

**NEBRASKA STATE RECORDS BOARD
MEETING: March 10, 2000**

Nebraska State Capitol
Room 1507
Lincoln, NE
March 10, 2000
9:00 A.M.

**NEBRASKA STATE RECORDS BOARD
AGENDA**

**1507 STATE CAPITOL
March 10, 2000 - 9:00 A.M.**

- 1. Call to Order, Roll Call**
- 2. Notice of Hearing**
- 3. Approval of Minutes from November 11, 1999 meeting**
- 4. Records Management Cash Fund Balance**
- 5. Briefing--Statewide Technology Plan--Steve Schafer, CIO**
- 6. Records Board Grant Awards**
 - a. Presentation By Applicants**
 - b. Board Deliberations and Action on Grants**
- 7. Miscellaneous Matters**
- 8. Schedule Next Meeting**
- 9. Adjournment**



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of November 19, 1999

The meeting was called to order by Chairman Scott Moore at 10:00 A.M. on November 19, 1999, in Room 1507 of the State Capitol, Lincoln, Nebraska. The Chairman introduced David Buelt, a new appointee to the Board.

The following Board members were present:

Scott Moore, Chairman;
David Buelt;
John Dale;
Jeff Funk;
David Heineman;
Lauren Hill, representing the Governor;
Lori McClurg;
Craig Schroeder;
Don Stenberg;
Mark Sutko;
Kate Witek.

Not present was:

Kathy Nathan.

Chairman Moore noted that the legal notice of hearing was published in the November 15, 1999, Lincoln Journal Star.

The minutes of the meeting of September 30, 1999, were considered. Mr. Heineman moved that the minutes be approved as circulated; motion seconded by Mr. Sutko.

Voting For:	Funk Schroeder	Heineman Stenberg	McClurg Sutko	Moore Witek
Voting Against:	None			
Not Voting:	Buelt	Dale	Hill	
Absent:	Nathan			

The motion carried.

Chairman Moore reported that the cash balance of the State Records Board account in the Records Management Cash Fund was \$388,519. The Board discussed the fund balance, and Greg Lemon, Deputy Secretary of State, and Betty Johnson, of the Department of Motor Vehicles, answered questions.

The Chairman opened the public hearing on the Drivers Record Monitoring Service. Beverly Noth, Director of the Department of Motor Vehicles, asked that the Board approve the service and fee being proposed. Betty Johnson answered questions asked by the Board. Philip Casey, General Manager of Explore Information Services, testified in favor of the proposal. Greg Lemon indicated that this proposal would supersede the old fee. The Chairman closed the public hearing. After further discussion, Ms. Witek moved to approve the fee as proposed by the Department of Motor Vehicles for the Drivers Records Monitoring Service; motion seconded by Mr. Sutko.

Voting For:	Buelt	Dale	Funk	Heineman
	Hill	McClurg	Moore	Schroeder
	Stenberg	Sutko	Witek	

Voting Against: None

Absent: Nathan

The motion carried.

The Chairman opened discussion of the State Records Board Records Grant Review Process and introduced the proposed process.

Ms. McClurg left the meeting.

After discussion of the proposed grant process, Mr. Schroeder moved that the process be approved as proposed; motion seconded by Mr. Heineman.

After further discussion, Mr. Schroeder moved to amend his motion to add the following language to the last sentence in Item One of the proposed process:

"...and how it relates to any other development projects."

The Schroeder amendment to the original motion, now referred to as Amendment 1, was seconded by Mr. Stenberg. The Chairman called for a vote on Amendment 1 to the Schroeder motion.

Voting For:	Buelt	Dale	Funk	Heineman
	Hill	Moore	Schroeder	Stenberg
	Sutko	Witek		

Voting Against: None

Absent: Nathan McClurg

The motion to adopt Amendment 1 carried.

After further discussion, Mr. Schroeder moved to amend the original motion to add the following sentence:

"A subcommittee will be appointed if more than ten proposals are received in any one review period."

The Schroeder amendment to the original motion, now referred to as Amendment 2, was seconded by Mr. Heineman.

After further discussion, Mr. Schroeder moved to amend Amendment 2, to strike the proposed language in Amendment 2, and strike the following language in the first sentence of Item Two:

"A subcommittee of the Board will..."

and to replace the stricken language with:

"The Chairman may appoint a subcommittee to..."

The Schroeder amendment to Amendment 2, now referred to as Amendment 2A, was seconded by Ms. Witek. The Chairman called for a vote on Amendment 2A to Amendment 2.

Voting For:	Buelt Hill Sutko	Dale Moore Witek	Funk Schroeder	Heineman Stenberg
Voting Against:	None			
Absent:	Nathan	McClurg		

The motion to adopt Amendment 2A carried.

The Chairman called for a vote on Amendment 2, as amended by Amendment 2A.

Voting For:	Buelt Hill Sutko	Dale Moore Witek	Funk Schroeder	Heineman Stenberg
Voting Against:	None			
Absent:	Nathan	McClurg		

The motion to adopt Amendment 2, as amended by Amendment 2A, carried.

After further discussion, Mr. Schroeder moved to amend the original motion to strike the language in Item Three of the proposed process and to substitute the following language:

"The entire board will review and act upon the grant proposals with guidance from the findings and recommendations of the technical committee and the subcommittee (if applicable), and the above mentioned criteria to approve funding."

The Schroeder amendment to the original motion, now referred to as Amendment 3, was seconded by Mr. Heineman. The Chairman called for a vote on Amendment 3.

Voting For:	Buelt	Dale	Funk	Heineman
	Hill	Moore	Schroeder	Stenberg
	Sutko	Witek		

Voting Against: None

Absent: Nathan McClurg

The motion to adopt Amendment 3 carried.

After further discussion, Mr. Schroeder moved to amend Item One of the proposed process to provide that the NITC Technical Committee would review all proposals and that Nebrask@ Online would also review proposals as appropriate. The Schroeder amendment to the original motion, Now referred to as Amendment 4, was seconded by Ms. Witek. The Chairman called for a vote on Amendment 4.

Voting For:	Buelt	Dale	Funk	Heineman
	Hill	Moore	Schroeder	Stenberg
	Sutko	Witek		

Voting Against: None

Absent: Nathan McClurg

The motion to adopt Amendment 4 carried.

The Chairman then called for a vote on the original motion, as amended four times, to adopt the grant review process.

Voting For:	Buelt	Dale	Funk	Heineman
	Hill	Moore	Schroeder	Stenberg
	Sutko	Witek		

Voting Against: None

Absent: Nathan McClurg

The motion to adopt the grant review process carried.

The Chairman announced that the next Board meeting would probably be in March 2000, but no definite date was set.

The Chairman asked for a motion to have legislation introduced to give statutory approval to all rates set by the Board for premium services during the prior twelve months. Ms. Witek so moved; motion seconded by Mr. Funk.

Voting For:	Buelt Hill Sutko	Dale Moore Witek	Funk Schroeder	Heineman Stenberg
Voting Against:	None			
Absent:	Nathan	McClurg		

The motion carried.

Mr. Heineman moved that the meeting be adjourned; motion seconded by Mr. Dale.

Voting For:	Buelt Hill Sutko	Dale Moore Witek	Funk Schroeder	Heineman Stenberg
Voting Against:	None			
Absent:	Nathan	McClurg		

The motion carried.

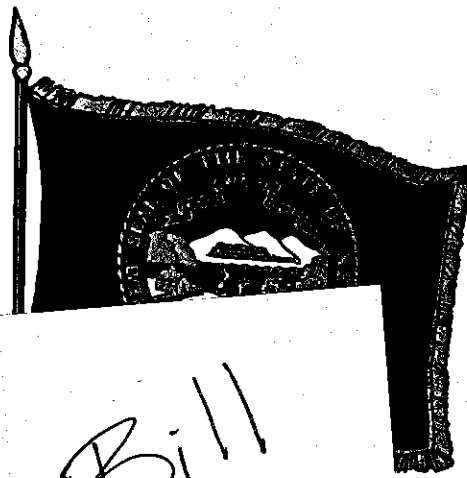
Chairman Moore declared the meeting adjourned at 11:45 A.M.

A handwritten signature in black ink, appearing to read "Scott Moore", is written over a horizontal line.

Scott Moore
Chairman
State Records Board

SCOTT MOORE
SECRETARY OF STATE

SUITE 2300 CAPITOL BUILDING
LINCOLN NEBRASKA 68509-4608
PHONE (402) 471-2554
FAX (402) 471-3237
sosadmin@sos.state.ne.us



STA

Bill

ASKA

TO: State Records Board Memt

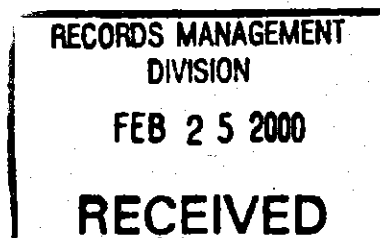
FROM: Scott Moore, Chairman, Nebraska State Records Board S.D.M.,

DATE: January 4, 1999

RE: Records Board Grants Applications

Enclosed Please find the applications received for the State Records Board Grant process for the first quarterly review/approval process. I have also included in your packet the final language as amended by the Board for the grant review process. This memo has also been forwarded to the Technical Review Panel of the NITC, which will review the grant applications as provided by the Board guidelines. Results of their review will be made available to the Board. As you can see we have a good number of applications, however, as I stated at the last meeting I do not intend to call together a subcommittee to review the applications in this first cycle of the grant review process.

We will be contacting you soon to set up a March meeting to review these applications.



Bill Ptacek

From: Deena Kumke [sos04@nol.org]
Sent: Thursday, March 02, 2000 2:25 PM
To: Stenberg, Don; McClurg, Lori; Funk, Jeff; Nathan, Kathy; Sutko, Mark; Dale, John; Hill, Lauren; Witek, Kate; Heineman, Dave; Schroeder, Craig; Ptacek, Bill; Bowsman, Cynthia; Schafer, Steve; Moore, Scott (work); Johnson, Betty; Armstrong, Rod; Buelt, David; Erickson, Tim
Subject: Next Meeting



agenda.doc



sos04.vcf

TO: State Records Board Members

FROM: Scott Moore Secretary of State

RE: Next Meeting

Attached please find a revised agenda for the next Records Board meeting. Included on the agenda is a proposal to fund county website development through Nebrask@ Online. Additional information on this proposal will be E-mailed to you prior to the meeting next week. Basically the thought is to follow the model used by Nebrask@ Online for state agencies where they act as host for the site and provide training in development and updating of the site.

I look forward to seeing you next week.

SCOTT MOORE
SECRETARY OF STATE

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STATE OF NEBRASKA

TO: State Records Board Members

FROM: Scott Moore, Chairman, Nebraska State Records Board S.D.M.

DATE: November 16, 1999

RE: Records Grant Review Process

State Records Board Guidelines for Reviewing Grant Applications:

1. The Technical Panel of the Nebraska Information Technology Commission will evaluate proposals based upon whether they are technically feasible and can be accomplished within the budget and time constraints established in the proposal. The Chairman or Technical Panel may request others with appropriate expertise as needed to evaluate a particular grant. The Technical Panel will not review grants on their merits, but merely make a recommendation as to whether the proposed project is technically feasible as described in the proposal.
2. The Chairman may appoint a subcommittee of the Board to review grant proposals and recommend funding or not funding based on the criteria established for the purposes of the grants as defined by the board and available funding. The criteria established by the Board are as follows:
 1. Enhance the delivery of state agency services and improve access to those services.
 2. Improve the efficiency of agency operations.
 3. Facilitate collaboration among State agencies.
 4. Facilitate collaboration between State agencies and other public institutions.
 5. Support public/private partnerships in the delivery of public services.
3. The entire Board will review and act upon the grant proposals with guidance from the findings and recommendations of the technical committee and the subcommittee (if applicable), and the above mentioned criteria to approve funding.

County Government Web Site Development Project Proposal

Project Description

The proposed project would provide services to county governments through Nebrask@ Online to assist in developing and maintaining web sites in cooperation with the Nebraska Association of County Officials. Nebrask@ Online would:

- Host web sites for interested county governments as well as NACO;
- Develop one or more templates for county government web sites;
- Assist counties in customizing templates for their particular county;
- Provide training for county staff members in site maintenance, such as posting meeting minutes and agendas, updating reports, links to other sites, etc.;
- Assist NACO and the Records Board in identifying e-government services that could be developed and implemented;

Project Time Line

April, 2000

-Complete project design, hire and equip staff, acquire server and related software.

May, 2000

-Conduct regional meetings (approximately six) to explain the concept and identify interested counties and any technical requirements they may have.

-Develop web site template.

-Secure necessary domain names and IP addresses.

-Establish help desk.

June-August, 2000

-Work with first round of participating counties to complete and implement web sites.

-Conduct regional training sessions for staff from participating counties.

-Provide help desk assistance as required to follow up on training sessions.

-Begin identifying potential e-government services for counties, other initiatives to be included in Secretary of State budget request.

-Provide ongoing hosting services, including user name/password administration, security and back-ups.

Sept., 2000-June, 2001

-Repeat steps as necessary to assist interested counties in completing and implementing web sites.

-Conduct additional regional training sessions as required.

-Provide ongoing help desk and hosting services.

-Begin implementing e-government services as opportunities arise, other initiatives as directed through the legislative and budget process.

Budget

• 2 web design & training specialists	
• Annual Salary \$30,000 each over 15 months	\$75,000
• Benefits	20,000
• Equipment	
• 2 work stations @ \$5,000 each	10,000
• Web server & software	25,000
• Travel & Training	
• Quarterly regional meetings (5), 6 locations	
• Accommodations (training rooms, etc.) x 5	1,250
• Mileage (1000 miles @ 0.32) x 5	1,600
• Lodging & Per Diem (\$200 per location) x 5	6,000
• Training Materials (75 manuals @ \$5 each) x 5	1,875
TOTAL	140,725

- 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.



NEBRASKA STATE HISTORICAL SOCIETY

1500 R STREET, P.O. BOX 82554, LINCOLN, NE 68501-2554
(402) 471-3270 Fax: (402) 471-3100 1-800-833-6747 www.nebraskahistory.org

December 23, 1999

Gregory B. Lemon
Nebraska State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Dear Mr. Lemon:

Attached is the Nebraska State Historical Society's application for support from the State Records Board Grants program. We welcome the opportunity to apply for funds to enhance the NSHS's ability to serve the public. If you have any questions, or require any additional information, please contact Andrea Faling, Associate Director, Library/Archives Division and State Archivist, at 471-4785. Thank you for providing this much-needed program.

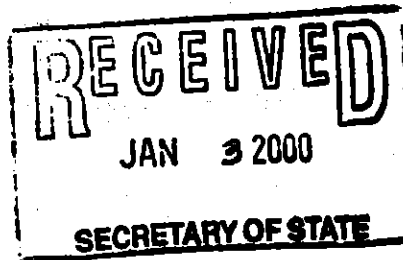
Sincerely,



Lawrence Sommer

Director

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 STATE HISTORICAL SOCIETY
2. Title or brief description of project LIBRARY/ARCHIVES RECORDS PROJECT
3. Grant request amount \$ 12,548
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee N/A
6. Please describe the project in detail (you may attach this description)

Please see Attachment A Question 6

Grant Application
Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The general public, historical researchers, other Nebraska state and local agencies, and other state historical societies are among the identified ones.

8. Estimated timeline for implementation If begun by 4/2000, completion by 12/31/2000

9. Agency contribution to project (labor, equipment etc.) \$6,295 in labor and supplies. See attachment B: Budget for details.

10a. Has this project ever been submitted as a budget request (explain)? Not this specific project, however numerous requests have been made to upgrade equipment.

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?

It is needed to secure adequate computer equipment and access to the Internet for public access to be extended to records via the NSHS website. After the first year, the NSHS will assume the costs of the phone and internet connections.

Updating and site maintenance will also be assumed by the NSHS.

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)

Please see Attachment A Question 11

Grant Application
Page 3

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)

Please see Attachment A Question 12

13. Contact person for any questions regarding this application Andrea Faling
phone # 471-4785 **E-mail** bun@nebraskahistory.org

Signed this 23rd day of December, 1999


Agency Director

Please Return to:

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

Nebraska State Historical Society

Library/Archives Records Project

Attachment A – Answers to Questions 6, 11 and 12.

6. Please describe the project in detail.

As a part of its ongoing strategic planning process, the Nebraska State Historical Society (NSHS) Library/Archives Division has examined the existing indexes, catalogs and databases that describe and organize its extensive holdings and identified those that contain the information that is most in demand by the public and by other agencies and institutions. The proposed project will make the priority collections and databases (described in detail below) more accessible to the public both via the NSHS's existing World Wide Web site (www.nebraskahistory.org) and through on-site computers at the NSHS public reference room in Lincoln. The materials that are in these collections or indexed by these databases are often sought by family researchers, authors, public officials, historians, land developers, and other researchers compiling local, county, and business histories. They are only a sampling of the more common on-site users. It is anticipated that an even greater variety of users would be able to access these materials through the NSHS website.

At present, the NSHS is unable to add these important information sources to the NSHS website or make them available in the public reading room on-site due to a critical need for updated computer equipment. The equipment is needed both to facilitate the ongoing maintenance of these indexes and databases by NSHS staff and volunteers and to provide public access machines in the NSHS public reading room to replace outdated models that are neither network nor Internet capable. The proposed project would replace seven older PC's, most of which are not capable of running Windows 95 (or newer) software and none of which are networked, by seven Pentium machines with modems and telephone connections (see Attachment B: Budget for specifics). The NSHS web coordinator will be in charge of ordering and installing the computer equipment.

The NSHS web coordinator has consulted with Tim Erickson, marketing director for Nebraska Online (NOL), and has been assured that there will be no problem in adding the indexes and databases to the NSHS's existing website. NOL will be providing assistance to the NSHS and once the material has been formatted to their preference, they will add the search capability to the databases. The NSHS web coordinator will work in coordination with the NOL director of marketing and NOL staff developers to complete the final stages of the project and upload the information to the NSHS website.

Background and Description of the NSHS Library/Archives Collections

As directed by its legislatively mandated purpose and in accordance with the NSHS Strategic Plan, the NSHS Library/Archives Division collects, preserves, and provides public access to government, business, political, organizational, religious, and personal records of Nebraska reflecting the state's social, economic, and political development. The Division holds more than 60,000 volumes of books and other publications, 250,000 photographic images, 2,500 audio recordings, 6.5 million feet of moving images, 27,000 rolls of newspapers on microfilm, 100,000

rolls of public records on microfilm, 20,000 cubic feet of original state and local public documents, and 12,000 cubic feet of other manuscript materials. Most of these historical documents no longer exist in any other location.

With its founding in 1878, the NSHS began to collect newspapers, maps, published materials, artifacts, photographs, and manuscripts reflecting the heritage of the state and its citizens. By legislative acts in 1905 and 1969, the NSHS was assigned responsibility for preserving all Nebraska state and local public records having historic value. When declaring the NSHS a state agency in 1994, the Nebraska Legislature stated that "The Society shall hold, in trust for the people of the state of Nebraska, all of the Society's present and future collections of property." (LB 1236 4/18/1994). In 1999 the NSHS updated its strategic plan. Two of the goals in the current plan will be addressed by the proposed project: **Goal 1: Collections:** To collect and preserve the finest and most comprehensive tangible and intangible collections reflecting the history and culture of Nebraska and its people; and **Goal 2: Access:** To provide the greatest possible access to society resources and services.

Library Holdings To Be Included in Proposed Project

Athena On-line Public Access Catalog

The NSHS Library has an estimated 40,000 book titles with 60,000 volumes. The collection is devoted to the history of Nebraska and the West. The materials cover topics such as state and local history, Native Americans, genealogy, western history, military history, biographies, and Nebraska authors. A number of rare or one-of-a kind titles exist in the library. Automated cataloging was first introduced in the library in 1984. In 1996, the library purchased Athena, an online public access catalog (OPAC), which is presently only available to the public in the Library/Archives reference room. There are just over 18,000 titles in Athena as of December 1999. The project will enable the NSHS to place Athena on our website.

All new titles cataloged since 1984 are listed in Athena, but access to over half of the library's 40,000 titles is currently available only through an on-site manual card catalog. The process of converting manual catalog records into entries in an automated system is called retrospective cataloging. With limited funding and staff time, the Library/Archives has been able to computerize only a small portion of its manual records per year. The library is now participating in a program with the Nebraska Library Commission called CATEXPRESS, which allows participants to download records from the national database OCLC for titles in their collections, thereby helping to automate records in a more efficient manner. The Library Commission is paying for the first year of service for 1,000 records. The NSHS is committed to pay for a subsequent 1,000 record increment in fiscal year 2000-01 and similar ones in succeeding years. As these titles are computerized they will be added to the Athena OPAC and made accessible on the NSHS website.

Nebraska Atlases/Plat Books Database

This database is a listing of all Nebraska Atlases and Plat Books currently cataloged in the NSHS library. At the present time there are 500 atlases or plat books cataloged in the library. The approximate time period covered by these atlases and books is from 1885 to the present. Of the

500 titles, 147 atlases/plat books have been microfilmed so far in a process that is ongoing. The original atlases/books are not available for check-out, but microfilmed copies are loaned to patrons via their local libraries.

An important feature for accurate public access will be added to this database by the proposed project: an index to all of the names mentioned in the 147 currently microfilmed atlases/plat books. Compiled by an NSHS volunteer, this index provides easy access to the names of landowners and business owners (when given), advertisements, photographs, illustrations, etc. The index contains approximately 416,123 entries.

Nebraska Phonebook Database & Nebraska City Directories

The NSHS library is the only library in the state that collects old phonebooks from towns, cities or regions in Nebraska. The library also attempts to collect any city directories published within the state. NSHS staff members have developed two databases that accurately list our holdings and will help researchers assess the availability of these directories. For example, a small town in Nebraska may have had its own phone company for many years and later gone through several mergers with regional phone companies. This database identifies where the phone listings for that community may be located for any designated year. City directories for larger communities in Nebraska may also publish listings of residents for nearby smaller communities or rural residents. In such cases, the database for city directories will verify their existence.

The phonebook database has more than 9,623 entries for Nebraska communities, and the city directory database has more than 1,197 entries. Each entry notes the years for which listings are available for specific communities throughout the state.

Listings of Available Nebraska Newspaper Indexes (LANNI)

NSHS has the largest holdings of Nebraska newspapers in existence. The ease with which these newspapers can be used is considerably enhanced when indexing by either name or subject is available for them. Since the mid-1980's the library has maintained a database that monitors the availability of indexes for Nebraska newspapers. The majority of these indexes (most are manual indexes) are in the NSHS public reference room. The database has grown to include 800 indexes found in published material, in other libraries within the state, and on the World-Wide Web.

State Archives Holdings To Be Included in Proposed Project

State Archives Holdings File

This file describes the public records the State Archives has received from state and local agencies. The State Archives holds records from nearly 500 agencies. The earliest of these records are dated 1854. This information has not been available to the public or to government agencies in electronic form because it has resided on a non-networked personal computer in a staff member's office. There are paper printouts documenting these holdings, but patrons currently must visit the NSHS

public reference room to view them or write to the Library/Archives to have the holdings described or provided in an inventory.

Index to Early Nebraska Settlers

This database includes the names and vital information of early Nebraska pioneers, 1855-1904, prior to the date that official records of births and deaths began. The index is compiled from delayed births, probates, adoptions, guardianships, newspapers, and cemetery indices. It contains 6,447,104 entries and is continually updated by NSHS staff. The database also indicates where names are listed in early public records documents. Some counties for which scant information is available are indexed through 1920 (e.g. Thurston County, including Native Americans by both their tribal and English names). It is anticipated that this type of information will be particularly helpful to Nebraska's Native American tribes, who are establishing new or updating existing tribal archives. Information on an individual may include name, property description, address, city, county, date of birth or death, next of kin, place of burial. There may also be information about obituaries and biographical information. The index indicates where this information resides, whether on microfilm, in original paper format, or in a published source.

Index to Sources of Public Records

This 22,000 record file lists alternative sources that contain transcripts or indices of public records. These sources may be in a published or unpublished format. Local historical groups often produce these sources by various research methods. For example, they may transcribe or index original records, or walk through a cemetery, reading and recording the information found on the headstones.

11. Please describe how this project will enhance the delivery of state agency services or access to those services.

Due to their fragility, their location at a remote site (such as the State Archives Records Facility at 9th and K Streets) or the absence of the necessary computer equipment, the materials in the important databases and collections outlined above are currently only partially accessible to the public. For example, at present, if an individual wants to use the Index to Early Nebraska Settlers, he or she must contact the assistant public records archivist at the Records Facility at 9th and K and ask her to look up a name. The goal of the NSHS is to provide databases, indexes, and other "finding aides" to the public and to other agencies so that they can access that information as efficiently as possible, without being dependent on the presence of a specific NSHS staff member.

Most of the inquiries the State Archives receives concern the existence and availability of public records of a specific type or from a specific agency. The largest proportion of these inquiries comes from the general public. However, state and local agencies also make many requests because they require access to records for legal, administrative, or financial reasons. For example, the State Archives provided original documents concerning the Constitution of 1920 when the wording of that document needed to be verified. On another occasion, the Archives provided the State Auditor with information about bonds that dated back to the early 1900s. The Archives also

furnished information from early documents about water rights agreements between Wyoming and Nebraska when the legal battle on this issue was renewed. The Archives has provided a municipality with information about their ordinances concerning payment for sidewalk repairs while their city council was in session. During tax season, the Archives routinely furnishes real estate valuation information from its holdings of county assessor records to property owners to verify property gains. The Archives also provides certified copies of divorce decrees from court records in its possession.

Many times those who contact the State Archives are unsure that the records they are seeking are even still in existence. Often the individual or agency representative who makes the request seems unsure whether he or she is contacting the proper organization, especially when the request involves a divorce decree or a property assessment. In short, the State Archives often becomes the last resort in a frustrating search, instead of the first thought. It may well be that many people neglect to contact the State Archives first because they are not aware of its existence or do not know what types of public records are preserved. Making the State Archives holdings file available electronically would provide timely public information on the availability of records from the State Archives. This information would greatly benefit both the public and government sectors.

The Index to Early Nebraska Settlers allows family historians to access various public records about family members when they may not be sure exactly where a family member settled. These searches are often very time-consuming and frustrating for the researcher, especially when they are focused on the territorial period of Nebraska history. During those years the names, locations and boundaries of towns and counties changed often. The use of this index also helps minimize the damage to original documents and microfilm by reducing the amount of random handling the materials have to endure while someone is searching for information. This index is updated by NSHS staff on an ongoing basis.

The Index to Sources of Public Records will direct researchers to published or original versions of public documents that may reside in the NSHS Library/Archives or in another depository. Local historical groups often produce listings of burials, marriages, births, court actions, property ownership, and other activities that are recorded in public records. Researchers are not always aware of the existence of these sources of information. Providing this index to the public will enhance the accessibility of these alternative sources of historical information.

12. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration between state agencies; 3) Facilitate collaboration between state agencies and other public institutions; and/or 4) Support public/private partnerships in the delivery of public services.

1) The project will improve the efficiency of agency operations by:

a) Allowing patrons to assess what specific materials are held by the NSHS and their availability on-site, before they travel to visit the library/archives or mail in a request. This would help prevent unproductive visits or requests that cannot be serviced due to misunderstandings about our holdings.

b) Re-allocating some of the NSHS staff time that is now taken up by telephone, mail and in-person inquiries about the availability of records and other holdings and enable

that time to be better spent helping patrons locate the actual materials that they require.

c) Allowing NSHS staff and patrons access to listings of information held at remote storage sites, (such as the State Archives Record Facility at 9th and K Streets), from the main NSHS Reference Room or through the NSHS website. Currently they must contact the remote storage site directly.

d) Allowing patrons to request that materials stored at a remote storage site be made available in the NSHS Library/Archives reference room for use at a specific time of day or during a specified visit.

e) Allowing patrons more efficient access to frequently used resources and holdings, through use of reference databases previously available only through staff computers or at remote sites.

2) *The project will facilitate collaboration between state agencies by:*

a) Providing state agencies with complete information as to what records of theirs are stored in the State Archives. This will allow their staffs and constituents efficient and increased access to these records.

b) Enabling the NSHS Library/Archives and the Nebraska Library Commission to more efficiently work together in providing library reference services to other state agencies and to the general public. As the source for reference information for the state, the Library Commission often uses NSHS as a referral source for historical and general information on the state. Providing the databases covered by this proposal online would assist the Library Commission in this function by providing more detailed information on NSHS holdings.

c) Informing other state agencies about the availability or location of records that, while they perhaps did not originate from their agency, might be useful to them to provide information needed to address some of the issues they face.

3) *The project will facilitate collaboration between state agencies and other public institutions by:*

a) Providing public libraries, school media centers, and other public institutions with a much more complete listing of the NSHS Library/Archives holdings and how to access them in the most efficient manner.

b) Facilitating exchange of information between the NSHS and other public institutions within Nebraska and in other states through the World Wide Web. For example, researchers at county historical societies in Nebraska and other state and local historical societies around the country will be able to locate relevant Nebraska records for multi-community or multi-state research.

c) Providing information to local government agencies on the whereabouts of their early records, since many, especially in the case of smaller communities, have not retained their own up-to-date listing of past records transfers.

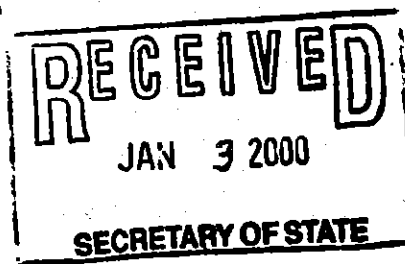
d) Allowing federal agencies to determine where federal documents are stored. For example, the State Archives has original records from a few federal agencies, such as the Bureau of Reclamation, Dept. of Labor, Bureau of Indian Affairs, early military forts, and the U.S. General Land Office.

Nebraska State Historical Society Library/Archives Records Project

Attachment B: Budget

	Grant Funds	Agency Match	
		Cash	In Kind
Personnel (Estimated Salaries + Benefits)			
Asso. Dir, Library/Archives & Proj. Dir. 20 hrs			\$560
Library Curator 40 hrs			\$960
Public Records Archivist 80 hrs			\$1,840
Assistant Library Curator 5 hrs			\$85
Assistant Public Records Archivist 80 hrs			\$1,280
Library Technician 30 hrs			\$420
Web Coordinator 40 hrs			\$840
Grant Administration 5 hrs			\$85
SUBTOTAL	\$0	\$0	\$6,070
Equipment			
(7) Pentium II PC's (300-450 meg, 6 gig HD, network cards, CD ROM, 56 K modems, etc.) estimated @ \$1,500 ea.	\$10,500		
SUBTOTAL	\$10,500	\$0	\$0
Supplies			
Office & Computer (\$25 a month x 9)		\$225	
SUBTOTAL	\$0	\$225	\$0
Services			
Installation Fee & Wiring (4 telephone lines)	\$320		
Service (4 telephone lines) \$16 x 4 x 12 mo.	\$768		
Internet Service (4 accounts) \$20 x 4 x 12 mo.	\$960		
SUBTOTAL	\$2,048	\$0	\$0
TOTAL	\$12,548	\$225	\$6,070

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 Crime Commission
2. Title or brief description of project Shared access to local data - NCJIS
(Local Law Enforcement allowing electronic access to internal systems)
3. Grant request amount \$ 25,000
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee _____
6. Please describe the project in detail (you may attach this description)
see attached

Grant Application
Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

State and local criminal justice agencies will benefit in the performance of their jobs. Ultimately, the beneficiaries are the public through enhanced operations.

8. Estimated timeline for implementation 9 months

9. Agency contribution to project (labor, equipment etc.) All hardware, servers and maintenance will be provided. These funds will allow for development and design work.

10a. Has this project ever been submitted as a budget request (explain)? see attached

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?

see attached

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)

see attached

**Grant Application
Page 3**

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)

see attached

13. Contact person for any questions regarding this application Michael Overton

phone # 471-3992 **E-mail** moverton@crimecom.state.ne.us

Signed this 29th day of December



Agency Director

Please Return to:

**State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608**

- 6) This project proposes to expand access to the NCJIS server from state maintained databases to local agency databases. The NCJIS server is a secure browser based Internet access point for criminal justice agencies to use central criminal justice databases. NCJIS (Nebraska Criminal Justice Information System) is the result of a cooperative project involving state and local agencies to improve the access, availability and sharing of data. This project proposes to build upon the ongoing working relationship between local agencies and the CJIS Advisory Committee by allowing state and local agencies to access local law enforcement records management systems.

The sharing of case data across jurisdictions can be valuable in solving cases, finding links across cases, identifying serial criminals or crimes through patterns, and in providing proper identification. Currently there is limited sharing of data across jurisdictions. Some agencies have established county systems (spanning police and sheriffs) or have built links with other close agencies. However, crime and criminals are not just local. Technology now allows us to build systems for users of disparate systems to share data. By being able to look arrest, contact, property and similar types of case record data from other jurisdictions there is greater possibility in solving crimes that span those jurisdictions. Crime has become less of a local event as criminals have easier mobility.

This project proposes working with three agencies who have expressed an interest and inclination in sharing their data (Lincoln Police Department, Kearney Police Department, Lincoln County Sheriff) to pilot and implement ways to grant access to their systems by other agencies using the NCJIS server. Two methods will be explored: direct pass through of a remote user to a local records system and enhancement of current state statistical reporting to include names to be added to a central index. These both have advantages and risks that the technology will allow us to make use of.

By allowing a certified Nebraska criminal justice user to pass from the NCJIS server to a local system we can guarantee the security and access of that user for a local agency. Unfortunately this may have training and local CPU overhead that an agency may not want to bear. By creating a central crime records file that would either be populated by local systems or pass back to local systems we may be able to avoid those problems. The Crime Commission now maintains a state statistical arrest file. We would explore enhancing that to simultaneously mirror an index on the NCJIS server which would have links or copies of the local name index or files.

The easiest solution to allow access to local systems is to pass directly to a local system. NCJIS allows centralized, indexes master searches and the synchronization between local systems and the server may be difficult to accomplish. This project proposes a sharing of local data with state and local agencies that is beyond the scope of what is currently possible.

The CJIS Advisory Committee (CJIS) was formed in 1995 upon a recommendation from NIDCAC that there be a standing body to work on the sharing and integration of criminal

justice data and computer systems. The Nebraska Crime Commission acted to form the committee with 25 voting members and it has been working on implementing systems as well as improving cooperation and sharing of data across state and local agencies. These members include all state criminal justice agencies as well as the local professional associations (such as the County Attorneys Association and Sheriffs Association) and major communities. The 1999 CJIS Annual Report to the Legislature is available on the Crime Commission home page which more fully describes the history and activities of CJIS for anyone who is not aware of it. (<http://www.nol.org/home/crimecom/>)

One of the main priorities of CJIS is to improve the availability of data. Much of the data that is maintained, for instance, at the state level is not available easily to local agencies or other state agencies. The NCJIS server is a significant operational and strategic move for the CJIS community. To allow broad access to information we have brought up servers to be used for secure access to data that agencies wish to share. While the Internet is the main access means this is a secure network that is intended only for criminal justice use. We are issuing our own digital certificates to agencies and users following their attendance at a training session covering use, security and dissemination of data. The user agencies must sign memos of understanding agreeing to security and use restrictions.

As of the submission of this grant application the NCJIS server is operational with secure email and access to several databases in test mode with local agencies. We have trained approximately 7 local agencies and are using their feedback to make changes to the training and site. We are scheduled to be live with the fully operational system by mid-January. The first version of the site will include criminal histories (from NSP), jail data (submitted by local agencies to the Crime Commission), Department of Correctional Services holds, and probationers (from Nebraska Probation Department). The intent is to add data as it is available or as source agencies wish or are able to participate. At the October CJIS Technology Conference we had about 40 law enforcement agencies express interest in immediately wanting access to the site. They will be invited to training in January. Other agencies (including courts, probation, county attorneys) will be invited to what are anticipated to be monthly training session

Dissemination of the information will be controlled and maintained based upon a Service Level Agreement between the local contributing agency and the Nebraska Crime Commission on behalf of CJIS. Upon completion of training and signing of the Memorandum of Understanding, any certified NCJIS user would be able to query the data for uses delineated by the local agency.

- 10a) CJIS has been specified in language in the Crime Commission budget. This particular project has not been identified nor have funds been specifically requested.
- 10b) No.
- 10c) CJIS has received some funds in the last biennium to implement the CJIS Strategic Plan. While the development of the NCJIS server has been designated as one of our priorities

we have had to combine appropriation funds with various grants to be able to carry out any of our projects. The NCJIS server allows us to take an incremental approach in adding databases as we have funding and agency participation. Adding access to local databases not only helps agencies using that data but also strengthens the bond and cooperation among all criminal justice agencies in this cooperative project.

The CJIS appropriation has been earmarked by the committee to be used for the ongoing operating costs associated with the NCJIS server. This will include the day to day operations, maintenance, security and costs associated with accessing various databases. We are seeking funds to do the development work associated with this phase of the project.

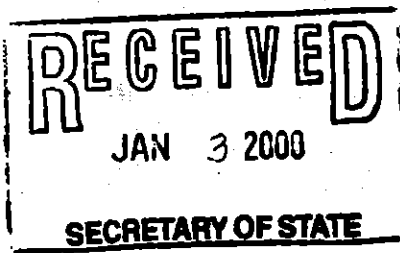
It should be noted that CJIS is a cooperative project across the member agencies. While the Crime Commission has received the appropriation funding for CJIS there have been contributions and monies made available by other agencies. Additionally, the member agencies all contribute time, staffing and data in this endeavor. The contribution of data and sharing of resources and expertise are done on behalf of the criminal justice community and are to meet the goals of state and local agencies.

- 11) This project proposes a unique effort between state and local agencies. The NCJIS server is currently primarily populated with state databases but will get its broadest use among local agencies. The CJIS Advisory Committee is a cooperative effort among state and local agencies and by using this state maintained server as an access point to local data we will be serving as a true gateway to a broad range of data.

The NCJIS server is potentially available to all Nebraska criminal justice agencies including police, sheriffs, county attorneys, courts, probation offices, parole officers, detention officers, etc. By using their local ISP they can have access to the same data without regard to size of the agency, location or costs associated with maintaining large computer systems. Sharing data across agencies provides electronic timeliness now only available through telephones and faxes.

- 12) 1) Currently case record data is typically only available through phone calls and faxes. These also are not necessarily secure. By allowing encrypted, secure, certified access to the data agencies can enhance their operations. While they may currently make a phone call to a neighboring county to share data they may not be calling the right county. Searchable data allows for broad access to data in place of hit and miss operations.
2-3) The NCJIS project is based upon cooperation and the sharing and integration of local data with state data provides one step more toward true integration of criminal justice data throughout the cycle.

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 Crime Commission

2. Title or brief description of project Enhanced Access to DMV Files - NCJIS

3. Grant request amount \$ 25,000

4. Will there be a fee for accessing records associated with this project? No

5. If yes, provide any statutory reference or authorization for the fee _____

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

see attachment

Grant Application
Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

This will allow broad browser base access by state and local criminal justice agencies for use in their professional activities. NCJIS is a secure cooperative.

8. Estimated timeline for implementation four months

9. Agency contribution to project (labor, equipment etc.) The servers, administration and ongoing operational costs will be provided. These funds will provide development.

10a. Has this project ever been submitted as a budget request (explain)? see attached

10b. Does the project require additional statutory authority (explain)? see attached

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?

see attached

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)

see attached

Grant Application
Page 3

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)

see attached

13. Contact person for any questions regarding this application Michael Overton
phone # 471-3992 E-mail moverton@crimecom.state.ne.us

Signed this 29th day of December, _____



Agency Director

Please Return to:

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

- 6) This project proposes to allow access by criminal justice agencies to information maintained by the Department of Motor Vehicles (DMV) via secure browser based Internet connections to the Nebraska Criminal Justice Information System (NCJIS). NCJIS is the result of a cooperative project involving state and local agencies to improve the access, availability and sharing of data. This project proposes to build upon the ongoing working relationship between DMV and the CJIS Advisory Committee to improve public safety by putting information in to the hands of practitioners who need it.

The timely and cost efficient availability of driver and vehicle data to criminal justice users will significantly aid them in their tasks as well as provide services that could only be done manually by DMV. The person and vehicle information is very important to law enforcement in identifying persons but also to other users in uses ranging from probation background checks to attempting to locate a car from a crime scene. Additionally, while some of this data is currently available to numerous police and sheriff departments through NLETS (a dedicated network maintained by the Nebraska State Patrol) it will now be available to a broad range of users including police, sheriffs, probation officer and county attorneys and will have added functionality and search capabilities.

Functionality will include being able to do specific searches (for a name or license plate) as well as partial plate searches (e.g. a license plate beginning with 2J3...), demographic searches (height, weight), and comparison of data with criminal history or jail files if a driver's license identifier is known.

The CJIS Advisory Committee (CJIS) was formed in 1995 upon a recommendation from NIDCAC that there be a standing body to work on the sharing and integration of criminal justice data and computer systems. The Nebraska Crime Commission acted to form the committee with 25 voting members and it has been working on implementing systems as well as improving cooperation and sharing of data across state and local agencies. These members include all state criminal justice agencies as well as the local professional associations (such as the County Attorneys Association and Sheriffs Association) and major communities. The 1999 CJIS Annual Report to the Legislature is available on the Crime Commission home page which more fully describes the history and activities of CJIS for anyone who is not aware of it. (<http://www.nol.org/home/crimecom/>)

One of the main priorities of CJIS is to improve the availability of data. Much of the data that is maintained, for instance, at the state level is not available easily to local agencies or other state agencies. The NCJIS server is a significant operational and strategic move for the CJIS community. To allow broad access to information we have brought up servers to be used for secure access to data that agencies wish to share. While the Internet is the main access means this is a secure network that is intended only for criminal justice use. We are issuing our own digital certificates to agencies and users following their attendance at a training session covering use, security and dissemination of data. The user agencies must sign memos of understanding agreeing to security and use restrictions.

As of the submission of this grant application the NCJIS server is operational with secure

email and access to several databases in test mode with local agencies. We have trained approximately 7 local agencies and are using their feedback to make changes to the training and site. We are scheduled to be live with the fully operational system by mid-January. The first version of the site will include criminal histories (from NSP), jail data (submitted by local agencies to the Crime Commission), Department of Correctional Services holds, and probationers (from Nebraska Probation Department). The intent is to add data as it is available or as source agencies wish or are able to participate. At the October CJIS Technology Conference we had about 40 law enforcement agencies express interest in immediately wanting access to the site. They will be invited to training in January. Other agencies (including courts, probation, county attorneys) will be invited to what are anticipated to be monthly training sessions.

Preliminary work has been done to explore the needed outputs and data extracts for driver histories. These funds will be used to complete any extracts to meet state and federal formats for driver histories as well as allow access to vehicle information (such as license plates, vehicle history). Data will be extracted from the mainframe and housed on the NCJIS servers (maintained in the state's IMS building). It will be updated using full periodic reloads of the data instead of attempting to do live links for updates. All searches will be done using standard html processes through the secure NCJIS site.

Dissemination of the information will be controlled and maintained based upon a Service Level Agreement between the Department of Motor Vehicles and the Nebraska Crime Commission on behalf of CJIS as mentioned earlier. Upon completion of training and signing of the Memorandum of Understanding, any certified NCJIS user would be able to query the data for uses delineated by DMV.

- 10a) CJIS has been specified in language in the Crime Commission budget. This particular project has not been identified nor have funds been specifically requested.
- 10b) No. Access to the DMV data for criminal justice use already has precedents and will be governed by agency agreements.
- 10c) CJIS has received some funds in the last biennium to implement the CJIS Strategic Plan. While the development of the NCJIS server has been designated as one of our priorities we have had to combine appropriation funds with various grants to be able to carry out any of our projects. The NCJIS server allows us to take an incremental approach in adding databases as we have funding and agency participation.

The CJIS appropriation has been earmarked by the committee to be used for the ongoing operating costs associated with the NCJIS server. This will include the day to day operations, maintenance, security and costs associated with accessing various databases. We are seeking funds to do the development work associated with this phase of the project.

It should be noted that CJIS is a cooperative project across the member agencies. While

the Crime Commission has received the appropriation funding for CJIS there have been contributions and monies made available by other agencies. Additionally, the member agencies all contribute time, staffing and data in this endeavor. The contribution of data and sharing of resources and expertise are done on behalf of the criminal justice community and are to meet the goals of state and local agencies.

- 11) While DMV data is needed by a variety of users there is limited access to it. The primary means of accessing DMV by criminal justice users is through NLETS which is maintained by the Nebraska State Patrol and provides NCIC/NCIS access. This dedicated network is used by about 120 police and sheriff's agencies. It will allow exact searches on vehicles or persons in the DMV databases as well as the FBI and Nebraska Criminal Histories.

The NCJIS server is potentially available to all Nebraska criminal justice agencies including police, sheriffs, county attorneys, courts, probation offices, parole officers, detention officers, etc. By using their local ISP they can have access to the same data without regard to size of the agency, location or costs associated with maintaining large computer systems. It will allow access to the DMV data in cost effective, timely, searchable ways that are not currently available.

As an example, if a crime victim sees part of a license plate during the commission of a crime the local police would be able to immediately do a search from their desktop over the computer to try and pinpoint a suspect. This capability is not available over NLETS and would currently require a phone call to DMV. A special search would have to be run on the mainframe which would hopefully be done in 24 hours if staff time was available.

The NCJIS server combined with DMV data would assist the local agencies as well as DMV staff in being able to meet the needs of law enforcement. It must be noted that local agencies, when told of this phase of the project, have expressed both amazement and glee at the potential but also applauded DMV for their willingness to share and participate. This project has the potential to show the true benefit of collaboration within criminal justice and with state agencies such as DMV.

- 12) 1) The efficiency of agency operations must be broken into several components. While this will provide a service not currently available it will also help agencies at various levels. Agencies will now have a method to do searches on their own which, up to this point, have required DMV staff to manually run. The timeliness for some of these searches is critical for law enforcement and while DMV will attempt to meet those needs it is still a strain on their resources and staff.
For local agencies, they will be able to have timely access to DMV data. Additionally, the pursuit of criminals and vehicles involved in crimes can be a very labor and staff intensive process. By putting the information at the fingertips of criminal justice professionals they can more easily locate information for verification, identify suspects, eliminate suspects and obtain driver histories of persons involved in the system.

2) While CJIS is largely focused on criminal justice agencies, DMV has been an active participant in the process. There are a variety of areas that we all know we need to work together on including digital photos (for mugshots and driver's licenses), accident reporting and access to data. The NCJIS server provides us with a very viable way of establishing an ongoing partnership that will not only make an impact on the staff resources and capabilities of involved agencies but also will serve to improve public safety.

3) While the Crime Commission has primary responsibility for maintenance and operation of the NCJIS server it is primarily state agencies that provide data to the server. However, local agencies are the true beneficiaries in the process as they now have access to a range and breadth of data that was heretofore unavailable at the local level.

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

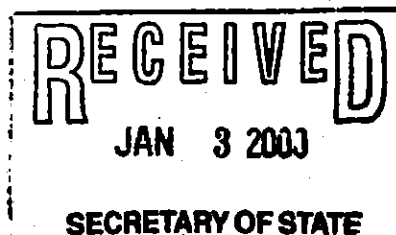
Agencies desiring grants from the Nebraska State Records board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

- 1. Name of agency applying for grant:** State Treasurer
- 2. Title or brief description of project:** Our goal is to provide information regarding the upcoming federally mandated changes in child support collections and payments. Those needing this information include: non-custodial parents, custodial parents, Clerks of the District Court, County Attorneys, Nebraska Employers and various State Agencies.
- 3. Grant request amount:** \$17,750
- 4. Will there be a fee for accessing records associated with this project?** No
- 5. If yes, provide any statutory reference or authorization for the fee.**
- 6. Please describe the project in detail (you may attach this description).**

The federal government has mandated that states centralize the receipt and disbursement of child support. In Nebraska, Governor Johanns is recommending that the State Treasurer's Office be responsible for this function. Centralization of child support payments is a significant change for all individuals and entities involved in this process.

Initially, there will be a massive amount of critical information that must be disseminated in order to transition the current system. At the present time, all 93 Clerks of the District Courts handle the collection and disbursement of child support. The State's ability to provide information to all parties involved is critical to the success of the program and needs to begin as early as March or April. Based on our research of other states, the need to provide educational information to all parties early in the process cannot be underestimated.

Additionally, in response to the Governor's E-Commerce mandate, the State Treasurer's Office will be providing Direct Deposit forms at our Internet site for recipients of child support, ACH forms for Nebraska employers who remit child support withholdings and ACH forms for individuals that pay child support. Nebraska employers ultimately will have the ability to send the payment details electronically and remit the money via ACH. The State Treasurer's Office will post the information and payments automatically into the child support system.



By using the Internet we can provide information quickly and efficiently. For example employers will need to access information from our office to assist them in providing the details necessary to properly credit the correct child support case. We plan to provide various forms at our Internet site, allowing employers to input their data directly onto the form and send the information to us via the Internet. Employers will have a self-service site that will greatly assist them and save our office valuable time. Many employers remit child support withholdings twice a month. We fully anticipate the employer section of our site to a "workhorse".

Further enhancements to the Internet site will allow individuals making child support payments to enter a secure section of our site, enter a Personal Identification Number (PIN) and verify that we received their payments, check balances owed and provide information such as address changes. They could also email any questions that could not be answered from the information provided. Individuals receiving child support payments could perform similar types of inquiry functions. As the system is developed, a Health and Human Services caseworker will be able to go to our Internet site while their client is on the phone or at their desk and determine the status of payments and other critical information.

While we anticipate utilizing a variety of public information systems to disseminate the information regarding the upcoming changes to the current child support system, the State Treasurer's Office believes the prominence of the Internet and the employer's ability to access and remit information via the internet are vital.

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

As explained above, Nebraska employers, non-custodial parents, custodial parents, Clerks of the District Courts, County Attorneys and various State Agencies.

There are approximately 150,000 individuals who pay child support and approximately 225,000 individuals that receive child support payments. The total number of individuals that may need to access the information will be approximately 375,000. Initially, we expect a large volume of inquiries from the 375,000 individuals as well as state and local government agencies, and employers. Clerks of the District Courts and County Attorneys must also have payment information as it relates to current cases. Caseworkers and others involved in child support enforcement work will be able to access payment information.

Clerks of the District Court will also be accepting cash and "purge order" payments on an on-going basis. Clerks of the District Court will be able to access a designated section of the website to report the information and details regarding such cash collections. This information will be transmitted to our office and an ACH "sweep" of those funds will be initiated by the State Treasurer's Office.

8. Estimated timeline for implementation: Initial information will be disseminated as early as March and April. We will need to begin requesting and receiving information

from employers as early as May or June. The systems now in use by Health and Human Services do not have the social security numbers of all payors and all recipients. We need to begin collecting this information as soon as possible.

9. **Agency contribution to project (labor, equipment etc.):** My staff has already conducted research of other state sites. In addition they have met numerous times with Health and Human Services representatives to determine the types of information that needs to be disseminated. My staff will be responsible for ongoing and future developments of this website.
- 10a. **Has this project ever been submitted as a budget request (explain)?** No, the federal timeline is so tight and the need to disseminate information so great that we are requesting the Records Board fund the project so that it can be operational by March or April.
- 10b. **Does the project require additional statutory authority (explain)?** No however the Legislature must confirm the State Treasurer as the office responsible for the receipting and disbursement of child support. The confirmation process is expected to be completed by the time the State Records Board reviews and approves the initial grants.
- 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?** As explained previously, we are applying for the grant to be operational by March or April. The need to provide ALL parties information and accessibility is critical. Once the website is designed, the information provided will be automatically updated by the payment and receipt system operated by the State Treasurer's Office. The updating will occur automatically---as a function of the system. Therefore the service can be sustained at minimal cost.
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):** This project will promote e-commerce; allow employers to operate in a self-service mode of operation; eliminate data entry on the backend; provide information regarding receipts and payments that is critical to the individuals involved; provide easy access to Clerks of the District Courts and County Attorneys; and allow for access by appropriate Health and Human Services employees.
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):** Allowing both recipients and payors of child support to access their information and provide critical personal information, such as address changes or employer changes, is important to the success of the project. The ability to transmit this type of information directly to our office will allow us to update our information files quickly and accurately. The simple change of an address could prevent a much needed child support check from arriving on time.

Providing Nebraska employers the ability to enter and transmit their payment details will eliminate data entry by our agency personnel. This functionality will also allow employers to add, drop or change employee information. Changes in employment are critical information and must be recorded. By allowing employers to self-service their information we eliminate our data entry, provide a uniform format for employers and provide a system that will save the employers time and money (no postage, no calling to request forms, no calls to verify information). Several Nebraska employers have inquired about using electronic reporting. This section of the website will meet many needs of employers.

Health and Human Services personnel will have access to payment and receipt information that is critical to their clients. In addition, they will be able to access the status of the receipt and the outgoing payment. In the case of a theft or fraud they can quickly determine if a replacement payment should be issued.

Clerks of the District Courts will continue to receive cash payments and "purge order" payments. Court personnel can quickly enter the details surrounding a cash receipt and transmit this information to the State Treasurer's Office. This will allow us to create an ACH sweep of the funds the next day, expediting the payment to the custodial parent.

From the inception, this project is designed to provide accessibility to information, promote e-commerce on several levels and provide the highest levels of service possible to the parents involved in child support.

13. **Contact person for any questions regarding this application:** State Treasurer David Heineman, Room 2003, State Capitol, Lincoln, Nebraska 68509 or you may contact me at 402-471-2455. My email address is: dheineman@treasurer.org.

Signed this 31st day of December, 1999

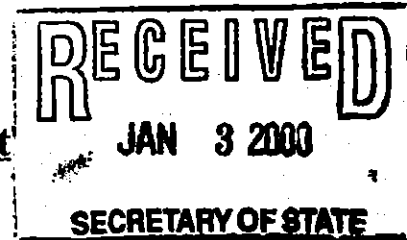
A handwritten signature in black ink, reading "David Heineman", written over a horizontal line.

Agency Director

Please return to:

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

**Application for State Records Board Grant
to Improve Access to Public Information**



1. **Name or agency applying for grant:** Nebraska Energy Office
2. **Title or brief description of project:** To convert the Dollar & Energy Saving Loan process from a paper to an electronic process.
3. **Grant request amount:** \$25,000
4. **Will there be a fee for accessing records associated with this project:** No
5. **If yes, provide any statutory reference or authorization for the fee:** N/A
6. **Please describe the project in detail: (you may attach this description)**

Summary.

The Nebraska Energy Office, in conjunction with the state's lending institutions, processes an average of \$1 million in energy efficiency loans per month. This project will convert a cumbersome paper process to an efficient electronic one. This conversion will benefit the financial institutions, the Energy Office and the Nebraskans who are applying for low-cost energy efficiency loans.

An electronic energy loan process will enhance each lending institution's ability to provide quality and timely service to its customers because its staff will be able to electronically prepare and submit the loan documents. This improves accuracy and saves time. Customers benefit because the loans can be electronically submitted to the Energy Office in less time than it would take to mail the paper documents.

The new, electronic process will enhance the Energy Office's ability to complete the timely review and approval of loans submitted by the state's lending institutions. For the agency, an electronic process will eliminate much of the staff time and resources required to handle, copy, fax, mail and file the loans. An electronic process will eliminate the need for initial data entry of the loan application because the lenders will enter the data. This will immensely improve the efficiency of loan program operations leaving needed time for staff to monitor completed projects and provide technical assistance to financial institutions as requested.

Background.

The loan program was established in 1990 to provide low cost financing for energy efficiency improvements. It was created to provide restitution to Nebraskans who had been overcharged for products by oil companies during the period of price controls in 1973 through 1983. The funds come from court settlements with oil companies. No state or federal tax dollars are used for the energy loans. While the interest rate on the loan to the borrower is 5 percent, the yield to

the lender is 10 percent because the Energy Office purchases 50 percent of the loan from the lender at no interest.

Loans are available throughout the state. The borrower chooses a participating financial institution and applies for a loan. If the lender agrees to make a loan, then the lender sends the project application, the Loan Summary and the Commitment Agreement to the Energy Office. The Energy Office then determines the eligibility of the proposed energy efficiency improvements. If the project is eligible, the Energy Office commits funds and returns the signed Commitment Agreement and the Loan Summary to the lender. The lender notifies the borrower to proceed with the project and disperses the loan funds.

After the improvements are made, the lender requests the 50% payment from the Energy Office by submitting a Participation Agreement, the completed Loan Summary and a copy of the full executed loan. The Energy Office processes the Participation Agreement and issues payment to the lender. The borrower repays the loan plus the 5% interest to the financial institution. The financial institution keeps the interest and its portion of the loan repayment. On either a monthly or quarterly basis, the lender sends the Energy Office its portion of the loan repayments. Loan repayments are used by the Energy Office for new loans.

Plan.

The Energy Office plans to use \$12,000 of the grant to contract with Nebraska Online to design and develop the electronic system for the loan program. The work includes redesigning the lender forms such as the Commitment Agreement, Participation Agreement, Loan Summary, Loan Payment Remittance Report and Delinquent Payment Report. The numerous forms, which delineate the energy project specifications and standards, must also be redesigned and available on the web site for use by lenders and borrowers. In addition, Nebraska Online will create the online help topics for loan program users. Nebraska Online will also provide training for the Energy Office staff in the operation of the system, provide help desk assistance to lenders and be available for consultation with the Energy Office as needed.

The Energy Office will use the remaining \$13,000 to pay the cost of a collegiate intern and to purchase software necessary to operate the electronic program within the agency. The intern will work directly with the Five Points Bank in Grand Island, which has agreed to test the system during the development and implementation of the project. The intern will also provide assistance to lenders and borrowers on the program help side of the process. The intern has web page experience and the agency is currently working with the Five Points Bank on an electronic funds transfer pilot.

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:

The beneficiaries of the service will be the state's financial institutions and the Nebraskans they serve. Seventy-five percent of the state's lenders participate in the Dollar and Energy Saving Loan Program. There are over 600 sites across the state that Nebraskans can apply for energy

loans. The lenders and the Energy Office jointly process an average of \$1 million in loans monthly. Since the inception of the program over \$120 million in loans has been made.

8. Estimated timeline for implementation: January – September, 2000

9. Agency contribution to project:

The Energy Office management, information technology and loan program staff will assist in various aspects of the design and implementation of this project. The Energy Office will also provide the funds for any necessary equipment and training to implement and maintain the new electronic process.

10a. Has this project ever been submitted as a budget request? No.

10b. Does the project require additional statutory authority? 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?

The funds being requested will help offset costs for Nebraska Online in building a fairly detailed and complicated interactive process among borrowers, lenders and government. The size of the project is fairly substantial but yet has no possible fund recovery fee system available. This program is a voluntary program for the lending institutions and any fee attached to participation may lead to withdrawals in lenders from the program. Nebraska Online will spend approximately 240 hours of development, testing and training time on this project.

The Energy Office will continue to fund all loan program operations in the new electronic format. The funds used to operate the loan program are a combination of interest generated from the loan pool and federal administrative funds.

11. Please describe how this project will enhance the delivery of state agency services or access to those services:

The project will enhance delivery and increase the staff's ability to work in a paperless, easily transferable method. This will eliminate redundant data entry and the possibility of errors. The process will reduce the amount of time spent copying, faxing, filing and entering data. It will enable lenders to electronically transfer loan documents and allow the Energy Office to quickly respond to requests for loan approval. The electronic process will reduce the waiting period for Nebraskans seeking approval of their financing requests to make energy efficiency improvements in their homes and businesses.

12. Please describe how this project will 1) Improve the efficiency of agency operations 2) Facilitate collaboration among agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services:

1) The electronic process will eliminate much of the staff time and resources required to handle, copy, fax, file, mail and enter loan data. This will leave more time to monitor projects and provide technical assistance to lenders.

2) Because of the unique nature of the Dollar and Saving Loan Program, there is little collaboration needed with other state agencies other than the Treasurer in the electronic transfer of funds.

3) The Energy Office's partnership with the state's lending institutions is vital to the success of the loan program. The collaboration with the lenders gives Nebraskans over 600 sites to apply for energy loans. The efficiency of the current system will greatly be enhanced through the new electronic system by the sheer reduction of processing time.

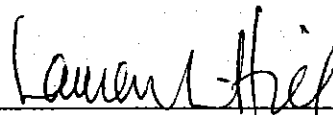
This proposal is a direct response to Governor Johanns' request for agencies to move toward electronic government and make services more efficient and accessible to the state's citizens.

The Energy Office's experience gained from this project will be used to move other programs and services to an electronic format.

13. Contact person for any questions regarding this application: Bonnie Ziemann

Phone # 471-4371 E-mail: bziemann@mail.state.ne.us

Signed this 30th day of December, 1999.



Agency Director

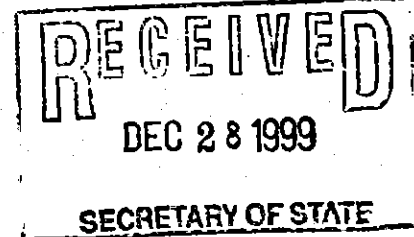
Please Return to:

**State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608**

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 Brand Committee
2. Title or brief description of project To install approximately 35,000 Nebraska recorded livestock brands on the Nebraska Brand Committee webstie.
3. Grant request amount \$5,500
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee _____
6. Please describe the project in detail (you may attach this description)
Nebraska recorded livestock brands can be accessed "brandabetically", by
recorded owner's name and by County on the Nebraska Brand Committee's
website. This information would give the owner's name, address, county,
telephone number and the brand drawing as well as the brand location on the
animal.

Grant Application

Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The Nebraska Brand Committee investigators and cattle brand owners could determine the brand owner, status and assist in determining ownership of estray animals.

8. Estimated timeline for implementation 6 months.

9. Agency contribution to project (labor, equipment etc.) The Nebraska Brand Committee Brand Recording would enter and update brand recording changes on their computers weekly and then transfer the information weekly to NOL to load on our website.

10a. Has this project ever been submitted as a budget request (explain)? No

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?

This would be a onetime expense for setup with the website being maintained by Brand Committee staff. The Nebraska Brand Committee operates on a fee generated budget from the cattle industry so the grant money would allow a service to the cattle industry without using their fees.

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)

Nebraska recorded brand owners would be able to check on the status of their brand and to have the capabilities to transfer ownership of their brand, renew their brand or to apply for a new brand.

Grant Application
Page 3

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)

Area investigators will be able to easily access Nebraska recorded brands as
needed for criminal investigations of lost or stolen animals and to determine
ownership of estray cattle. It would help sheriff's offices with identifying
estray cattle reported to them. Banks could determine if mortgaged cattle
carry the owner's recorded brand or all the owners' names on a Nebraska
recorded brand.

13. Contact person for any questions regarding this application Steven F. Stanec

phone # 308 763-2930

E-mail NeBC8900@premaonline.com

Signed this 27 day of December, 1999


Agency Director

Please Return to:

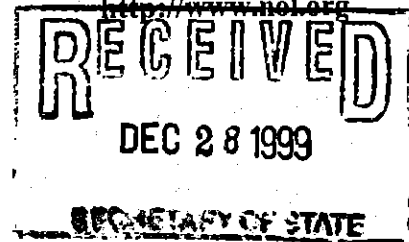
State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

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



Scott Moore
Chairman
(402) 471-8606

<http://www.nel.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 Game and Parks Commission
2. Title or brief description of project Interactive Internet mapping
3. Grant request amount \$ 12,500
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee _____
6. Please describe the project in detail (you may attach this description)

(See Attached Sheet)

Grant Application
Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

Hunters and other users of public lands will use this system. This data would be accessed
from the Internet or at a district office with Internet access.

8. Estimated timeline for implementation 9-12 Months

9. Agency contribution to project (labor, equipment etc.) Existing data bases, web servers,
and computer systems as well as existing personnel expertise

10a. Has this project ever been submitted as a budget request (explain)? No

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?

Limited agency funds have not allowed this type of interactive mapping connection to our present
data bases. Sustaining this service will require minimum time and money because the system has
stand-alone capability once setup. If some time is required it will be made up by reduction
of time required to satisfy the requests to create and send maps.

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)

(See Attached Sheet)

Grant Application
Page 3

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)


(See Attached Sheet)

13. Contact person for any questions regarding this application Mele Koneya

phone # 402/471-5484

E-mail mkoneya@ngpsun.ngpc.state.ne.us

Signed this 23 day of December 1999


Agency Director

Please Return to:

**State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608**

6.

This project will provide interactive mapping on the Internet by accessing the Nebraska Game and Parks Commission's Geographic Information System (GIS) databases. GIS is the premiere information technology for creating, analyzing, and mapping geographic data. The Game and Parks Commission currently maintains approximately 18 gigabytes of geographic data which is largely used in-house for the completion of agency projects. This project will allow this data to be more widely used by the public, government agencies and private users. Maps can be created on-line from agency GIS databases and then printed by users.

This grant request will purchase ArcIMS software from Environmental Research Systems Institute (ESRI) and hard drive capacity to store additional GIS data. ArcIMS software uses a web browser interface to access data and allows users to display and interact with GIS data. Physical features such as public lands, rivers, highways, and cities, as well as images would be available to web site users by way of ArcIMS. ArcIMS would work with existing agency web servers.

The Game and Parks Commission web site is currently used to provide hunting, fishing, parks, and other information to the public, private and other government agencies. The purchase of ArcIMS software would further enhance the manner in which data is distributed.

The initial focus of the project will be to provide improved information on hunting areas. Public access to agency databases such as land records, hunting data and facility information will be possible through the agency web site and allow users to interact with the data to access the information needed and provide improved maps.

11.

This project will improve the efficiency of providing Game and Parks data to public by allowing dynamic mapping. Users and agency staff will be able to query databases and create maps on-line and to meet their specific requests. This will streamline and improve the manner in which this data is accessed. Providing greater access will leverage the investment made in creating and maintaining this data.

Currently, maps are provided to hunters on the Internet as images created from a paper map. This limits the way in which data is displayed by not allowing users to map the specific areas that they would like to see. Furthermore, not all public hunting areas are currently available as individual maps and with over 300 such areas, it would be difficult to create a map for each area. By allowing users to access the Game and Parks GIS databases, users will be able to create maps to suit their own needs and to map areas which currently are not available on-line.

Maps are available through the already popular on-line agency land database at the county level but do not provide much local detail. Users have requested more hunting information such as

property boundaries, geographic coordinates, and aerial photography. By utilizing the newest GIS and internet technologies, property boundaries can be overlaid on top of aerial photographs to provide more detail of an area and latitude and longitude could be displayed for use by hunters who own Global Position Systems (GPS) units to easily locate areas. Other property and facility information can also be requested as well as physical features currently available in Game and Parks GIS databases. This map then could be printed by a user from their own computer to create a detailed map to take into the field.

A planned application would allow users to query land databases coupled with wildlife data. A user could locate all of the areas within 50 miles of the city, in which they live or will be visiting, that allow deer hunting. ArcIMS software would allow users to interact with the data and making it dynamic and customizable to suit their needs and interests.

Once the initial application for hunting information distribution is created the project could be expanded to state parks, fishing areas, and other attractions maintained by the Game and Parks Commission. Users could query state parks databases to find all areas, which have swimming areas, camping areas, trails, historical sites and other points of interest. Internet access will allow existing data to be shared with the agency's clients (hunters, fishermen, and outdoors users).

12.

The access of agency geographic and other databases through the internet will increase the efficiency of Game and Parks operations by providing users with the information that they desire. Agency staff will not have to be consulted to access a large amount of data that is presently created. Also agency staff would be allowed to search several databases concurrently and provide users with current data.

Other state, local, and regional agencies such as the Department of Roads and Natural Resources Districts would be allowed to query the agency databases. This would increase their access to information that may of use to them in their operations. For instance the Department of Roads could query the databases to find Game and Parks properties which are adjacent to planned roads projects. The Department of Roads could produce maps and access data without having to consult with Game Parks Commission staff.

Federal funding is often provided through the U.S. Fish and Wildlife Service to obtain new habitat lands. Fish and Wildlife staff within and outside the state would have access to Game and Parks databases to observe how funding was used in the acquisition of public lands. This data is currently provided on a per request basis and if it were available on the Internet outside agencies would have greater access to data.

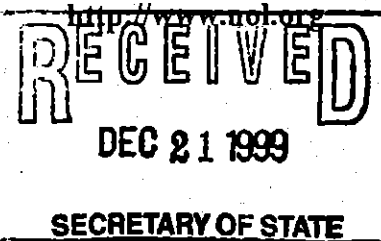
The Game and Parks Commission also works with private non-profit groups such as Ducks Unlimited and the Nature Conservancy to acquire habitat lands. These groups would be able to query databases and geographic databases to further their goals.

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

*Microfilm
Scanner
Should be
here!*



Scott Moore
Chairman
(402) 471-8606



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 State Surveyor's Office Agency 32 Div. 02
2. Title or brief description of project Develop a web site for the dissemination of historical State survey records.
3. Grant request amount \$ 25,000.
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee NA
6. Please describe the project in detail (you may attach this description)

The Nebraska State Surveyor's Office plans to make all of our historical information available to the public via the world-wide-web. Using two existing scanners, one a large-format scanner and the other a microfilm scanner, and a proposed digital camera this office will scan historical records and post them online. The online historical information will include the complete set of the original township plats executed between 1855-1880 totaling 2,700 plats and bound maps in 12 volumes, application surveys executed by Nebraska State Surveyors from the inception of the office to the present totaling 1,566 surveys. This office is planning the inclusion of the 770 field books containing the original survey notes for online distribution, but due to the condition of the books and the amount of time required for conversion, only the initial 50-100 field books will be included in this grant request.

Grant Application

Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service. The primary recipient of this service is the public. Anyone could access the data. Surveyors, realtors, historians, engineering companies, university students and faculty will find this service useful. Anyone who would like information from the Surveyor's office would simply go to the Surveyor's office web site to search for and download files or order copies on magnetic or optical media. A working proto-type can be found at <http://www.sso.state.ne.us/maps>

8. Estimated timeline for implementation 3 months to 1 year

9. Agency contribution to project (labor, equipment etc.) The Surveyor's Office will provide all the labor to design, create and maintain said web space, and all applicable programming costs.

10a. Has this project ever been submitted as a budget request (explain)? No

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? The grant money is needed to purchase two workstations, one server, a high-resolution digital camera and contractual services. One workstation will be used with the scanners and digital camera to scan, edit and manipulate historical maps and information for the web site. The other workstation will be used to build the HTML pages for the site. The new web server will replace the older file server that is acting as our local area network. Once the grant money is expended, this office expects minimal maintenance that will be covered under our normal operating budget.

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) The public will waste less time calling or visiting the Surveyor's Office, and waste less time waiting for information to be printed, packaged and delivered. State agencies that use survey information as a basis for maps will have access to information immediately. Time and cost of processing and shipping information will be decreased.

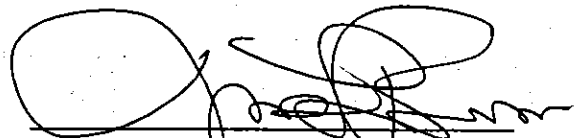
Grant Application
Page 3

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)

Agency efficiency will increase due to the decreasing amount of calls and office
visits by the public. Agency efficiency will improve when personnel will spend
less time researching, printing and mailing information to the public. Other
state agencies will have direct access to our information and less need to call
or have data delivered inter-office.

13. Contact person for any questions regarding this application John Beran
phone # 471-3052 E-mail jberan@sso.state.ne.us

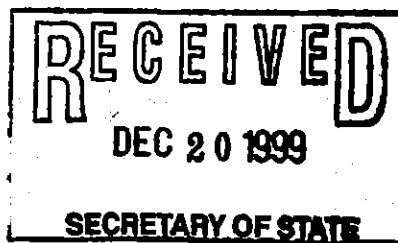
Signed this 6th day of Dec, 1999


Agency Director

Please Return to:

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

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

Conservation and Survey Division
Institute of Agriculture and Natural Resources
University of Nebraska-Lincoln

and the

Nebraska Department of Water Resources

2. Title or brief description of the project

Data storage of geologic logs from water-well registrations: a joint data automation and availability project between the Conservation and Survey Division, University of Nebraska-Lincoln, and the Nebraska Department of Water Resources.

3. Grant request amount

\$24,805

4. Will there be a fee for accessing records associated with this project?

No

5. If yes, provide any statutory reference or authorization for the fee.

n/a

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

A brief history of the project:

The Nebraska Department of Water Resources (NDWR) has been registering all irrigation, municipal and industrial wells since 1957, when the Nebraska Legislature passed a law requiring the registration of those types of wells. In 1993 the law was expanded to include the registration of all wells, including domestic, stock, aquaculture, heat pump, observation, monitoring, injection, recovery, dewatering, ground heat exchange and others.

NDWR's database includes basic information for all wells, such as location, construction date, and type of use. Detailed construction and geologic information is also available in paper format for most wells and has traditionally been entered into the database when NDWR staff time allowed. This represents the largest geologic database in the state. However, since 1993, the number of incoming well registrations has exceeded the capability of NDWR's computer operations.

In response, in 1995 CSD agreed to help input the geologic log portions of the registrations. CSD hired part-time student-workers to do this.

A brief overview of their task includes: One to three counties of well registration data are electronically sent to CSD. Sufficient data is sent for CSD data-entry personnel to physically match NDWR's electronic record with CSD's hard copies of the well registrations. When the match is made, the geologic portion of the well registration is then entered. When the county's database is done, it is then electronically returned to NDWR for inclusion in their database. The data is then made available to anyone via the Nebraska Natural Resources Commission's web site (<http://www.nrc.state.ne.us/docs/frame2.html>). After a county has been completed by CSD, NDWR enters the logs for all new wells so that the database for that county is kept up to date.

In 1997, CSD lost the funding for the project due to university-wide budget reallocations. CSD had completed 16 of the 93 Nebraska counties, with three in progress, when the project was terminated.

In late December 1998, CSD and NDWR were awarded a \$22,200 grant from the Nebraska Information Technology Commission (NITC). The grant expired on August 31, 1999. During that time, approximately two dozen more counties were completed.

With the expiration of the NITC grant, progress on the project has greatly slowed. The NDWR gave CSD \$3,000 to continue the project as far as possible. However, that money is nearly expended.

Current status of the project:

As of December 1999, 49 counties are done, with an additional four in progress. This amounts to about two-thirds of the largest geologic database in the state.

Funding needed:

Without additional funding, this critical automation and data access project will be halted. With this grant, significant progress can be made toward completion of this project.

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

The water-well registration database is used by multiple Nebraska users, including Nebraska well drillers, Natural Resources Districts, engineering consulting firms, local and county governments, state and federal agencies, industrial firms, planners, geological researchers, and private citizens.

In addition, the database has been used in interstate litigation before the U.S. Supreme Court and will be important to analyses done for the three-state Cooperative Agreement on the Platte River and for a Platte River Cooperative Hydrology study funded by the Nebraska Environmental Trust Fund.

The database is often consulted by the Nebraska Geological Survey at CSD for surface water and geological data, for ground-water and water levels information to do conjunctive-use modeling and to produce publications, maps and electronic data.

And, as mentioned, the data is now also posted to the Nebraska Natural Resources Commission's web site, where it is easily accessible to any interested public or private party.

8. Estimated timeline for implementation

Since this has been an on-going project, implementation (or, more accurately, *continuation*) of the project would be immediate.

9. Agency contribution to project

To date, the following services have been provided "in kind" by the cooperating agencies:

Conservation and Survey Division, University of Nebraska-Lincoln:

Hiring, training, and supervising of UNL student-workers who perform data entry
Computer support and data management
Computer and office equipment, work area, and office supplies
Primary coordinator of these activities: Duane R. Mohlman, Data Systems Coordinator, CSD

Nebraska Department of Water Resources

Data management
Computer storage
Primary coordinator of these activities: Tony Peters, IT Support Infrastructure Analyst, NDWR

Nebraska Natural Resources Commission

World Wide Web access

10a. Has this project ever been submitted as a budget request (explain)?

No.

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?

Since current funding for this project is nearly gone, additional funding is needed to continue the project. Specifically, the grant money would be used to complete a significant part, possibly all, of the remaining 40 counties. Once this is complete, NDWR will continue to enter the well *and* geologic logs for all new wells so that the database is kept current. Therefore, with this grant, it is expected that, for the first time since mandated by the state in 1957, all registered well logs will be easily available to the technical community and the public.

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).

As individual counties are completed, they are made available to everyone, free of charge, over the World Wide Web. Previously, or for counties not yet complete, the only choice has been paper (which, of course, means cumbersome phone calls, trips to either NDWR or CSD, copying costs, etc.).

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; 4) 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) Data will be made available electronically over the web, thus greatly enhancing efficiency. And, with an electronic version, the data can be queried.
- 2) The project requires intimate cooperation between the Conservation and Survey Division, University of Nebraska-Lincoln, and the Nebraska Department of Water Resources, with a copy of the database forwarded to the Nebraska Natural Resources Commission on a quarterly basis.
- 3) Same as #2.
- 4) As mentioned, the database is used by multiple statewide users, including well drillers, natural resources districts, engineering consulting firms, local and county governments, state and federal agencies, industrial firms, planners, geological researchers, and private citizens.

In addition, the database has been used in interstate litigation before the U.S. Supreme Court and will be important to analyses done for the three-state Cooperative Agreement on the Platte River and for a Platte River Cooperative Hydrology study funded by the Nebraska Environmental Trust Fund.

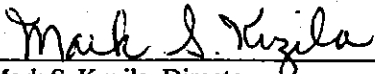
The database is often consulted by the Nebraska Geological Survey at UNL for surface water and geological data, ground-water and water-levels information to do conjunctive-use modeling and to produce publications, maps and electronic data.

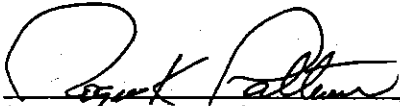
13. Contact person for any questions regarding this application.

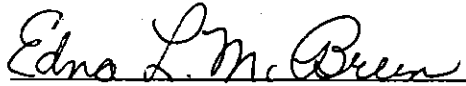
Duane A. Eversoll, Associate Director and Research Geologist
Conservation and Survey Division
113 Nebraska Hall
University of Nebraska-Lincoln
Lincoln, Nebraska 68588-0517
Phone: 402-472-7524
Fax: 402-472-4604
Email: deversoll2@unl.edu

Susan A. France, Division Manager
Nebraska Department of Water Resources
Fourth Floor, State Office Building
301 Centennial Mall South
P.O. Box 94676
Lincoln, NE 68509-4676
Telephone: 402-471-2363
Fax: 402-471-2900
Email: sfrance@nrcdec.nrc.state.ne.us

Signed this 20th day of December, 1999


Mark S. Kuzila, Director
Conservation and Survey Division
University of Nebraska-Lincoln


Roger K. Patterson, Director
Nebraska Department of Water Resources

for 
Irvin T. Omtvedt, Vice Chancellor
Institute of Agriculture and Natural Resources
University of Nebraska-Lincoln

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Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Proposed Budget:

Data storage of geologic logs from water well registrations: a joint data automation and availability project between the Conservation and Survey Division, University of Nebraska-Lincoln, and the Nebraska Department of Water Resources.

Part time and/or UNL student-workers:

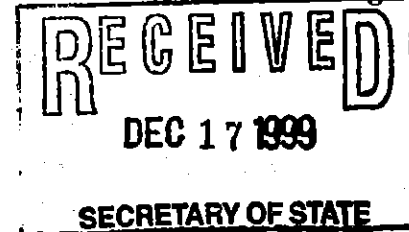
3 employees, \$8.25/hr each, 15 hrs/week each, for one year	\$19,305
Supervision, data management, computer time	\$ 2,000
Computer hardware	\$ 2,500
Office supplies	\$ 1,000
Total Request	\$24,805

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 Wheat Board
2. Title or brief description of project Establish a web site for the Nebraska Wheat Board
3. Grant request amount \$ 2,500
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee NA
6. Please describe the project in detail (you may attach this description)
To complete an expanded communication system within the Wheat Board that
was begun last year using funds made available for small state agencies.
A web site is to be developed and installed on Nebraska On-line equipment.
Training and development costs will be provided as the necessary update of
agency communication systems has been undertaken previously.

Grant Application
Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

Wheat producers, educators, consumers, government officials, grain handlers,
marketers, researchers

8. Estimated timeline for implementation Complete by June 30, 2000

9. Agency contribution to project (labor, equipment etc.) Staff to manage content
and contract service to plan content.

10a. Has this project ever been submitted as a budget request (explain)? No

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?

Resources available to the Wheat Board are limited for establishing a web
web site, but are adequate to maintain and monitor continuing presence on
the world wide web.

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)

Information on wheat production, marketing, utilization and government
actions can be made available at an easily managed single site to direct
contacts to related sources when needed.

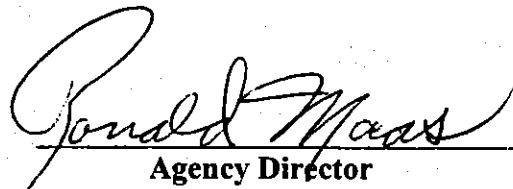
Grant Application
Page 3

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)

Dissemination of promotion materials will be enhanced. More in-depth
market information can be made available for wheat industry. Requests for
industry information can be more efficiently processed and expanded. Efforts
will be investigated to analyze potential for enhancing methods to bring
buyers and sellers of wheat together to facilitate expanded wheat utilization.

13. Contact person for any questions regarding this application Ron Maas
phone # 471-2358 E-mail rmaas@nrcdec.nrc.state.ne.us

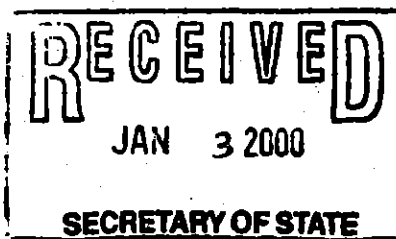
Signed this 15th day of December, 1999


Agency Director

Please Return to:

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

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



Scott Moore
Chairman
(402) 471-8606
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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 State Patrol
2. Title or brief description of project NSP Website Development Project
3. Grant request amount \$25,000
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee N/A
6. Please describe the project in detail (you may attach this description)

See Attached

Grant Application

Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

A primary goal is to increase the safety of Nebraska's citizens through an improved awareness of criminal or traffic problems via the Internet. In addition to protecting themselves, they may be able to offer valuable information to law enforcement in the identification or arrest of criminal suspects. Internet access to the employment application process will provide convenience to the public and the agency.

8. Estimated timeline for implementation February 2000 - January 2001

9. Agency contribution to project (labor, equipment, etc.) Agency file server (equipped with firewalls) will house website; agency Information Services Division staff will oversee implementation.

10a. Has this project ever been submitted as a budget request (explain)? No

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?

Heavy workloads make it impossible for current staff personnel to design enhancements to the agency's current Internet website.

Contracting outside resources to complete these tasks will allow the agency to make a wealth of information available to the public in a more timely fashion than if existing staff were tasked with the project. Because the website will be designed to access agency databases as they are updated, maintenance effort should be minimal and will be absorbed by existing staff.

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

Please see attached.

Grant Application
Page 3

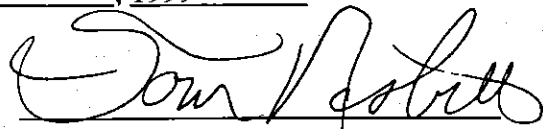
12. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may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

Please see attached

13. Contact person for any questions regarding this application Major Bryan Tuma

phone # 402-479-4950 **E-mail** btuma@nsp.state.ne.us

Signed this 28th **day of** December, 1999


Agency Director

Please Return to:

**State Records Board
Suite 2300, State Capitol
P. O. Box 94608
Lincoln, NE 68509-4608**

ATTACHMENT

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

Public safety needs are best met when prevention of crime and traffic problems are a community effort. Exchange of information between law enforcement, private citizens, businesses and other government agencies is essential to that effort. The Nebraska State Patrol encourages public interaction through their existing website at <http://www.nebraska-state-patrol.org/>. To date, there has been limited on-line information made available to the public to help them protect themselves.

This project proposes improvements to the existing Nebraska State Patrol website to ensure the timely distribution of information to the public and other service agencies. Specifically, the following features will be added to the website for public access:

1. **Names and Pictures of Missing Persons**
Posting on-line information about missing persons can aid to locating the person(s) more quickly. Citizens and law enforcement The public as well as other law enforcement agencies will benefit from this feature in locating missing persons
2. **Names and Pictures of Wanted Persons**
The State's most wanted persons names and pictures will be posted to the website to encourage input from the public and other law enforcement to aid in their apprehension. The additional information will aid citizens to protect themselves through an increased awareness and cautiousness.
3. **On-line employment applications**
Application forms for persons desiring to be a State Patrol sworn officer will be available to be completed and submitted on-line. This method will save time and travel for the applicant and the agency.
4. **Sex Offender Identification (Level III)**
Names of sex offenders who are classified as the most likely to offend will be posted on the website for protection of the public. Citizens will be able to query by zip code area to identify Level III offenders.
5. **Monthly Drug Seizure Updates**
Information will be made available concerning the location, type and quantity of drugs seized. Increased awareness of these activities may prompt citizens to become more alert of illegal drug activities in their area, leading to increased reporting or preventive measures.
6. **Monthly Agency Newsletter**
Citizens will be privy to highlights about recent programs and activities taking place within the Nebraska State Patrol.
7. **Agency News Releases**
Current news releases made by the agency will reside on the website.
8. **Internal Affairs Feature**
Allow public better interaction regarding agency procedures, provide a feedback form, capability to conduct real-time public opinion survey, etc.)
9. **Officer Recruitment Information**
Information will be available on-line concerning a career as a sworn officer. Details concerning application and selection requirements, training, salary and benefits, officer duties
10. **General Information**
General information about the agency organization, its history and functions will also be made a feature of the website. This will enable the public to be more familiar with the agency and the services provided.

As the features are developed, most will be linked to live databases to provide automatic updates when new information is entered by staff personnel.

The purposes of this project will be accomplished by establishing and maintaining a website on the Nebraska State Patrol's own file server. Through competitive bid, a consultant will be selected to design the website enhancement. It is anticipated approximately 340 hours at \$75/hour will be allotted for project completion.

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).

Increased Public Safety: This project will increase the timeliness and availability of public safety information accessible to citizens on-line. In particular, the public will be able to access "live" public safety information such as names and pictures of missing or wanted persons, crime statistics, alcohol crash data and sex offender information. With the availability of these features, the public will be more aware of the safety concerns and crime trends in their geographical area. Armed with this knowledge, citizens are better equipped to take preventive measures to ensure their own well-being. Based on the information from the databases, citizens may also serve as a source of information to law enforcement.

Improved Recruiting and Hiring: The agency's recruiting and hiring process will benefit tremendously from on-line access. Applicants will be able to submit applications on-line, regardless of their geographical location. This provides a convenience to the public and it is anticipated the number of qualified applicants will increase due to this streamlined process.

Increased Public Knowledge of Agency: Often, citizens and other agencies are unaware of the services provided by the Nebraska State Patrol. On-line documentation will showcase the various functions performed by the agency and will facilitate the process used to request services.

Future E-Commerce Capabilities: By moving the agency's website information to our own server, the roadway to providing services through electronic commerce will be paved. For example, it may eventually be possible to offer fee-based services, such as criminal history record checks, to other law enforcement agencies, private businesses and individuals.

Community Policing: The Nebraska State Patrol embraces the community policing philosophy which encourages interaction with the public in solving safety and crime issues. In expanding the types of information available, the agency's ability to address a greater variety of issues with public input is enhanced.

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: In addition to increased public service, the Nebraska State Patrol also benefits from the enhancement of the agency's website. Several examples substantiate this claim:

- Agency staff will save time in responding to public requests for certain types of information. Responses to requests for general information such as crime statistics or speeding arrest information are currently handled individually by existing staff. With this information posted on the website, it can be obtained by the public through a "self-service" method.
- Plans are to build a framework for the website that accesses "live" databases, as opposed to manually updating information on the website. Manually entering and updating database information on the website on a regular basis is labor-intensive and a duplication of effort. The proposed approach makes it is possible to provide up-to-date information with minimal maintenance required.
- With the automation of some forms, i.e., on-line employment applications, a time savings will result. The form will be completed on-line and automatically transferred to a database without duplicate entry by existing employees.

2) Facilitate collaboration among state agencies:

Through links placed on the Nebraska State Patrol's website, it is possible to improve the coordination of efforts between agencies. As a user browses through the website, they will be offered the opportunity to link to other related sites, many of which are State agencies. These features will improve the public's perception of the services provided by State agencies in general.

Currently, the Nebraska State Patrol participates in several State government coalitions committed to the timely collection, storage and dissemination of criminal justice and safety information. These efforts, such as the state Criminal Justice Information System, rely on exchange of information between participating agencies. Internet access to information of mutual concern by other state agencies is possible through this project.

3) Facilitate collaboration between state agencies and other public institutions.

The Nebraska State Patrol works with a multitude of other public institutions in their delivery of services. Federal, state and local law enforcement agencies, schools, hospitals, environmental protection agencies and emergency response agencies are a

small sampling of those institutions

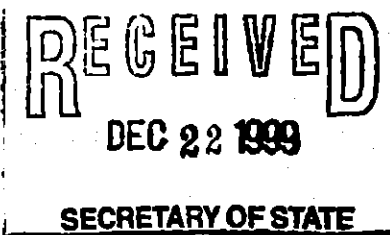
Like the private citizen, other public institutions will benefit from the information they can access through the proposed Patrol website enhancements. Long-term plans call for the design of "hot links" to individual divisions within the Patrol should the user desire information on a specific topic. For example, an individual desiring information about our police service dog program could go directly to a web page about the K-9 Division. Another potential use lies with schools where students and professors may visit the website and obtain statistics for their research. Criminal justice colleges may also refer their students to the website for future employment information.

4) Support public/private partnerships in the delivery of public services.

The Nebraska State Patrol cooperates with private businesses and organizations in many of their functions, particularly when operating under a community policing philosophy. By featuring these types of partnerships on the website, private entities may be inclined to become involved with the agency in matters of mutual concern.

A motorist assist program currently operates as a public/private venture in the Omaha Metro area. Information is currently posted on the website allowing interested parties to discover more about the program. The public may also pose questions to the Nebraska State Patrol via e-mail and this will be continued to foster private partnerships.

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 University of Nebraska/University of Nebraska-Lincoln
2. Title or brief description of project Developing E-Commerce Tools for Research
and Research Administration at the University of Nebraska
3. Grant request amount \$ 25,000
4. Will there be a fee for accessing records associated with this project? NO
5. If yes, provide any statutory reference or authorization for the fee _____
6. Please describe the project in detail (you may attach this description)

SEE ATTACHMENT A

Grant Application
Page 2

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The recipient/beneficiary of this service will be the research and research administration community within the University of Nebraska--estimated at 2000 users.

Electronic grants submittals would be in excess of \$300 million annually, with \$50
8. Estimated timeline for implementation July 1, 2000 to June 30, 2001 million in award

9. Agency contribution to project (labor, equipment etc.) Time will be contributed by the Assistant Director, UNL Research Grants and Contracts and the UN Central Administration's Information Access Team.

10a. Has this project ever been submitted as a budget request (explain)? NO

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?

The project is a supplement to work already completed or currently underway.

It represents a one-time, non-recurring expense not budgeted through the University.

Ongoing system maintenance and upgrading will be financed through operating budgets.

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)

SEE ATTACHMENT B

Grant Application
Page 3

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)

SEE ATTACHMENT C

13. Contact person for any questions regarding this application Norm Braaten

phone # 472-3780

E-mail nbraaten@unl.edu

Signed this 21st day of October, 1988


Agency Director

Please Return to:

**State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608**

**Authorized Official:
Donald W. Helmuth
Assoc. V.C. for Research**

Attachment A

6. Please describe the project in detail.

The University of Nebraska seeks support to develop an Electronic Data Interchange (EDI) interface to submit grant applications to, and receive grant awards from the federal government. After the interface is developed and tested at the University of Nebraska-Lincoln, the EDI interface will be provided to the entire University of Nebraska system, and made available to other Nebraska state agencies that submit discretionary, formula or block grant applications to the federal government.

The University of Nebraska-Lincoln began looking at ways to streamline its research administration procedures using electronic research administration (ERA) tools in early, 1997. After visiting with commercial vendors, and discussing needs and system requirements with internal suppliers, UNL entered into a partnership with the University of Nebraska Central Administration—Computing Services Network's Information Access Team. The first phase of UNL's ERA development, now nearing completion, consists of an electronic proposal routing and approval form and a common proposal submission and awards database. The electronic routing form and database, called nuGRANT, will save UNL substantial person-hours labor by eliminating four duplicate data entry steps in the proposal submission process. However, the step that remains in the development of a complete ERA system at UNL is to seamlessly link nuGRANT with parallel federal e-government efforts.

We closely monitor federal e-government efforts to ensure that UNL systems seamlessly fit with federal initiatives. The federal government is currently developing the Federal Commons, a WWW site designed to receive all grant proposals, process them to the appropriate federal department/agency, and return awards. Agencies that are participating in the Federal Commons include the National Science Foundation, the National Institutes of Health, the Office of Naval Research, the U.S. Department of Agriculture/CSREES and the U.S. Department of Energy. It is hoped that all federal agencies will join in this single effort, however, this prospect remains uncertain. For more information on the Federal Commons, visit <http://www.fedcommons.gov/>.

Two technologies, an HTML data stream or EDI can allow two systems to seamlessly link with each other. Funds provided by the State Records Board will develop this link between our internal approval and routing system/common database (nuGRANT) and the federal government. We will develop the ability to submit proposals electronically using the EDI 194 (ANSI X12 standards) Transaction Set (Grant or Assistance Application), and the ability to receive awards using Transaction Set 850 (Purchase Order). We will be able to test our development through the National Science Foundation's EDI pilot site, if the activity at the Federal Commons slows.

Because the internal routing form and common database fit within UNL's plans for its data warehouse, project activities to date have been funded internally. However, to complete the interface with the federal government, expertise will need to be developed

or acquired from the private sector. No funds have been provided for our external link with the federal system.

Norm Braaten, Assistant Director of UNL's Research Grants and Contracts Office, and Amy Stephen and Judy Joy, lead developers from the UNCA/CSN Information Access Team, will provide project leadership.

Attachment B

11. Please describe how this project will enhance the delivery of state agency services or access to those services

This project will streamline the grants administration process, saving state resources given to higher education. More funds could be dedicated to UNL's primary missions: education, research or service rather than to administration.

Attachment C

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.

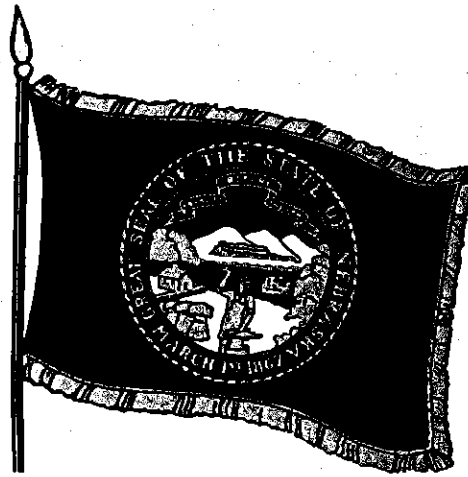
1. An electronic proposal submission interface will eliminate paper and overnight shipping charges that UNL incurs with every grant proposal. The ERA tool will eliminate three data entry steps that now occur at the time of submission and award. One keystroke will populate the internal database and the grant proposal, while the electronic grant award will populate an awards database and the university accounting system without any UNL data entry steps. We estimate that an automated awards system could decrease award-processing time by 50%-75%. It is currently 5-7 working days.

2. If all federal government departments and agencies adopt the Federal Commons, the technology created at the University of Nebraska could assist many other state agencies. The University of Nebraska will be willing to demonstrate and provide its interface code to the technology staff at state agencies that submit and receive discretionary, formula and/or block grants.

3. As explained in the project description, the project will facilitate business between federal and state government.

SCOTT MOORE
SECRETARY OF STATE

SUITE 2300 CAPITOL BUILDING
LINCOLN NEBRASKA 68509-4608
PHONE (402) 471-2554
FAX (402) 471-3237
sosadmin@sos.state.ne.us



STATE OF NEBRASKA

TO: State Agency Directors
FROM: Scott Moore, Chairman, Nebraska State Records Board
RE: State Records Board Grants
DATE: 9/30/99

The Nebraska State Records Board is pleased to announce that the Board is sponsoring a grant program for one time funding of small projects (not to exceed \$25,000) aimed at improving electronic access to state government information and services. The Records Board will award up to \$200,000 per year in grants. State agencies wishing to apply for these grants may want to first contact Nebrask@Online to establish feasibility and scope of the project and then must fill out the attached grant application and return it to the address listed on the form.

Projects requesting funding must meet criteria #1 (in addition, criteria #2-5 will be considered when reviewing funding requests):

- 1) Enhance the delivery of state agency services and improve access to those services.
- 2) Improve the efficiency of agency operations.
- 3) Facilitate collaboration among State agencies.
- 4) Facilitate collaboration between State agencies and other public institutions.
- 5) Support public/private partnerships in the delivery of public services.

Proposals should document the anticipated impact upon the agency in terms of operation and budget. Proposals should also address why Records Management Cash funding is needed for the project and how the service will be sustained once the funds are expended. Proposals related to fee-based services should describe what impact, if any, the fee may have upon rebuilding the State Records Cash Fund, and, if approved, must follow the hearing procedure for establishing fee based services established in the Records Management Act. Proposals should document if legislative approval is required for the project.

Grant applications will be awarded by the Board at their quarterly meetings, in order to be reviewed at the end of the quarter, the grant must be received by the beginning of the quarter (i.e. applications must be received by January 1, 2000, in order to be reviewed at the end of the first quarter of that year.)

Feel free to contact Greg Lemon in my office (glemon@mail.state.ne.us; 471-8606) if you have further questions about the process.

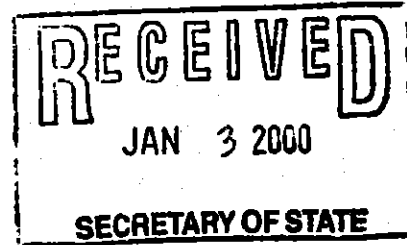
Nebraska Library Commission



The Atrium • 1200 N St. • Suite 120 • Lincoln NE 68508-2023 • 402-471-2045 • Fax 402-471-2083

December 30, 1999

Scott Moore
Chairman, Nebraska State Records Board
Suite 2300
State Capitol



Dear Mr. Moore:

Enclosed is a grant application for consideration of the State Records Board under the grant program established by the board.

We would be pleased to furnish any additional information which the Board may need concerning this application.

Thank you very much for your consideration of the Library Commission's application for grant funds.

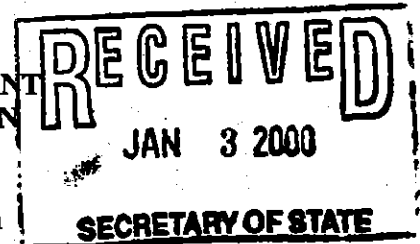
Sincerely,

A handwritten signature in dark ink that reads "Rod Wagner".

Rod Wagner
Director

Enclosure

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



1. Name of agency applying for grant: Nebraska Library Commission
2. Title or brief description of project:

Providing Digital Access to State Government Publications on Microfiche

3. Grant request amount: \$ 7,000
4. Will there be a fee for accessing records associated with this project?
No
5. If yes, provide any statutory reference or authorization for the fee
Not applicable
6. Please describe the project in detail (you may attach this description)

Providing Digital Access to State Government Publications on Microfiche is a project to build upon preservation and access work already done by providing digital access to microfiche and microfilm in the Library Commission's collection.

Background

Since 1972, the Library Commission has worked in partnership with Nebraska state agencies, the Nebraska State Historical Society, and the Secretary of State Records Management Division to provide public access to Nebraska state agency publications under the provisions of the Publications Clearinghouse Statute, Chapter 51, Section 411-418 (LB 1284, July 6, 1972). Agency publications that are multiply produced in any format and intended for public distribution are collected by the Library Commission. Copies are made available for loan and forwarded to the Nebraska State Historical Society and Library of Congress. Publications which have been selected for their importance and lasting value (about 10% of the total) are sent to the Secretary of State Records Management Division for microfiche production and the microfiche is distributed to 14 depository libraries, which provide public access and microfiche reader/printers in their libraries. The Library Commission lists nearly all of these publications in its online catalog <http://opac.nlc.state.ne.us/webopac/html/opac.html> and will lend them to any member of the public at no charge. Acquisition has been almost entirely limited to paper format, however, and the microfiche format of the distributed copies has limited their usage in the depository libraries to on-site patrons.

With the advent of the Internet, the Library Commission saw an opportunity to broaden public access, and began in 1996 to convert key agency publications to Portable Document Format (.pdf) and post them to its web site *Nebraska State Government Publications Online* <<http://www.nlc.state.ne.us/docs/pilot/pilot.html>> Nebraska state agencies now post many publications to their own web sites, and *Nebraska State Government Publications Online* lists hundreds of them. Since April 1998 the Library Commission has offered *Govref*, an e-mail reference service linked to the State of Nebraska Official web site. Nebrask@Online is working on a search engine for agency web sites, and some libraries have done limited cataloging of online agency publications.

Providing Digital Access to State Government Publications on Microfiche

- **Target Audience:** anyone seeking government information with access to e-mail and the world-wide-web.
 - **Location:** Equipment at Library Commission, information on Library Commission's *Nebraska State Government Publications Online* web site.
 - **Cost:** \$7,000 for a digital microfilm/microfiche scanner, to be attached to an existing Library Commission computer that is networked to a laser printer. These scanners are manufactured by Minolta and Canon. The equipment would be the property of the Secretary of State Records Management Division, purchased with and maintained with funds from the Library Commission.
 - **Purpose:** The Library Commission has preserved over 17,000 state government publications on microfiche and has legislative committee hearings and floor debates on microfilm from the 1960's. New technology now makes it possible to create digital images from microfiche or microfilm and post the images in e-mail messages or to a web site. A digital film/fiche scanner at the Library Commission would permit staff to respond to customer requests for online access to older state government publications by creating images directly from the film or fiche without having to dismantle and scan print publications. The printing capability of the new machines is also much superior to the older analog equipment, and would enhance access for walk-in customers.
- 7. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

Beneficiaries would be anyone seeking access to full-text state government publications on the world-wide-web. The *Nebraska State Government Publications Online* web site currently receives about 900 hits per month and projected activity would be increased usage of the site.

8. Estimated timeline for implementation

Equipment to be purchased by June 30, 2000

9. Agency contribution to project (labor, equipment, etc.)

Library Assistant II time to post files to Internet (4 hours per week). Reference Librarians' time to answer customer questions and provide files via e-mail (10 hrs. per week). An existing Library Commission PC and printer would be used with the new equipment.

10a. Has this project ever been submitted as a budget request (explain)?

No.

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 service be sustained once the grant money is expended?

The grant money is needed because funds for the digital reader-printer are not budgeted for within the Library Commission's biennium appropriation. The Nebraska Publications

Clearinghouse will continue to collect publications, catalog them in our online catalog and point to online publications on our web site using existing staff and whatever equipment we have. We will continue to offer government information reference services with existing staff (just do it better and reach more people if we can offer a digital product in addition to the print or microfiche).

10. 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)

This project will enhance citizen access to state agency information (annual reports, budgets, research reports, statistical reports, etc.). Citizens will have tools for finding what they need from their own offices, homes and local libraries.

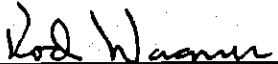
12. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; 4) Support public/private partnership in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

1) Improving efficiency: The ability to make and send digital images of state publications on microfiche or microfilm will improve efficiency of the reference and state documents staff. Publications will be made accessible to a wider audience without the need to dismantle and scan print copies in our collection.

13. Contact person for any questions regarding this application

Beth Goble, Government Information Services Coordinator, Nebraska Library Commission.
Tel. 402-471-4017 e-mail: bgoble@neon.nlc.state.ne.us

Signed this 30th day of December, 1999



Agency Director

Please return to:

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

NEBRASKA INFORMATION TECHNOLOGY COMMISSION
TECHNICAL PANEL

STATE RECORDS BOARD GRANT APPLICATION REVIEWS:

On February 17, 2000, the Technical Panel adopted the following review comments on the projects listed below:

State Historical Society - Library/Archives Records Project:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.
3. There is no explanation of the budget in terms of staff time associated with each database.
4. The proposal indicates Internet access will be through modems and telephone lines. Applicant should discuss other options with the Division of Communications.
5. Applicant should consider using a simple Web design if lower speed Internet access is utilized.

State Patrol - Web Site Development Project:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.
3. A key constraint to the success of the project is the availability of technical expertise to make operational databases accessible to Internet queries.
4. Some of the benefits of the project, such as access to crime statistics and alcohol crash data, do not seem to be part of the project scope.
5. Security will require active management to be effective.

Crime Commission - Enhanced Access to DMV Files Project:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.
3. Security requires active management to be effective.
4. No budget details provided.

Crime Commission - Shared Access to Local Data:

1. The proposed technology is appropriate, based on available information.

2. The project is feasible within the proposed time frame and budget.
3. Security requires active management to be effective.
4. No budget details provided.

Library Commission - Providing Digital Access to State Government Publications on Microfiche:

1. The complexities of imaging requires further details on the technical configuration in order to assess feasibility. This includes indexing and the impact of the project on existing computing infrastructure.
2. No budget details provided.

State Treasurer - Providing Information Regarding Child Support Collections and Payments Project:

1. The proposed technology is appropriate and the proposed project is feasible, assuming the project is limited to developing Web access to information. Interfaces to other systems are assumed to be outside the scope of the project.
2. The project requires close coordination with the Department of Health and Human Services and the vendor working on the SDU system regarding issues relating to exchanging data between systems, hardware sizing, and security requirements.
3. The sensitivity of information may require more security than a PIN.
4. No budget details provided.
5. More detail will eventually be needed on how public access affects security and existing computing infrastructure.

Nebraska Energy Office - Convert Loan Program to an Electronic Process:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.

Brand Committee - Install Brands on Website:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.

Game & Parks Commission - Interactive Internet Mapping:

1. The Technical Panel finds that although there is limited experience within state government offices regarding this particular application, the company that makes this software is very reputable.

2. There is every reason to believe the budget and timeline is sufficient.

University of Nebraska-Lincoln - E-Commerce Tools for Research:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.

Surveyor's Office - Develop a Web site for Survey Records

1. The complexities of imaging requires further details on the technical configuration in order to assess feasibility. This includes indexing and the impact of the project on existing computing infrastructure.
2. The proposed technology is appropriate, based on available information.

Department of Water Resources and UNL - Data Storage of Geologic Logs from Water Well Registrations:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.

Wheat Board - Establish a Web site:

1. The proposed technology is appropriate, based on available information.
2. The project is feasible within the proposed time frame and budget.

TO: State Records Board Members

FROM: Scott Moore, Chairman, Nebraska State Records Board

DATE: February 24, 2000

RE: Next Meeting

Please note that the next meeting of the Records Board will be Friday, March 10, at 9:00 AM in room 1507 of the State Capitol. Items on the agenda include review and action on the State Records Board Grant applications and a briefing on the statewide technology plan by Steve Schafer, the state's chief information officer.

I am planning on allowing a five minute presentation on the grant applications by each applicant followed by questions from the Board. The Technical Review Panel of the Nebraska Information Technology Commission has reviewed the grants and their comments are enclosed, Steve Schafer will be at the meeting to address any questions the Board may have about the Panel's comments. These comments will also be distributed to the applicants so that they may address them at the meeting.

It should be noted that the grant proposals total \$232,000 dollars, the Board had discussed allocating \$200,000 annually for grants.

Also included in the mailing of this memo are the minutes from the last meeting and the draft agenda for this meeting.

I look forward to seeing you on the 10th.