

**NEBRASKA STATE RECORDS BOARD  
MEETING: March 23, 1998**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
March 23, 1998  
1:30 P.M.

SCOTT MOORE  
SECRETARY OF STATE



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# STATE OF NEBRASKA

## NEBRASKA STATE RECORDS BOARD

### AGENDA

1507 STATE CAPITOL

MARCH 23, 1998 - 1:30 P.M.

1. Call to Order, Roll Call
2. Approval of minutes from December 17th meeting
3. Records Management Cash Fund Balance
4. Official Nebraska State Government Website demonstration--Sam Somerhalder
5. State government web page guidelines
6. Credit card usage for state government services via the internet --State Treasurer Heineman
7. Legislation Update
8. Miscellaneous Matters
9. Schedule Next Meeting
10. Adjournment



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of December 17, 1997

The meeting was called to order by Chairman Scott Moore at 9:05 A.M. on December 17, 1997, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following board members were present:

Scott Moore, Chairman;  
John Breslow;  
John Dale;  
David Heineman;  
Yvonne Norton Leung, representing the Governor;  
Jeanne Raznick;  
Donald Stenberg.

Present via telephone was:  
Craig Schroeder.

Not present were:

Jeff Funk;  
Terry Harder;  
Gerry Oligmueller, representing the Director of Administrative Services;  
Mark Sutko.

The minutes of the meeting of December 1, 1997, were considered. Ms. Norton Leung moved that the minutes be approved as circulated; motion seconded by Mr. Heineman.

Voting For:	Breslow Norton Leung	Dale Raznick	Heineman Stenberg	Moore
Voting Against:	None			
Not Voting:	Schroeder			
Absent:	Funk	Harder	Oligmueller	Sutko

The motion carried.

Kim Robak, Lieutenant Governor, briefed the board on the Nebraska Information Technology Commission as established by the Governor by Executive Order.

Mark Sutko arrived at the meeting.

The Chairman opened the public hearing on fee based electronic access services. M. Berri Balka, Tax Commissioner, presented the request of the Department of Revenue to continue its existing fee based access.

Gerry Oligmueller, representing the Director of Administrative Services, arrived at the meeting.

Ms. Norton Lueng moved that the request of the Department of Revenue to continue its \$5.50 fee for sales tax permits be approved; motion seconded by Mr. Sutko.

Voting For:	Breslow	Dale	Heineman	Moore
	Norton Leung	Oligmueller	Raznick	Stenberg
	Sutko			

Voting Against: None

Not Voting: Schroeder

Absent: Funk Harder

The motion carried.

Mr. Stenberg presiding.

Scott Moore, Secretary of State, presented his department's request for approval of fee based access to records, assisted by Debbie Pester of the UCC Division and Julie Von Busch of the Corporate Division.

Mr. Breslow departed from the meeting and was represented by Don Dunlap.

Mr. Sutko moved to approve the Secretary of State's fee request; motion seconded by Mr. Heineman.

Voting For:	Dale	Dunlap	Heineman	Norton Leung
	Oligmueller	Raznick	Stenberg	Sutko

Voting Against: None

Not Voting: Moore Schroeder

Absent: Funk Harder

The motion carried.

Mr. Moore presiding.

Mr. Moore discussed possible legislation for the next session including an LB590 clean-up bill and a fee bill. Ms. Norton Leung moved to authorize the Chairman to seek introduction of appropriate legislation on behalf of the board; motion seconded by Mr. Dale.

Voting For:	Dale	Dunlap	Heineman	Moore
	Norton Leung	Oligmueller	Raznick	Stenberg
	Sutko			
Voting Against:	None			
Not Voting:	Schroeder			
Absent:	Funk	Harder		

The motion carried.

Ms. Norton Leung departed from the meeting.

Sam Somerhalder, Nebrask@ Online Manager, discussed the issues of designating Nebrask@ Online as the state's official website and not charging state agencies for access to premium services. Mr. Moore indicated these would be put on a future agenda if appropriate.

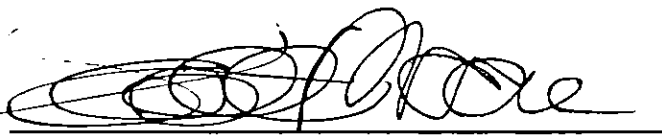
Mr. Stenberg departed from the meeting.

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

Voting For:	Dale	Dunlap	Heineman	Moore
	Oligmueller	Raznick	Sutko	
Voting Against:	None			
Not Voting:	Schroeder			
Absent:	Funk	Harder	Norton Leung	Stenberg

The motion carried.

The Chairman declared the meeting adjourned at 11:15 A.M.

  
\_\_\_\_\_  
Scott Moore  
Chairman  
State Records Board

## **Records Management Cash Fund-Records Board**

**As of March 3, 1998**

**Monthly beginning cash balance.**

<b>June 12,97</b>	<b>\$1,023</b>
<b>July</b>	<b>\$9,761</b>
<b>August</b>	<b>\$20,525</b>
<b>September</b>	<b>\$44,422</b>
<b>October</b>	<b>\$65,453</b>
<b>November</b>	<b>\$84,819</b>
<b>December</b>	<b>\$91,339</b>
<b>Jan-98</b>	<b>\$110,133</b>
<b>February</b>	<b>\$129,437</b>
<b>March</b>	<b>\$152,483</b>

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STATE OF NEBRASKA

## **STATE AGENCY INTERNET GUIDELINES NEBRASKA STATE RECORDS BOARD**

These guidelines were developed by the State Records Boards as Standards for State Agencies to use when developing or updating their agency homepage. They are designed to ensure that such pages are clearly identified as Nebraska State Government Pages and so that the average citizen, not overly familiar with state government, can easily find the services or information that they need.

1. The main page or homepage of each state government agency should contain the words "Nebraska" or "State Of Nebraska" at or near the agency name.
2. The main page or homepage of each state agency should have a link to the official Nebraska State Government Homepage.

AMENDMENTS TO LB 924  
(Amendments to AM3919)

1        1. Insert the following new section:

2        "Sec. 68. Section 84-1205.03, Revised Statutes  
3 Supplement, 1997, is amended to read:

4        84-1205.03. (1) Any state agency other than the courts  
5 desiring to enter into an agreement to or otherwise provide  
6 electronic access to public records through a gateway for a fee  
7 shall make a written request for approval to the board. The  
8 request shall include, but not be limited to, (a) a copy of the  
9 contract under consideration if the electronic access is to be  
10 provided through a contractual arrangement, (b) the public records  
11 which are the subject of the contract or proposed electronic access  
12 fee, (c) the anticipated or actual timeline for implementation, and  
13 (d) any security provisions for the protection of confidential or  
14 sensitive records. The board shall take action on such request in  
15 accordance with section 84-1205.02 and after a public hearing  
16 within thirty days after receipt. The board may request a  
17 presentation or such other information as it deems necessary from  
18 the requesting state agency.

19        (2) A state agency other than the courts may charge a fee  
20 for electronic access to public records without the board's  
21 approval for a one-time sale in a unique format. The purchaser may  
22 object to the fee in writing to the board, and the one-time fee  
23 shall then be subject to approval by the board according to the

1 procedures and guidelines established in sections 84-1205 to  
2 84-1205.04.

3        (3) Courts providing electronic access to public records  
4 through a gateway for a fee shall make a written report. The State  
5 Court Administrator shall file the report with the board. The  
6 report shall include, but not be limited to, (a) a copy of the  
7 contract under consideration if the electronic access is to be  
8 provided through a contractual arrangement, (b) the public records  
9 which are the subject of the contract or proposed electronic access  
10 fee, (c) the anticipated or actual timeline for implementation, and  
11 (d) any security provisions for the protection of confidential or  
12 sensitive records. The board may request a presentation or such  
13 other information as it deems necessary. The courts shall take  
14 into consideration any recommendation made by the board with respect to  
15 such fees.

16        (4) Courts may charge a fee for electronic access to



	FEB. '98	FEB. '97	YTD '98	YTD '97	% CHANGE
<b>SUBSCRIBERS:</b>					
Number of Accounts	607	502	607	502	20.9%
Number of Users	1,054	867	1,054	867	21.6%
<b>PROCESSING VOLUMES:</b>					
Batch DLR's	57,131	54,709	115,077	113,301	1.6%
Interactive DLR's	12,365	3,964	26,192	7,626	243.5%
Special Request TLR's	19,000	N/A	79,000	N/A	N/A
Interactive TLR's	310	N/A	431	N/A	N/A
UCC Requests	1,437	1,192	3,026	2,578	17.4%
EFS Requests	270	211	543	624	-13.0%
CORP Requests	253	276	530	496	6.9%
LTR of Good Standing	19	14	38	28	35.7%
Batch UCC Customers(R)	4	4	8	8	NA
Batch UCC Customers(S)	0	0	0	1	NA
Batch EFS Customers(S)	0	0	0	0	NA
Batch CORP Customers(R)	3	3	6	6	NA
Batch CORP Customers(S)	7	0	43	0	NA
Appellate Court Req.	26	14	60	21	NA
DOR/Sales Tax Permits	1	2	2	8	NA
Interactive Time	18,628	32,834	43,514	62,706	-30.6%
Network Information Hits	805,010	240,541	1,419,284	463,097	206.5%
(Hits=Screens of Information)					

Last Updated on 3/4/98

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**GENERAL MANAGER'S REPORT  
NEBRASK@ ONLINE  
FEBRUARY, 1998**

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**FINANCIAL REPORT**  
**(NEBRASKA@ INTERACTIVE, INC.)**

	1 MONTH ENDED <u>JAN. 31. 1998</u>	1 MONTH ENDED <u>JAN. 31. 1998</u>
REVENUES	\$ 232,123	\$ 232,123
COST OF REVENUES:		
PAID TO STATE	155,319	155,319
OTHER	<u>4,197</u>	<u>4,197</u>
GROSS PROFIT	72,607	72,607
OPERATING EXPENSES	<u>61,893</u>	<u>61,893</u>
INCOME(LOSS) FROM OPERATIONS	10,714	10,714
OTHER INCOME(EXPENSE)	<u>677</u>	<u>677</u>
NET INCOME(LOSS)	\$ <u>11,391</u>	\$ <u>11,391</u>
VARIANCE FROM PLAN		\$ <u>1,208</u>

Revenue Contribution(Current Month)

.Dept. of Motor Vehicles(Batch-DLRs)	=	75.0%
.Dept. of Motor Vehicles(Inter. & Other)	=	18.1%
.Sec. of State Services(Inter/Batch)	=	4.8%
.Other (Agencies, Time, Subs., etc.)	=	2.1%

Balance Sheet (1/31/98):

Current Assets	\$ 421,861	Current Liabilities	\$ 326,442
Fixed Assets	277,238	Long-Term Liabilities	0
Other Assets	<u>2,303</u>	Stockholders' Equity	<u>374,960</u>
	<u>\$ 701,402</u>		<u>\$ 701,402</u>

## TECHNICAL PROJECT REPORT

Project	Programmer	Estimated Completion	Status
Non-Tech Staff Computer Upgrade	Sam	02-28-98	Completed
Nebraska LEAD Alumni Site	Jeff	02-10-98	Completed
Web BBS System	Jeff	02-10-98	Completed
NRDC Tax DB	Jeff	02-22-98	Completed
Office Move	Sam	02-27-98	Completed
JUSTICE	Sam	May 98	Pending Approval
First Report- CICS	Sam	May 98	Pending Approval
Netscape Enterprise 3.0 Upgrade	Ben	02-24-98	Pending Approval
Transaction DB	Kevin	02-26-98	Pending Approval
Request for Copies	Sam	2nd Qtr 98	In-Progress (90%)
Board of Public Accountancy	Jeff	03-02-98	In-Progress (80%)
Business Continuity Plan	Sam	2nd Qtr 98	In-Progress (25%)
Interactive Corporate Record Update	Kevin	03-25-98	In-Progress (10%)
Online Employment Form	Sam	04-17-98	In-Progress ( 5%)
Customer Database/Utilities	Ben		On Going
Product Support	All		On Going

**Non-Tech Staff Computer Upgrade:** We have finished setting up the IBM ThinkPad 770s for the non-technical staff.

**Nebraska LEAD Alumni Site:** We have finished with the Nebraska LEAD Alumni Association membership database. We have made their membership database available online and have merged their member database with a database containing their legislative district information. They also have access to a full range of membership management utilities.

**Web BBS System:** We have written a Web BBS System (Message Board) which can be used by various agencies and associations to setup and administer their own discussions boards on their homepages.

**NRDC Tax DB:** We have received a rather large database from the Nebraska Rural Development Commission which contains a wide variety of tax information. We have made it searchable by city and you can do a side by side comparison of multiple cities.

**Office Move:** During the last weekend of February we moved to our new offices in the Cornhusker. We took the server down at approximately 10:00 am and were back up in the new office with phone and Internet service by 12:00. However due to a mix up at Aliant we did not get the 56K connection to the state back up until about 8:00 p.m.

## **Technical Project Report(cont.)**

**JUSTICE:** We are hopefully in the final approval stage for the JUSTICE project. It should be the 2nd Qtr time frame before we implement this service. All five services have been completed. Key service and search items are listed along with their individual status below.

- **Case Inquiries** -Includes the General Index which allows the user to select a set of cases based on search criteria. After cases are selected, a case inquiry produces a report on each case. The format varies for different case types.
- **Judgment Inquiries** -This includes the judgment index, which allows the user to select cases which have judgments. There will probably also be a link from the case inquiry report.
- **Associated Case Information** -Includes associated parties, balances due, documents related to a case, and inheritance tax information. These items will probably be linked from the main case inquiry report.
- **Probate** -Includes an index into the wills and inquires about selected wills. Claimants and amounts against an estate are included.
- **Bonds** -Includes bond inquires and lists of all bonds associated with a case.

**First Report - CICS:** We have completed the Workers' Compensation Court First Report CICS interface. It is currently waiting for approval from the Workers' Compensation Court. The First Report system allows users access to Workers' Compensation Court First Report filings by searching on case number, name, date and social security number. The First Report database includes a single first report (form 1) and multiple compensation and expense reports (form 4) for each case selected.

**Netscape Enterprise 3.0 Upgrade:** We have installed the new Netscape 3.0 Enterprise Server (Web server) and are in the final stages of evaluating the benefits of this upgrade. We hope to finish evaluation and move the new server into production after the arrival of the new server machine. We have rewritten the authentication routines so that user authentication comes directly from the database.

**Transaction DB:** We are working on a real time transaction processor so the online billing viewer, management utilities, and billing process are all pulling their information out of the same database instead of rebuilding the same database each time they are run. We are in the final testing phase of this project.

## **Technical Project Report(cont.)**

**Requests for Copies:** This service will allow Nebrask@ Online customers to order copies of documents from the Secretary of State. Requests for copies will be passed along to the Secretary of State's office via a new electronic mail program. We expect to make the service available in the second quarter of '98.

**Board of Public Accountancy:** We are in the process of updating the Board of Public Accountancy's web site. We had initially started this project back in 1996 but the Board has been in the middle of an upgrading process and the project was put on hold. They sent us new information this month and we are in the process of bringing the site up to date.

**Business Continuity Plan:** The Disaster Recovery Plan has been renamed to a Business Continuity Plan and will encompass other areas than just the technical section of our business.

**Interactive Corporate Records Update:** We are adding the business and officer information to the interactive corporate records search. This information is currently being back entered for all active corporations by the corporate division.

**Online Employment Form:** We are planning on putting up an online employment form for the Personnel Division. The online form will save the information in a format which will be easily entered into the Personnel Divisions database.

**Customer Database/Utilities:** We are always trying to improve the Customer Database and related internal and customer utilities.

**Product Support:** Product support includes a wide variety of phone calls fielded by our staff which cover topics from installing our software to troubleshooting hardware, software and network problems on the user's systems in relation to our services.

## **MARKETING REPORT**

### **NEW SERVICES:**

.The Nebrask@ Online Home Page, and related pages, took on a new look during the month of February with the site being implemented during the latter part of the month, in conjunction with being named the State of Nebraska's Official Web Site.

### **NEW CONTRACTS/AGREEMENTS:**

.The Nebraska Real Estate Commission, Nebraska Commission on Law Enforcement and Criminal Justice and DAS Personnel Division signed Interagency Agreements during the month of February.

### **PENDING CONTRACTS/AGREEMENTS:**

.Contracts and/or agreements awaiting further discussion and/or signatures are in the hands of the following: Nebraska Travel and Tourism, Nebraska R/Estate Appraiser Board, Department of Environmental Quality, Foster Care Review Board, Mexican American Commission and Nebraska Retirement Systems.

### **MEETINGS/DEMOS/ACTIONS:**

.We met with the Department of Revenue and discussed the possibility of implementing a Taxpayer's Assistance section, that could be searchable, and developing the capability to file taxes online. We discussed starting with sales tax filing initially, so we could better control the test environment. We are reviewing information provided by DOR and making an assessment as to what is going to be required to develop and implement such a service.

.We continued to meet with the Military Department to review the progress of their new site, made a few recommendations, and are looking toward the implementation of their site in early March.

.We met with the DAS-Materials Division and their Graphics Department to review the look they want to develop for their new web site. We will provide them with formal training during the month of March.

.We provided web site training to the Property Tax Division during the month and they have begun the development of their new web site. They want it up as soon as possible.

.We met with the Foster Care Review Board, provided them with an Interagency Agreement, and discussed what process we would have to follow for them to build their own web site. We expect to hear back from them in the March/April time frame.



## MEEETINGS/DEMOS/ACTIONS(CONT.):

.The Nebraska Commission on Law Enforcement and Criminal Justice signed their Interagency Agreement during the month of February and we hope to begin working with them over the next couple of months. We were invited to attend and give the Crime Commission a formal overview presentation and respond to any of their questions, which we did during the month.

.We met with the DAS-Personnel Division during the month and provided an overview of the services we could provide. They signed an Interagency Agreement and we will be providing the necessary web site training during the month of March. They have asked us to work on placing their Employment Application online, which we hope to complete during the month of April.

.We were invited to several meeting during the month to provide an overview of the services that could be provided by Nebrask@ Online. The meetings we attended had to do with the new Technology Commission being proposed before the Legislature and the roll we could play, as well as a meeting with the Nebraska Intergovernmental Data Communication Advisory Council, made up of state and local government representatives.

.We were asked to set on a task force to provide input to providing a response to a very thorough government survey which will ultimately be printed in "Governing Magazine" in January of 1999. We provided input on the Nebrask@ Online network for the technology portion of the survey.

.We moved the current Deaf and Hard of Hearing web site from the NETV server and provided the Deaf and Hard of Hearing agency with web site training so they can take control of their own site.

.We provided web site training to the Worker's Compensation Court and the Nebraska Library Association so they can both take over update control for their respective sites.

.We solicited and received excellent input from the Division of Communications and the Nebraska Library Commission's Reference Desk which was used in helping us build and implement the new Quick Reference link accessible from our the home page. This link attempts to answer the most common inquires received by the various state government entities.

.We received a signed Interagency Agreement from the Real Estate Commission and will be providing them with the necessary training in early March.

### NEW/OUTSTANDING ISSUES

. We completed our move into new space for the Nebrask@ Online offices. Our new address is Nebrask@ Online, Cornhusker Square, 301 S. 13<sup>th</sup> St., Suite 301, Lincoln, NE 68508. Upon getting settled in we will start planning for an Open House, which we hope to hold in late spring or early summer.

. We had a nice article on Nebrask@ Online published by the Midlands Business Journal during the month of February and received several favorable comments.

. We attended the Transportation Committee hearing and testified on behalf of LB998, which provides for ratification of the fees approved by the Nebraska State Records Board for NOL premium services.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sam Somerhalder".

Sam Somerhalder  
Network General Manager