

**NEBRASKA STATE RECORDS BOARD  
MEETING: August 1, 2001**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
August 1, 2001  
1:30 P.M.

**NEBRASKA STATE RECORDS BOARD  
AGENDA  
1507 STATE CAPITOL  
August 1, 2001 - 1:30 P.M.**

1. Call to Order, Roll Call
2. Notice of Hearing (7/23/01 LJS)
3. Approval of Minutes from May 3, 2001 meeting
4. Records Management Cash Fund Balance
5. Nebraska State Records Board Grant Applications
  - a. Institute of Agriculture and Natural Resources--Digital Access to the Conservation and Survey Division
  - b. Chief Information Officer--Business Portal Grant
6. Nebrask@ Online General Managers Report
  - a. New Services
  - b. Financial Report
  - c. Project Priority List--Review and Approve
  - d. Compliance Audit
7. Privacy Policy Statement-- Subcommittee Report/Discussion
8. 3rd Annual E-Government Conference
9. Grant Status Report
10. Miscellaneous Matters
11. Schedule Next Meeting
12. Adjournment





## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of May 3, 2001

The meeting was called to order by Chairman John Gale at 9:35 A.M. on May 3, 2001, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;  
David Buelt;  
Jeff Funk;  
David Heineman;  
Lauren Hill, representing the Governor;  
Lori McClurg;  
Dennis Meyer, representing the Auditor of Public Accounts;  
Don Stenberg.

Not present were:

John Dale;  
Kathy Nathan;  
Mark Sutko.

Chairman Gale announced that John Joseph had resigned from the Board due to a job change.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star on April 27, 2001.

The minutes of the meeting of January 18, 2001, were considered. Mr. Heineman moved that the minutes be approved as circulated; motion seconded by Mr. Funk.

Voting For:	Buelt Hill	Funk McClurg	Gale Meyer	Heineman Stenberg
Voting Against:	None			
Absent:	Dale	Nathan	Sutko	

The motion carried.

Greg Lemon, Deputy Secretary of State, reported on the Records Management Cash Fund - State Records Board balance.

Chairman Gale opened the public hearing on the Request for Approval to Establish Fees for Nebraska Department of Natural Resources Online Water Well Registration. Susan France, Water Administration Division Manager for the Department of Natural Resources, appeared in favor of this request. Greg Lemon, Deputy Secretary of State, also answered questions from the Board. After discussion, Mr. Funk moved to approve this request; motion seconded by Mr. Buelt.

Voting For:	Buelt Meyer	Funk Stenberg	Gale	Heineman
Voting Against:	None			
Not Voting:	Hill	McClurg		
Absent:	Dale	Nathan	Sutko	

The motion carried.

Ginger Kadlec, Regional Manager for National Information Consortium, presented the Nebrask@ Online Revenue Report and commented on deteriorating foundation revenues regarding drivers' records. Greg Lemon also commented. Ms. McClurg asked that the Board be furnished with quarter by quarter comparisons of revenue and expenses. Ms. Kadlec indicated that this would be provided. James Cavanaugh, an attorney representing Explore Information Services, reported that revenues generated from Explore were actually above projections, not below.

Chairman Gale expressed the regrets of the Board over the death of the mother of Rod Armstrong, Nebrask@ Online General Manager.

Chairman Gale opened discussion of the Project Priority List, and Greg Lemon commented on the list. Mike Anania, Nebrask@ Online Marketing Director; Dave Burchell, Nebrask@ Online Development Director; and Ginger Kadlec also discussed the priority process. After discussion by the Board, Ms. McClurg indicated that she and Greg Lemon would work with Nebrask@ Online to incorporate these discussions into the priority setting process.

Chairman Gale opened discussion of the subcommittee report on a proposed privacy policy statement. This report was worked on by Greg Lemon, Mr. Funk, Mr. Heineman, Dale Comer of the Attorney General's office, and Steve Schafer, Chief Information Officer.

Ms. McClurg departed from the meeting.

After discussion by the Board, Mr. Funk moved that the first two paragraphs of the committee's proposed Privacy Notice be adopted as the Privacy Notice; motion seconded by Mr. Heineman.

Voting For:	Buelt Hill	Funk Meyer	Gale Stenberg	Heineman
Voting Against:	None			
Absent:	Dale	McClurg	Nathan	Sutko

The motion carried.

*(Note: The approved notice reads as follows:*

**PRIVACY NOTICE**

*Please be advised that all information which is collected by state agencies is likely to be considered a public record which is available for public review under the Nebraska Public Records Statutes unless there is a specific statute which allows that information to be kept confidential. An example of a specific statute which allows certain types of information to be kept confidential may be found at Neb. Rev. Stat. Section 84-712.05.*

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

Chairman Gale indicated that the Privacy Policy Subcommittee would continue to work to define that policy, and Mr. Heineman was designated as chair of that subcommittee.

Chairman Gale opened discussion of the Contract Provisions Checklist for Compliance Audit as Required Under the Current Contract with the Nebraska State Records Board. Greg Lemon indicated that this checklist had been approved by the Department of Administrative Services and the State Auditor, however, private auditors for Nebrask@ Online had indicated that they could not conduct an audit using this checklist. Greg Lemon will check with the Auditor of Public Accounts to see if that office could conduct such an audit and will advise the Board.

Chairman Gale designated Mr. Stenberg as Acting Chairman and departed from the meeting.

Greg Lemon presented the Grant Project Status Report and discussed it with the Board.

Chairman Gale returned to the meeting.

Greg Lemon indicated that the Legislature was including funding in their budget to continue the county web site project. A grant request from the Nebraska Arts Council is still pending. No other grant applications have been received. It would also be appropriate to begin planning the next e-government conference.

Mr. Heineman asked that the General Manager's report include information about the Top Ten or Top Fifteen web sites be reported. Greg Lemon will provide that information.

Ms. Hill asked that discussion of the highest and best uses for Board funds be included on a future agenda.

The next Board meeting will be scheduled by e-mail for July or August.

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

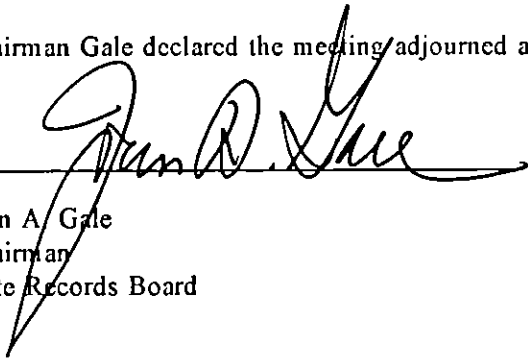
Voting For:	Buelt	Funk	Gale	Heineman
	Hill	Meyer	Stenberg	

Voting Against: None

Absent:	Dale	McClurg	Nathan	Sutko
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The motion carried.

Chairman Gale declared the meeting adjourned at 12:35 P.M.



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John A. Gale  
Chairman  
State Records Board

STATE RECORDS BOARD  
RECEIPTS & EXPENDITURES FY2001

07/17/2001

	JUL Actual	AUG Actual	SEP Actual	OCT Actual	NOV Actual	DEC Actual	JAN Actual	FEB Actual	MAR Actual	APR Actual	MAY Actual	JUN Actual	FY APPROPRIATION TOTAL
Receipts-NOL	\$134,933	(\$156,063)	\$351,368	\$90,578	\$94,070	\$88,436	\$81,323	\$101,446	\$88,403	(\$154,910)	\$347,579	\$102,737	\$1,169,901
Receipts-DMV/DR (7194)	\$8,198	\$11,174	\$10,657	\$17,667	\$14,242	\$16,635	\$8,628	\$4,045	\$5,710	\$4,042	\$7,725	\$5,376	\$114,099
Receipts-UCC (7411)	\$412	\$459	\$313	\$549	\$407	\$372	\$420	\$669	\$542	\$488	\$812	\$522	\$5,965
Receipts-Interest	\$1,954	\$2,264	\$3,049	\$2,169	\$2,390	\$2,545	\$2,748	\$2,701	\$2,579	\$2,603	\$2,331	\$2,449	\$29,782
<b>TOTAL RECEIPTS</b>	<b>\$145,497</b>	<b>(\$142,166)</b>	<b>\$365,387</b>	<b>\$110,963</b>	<b>\$111,110</b>	<b>\$107,988</b>	<b>\$93,119</b>	<b>\$108,861</b>	<b>\$97,234</b>	<b>(\$147,777)</b>	<b>\$358,447</b>	<b>\$111,085</b>	<b>\$1,319,748</b>
Expend-Operations	(\$1,686)	(\$1,738)	(\$71)	(\$2,070)	(\$3,898)	(\$1,826)	(\$8)	(\$18,200)	(\$1,583)	\$0	(\$2,584)	(\$3,916)	(\$37,580)
Expend-NOL	(\$85,214)	(\$93,488)	(\$91,600)	(\$83,062)	(\$87,585)	(\$84,414)	(\$75,805)	(\$94,108)	(\$84,482)	(\$94,404)	(\$85,923)	(\$98,626)	(\$1,056,712)
Expend-Grants	\$0	(\$21,806)	(\$6,986)	(\$384)	(\$12,520)	(\$6,811)	\$0	(\$8,254)	(\$12,062)	(\$1,428)	(\$10,967)	(\$30,316)	(\$111,534)
<b>TOTAL EXPENDITURES</b>	<b>(\$86,901)</b>	<b>(\$117,032)</b>	<b>(\$98,656)</b>	<b>(\$85,516)</b>	<b>(\$104,004)</b>	<b>(\$93,051)</b>	<b>(\$75,813)</b>	<b>(\$120,562)</b>	<b>(\$98,127)</b>	<b>(\$95,831)</b>	<b>(\$99,474)</b>	<b>(\$130,857)</b>	<b>(\$1,205,826)</b>
<b>PROFIT(LOSS)</b>	<b>\$58,596</b>	<b>(\$259,198)</b>	<b>\$266,731</b>	<b>\$25,447</b>	<b>\$7,106</b>	<b>\$14,937</b>	<b>\$17,306</b>	<b>(\$11,701)</b>	<b>(\$893)</b>	<b>(\$243,608)</b>	<b>\$258,972</b>	<b>(\$19,772)</b>	<b>\$113,922</b>
<b>FUND BALANCE</b>	<b>\$477,550</b>	<b>\$218,352</b>	<b>\$485,083</b>	<b>\$510,530</b>	<b>\$517,636</b>	<b>\$532,573</b>	<b>\$549,879</b>	<b>\$538,177</b>	<b>\$537,284</b>	<b>\$293,676</b>	<b>\$552,648</b>	<b>\$532,876</b>	<b>\$532,876</b>
GRANT ENCUMBRANCES	(\$167,003)	(\$145,197)	(\$138,212)	(\$137,828)	(\$125,308)	(\$118,497)	(\$143,497)	(\$135,242)	(\$123,180)	(\$121,752)	(\$110,785)	(\$80,469)	(\$80,469)
UNENCUMBERED FUNDS	\$310,547	\$73,154	\$346,871	\$372,702	\$392,328	\$414,076	\$406,382	\$402,935	\$414,104	\$171,924	\$441,863	\$452,407	\$452,407

**APPROPRIATION AVAILABLE FOR GRANTS: \$1,043,733**  
**CASH NOW AVAILABLE FOR GRANTS: \$452,407**  
**CASH AVAILABLE FY2001 YEAR-END: \$532,876**





University of  
Nebraska  
Lincoln

Institute of Agriculture and Natural Resources

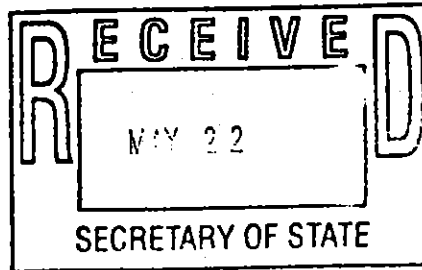
Conservation and Survey Division  
113 Nebraska Hall  
901 North 17th Street  
Lincoln, NE 68588-0517  
Telephone (402) 472-3471

Geological and Natural Resources Surveys



May 15, 2001

Mr. John A. Gale, Chair  
Nebraska State Records Board  
Suite 2300, State Capitol  
Box 94608  
Lincoln, NE 68509-4608



Dear Mr. Gale:

Attached is our *Application for State Records Board Grant to Improve Access to Public Information*. This application details our proposal entitled *Archiving and Digital Access to the Conservation and Survey Division (University of Nebraska-Lincoln) Aerial Photography Collection*.

We look forward to hearing from you concerning the status of this application. If we can be of further assistance, or if you need additional information, please do not hesitate to contact us.

Best regards:

Duane R. Mohlman, Data Systems Coordinator  
Voice 472-7528  
Fax 472-4608  
dmohlman1@unl.edu

Leslie M. Howard, GIS Specialist  
Voice 472-9192  
Fax 472-4608  
lhoward3@unl.edu

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

John A. Gale  
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

**2. Title or brief description of the project**

Archiving and Digital Access to the Conservation and Survey Division Aerial Photography Collection.

**3. Grant request amount**

\$25,000

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

There will be no fee for accessing the collection. However, we would like to charge a nominal fee to cover the cost of any media.

**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).**

The Conservation and Survey Division (CSD), University of Nebraska-Lincoln, houses a large and valuable collection of tens of thousand aerial photographs. The majority of these 9"x9" photographs were taken between the 1930s and 1970s. The aerial photography collection is a critical and widely used resource for natural resource planners, land managers and owners, educators and the public. In addition, many of the land areas have multiple images spanning different time periods. The spatial and temporal aspects of the aerial photography make for a unique and historically significant collection.

Currently, the collection only exists as hardcopy photographs. The only availability to our clientele is to physically visit our office. When photographs are requested, our only option is to have high quality copies made from the UNL Printing and Duplicating office. The cost of duplication is significant and adds to the handling and wear of the original photography. Due to the age and heavy use of these photographs, a significant portion of the aerial photography collection is rapidly deteriorating. In order to preserve the collection for future users, it is necessary to digitally archive the collection as soon as possible.

In the fall of 2000, we were fortunate enough to receive a grant from the Nebraska Information Technology Commission (NITC). This grant allowed us to purchase the equipment (large-bed scanners, two personal computers with significant storage, and various supplies). However, the remaining money, which is for personnel, is now nearly depleted.

With these grant funds from the State Records Board, which would be used almost entirely for personnel, we could continue to scan the photographs without interruption. Other than personnel, the only additional expense we anticipate is additional disk space. In addition, with these grant funds, we could make excellent progress over the 2001 summer since many of our current student-workers would be available for more hours.

The photographs are being scanned on a county basis. In the near future, it is our hope to make the completed counties digitally accessible. We are currently reviewing policies to make them available upon request via FTP, email attachments, and/or a media source--whichever meets the customer's needs. We are also exploring the possibilities of making some or all of the data available through our web site.

**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 significant portion of CSD's primary clientele would benefit from this project. The clientele include natural resource districts; local, county, state and federal agencies; land owners and land resource planners; earth science educators and school districts; consultants; the general public; and more. Currently, all of our customers must come to our office to research the aerial photography collection. If copies of any photographs are needed, which is usually the case, customers must pay the cost of reproduction (currently \$5.00 per photograph) and incur a waiting period (usually 24 to 48 hours). With these funds, the collection would be more readily available (FTP, email attachments, or possibly the web) making access more efficient and inexpensive for all.

Of equal importance is the fact that CSD itself would be a beneficiary. As mentioned, because of age and heavy use, the aerial photography collection is deteriorating. With these funds, the collection would not only be made more accessible at little or no charge, but would be permanently preserved and archived.

**8. Estimated timeline for implementation**

Because of last fall's NITC grant, the equipment has been purchased and is currently being used. Several UNL student-workers have been trained, hired, and are currently on the job. Therefore, implementation would be immediate since it would be a continuation of a current project. It is important to mention that with these funds, we would be able to keep our current staff employed, and not have to incur a break in the project thereby causing us to hire and train another group of student-workers.

And, as mentioned before, with summer break coming soon, our current student-workers would be able to work additional hours.

**9. Agency contribution to project**

The Conservation and Survey Division (CSD) will continue to provide:

- Office space
- Project equipment previously purchased with the NITC grant
- Miscellaneous office supplies
- Supervision and project management by the two current full-time managerial/professional computer personnel (Duane Mohlman and Les Howard)
- Technical support from our part-time computer technician (as needed).

**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?**

As part of our internal technology and strategic action plans, the Conservation and Survey Division has focused on making our natural resource data more easily and widely available to our clientele. For example, over 60 GIS datasets, approximately 100,000 geologic logs from well registration records (thanks to a previous State Records Board grant), statewide digital raster graphic coverage, and the Nebraska elevation dataset, are all available via the web. The availability of the aerial photography collection in digital format would be another significant contribution toward the implementation of this plan.

Unfortunately, CSD does not have the financial resources to make our massive aerial photography collection electronically accessible or to digitally archive it. The NITC grant allowed us to purchase the equipment, hire and train the student-workers, and perform an extensive amount of scanning. However, and in the near future, that grant will run out of money. Thus, we would use most, if not all, of the requested \$25,000 for just personnel costs. This would have two immediate benefits: 1) the project keeps going without interruption, and thus, 2) means we don't have to spend the resources hiring and training another crew. Therefore, we feel this \$25,000 would allow us to make excellent progress on this important project.

**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 aerial photography collection is rapidly deteriorating due to age and amount of use. We need to preserve it before this resource is permanently lost. Thus, digitally archiving seems to be the most effective and efficient method. In addition, this means that we can make this resource electronically available to the citizens of Nebraska. This eliminates trips to our office, reduces everyone's cost, and improves turn-around time.

12. Please describe how this project will (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;

Our two primary project goals are to digitally preserve and archive the CSD aerial photography collection and make the collection more widely available and more easily accessible. We feel this will improve our agency's efficiency and effectiveness by eliminating the need for our clientele to make multiple trips to our office, the expense of reproduction, and wait time. These efforts will also greatly expand citizen/clientele access to government information by making this product available to anyone, anywhere as well as reduce the cost and bureaucracy (no need to reproduce). Further, it encourages use of technology and serves as another example of government e-commerce whereby cost is reduced while delivery of service is improved. These efforts will also improve the collaboration between agencies and the general public by providing an often-preferred digital or electronic product.

2) Facilitate collaboration among state agencies;

*and*

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

A significant portion of our clientele are other state agencies and public institutions. Many of these agencies and institutions prefer a digital or electronic product over hardcopy (in this case hardcopy photographs). We feel having the aerial photography collection available in digital format will be of great help to other state agencies and public institutions.

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

13. Contact person for any questions regarding this application.

Duane R. Mohlman, Data Systems Coordinator  
Conservation and Survey Division  
113 Nebraska Hall  
University of Nebraska-Lincoln  
Lincoln, Nebraska 68588-0517  
Phone: 402-472-7528  
Fax: 402-472-4604  
Email: dmohlman1@unl.edu

Leslie M. Howard, GIS Specialist  
Conservation and Survey Division  
113 Nebraska Hall  
University of Nebraska-Lincoln  
Lincoln, Nebraska 68588-0517  
Phone: 402-472-9192  
Fax: 402-472-4604  
Email: lhoward3@unl.edu

**Proposed Budget:**

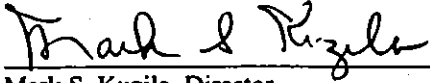
Personnel (UNL student-workers and temporaries)	\$23,000
Data Storage	<u>\$ 2,000</u>
<b>TOTAL</b>	<b>\$25,000</b>

Agency Director

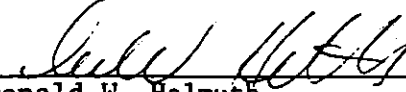
Board of Regents  
University of Nebraska

Signed this 7<sup>th</sup> day of May, 2001

Date: 5.11.01



Mark S. Kuzila, Director  
Conservation and Survey Division  
113 Nebraska Hall  
University of Nebraska-Lincoln  
Lincoln, Nebraska 68588-0517  
Phone: 402-472-7537  
Fax: 402-472-4604  
Email: mkuzila1@unl.edu



Donald W. Helmuth  
Interim Vice Chancellor for  
Research  
303 Canfield Admin. Bldg.  
Lincoln, NE 68588-0430  
Phone: 402/472-3171  
Fax: 402/472-3834  
email: nbecker1@unl.edu

**Please Return to:**

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

**Request # 2000-09**

UNL-Conservation and Survey Division	Creating Digital Access and Archiving of the Conservation and Survey Division Aerial Photography Collection	\$32,300.00	\$8,500.00	
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**SUMMARY OF REQUEST (Applicant's Executive Summary)**

The Conservation and Survey Division (CSD), University of Nebraska-Lincoln, houses a large and valuable collection of five to six thousand aerial photographs. The majority of these 9"x9" photographs were taken between the 1930s and 1970s. The aerial photography collection is a critical and widely used resource for natural resource planners, land managers, educators and the general public. In addition, many of the land areas have multiple images spanning different time periods. The spatial and temporal aspects of the aerial photography make for a unique and historically significant collection.

Currently, the collection only exists as hardcopy photographs. The only availability to our clientele is to physically visit our office. When photographs are requested, our only option is to have high quality copies made from the UNL Printing and Duplicating office. The cost of duplication is significant and adds to the handling and wear of the original photography. Due to the age and heavy use of these photographs, a significant portion of the aerial photography collection is rapidly deteriorating. In order to preserve the collection for future users, it is necessary to digitally archive the collection as soon as possible.

With these grant funds, we could acquire the necessary equipment and personnel to scan the photographs and make them easily accessible on-line through the CSD web site. This will not only increase the use and availability to the public but will significantly reduce the wear-and-tear of the collection.

**FUNDING SUMMARY**

	GTCF Grant Funding	Cash Match	In-Kind Match	Other Funding Sources	Total
<b>Personnel Costs</b>	\$ 17,000.00				
<b>Contractual Services</b>					
- Project Management			\$ 5,500.00		
<b>Supplies and Materials</b>	\$ 1,000.00		\$ 1,000.00		
<b>Training</b>			\$ 2,000.00		
<b>Capital Expenditures</b>					
- Hardware Acquisition	\$ 14,300.00				
<b>Total Project Cost</b>	<b>\$ 32,300.00</b>		<b>\$ 8,500.00</b>		<b>\$ 42,800.00</b>

**PROJECT SCORE**

	Score	Maximum Possible
III. Goals and Objectives	11	12
IV. Scope and Projected Outcomes	9	10
V. Project Justification / Business Case	8	10
VI. Implementation	7	10
VII. Technical Impact	8	10
VIII. Risk Assessment	5	8
IX. Financial Analysis and Budget	9	10
<b>TOTAL</b>	<b>57</b>	<b>70</b>

**REVIEWER COMMENTS**

Reviewer #2:

- Seems to be a worth while project that will benefit end users and save material for future use.
- Costs appear reasonable and in line with current hardware costs.

Reviewer #3:

- This is a very valid project with a reasonable approach. Low scores in the last few sections simply due to lack of documentation.

**Reviewer #4:**

- The division presents a compelling justification for the need to digitize it's aerial collection, but it must be remembered that digitization is not a recognized media for permanent records retention. It appears that this application would foster the ability to retain the photos for permanent record retention, and negate the deterioration of the photos, but the agency should develop a process to retain these photos.
- This reviewer could identify little in the discussion on how the records are to be indexed and accessed over the Internet. The application would be strengthened by an analysis of the method by which each single photo would be identified and accessed from among the 5,000 to 6,000 photographs in the collection.



\* \* \* \* \* DRAFT 7/6/01 \* \* \* \* \*

1. **Name of Agency Applying for Grant:** Office of the CIO
2. **Title or Brief Description of the Project:** Governor's Business Portal Initiative
3. **Grant Request Amount:** \$25,000
4. **Is there a fee for accessing the information associated with the project?** None directly. Access will be provided through the business portal to some fee-based services, such as online well registration, for which approval has been received from the NSRB.
5. **If yes, provide any statutory reference or authorization for the fee:** The Business Portal will be developed and hosted by Nebraska@ Online with oversight by the NSRB pursuant to the Records Management Act, Sec. 84-1201 et seq of the Nebraska Statutes. Transaction fees for interactive services accessible through the portal fall under this authorizing legislation
6. **Please describe the project in detail:** The Business Portal initiative will involve the creation of a new web site dedicated to providing businesses a central access point to Nebraska state and local government. One of the key elements of the new business portal involves the creation of a central repository of business-to-government forms. Direct links will also be provided to information of interest to businesses from a variety of sources, including existing resources such as the Department of Economic Development's Business Assistance Toolkit.

Overall, the Internet has enabled businesses to experience tremendous advances in efficiency. Functional areas such as procurement, customer service, and product development have realized significant gains due to the ability of companies to facilitate these processes electronically. Research has also illustrated that businesses are coming to expect the same gains in efficiency when dealing with government. According to a recent Momentum Research Group study ([www.egovernmentreport.com](http://www.egovernmentreport.com)), 83% of businesses users have used the Internet to access government information or services. The study also found that business users placed the highest value on attributes such as speed, convenience and better overall information when evaluating electronic government in general. Leading the list of concerns related to online government were frustration with not being able to locate the correct information, and a lack of personal contact.

The Business Portal Action Plan dated March 1, 2001 attempts to address these needs as they relate to state and local government in Nebraska. The plan was developed with the assistance of the Business Portal Work Group with representatives from several agencies that frequently interact with businesses. The plan outlines numerous short-term and long-term goals, including action items to deal with government forms, business portal site architecture, and the ongoing marketing, maintenance and promotion of the site. For example, the process of creating an inventory of business-to-government forms began earlier this year. The first step in creating this forms database involved having state agency staff members provide information about each form administered within their respective department or agency. The result is a business-to-government inventory

totaling more than 1,200 forms. Steps are now underway to edit these forms, as well as provide additional detail about which types of business use the form.

In terms of the site architecture and functionality, the vision is to create an interface that provide access to the most relevant services and information in a fast, reliable manner. The site will also allow the user to create, store and retrieve customized content by setting up their own portfolio of forms, links and information. That is, this portfolio will be populated with links and information that is most relevant to each potential user, and then allow the user to log in and view/update their portfolio at any time. The goal is to make doing online business with the State of Nebraska a more intuitive and personalized experience.

Key deliverables for the project include:

#### **Business Portal Home Page with Linked Architecture**

This website will provide the initial entry point into the portal, and will include links to a wide range of information, forms and services. Prototypes are under development at [Nebraska@ Online](mailto:Nebraska@Online) with test versions expected to be available for review by the Business Portal Work Group by early August, and by a series of business focus groups in September and October. Completion of this deliverable should be possible by early December with existing NOL resources.

#### **Online Business Survey & Database**

A draft survey to gather information from potential portal users on various business-to-government topics has been reviewed by the Business Portal Work Group. An online version is nearing completion by [Nebraska@ Online](mailto:Nebraska@Online). Following testing and review, the survey will be made available online through the NOL site to gather information and provide an ongoing tool for feedback from business users. The survey can be completed with existing NOL resources and should be posted by late August.

#### **Business Feedback through Focus Groups**

An important element in the business portal's long-term success is responsiveness to users in the business community. In order to provide the best possible service when the site is launched, a series of business focus groups is contemplated during September and October. Statewide associations will provide one avenue for recruiting participants, and other means will be employed as necessary. In order to provide thorough and effective feedback from these focus groups, a professional facilitator should be engaged to manage the process. \$3,000 of the grant request is designated for this effort (see Attachment A for budget detail).

#### **Forms Inventory Database**

A primary feature of the Business Portal will be the ability of business users to search for and locate state government forms from a single website. A database of information about each state form that applies to business is being established. NOL has created the database, data entry and edit screens, and search capability (see Attachment B for screen shots from the online inventory system).

At the request of the Governor, agencies with forms involving interaction with business entered information into the database. This includes agency and contact information, form title and

characteristics (e.g., annual volume, new/renewal, etc.). Agencies were also asked to identify the category or categories of business that use the form, and to specify whether the form is available online in either downloadable or interactive format.

Information on more than 1,200 forms has been entered into the database, with follow-up to assure completeness yet to be undertaken. Of those, about 370 are shown as available online in download format, with about 40 shown as online in interactive format. Agencies have included URLs for those forms available online. Preliminary editing of the information for accuracy and consistency is being undertaken by staff in the CIO's office.

The portal's architecture includes a variety of ways for business users to search and retrieve information from the database. Searches will be possible on any of the fields in the database, such as agency name, form name, or online status. Keyword search capability will also be available, and the portfolio wizard (see below) will allow searches based on business type.

The quality and effectiveness of this aspect of the portal for the business user hinges largely on two factors: the completeness and accuracy of the information in the database, and the rapid movement of additional forms online (see Forms Automation below). Considerable follow-up work is needed to 1) verify that all appropriate forms are included in the database; 2) assist agencies with identifying and completing necessary edits, to provide consistency and assure accuracy; 3) establish procedures and schedules for regular maintenance of the data over time. \$7,000 of the grant request is designated for this effort (see Appendix A for budget details).

### **Forms Automation**

Only about one-third of the forms in the inventory are available online in any format, and only 3% are in interactive format. Considerable effort remains to move the state forward in this important area of eGovernment. Not every form in the inventory is a candidate for automation, for reasons such as infrequent use or very low volume. The vast majority, however, should be considered for placement online.

With financial support from the CIO in April, May and June, Nebrask@ Online began development of methods and software tools for rapid online forms deployment. This work should be completed by August 1. The approach combines several technologies, including Portable Document Format (PDF), HTML, XHTML and XML.

The process will allow rapid creation of PDF files for posting to agency websites and an accompanying HTML data entry screen that allows the form to be filled out online, printed & mailed. With an additional step, an HTML version can be created that closely approximates the look and feel of the paper form. In both cases, the entered data can be captured in an XML data file that allows for electronic transmission and ultimately integration into the agency back-end system. The XML data file is a generalized solution that provides a common output that could be applied to other forms automation efforts undertaken by agencies.

A strategy is being developed to prioritize the forms automation effort. The strategy will benefit from business input through the online survey and business focus groups. Continuation of the forms automation effort will require additional resources through December for NOL to retain the

two individuals that have been working on the project thus far. \$15,000 of the grant request is designated for this effort (see Appendix A for budget details).

### **Interactive Transaction Processes**

To ultimately realize the portal vision of providing service to businesses at any time, from anywhere, forms will not only need to be put online, but entire processes will need to be automated. There are several examples where this has already occurred, including sales tax receipt filing with the Dept. of Revenue and unemployment insurance filings with the Dept. of Labor. However, considerable work remains to address all the opportunities in this area.

Nebraska@ Online has developed many of the existing interactive applications now available. In fact, transaction fee revenue has provided the vast majority of financial support for maintenance and expansion of the NOL network. It is anticipated that this policy will continue under the NSRB's direction, and that revenue from transaction-based services will provide ongoing financial support not only for current and planned network operations, but also for the business portal.

Interactive applications planned for launch during 2001 include online well registrations, UCC image retrieval, and real estate license renewals (all of which have received NSRB approval for transaction fees), pharmacist and funeral director license renewal (transaction fee yet to be negotiated, part of a pilot project under direction of the NITC State Government Council), and possibly other license renewal applications.

NOL plans to continue current practice of developing interactive applications in return for transaction revenue approved by the NSRB. As such, no grant funds are requested for development in this area. However, as stated in the CIO's letter to the NOL General Manager dated May 2, 2001, the NSRB may wish to consider options beyond requiring the transaction fee to be taken from agency budgets, and develop principles to guide the fee-setting process.

### **Portfolio Wizard**

The portal architecture includes a customizing feature designed to allow the business user to create a virtual "portfolio" with commonly-used forms and links to pertinent information. The portfolio wizard will walk the user through a few steps to create the portfolio, including selection of a user name and password to access the portfolio, selection of business type information based on NAICS codes (a newer version of the Standard Industrial Classification), and optional submission of information about the business (size, number of locations, etc.) designed to improve customer service.

The most significant feature of the portfolio is the ability for a business user to retrieve specific forms based on business type. Selection of the NAICS code(s) in the portfolio wizard will be mapped to the forms inventory, allowing retrieval of those forms matching the designation(s) selected by the user. The technical aspects of this feature are under development by NOL with existing resources. However, the quality of this feature depends on accurate NAICS data in the forms inventory. Resources to address this issue are included in the request for funding under the Forms Inventory Database.

7. **Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:** Beneficiaries of the business portal will cover the entire gamut of business demographics and industries. In addition, new businesses and start-up ventures will also find the necessary resources to get them started on the right path. Focus groups will also be utilized to evaluate everything from site content to site design and navigation. Given the volume of forms in the inventory (1,200+), activity through the portal could rise to a substantial level.

8. **Estimated Timeline for Completion:**

August 1            Test versions of the portal home page (minus full forms inventory and portfolio wizard functionality) and online business survey completed.

Forms automation strategy completed, initial implementation started.

September 1        Testing of the portal home page and online business survey completed by Business Portal Work Group and other internal interests.

Online business survey posted and linked from the state portal (home page) and possibly agency sites.

Design work for business focus groups completed.

November 1        Business focus groups completed, feedback compiled.  
Forms inventory database edits completed.

Progress on forms automation assessed, determination made as to any need for additional short-term funding.

December 1        Portal with full functionality ready for testing.

January 1            Testing completed, ready for roll-out.

9. **Agency contribution:** The Office of the CIO will provide oversight and general management of all aspects of the project and assist with forms inventory editing as resources allow. The CIO will also keep policy makers and other interests apprised of progress toward milestones, and coordinate efforts with other initiatives directed toward the same objectives.

**10. Project Budgetary Requirements**

**Has this project every been submitted as a budget request (explain)?** The project has not been submitted as a budget request. Long-term financial support for the project is expected to come from transaction-fee revenue pursuant to the NSRB's standard procedures. Short-term funding is necessary to get the project off the ground.

**Does the project require additional statutory authority (explain)?** No. The project falls within the existing statutory authority of the Governor, the CIO and the NSRB.

**Does the project require additional statutory authority (explain)?** Grant funding is needed to complete the initial work required to launch the portal. In addition, efforts are underway to create a method to quickly and efficiently deal with the large volume of forms necessary for the business portal to operate as envisioned. Ongoing support of the portal is anticipated from transaction-fee revenue pursuant to the NSRB's standard procedures. Depending on the timing of new transaction revenue, there may be a need for additional short-term support to continue the forms automation portion of the project.

**11. Describe How Delivery of Agency Services will be Enhanced:** From a single entry-point, business users will have the ability to access the most relevant information from all state agencies. The user will also be able to retrieve and/or update this information at any time. This will greatly enhance service delivery for agencies by removing the requirement that users be familiar with which agency operates which programs.

**12. Other Benefits:**

1) State agencies will now have the ability to deliver better, more relevant information and services to their business constituents. There will also be an ability to maintain, update and deploy new and changing information and services through a central forms/information repository.

2) This project will also lead to more opportunities for agencies to learn and share ideas on how to become more efficient and to deliver better overall constituent service.

3) Opportunities will also become available for other public institutions to connect to the business community in a more effective manner. This can be achieved through both web site links to outside institutions as well as potential collaboration on mutually beneficial initiatives.

4) It could be said that the Business Portal Initiative is the ultimate example of effective public and private collaboration. The success of this collaborative effort is supported by the efforts to engage the business community throughout the conceptual and design process, and ultimately deliver a service that meets the needs of all business users.

**13. Contact Information:**

Steve Schafer, Chief Information Officer  
521 South 14<sup>th</sup> Street, Suite 200  
Lincoln, NE 68508-2707  
(402) 471-4385  
slschafe@notes.state.ne.us

## **Attachment A**

### **Business Portal Budget Detail**

#### **Focus Groups**

Amount Requested:           \$3,000

This amount will be used to pay for the services of a professional facilitator to design and implement a series of business focus groups for purposes of gathering business input for the design and functionality of the portal. Tasks will include program design, conducting the focus groups, assembling feedback and completing a report on the results. Assistance in recruiting participants will be provided by the CIO's Office and Nebrask@ Online in consultation with the Governor's Office, Department of Economic Development, and various statewide associations.

#### **Forms Inventory Database**

Amount Requested:           \$7,000

This amount will support part-time marketing staff (approximately 35 hours per week total) at Nebrask@ Online through December to 1) verify that all appropriate forms are included in the database; 2) assist agencies with identifying and completing necessary edits, to provide consistency and assure accuracy; 3) establish procedures and schedules for regular maintenance of the data over time. These individuals will also assist in developing a marketing strategy for publicizing the portal once it is launched.

#### **Forms Automation**

Amount Requested:           \$15,000

This amount will support the continuation through December of work by two part-time technicians (approximately 70 hours per week total) at Nebrask@ Online for implementation of the forms automation strategy. These individuals have been involved in the design and development of methods and software tools for rapid online forms deployment. The grant will provide funding for them to move into implementation of the methods and software tools.

**Technical Panel  
of the  
Nebraska Information Technology Commission**

**Project Review**

**Type of Review: State Records Board Grant Application  
Title: Governor's Business Portal Initiative  
Agency: Office of the CIO**

**Resolution passed by the Technical Panel on July 10, 2001:**

**The Technical Panel, having reviewed the grant application entitled "Governor's Business Portal Initiative," finds that:**

- **The project is technically feasible.**
- **The proposed technology is appropriate for the project.**
- **The technical elements can be accomplished within the proposed time frame and budget.**



**Nebrask@ Online Project Status Report**  
**August 1, 2001**

Projects Pending Approval										
Agency	Project	Date Received	Pending Since							
Administrative Services	Employee Suggestion Form	Jul-00	Sep-00							
Administrative Services	Online Directory Order Form	Jan-01	Apr-01							
CIO	Online Business Survey	Jan-01	Jul-01							
Court System	Court Hearing Scheduling	May-00	Jun-01							
Military/National Guard	Tuition Reimbursement Database	Aug-99	Feb-01							
Real Estate Commission	Forms/Payment Processing	Mar-01	May-01							
Revenue/Sec. Of State	State Tax Liens	Oct-99	Jun-00							
Projects Underway										
Agency	Project	Date Received	Public Benefit	Time Sensitivity	Complexity	Fee or Non-Fee	Assigned Developer	Percent Complete	Est. Hours Remaining	Est. Compl.
CIO	Business Forms Inventory	Jan-01	Extensive	Firm	Moderate	Non-Fee	Jeff P.	95%	5	#####
CIO	Forms Automation Tools	Mar-01	Extensive	Firm	Very High	Non-Fee	Dave B./Jason	95%	20	#####
Secretary of State	UCC Images	Jun-00	Large	Firm	Very High	Fee	Kevin	90%	20	9/1/2001
Administrative Services	Motor Pool Reservation System	Feb-00	Modest	Flexible	Very High	Non-Fee	Ben/Kevin	80%	40	9/1/2001
Real Estate Commission	Online License Renewal	Jun-00	Large	Rigid	High	Fee/Grant	Dave P.	75%	20	9/1/2001
Property Assess. & Tax.	Assessor Survey	Sep-00	Small	Firm	High	Non-Fee	Dave B.	75%	25	9/1/2001
CIO	Business Portal Site-Test Version	Feb-01	Extensive	Firm	Very High	Non-Fee	Scott	75%	40	#####
Natural Resources	Well Registration	Nov-00	Modest	Firm	Very High	Fee/Grant	Jeff P.	75%	40	9/1/2001
Energy Office	Loan Program Automation	May-00	Modest	Firm	Very High	Grant	Dave B./Jason	45%	100	#####
County Project	Marriage License Application	Sep-00	Modest	Firm	High	Non-Fee	Dave B.	25%	75	9/1/2001
CIO	Forms Automation Implementation	Mar-01	Extensive	Firm	Very High	Grant?	Jeff/Jason	10%	1550	1/1/2002
Crime Commission	Searchable Database	Jan-01	Modest	Flexible	Very High	Non-Fee	Jeff P.	10%	200	#####
County Project	Statewide Implementation	Jul-01	Extensive	Firm	Moderate	Approp.	Dan/Scott	5%	3800	#####

Projects Requested/Pending		Date	Public	Time		Fee or	Assigned	Est.		
Agency	Project	Received	Benefit	Sensitivity	Complexity	Non-Fee	Developer	Compl.		
Engineers & Architects	Online License Renewal	Feb-01	Large	Rigid	High	Unknown	Dave B.	10/01/01		
Health & Human Services	Pharmacists License Renewal	Feb-01	Large	Rigid	High	Unknown	Dave B.	10/01/01		
Revenue	Income Tax Withholding	Apr-00	Extensive	Flexible	Moderate	Non-Fee	Jeff P.			
Agriculture	Pesticide Registration 2001 Upgrade	Jan-01	Large	Rigid	Low	Unknown	Jeff P.	11/01/01		
Health & Human Services	Funeral Directors License Renewal	Feb-01	Large	Rigid	High	Unknown	Dave B.	12/01/01		
Secretary of State	EFS Filings	Jan-01	Large	Firm	High	Fee	Kevin			
Revenue	1040 NS (Short Form)	Apr-00	Extensive	Rigid	Very High	Fee	Jeff P.	01/01/02		
Insurance	Searchable Database	Apr-00	Large	Flexible	High	Non-Fee	Dave P.			
Motor Vehicles	Interactive Drivers Test	Feb-01	Extensive	Flexible	Moderate	Non-Fee	Unassigned			
Motor Vehicles	Online Message Plate Ordering	Feb-01	Large	Flexible	High	Unknown	Unassigned			
Motor Vehicles	Driver Reinstatement	Feb-01	Modest	Flexible	High	Unknown	Unassigned			
IRS/Sec. Of State	Federal Tax Liens	Jun-00	Modest	Flexible	High	Fee	Kevin			
Revenue	1040 N (Long Form)	Feb-01	Extensive	Rigid	Very High	Fee	Jeff P.	01/01/03		
Education	Meeting Calendar	Feb-01	Modest	Flexible	Moderate	Non-Fee	Unassigned			
Historical Society	Searchable Database #2	Jan-01	Modest	Flexible	High	Non-Fee	Unassigned			
Historical Society	Searchable Database #3	Jan-01	Modest	Flexible	High	Non-Fee	Unassigned			
Historical Society	Searchable Database #4	Jan-01	Modest	Flexible	High	Non-Fee	Unassigned			
Historical Society	Searchable Database #5	Jan-01	Modest	Flexible	High	Non-Fee	Unassigned			
Accountability & Disclosure	Campaign Finance Statement Filing	Jul-00	Small	Flexible	Very High	Non-Fee	Unassigned			
Historical Society	Web Images	Mar-01	Small	Flexible	Low	Non-Fee	Unassigned			
Project Management Int'l.	Mail List	Apr-01	Small	Flexible	Low	Non-Fee	Unassigned			
Rural Development Comm.	Mail Lists	Jul-01	Small	Flexible	Low	Non-Fee	Unassigned			
<b>On Hold Projects</b>				On Hold						
Agency	Project	Received	Since							
Administrative Services	Online Vendor Registration	Aug-99	Feb-00							
Arts Council	E-Granting Project	Jan-01	Jul-01							
Banking & Finance	Interagency Disciplinary DB	Jan-01	Apr-01							
Banking & Finance	Mutual Fund Database Search	Feb-01	Jul-01							
Court System	JUSTICE Project	Dec-95	Sep-96							
Revenue	Documentary Stamp Tax Filing	Apr-00	May-00							
Roads	Road Condition/Detour Enhance.	Feb-01	May-01							
Secretary of State	Online Rules & Regulations	Jul-98	Apr-00							

## **Privacy Notice**

Please be advised that all information that is collected by state agencies is likely to be considered a public record which is available for public review under the Nebraska Public Records Statutes unless there is a specific statute which allows that information to be kept confidential. An example of a specific statute which allows certain types of information to be kept confidential may be found at Neb. Rev. Section 84-712.05

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

The State of Nebraska and Nebraska Interactive do not sell, rent or provide any information that is obtained or collected from any individual or company that visits the State of Nebraska's official web site or through portals or data interchanges maintained by Nebrask@Online unless it is required by Nebraska Public Record Statutes. Information that Nebraska Interactive collects about subscribers to Nebrask@Online is public information and subject to the Nebraska Public Records Statutes.

The State of Nebraska and Nebrask@Online do not use "cookies" to collect information about a visitor to the State of Nebraska official web site. Additionally, the State Records Board has recommended to all state agencies that if cookies are used, the preferred state policy is an "opt in" policy rather than an "opt out" policy. A cookie is a small amount of data that is sent from an individual browser to a web server that can be stored on a computer's hard drive.

The State of Nebraska's official web site has links to other web sites. These include links to web sites operated by individual state agencies and private

businesses. When you link to another site, you are subject to the privacy notice/policy of that new site, not the State of Nebraska's official web site privacy notice.

**Subject: [Fwd: Dates for E-Gov Conf]**

**Date: Thu, 26 Jul 2001 14:19:49 -0500**

**From: Rod Armstrong <rod@nol.org>**

**To: Greg Lemon <glemon@mail.state.ne.us>, Steve Schafer <slschafe@notes.state.ne.us>**

FYI . . .

If we get the ballroom, the tech fair and conference will be right next to one another, possibly doors in between.

Rod

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**Subject: Dates for E-Gov Conf**

**Date: Thu, 26 Jul 2001 13:37:03 -0500**

**From: "Karen Berry" <karen@nol.org>**

**To: <rod@nol.org>**

The Cornhusker has the following dates open for the ballroom (1/2 tech fair and 1/2 conference):

October 15, 16, 31

November 5, 6, 7, 12, 13, 16, 19 20

My contact is Julie Page - she can give an estimate on costs when we have a better idea of events.

Karen Berry  
Administrative Assistant  
Nebrask@ Online  
karen@nol.org  
402-471-7815

## Grant Project Status Report Second Quarter

Agency Name	Project Description	Original Grant Amount	Amount Spent To Date	Completion Date
Library Commission	Purchase Digital Microfilm/microfiche Scanner	\$7,000	\$7,000	June 2000
UNL-Conservation And Survey Division	Data Storage of Geologic Logs	\$24,805	\$19,632.47	July 31, 2001
State Patrol	Website Development Project	\$25,000	\$24,559	April 23, 2001
Energy Office	Dollar & Energy Saving Loan Program Automation Project	\$25,000	\$4,631.78	Unknown
Game & Parks	Interactive Internet Mapping	\$9,200	\$6,011.43	March-June 2001
*State Surveyor's	Website for historical survey Records	\$25,000	\$6,489.24	2002 - 2003
Secretary of State	County Website Pilot Project	\$22,500	\$22,500.00	Done
Attorney General	Attorney General's Opinions Online	\$8,000	\$0	Unknown
Brand Committee	Record 35,000 brands online	\$5,500	\$4,152.14	Sept. 2000
Wheat Board	Establish a web site	\$2,500	-\$0-	June 30, 2000

Historical Society	Library/Archives Records Project	\$12,548	\$10,500	June 30, 2001
Dept. of Labor	Nebraska Workforce Development	\$25,000	\$2,000	Jan.-June 2001

\*Not reported yet for this quarter.