado worked with Nebraska On-Line to write the program to accomplish this since he had developed the technology to generate computer images of our Nebraska recorded brands. The book was made available on our website in December, 2000.

Our agency is working with NOL to send weekly information in order to keep the Nebraska recorded brands up-to-date, ie. new brands, transferred brands, added locations, address changes, ownership changes, etc. However, we are experiencing some problems in this procedure which may require additional expenditures to correct.

At this time we don't know what software or miscellaneous expenses may be incurred in keeping the Brand Book updated and correctly posted on-line. We have experienced some mis-information and are working out the "bugs".

Sincerely,

NEBRASKA BRAND COMMITTEE

Beverly Preble

Beverly Preble
Assistant Executive Director