

**NEBRASKA STATE RECORDS BOARD
MEETING: August 25, 2004**

Nebraska State Capitol
Room 1507
Lincoln, NE
August 25, 2004
1:00 P.M.

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on Wednesday, August 25, 2004 at 1:00 PM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda will include public hearing on the establishment of fees charged for electronic access to certain information provided by the Secretary of State and Department of Motor Vehicles. The agenda for the meeting is available at the office of the Secretary of State for public inspection during regular business hours.

#2890780-11-Aug. 16

LJS 08.16.04

NEBRASKA STATE RECORDS BOARD
AGENDA

Room 1507 State Capitol
August 25, 2004 - 1:00 P.M.

1. Call to Order, Roll Call
2. Notice of Hearing (08/16/04 Lincoln Journal Star)
3. Adoption of Agenda
4. Approval of Minutes from April 28, 2004 meeting
5. Records Management Cash Fund Balance
6. Grant Status Report
 - a. Request for Time Extension —UNL Cooperative Extension Office —Access E-government
7. Budget Subcommittee Report
8. Report of RFP SCA-0261 Contract Implementation Subcommittee
9. Report of the Local Government Grant Subcommittee
10. State Agency Grant Applications
 - a. Department of Natural Resources—Surface Water Records Scanning (\$25,000)
 - b. Department of Revenue—Online Income Tax Filing (\$59,200)
11. Public Hearings on Nebraska State Records Board Fees
 - a. Department of Motor Vehicles—Vehicle Title Searches
 - b. Legislature---Proposal for Enhanced Bill Tracking Fees
 - c. Secretary of State—UCC Filing and Search Fees
12. Nebrask@ Online General Manager's Report
 - a. Project Priority List--Review and Approve
13. Approval of Request to Change Nebraska Online Hosting Environment
14. Request of Attorney General's Opinion on the Board's Authority to Charge Convenience Fees beyond current statutory fees.
15. Adjournment



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of April 28, 2004

The meeting was called to order by Chairman John Gale at 9:00 A.M. on April 28, 2004, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;
William Bidrowski;
Jerry Catlett;
Jeanne Herbers, representing the Auditor of Public Accounts;
Lauren Hill, representing the Governor;
Laureen Riedesel;
Ron Ross;
Steve Schafer, representing the Director of Administrative Services;
Diane Vicars.

Not present were:

Jon Bruning;
David Buelt;
Sarah Kohlhof.

The Chairman announced that the meeting notice had been published in the Lincoln Journal Star on April 19, 2004, and published on the public meetings website.

Mr. Ross moved to approve the agenda as circulated; motion seconded by Mr. Schafer.

Voting For:	Bidrowski	Catlett	Gale	Herbers
	Hill	Riedesel	Ross	Schafer
	Vicars			

Voting Against: None

Absent:	Bruning	Buelt	Kohlhof
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The motion carried.

Mr. Schafer moved to approve the minutes of the meeting of February 24, 2004; motion seconded by Mr. Ross.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against: None

Absent: Bruning Buelt Kohlhof

The motion carried.

Greg Lemon, Chief Deputy Secretary of State, reported the cash fund balance was \$851,436 at the end of March, 2004.

Mr. Lemon presented the Grant Project Status Report for the Second Quarter 2004.

Beverly Neth, Director of Motor Vehicles, and Keith Dey, Information Systems Manager, reported on the Vehicle Title and Registration system, and demonstrated the Motor Vehicles homepage and website for the Board.

Greg Lemon presented the report of the SCA-0261 Contract Implementation Subcommittee for the new contract for the Nebraska@ Online Network Manager. After discussion by the Board, Ms. Hill moved to create the Contract Operations Subcommittee with at least three Board members and such other ex officio members as may be required; motion seconded by Mr. Ross.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against: None

Absent: Bruning Buelt Kohlhof

The motion carried.

Ms. Hill, Mr. Schafer, and Mr. Bidrowski volunteered to serve on the Contract Operations Subcommittee. After discussion, Ms. Riedesel moved to approve these volunteers and to authorize Chairman Gale to appoint such other ex officio members as may be required; motion seconded by Mr. Ross.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against: None

Absent: Bruning Buelt Kohlhof

The motion carried.

Chairman Gale appointed Greg Lemon and Keith Dey as ex officio members of the Contract Operations Subcommittee.

The Chairman opened discussion of the Contract Implementation Recommendations. Mr. Ross moved to approve Recommendation 1, regarding Approval of Contractor Personnel; motion seconded by Ms. Herbers.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against:	None
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Absent:	Bruning	Buelt	Kohlhof
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The motion carried.

Mr. Ross moved to approve Recommendation 2, regarding the 90% Revenue Provision, with full Board approval of policy and guidelines; motion seconded by Ms. Hill.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against:	None
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Absent:	Bruning	Buelt	Kohlhof
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The motion carried.

Mr. Schafer moved to approve Recommendation 3, regarding the Tiered Revenue Split, requiring information on the tiered structure or justification for a non-tiered structure; motion seconded by Mr. Bidrowski.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against:	None
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Absent:	Bruning	Buelt	Kohlhof
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The motion carried.

Mr. Ross moved to approve Recommendation 4, regarding Management Reports, to require the Business Plan and Marketing Plan be presented to the Board by January 1, each year, starting in 2005; motion seconded by Ms. Hill.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
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Voting Against:	None
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Absent:	Bruning	Buelt	Kohlhof
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The motion carried.

Mr. Ross moved to approve Recommendation 5, regarding Project Management, to require the Contract Operations Subcommittee to recommend changes to the Board regularly for the Board's approval or amendment; motion seconded by Mr. Catlett.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried.

Mr. Schafer moved to approve Recommendation 6, regarding Corporate Support; motion seconded by Mr. Bidrowski.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried.

Mr. Schafer moved to table Recommendation 7, regarding Program Logs/Reports, for consideration by the Contract Operations Subcommittee; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried, and Recommendation 7 was tabled.

Mr. Ross moved to table Recommendation 8, regarding Peer Review, for consideration by the Contract Operations Subcommittee; motion seconded by Mr. Bidrowski.

Voting For:	Bidrowski Hill Vicars	Catlett Riedesel	Gale Ross	Herbers Schafer
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried, and Recommendation 8 was tabled.

Chairman Gale announced that Item IV, Review of Current Board Policy and Practice, would be a separate agenda item for a future Board meeting.

The Local Government Grant Subcommittee, consisting of Mr. Schafer, Mr. Catlett, and Mr. Lemon, presented their report. The Board reviewed the proposed letter regarding these grants. The last sentence in paragraph 2 was changed to read, "The Board is considering allocating \$75,000 per year for the local government grant program." The first sentence in paragraph 4 was changed to read, "In order to help us in achieving these goals we are soliciting the input from the League of Municipalities and your organization (adjust for letter to the League), in developing the detailed criteria for the grants."

Kate Witek arrived at the meeting, and Jeanne Herbers departed.

Ms. Witek moved to approved the local government grant letter with the suggested changes; motion seconded by Mr. Schafer.

Voting For:	Bidrowski Riedesel Witek	Catlett Ross	Gale Schafer	Hill Vicars
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried.

Mr. Ross moved to create a Budget Subcommittee of at least three members to be appointed by the Chairman; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Riedesel Witek	Catlett Ross	Gale Schafer	Hill Vicars
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried.

Chairman Gale appointed Mr. Ross, Mr. Catlett, and Ms. Witek to the Budget Committee.

Rod Armstrong presented the Nebrask@ Online General Manager's Report. Mr. Schafer moved to approve the Project Priority List; motion seconded by Mr. Bidrowski. .

Voting For:	Bidrowski Riedesel Witek	Catlett Ross	Gale Schafer	Hill Vicars
Voting Against:	None			
Absent:	Bruning	Buelt	Kohlhof	

The motion carried.

Chairman Gale opened discussion of a grant application for \$25,000.00, from the Department of Natural Resources, for the Geospatial Data Clearinghouse. Rex Gittins, Information Technology Supervisor, testified in favor of this grant application. Mr. Schafer moved to approve this grant; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Riedesel Witek	Catlett Ross	Gale Schafer	Hill Vicars
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Voting Against:	None
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Absent:	Bruning	Buelt	Kohlhof
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The motion carried.

Mr. Catlett departed from the meeting.

Chairman Gale opened discussion of a grant application for \$25,000.00, from the Chief Information Officer, for Interactive Licensing Phase IV; a grant application for \$15,000.00, from the Chief Information Officer, for Public Meeting Calendar Upgrade; and a grant application for \$16,500.00, from the Chief Information Officer, for Business Forms Search Upgrade. Steve Schafer, Chief Information Officer, testified in favor of these grant applications. Mr. Ross moved that these grants be approved; motion seconded by Ms. Witek. .

Voting For:	Bidrowski Ross	Gale Vicars	Hill Witek	Riedesel
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Voting Against:	None
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Not Voting:	Schafer
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Absent:	Bruning	Buelt	Catlett	Kohlhof
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The motion carried.

Chairman Gale opened discussion of a contract addendum to allow Nebraska Interactive to change from a 'C' Corporation to Limited Liability Company. Ms. Hill moved to approve this addendum and to execute it when appropriate; motion seconded by Ms. Witek. .

Voting For:	Bidrowski Ross	Gale Schafer	Hill Vicars	Riedesel Witek
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Voting Against:	None
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Absent:	Bruning	Buelt	Catlett	Kohlhof
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The motion carried.

No other business appearing before the Board, Ms. Witek moved that the meeting be adjourned; motion seconded by Ms. Vicars.

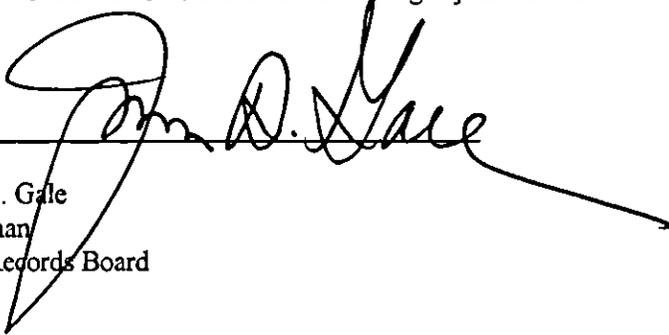
Voting For:	Bidrowski Ross	Gale Schafer	Hill Vicars	Riedesel Witek
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Voting Against:	None
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Absent:	Bruning	Buelt	Catlett	Kohlhof
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The motion carried.

Chairman Gale declared the meeting adjourned at 1:20 P.M.



John A. Gale
Chairman
State Records Board

STATE RECORDS BOARD
 RECEIPTS & EXPENDITURES FY2004/05
 BU 9128677 FUND 20931

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL FY05
TOTAL RE	\$2,120	\$331,240	\$315,318	\$306,944	\$318,202	\$284,770	\$326,240	\$339,982	\$356,031	\$396,808	\$382,833	\$354,888	\$21,509
TOTAL EX	\$0	(\$102,722)	(\$581,471)	(\$312,979)	(\$315,572)	(\$301,515)	(\$185)	(\$535,802)	(\$376,357)	(\$381,519)	(\$125,256)	(\$730,909)	(\$391,506)
PROFIT(L)	\$2,120	\$228,518	(\$266,153)	(\$6,035)	\$2,631	(\$16,745)	\$326,055	(\$195,820)	(\$20,326)	\$15,287	\$257,576	(\$376,021)	(\$369,997)
FUND BAL	\$728,256	\$956,773	\$690,620	\$684,585	\$687,215	\$670,470	\$996,525	\$800,706	\$780,380	\$795,667	\$1,053,243	\$677,222	\$307,225
GRANT ENCUMBRANCES													(\$173,048)
UCC FUNDS ENCUMBRANCE													
UNENCUMBERED FUNDS													\$134,177*

*This does not include the July deposit of \$370,000 which did not post until August
 With the additional monies fund balabnce unobligated would be \$404,177

Grant Project Status Report Third Quarter 2004

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Amount Spent To Date	Completion Date
Chief Information Officer	Business Portal Phase II	2/15/2002	\$25,000	\$18,448.25	December, 2004
Chief Information Officer	Citizen's Portal(Phase II approved 6/24/03)	5/20/2002	\$25,000	\$8,500	January, 2005
Chief Information Officer	Education Portal	5/20/2002	\$25,000	\$10,000	Unknown
Chief Information Officer	Online Payment Portal	5/20/2002	\$25,000	\$25,000	Complete
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	-0-	April, 2005
UNL-Center for Applied Rural Innovation Connecting NE	Access eGovernment	7/8/2003	\$25,000	\$3,766.68	Spring 2004
Chief Information Officer	Interactive Licensing Phase II	9/18/2003	\$25,000	\$17,500	September, 2004
Chief Information Officer	Interactive Licensing Phase III	4/28/2004	\$25,000	-0-	January, 2005
Chief Information Officer	Public Meeting Calendar Upgrade	4/28/2004	\$15,000	\$5,000	September, 2004
Chief Information Officer	Business Forms Search Upgrade	4/28/2004	\$16,500	\$1,500	September, 2004
Department of Natural Resources	Geospatial Data Clearinghouse	4/28/2004	\$25,000	\$1,680	December, 2004

July 13, 2004

Greg Lemon, Chief Deputy Secretary of State
Suite 2300, State Capitol Building
Lincoln, NE 68509

Dear Greg,

The University of Nebraska conNEcting Nebraska Technology team respectfully requests that the \$25,000 grant awarded to the University of Nebraska Center for Applied Rural Innovation and conNEcting Nebraska Technology team be extended. The grant has been utilized for Basic Computer and Access e-Government training for county officials and employees. Currently, \$12160 of the funds have been expended.

Teams of educators have completed training in 12 counties (Antelope, Boone, Burt, Clay, Fillmore, Harlan, Kimball, Nuckolls, Seward, Sioux, Stanton and Thayer). A few counties are in training now, others are scheduled for the fall, and additional counties are requesting the training. Twelve-eighteen staff persons attended when the program was first implemented. Now counties are sending 37- 40 participants.

Following the E-Gov training, Nebraska@On-line's Dan Brown has visited many of the counties to teach staff from each local office on how to upload their information using the Zope software. Dan comments that interest in local web page development/implementation increases following the conNEcting team training. Enclosed, please find an evaluation report that documents the learning that has occurred.

Again, this team is requesting that the grant be continued. Team members would appreciate the opportunity to visit with the Grant Review Board if they have questions. If you would like more information, please contact me at:

Phyllis Schoenholz, pschoenholz1@unl.edu
2345 Nebraska Avenue, York, NE 68467
402-450-6678

Respectfully submitted,



Phyllis Schoenholz
Extension Educator

Access E-Government Evaluation

Participants of the E-Government course were first asked to take an online pre-test which assessed their computer skills. After completing the course, they were then asked to fill out a similar online survey to determine if their skill levels had changed. The pre-test was filled out by 152 participants and 98 filled out the post-test evaluation. In each survey, participants were asked to give their home phone number. This information was used to match a participant's pre-test survey with their post-test. Because some did not fill out their home phone number or did not complete both surveys, only 76 participants have completed information from both surveys. The summary that follows will first examine all responses to the pre-test survey and then analyze the responses to the post-test evaluation. Finally, for those 76 participants who filled out both surveys, we will analyze changes in their skill levels.

Pre-Test Survey

Before taking the E-Government course, participants had the strongest skills in the areas of general operations, email and word processing. At least one-half of the participants said they could do the following items on a regular basis: start up and shut down a computer using a personal logon (78%), delete unwanted email messages from the server (62%), open an email message and send/reply/forward email messages (61%), open and/or create a new word processing document (56%) and format text using font types, size, and styles (54%) (see Table 1). The participants had the least experience in using spreadsheets, graphics, and e-government applications.

Post-Test Survey

After completing the course, at least one-half of the participants said they could do the following on a regular basis: start up and shut down a computer using a personal logon (90%); maximize, restore, minimize and move windows (80%); delete unwanted email messages from the server (79%); format text using font types, size and styles (74%); open an email message and send/reply/forward email messages (73%); open and/or create new document (71%); send, receive, view and save attachments (69%); navigate through a web site to find information (68%); find files using "My Computer" or Windows Explorer (67%); use a search engine to find information on the Internet (67%); set margins, tabs, columns (61%); cut, copy and paste text within an application and between applications (60%); use a browser to search the Internet and/or the World Wide Web for resources supportive of my work (60%); and create and maintain backups (54%) (see Table 2).

The participants were also asked some questions about the course, curriculum and changes they would like to see implemented in their county. The majority of the respondents (81%) felt the curriculum was just right for their experience level. Thirteen percent felt it was too basic and six percent said it was too advanced. An overwhelming 95 percent of the participants would recommend this class to others.

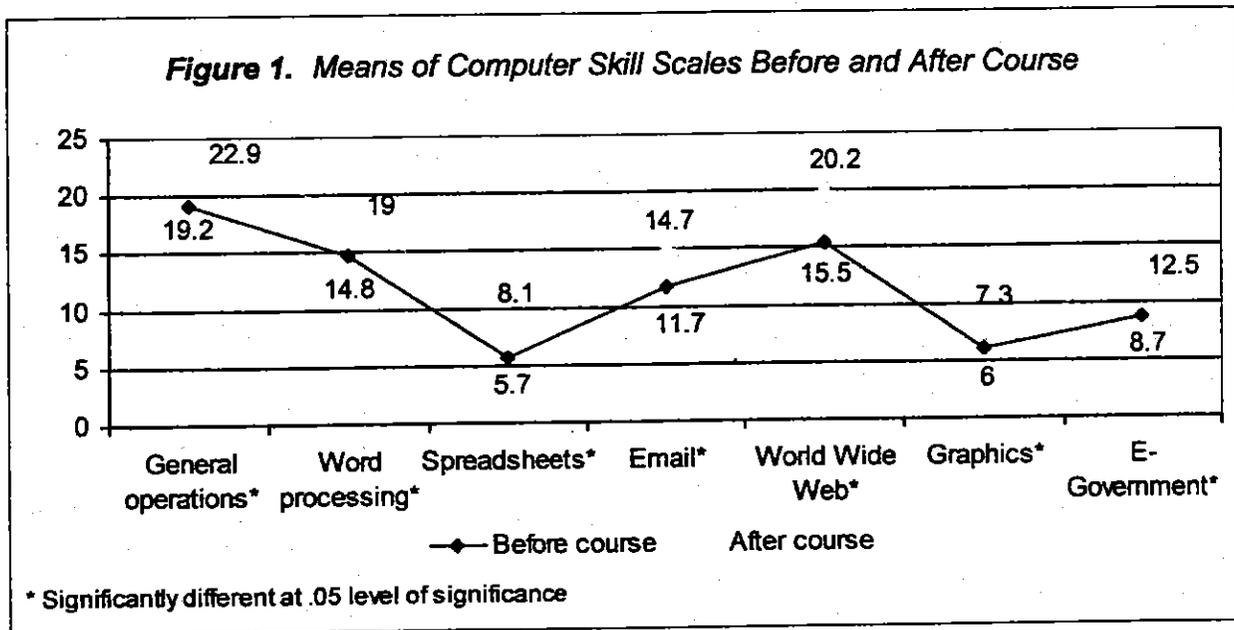
Only 29 percent of the participants said their county government has an active Information Technology committee. Of those not having one, 88 percent feel one should be formed.

Approximately two-thirds (66%) of the participants said their view of e-government has changed after taking the Access E-Government curriculum. When asked what changes they would like to see implemented in their county, many replied that they would like to see a better web site for their county and some would like to see online payments used.

Changes Between Pre- and Post-Tests

The proportions that regularly do each of the applications listed on the surveys showed an increase between the pre-test survey and the post-test. As an example, only 37 percent of the participants said they could regularly navigate through a web site to find information before taking the course. After completion of the course, 68 percent said they could regularly do this. Similarly, the proportion of participants who said they could not do each task declined between the pre-test and post-test. Before taking the course, 70 percent of the participants were not familiar with the concepts of e-government. However, after taking the course, only 12 percent felt they were unfamiliar with these concepts.

To further examine the changes in skill levels after taking the course, paired t-tests were conducted for the participants filling out both surveys. To make the analysis simpler, new scales were created for each category of computer skills. The items listed under each category were summed together to create one new scale for each category of skills. Scale reliability statistics were analyzed and the Cronbach alpha values for each scale were above .85. The paired t-tests were statistically significant for each category of skills (see Figure 1).



Summary

The results of these analyses show that the participants' computer skill levels did increase after taking the Access E-Government course. The majority of the participants also said the course changed their views of e-government. In addition, many would like to see changes implemented in their county. Conducting another follow-up evaluation later on could determine if any changes are made as a result of taking this course.

Table 1. Computer Skill Levels Before Taking eGovernment Course

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
General Operations			
Start up and shut down the computer using a personal logon	13%	9%	78%
Create and maintain backups	33	37	30
Find files using "My Computer" or Windows Explorer	20	36	44
Using Windows Explorer, can organize hard drive and desktop by creating and organizing folders	47	32	20
Can install/reinstall software including printer drivers successfully	47	33	20
Can use "My Computer" to change settings on computer and related hardware	37	41	22
Can maximize, restore, minimize and move windows	26	25	49
Can use basic trouble-shooting resources such as checking power and hardware connections, adjusting sound, quitting programs, solving printing problems, and correcting a locked-up computer to isolate and fix problems	40	43	17
Set up and configure a computer and peripheral devices to connect with network	76	15	9
Defragment the computer hard drive	58	25	17
Word Processing			
Open and/or create new document	17	27	56
Format text using font types, size and styles	20	26	54
Set margins, tabs, columns	27	39	34
Insert headers and footers	43	32	25

Table 1 Continued.

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
Insert and edit graphics and text boxes	55	22	22
Cut, copy and paste text within an application and between applications	38	25	37
Set up and edit a table	58	25	17
Use mail merge to merge addresses in letter	69	24	7
Spreadsheets			
Understand what a spreadsheet is and how to apply it	49	29	22
Enter formulas and make them work properly and in conjunction with each other	59	28	13
Make a graph from the spreadsheet data	76	19	6
Format a spreadsheet into a professional document	77	17	6
Email			
Open an email message and send/reply/forward email messages	16	23	61
Delete unwanted email messages from the server	19	20	62
Send, receive, view and save attachments	28	28	44
Subscribe and unsubscribe from a mailing list (listserv)	61	22	17
Manage and organize names and groups in an address book	43	31	26
Understand how to use netiquette when using email to communicate with others	66	19	15
Internet/World Wide Web			

Table 1 Continued.

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
Use a browser to search the Internet and/or the World Wide Web for resources supportive of my work	26	43	32
Navigate through a web site to find info	25	38	37
Use a search engine to find information on the Internet	33	30	37
Create and use bookmarks/favorites and organize them into folders	51	25	23
Copy or save information from the Internet	43	36	21
Save a graphic from a Web page and insert it into a document	74	15	11
Download information from the World Wide Web	56	24	21
Create and manage a basic web page	85	12	3
Access and download state and federal government forms	52	34	14
Graphics			
Format a graphic by resizing, cropping, etc.	68	16	16
Scan a graphic, format it, insert it into a document	75	15	11
Use a digital camera	54	29	17
Download pictures from a digital camera	65	19	16
E-Government			
Familiar with concepts of e-government	70	29	1
Familiar with Nebraska State website	46	47	7
Familiar with Nebraska county web pages	53	41	6
Familiar with own county web site	62	31	7

Table 1 Continued.

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
Familiar with benefits of local counties/entities having own web site	53	40	8
Know how other counties are using the Internet to conduct business	69	29	3

Table 2. Computer Skill Levels After Taking eGovernment Course

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
General Operations			
Start up and shut down the computer using a personal logon	1%	9%	90%
Create and maintain backups	12	34	54
Find files using "My Computer" or Windows Explorer	1	32	67
Using Windows Explorer, can organize hard drive and desktop by creating and organizing folders	7	58	35
Can install/reinstall software including printer drivers successfully	29	46	25
Can use "My Computer" to change settings on computer and related hardware	17	36	47
Can maximize, restore, minimize and move windows	3	17	80
Can use basic trouble-shooting resources such as checking power and hardware connections, adjusting sound, quitting programs, solving printing problems, and correcting a locked-up computer to isolate and fix problems	21	41	38
Set up and configure a computer and peripheral devices to connect with network	53	37	10
Defragment the computer hard drive	33	29	38
Word Processing			
Open and/or create new document	0	29	71
Format text using font types, size and styles	1	25	74
Set margins, tabs, columns	2	37	61
Insert headers and footers	11	41	47

Table 2 Continued.

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
Insert and edit graphics and text boxes	16	42	43
Cut, copy and paste text within an application and between applications	4	36	60
Set up and edit a table	27	35	38
Use mail merge to merge addresses in letter	39	37	24
Spreadsheets			
Understand what a spreadsheet is and how to apply it	11	48	41
Enter formulas and make them work properly and in conjunction with each other	17	55	28
Make a graph from the spreadsheet data	39	41	20
Format a spreadsheet into a professional document	37	49	14
Email			
Open an email message and send/reply/forward email messages	1	26	73
Delete unwanted email messages from the server	2	19	79
Send, receive, view and save attachments	8	23	69
Subscribe and unsubscribe from a mailing list (listserv)	29	27	44
Manage and organize names and groups in an address book	13	39	47
Understand how to use netiquette when using email to communicate with others	23	39	39
Internet/World Wide Web			

Table 2 Continued.

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
Use a browser to search the Internet and/or the World Wide Web for resources supportive of my work	4	36	60
Navigate through a web site to find info	2	30	68
Use a search engine to find information on the Internet	6	27	67
Create and use bookmarks/favorites and organize them into folders	19	40	41
Copy or save information from the Internet	12	44	45
Save a graphic from a Web page and insert it into a document	27	41	32
Download information from the World Wide Web	19	36	45
Create and manage a basic web page	63	23	14
Access and download state and federal government forms	17	48	35
Graphics			
Format a graphic by resizing, cropping, etc.	36	35	30
Scan a graphic, format it, insert it into a document	48	30	22
Use a digital camera	42	29	30
Download pictures from a digital camera	46	23	31
E-Government			
Familiar with concepts of e-government	12	66	22
Familiar with Nebraska State website	11	54	36
Familiar with Nebraska county web pages	20	53	27
Familiar with own county web site	30	45	25

Table 2 Continued.

	<i>Cannot do this</i>	<i>Do this, but not proficiently</i>	<i>Do this on a regular basis</i>
Familiar with benefits of local counties/entities having own web site	9	57	33
Know how other counties are using the Internet to conduct business	29	51	20

County Officer/Employee Training -

Pre/post test respondents reported:

** 81% felt the curriculum was just right for their experience level

** before classes 13% could not turn on computer

** following classes -1% could not turn it on

** before classes 70 % of the participants were not familiar with the concepts of e-government

** after classes only 12/% were unfamiliar

Many officials/employees would like to see

** a better website for their county, and

** would like to see on-line payments.

** 29% of respondents reported that their county had an active Information Technology committee

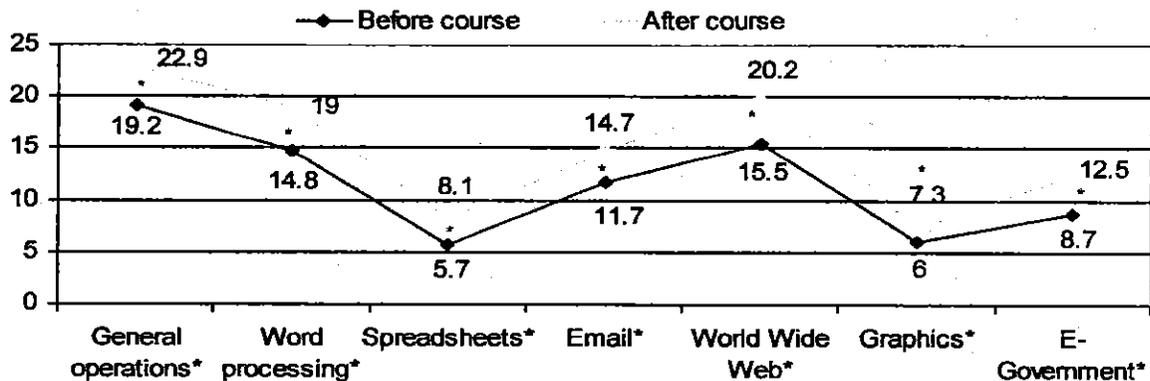
** 88% of them would like to see such a committee formed.



Clay County learn about Policy Development

Significant increase in skill levels are shown in the chart below.

Means of Computer Skill Scales Before and After Course



* Significantly different at .05 level of significance

University of Nebraska Cooperative Extension

University of Nebraska Rural Initiative

Cooperative Extension helps Nebraskans put knowledge to work by providing research-based information via a variety of educational opportunities. It carries forward the land-grant university mission of taking the resources of the university to the state.

The mission of the Rural Initiative is to focus the knowledge, skills, and creativity on the four campuses of the University of Nebraska to stabilize and enhance the economy and quality of life in rural Nebraska.

UNIVERSITY OF
Nebraska
Pioneering New
Frontiers

TO: Nebraska State Records Board

FROM: NSRB Budget Subcommittee (Members Ross (Chair), Witek, Catlett)

RE: Allocation Recommendations

DATE: May 14, 2004

The Nebraska State Records Board Budget Subcommittee met on May 14, 2004, to discuss recommended allocation of Nebraska State Records Board Cash Funds. Upon review of historical revenue figures and contractual provisions the subcommittee recommends as follows:

1. There should be no recommended allocation of grant funds at this time*

Explanation: Without any experience in reviewing or awarding local grants, any allocation between state and local grants would be an arbitrary assignment of resources. The full Board can review grant applications on their merit as received. Without limits on allocations all meritorious projects can be approved (subject to the limits of available resources)

2. Additional Information will be provided to the Board Each meeting to aid in reviewing grant requests.

Explanation: In addition to the Records Board Cash fund balance and Grant status report additional information will be provided to the Board to ensure that grants awarded do not exceed available resources in the NSRB Cash Fund balance.

3. The three CIO grants requested will be treated as reinvested revenue requests

Explanation: The three requests are of general benefit to state government rather than a specific agency, also this decision keeps the rest of the unallocated resources available for grants or reinvested revenue projects as the Board shall determine.

*Please note however, that the contract provides that at least half of the 10% reinvested revenue be reserved for services provided by Nebraska Interactive, this figure is estimated to be slightly over \$60,000 per year.

TO: Nebraska State Records Board

FROM: NSRB Contract Implementation Subcommittee

RE: Grant Recommendations

DATE: August 25, 2004

The Contract Implementation Subcommittee met August 20, 2004 to discuss items on the meeting agenda including the two pending grant applications from the Department of Natural Resources and the Department of Revenue.

The two motions are below, the Department of Natural Resources recommendation to table was approved

1. Department of Natural Resources—Surface Water Records Scanning (\$25,000)

Recommend tabling this request pending receipt of further information. The information requested would include additional information on the scope of the overall project related to this grant request. Such additional information would include total project cost in addition to the grant request, project timelines, and projected usage including a breakdown of internal versus external usage and benefit to the public of the project.

The Department of Revenue motion was approved as to the \$59,200 funding as reinvested revenue, but not as to the per transaction re-imbursements to NOL, however, as no subsequent meeting of the subcommittee took place it is presented as an option for this request

2. Department of Revenue—Online Income Tax Filing (\$59,200)

The motion is to recommend funding of this request with the following changes. The request would be treated by the Board as a reinvested revenue request rather than a grant request. Approval of the \$59,200 to fund the development be contingent upon the following agreements from the Department of Revenue:

- a. That NOL be reimbursed \$.25 per online Sales Tax Filing and \$.25 Per 941 Withholding form filing beginning September 1, 2004 in order to pay for maintenance and upgrades as needed to these functions
- b. The Department of Revenue agree to aggressively market the NOL online services for income tax returns including prominent display of information regarding the availability of the services on their website and in income tax forms and materials they distribute.
- c. That the per transaction reimbursement rate for online income tax filings (\$.50) and the reimbursement discussed in #1 above as well be reviewed when greater experience with transaction volume and costs is available to determine if the applications are self supporting.

Contract Implementation Subcommittee Report

Three meetings of the State Records Board (Board) Contract Implementation Subcommittee have been held since the last meeting of the Board. The Subcommittee was established by the Board to monitor operational components arising from implementation of the Board's master vendor contract, to evaluate the content of grant applications, make recommendations to the Board.

SUBCOMMITTEE RECOMMENDATIONS:

1. Item #2 from the Contract Implementation Task Force Report—Reinvested Revenue

The subcommittee recommends that reinvested revenue only be used for enterprise-wide projects. Enterprise Projects would be defined to mean projects which can be utilized by multiple state agencies and/or political subdivisions, or projects which provide services to the general citizenry of Nebraska, as opposed to projects targeted to benefit a limited constituency.

The Subcommittee also recommends that reinvested revenue projects should also be consistent with the goals of the Nebraska Information Technology Commission's Statewide Technology plan. Reinvested revenue applications should be reviewed and evaluated by the Contract Implementation Subcommittee, but will always be reviewed and approved by the full Board.

2. Item #6 from the Contract Implementation Task Force Report—Corporate Support/Technology Ideas From Other States

The Subcommittee plans to receive a list of new potential site development applications on a quarterly basis. A report of what has been received and reviewed will be presented regularly to the Board.

3. Item #7 from the Contract Implementation Task Force Report—Problem reports

To ease and facilitate discussion of NOL's Problem Reports, changes to the Report were suggested and implemented by the Subcommittee. It was determined that the Reports should include:

1. Problems reported by customers and/or agencies
2. Problem descriptions
3. Date problem identified
4. Total number of problem occurrences
5. Actions taken to alleviate problem
6. Date problem addressed
7. Whether the issue is considered open or closed

Contract Implementation Subcommittee Report

8. Name of personnel responsible for addressing the problem

The Subcommittee determined that the information included on the Reports would not routinely be discussed, but will be available to Board members and discussed, as needed.

4. Item #8 from the Contract Implementation Task Force Report—Peer Review

The Subcommittee continues to develop this process. Proposed peer reviews would be limited in scope to a particular area such as marketing or application development.

Local Government Grant Proposal-- Grant Criteria

The Nebraska State Records Board is pleased to announce that the Board is sponsoring a grant program for local government for the development of programs and technology to improve electronic access to public records by citizens and businesses. The program is similar to the state agency grant program that has been available for a number of years.

Because the amount of money available for the grants is not great we are seeking ways to maximize the impact of the grants. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. The Board would also like to encourage applications which will have significant benefit in efficiencies for either the citizens utilizing the service, the subdivision providing the service, or both. Lastly the Board would also like to encourage uniformity in the look feel of web pages and services used so that citizens can easily navigate state and local government websites.

The grants may be used for the creation or enhancement electronic access and delivery of government services and data and not to fund ongoing operations. Collaborative projects may be awarded grants in amounts up to \$25,000, single jurisdiction projects have a \$10,000 limit. A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction application, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge. Local governments wishing to apply for these grants must fill out the attached grant application and return it to the address listed on the form.

Projects requesting funding must create or enhance the delivery of local government data and services in electronic format and improve access to those services. In addition, the following criteria will be considered when reviewing funding requests:

- 1) Does the project improve the efficiency of local government operations?
- 2) Does the project facilitate collaboration among local government agencies?
- 3) Does the project facilitate collaboration between local, state and federal agencies and other public institutions?
- 4) Does the project support public/private partnerships in the delivery of public services?

- 5) Does the project encourage or promote uniformity in the appearance and functionality of Nebraska Governmental Websites?

Proposals should document the anticipated impact upon the subdivision in terms of operation and budget.

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, 2005, in order to be reviewed at the end of the first quarter of that year.)

Feel free to contact Greg Lemon (glemon@mail.state.ne.us; 471-4070) if you have further questions about the process.

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

John 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.

I. Grant Summary

1. Name of agency applying for grant Department of Natural Resources

2. Title of project Surface Water Records Scanning

3. Brief Description of Project

The Department will hire contract staff to scan and code surface water appropriation files and display them over the web.

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 _____

7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

We need to be able to hire someone to do the job. Hopefully it will be completed in a year.

As new files are added, we have sufficient staff to maintain the system.

8. 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)

We often are asked by attorneys or other public to do research of files. These files may be 100 years old and are very large.

This is time consuming and low priority for us. This way a Scottsbluff attorney can do their own research over the internet.

9. Please describe and provide supporting documentation for 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. This project would provide desktop accessibility to approximately 9,000 files for all of our staff.

We have staff in 7 different locals across the state. This will stop the copying and mailing of files between offices.

2. This project will allow other agencies that work with water, such as Department of Ag, DEQ, and the University to have access to our information.

3. Natural Resources Districts, NRCS, Risk Management Agency, USBR, and others all need information on surface water rights from time to time.

When we have large lawsuits, it is very difficult for attorneys, consultants, and other appropriators across the state to come in and look at our

files. It is also difficult for staff as we have had to monitor sometimes to make sure that documents are not withdrawn

from files, or that when files are copied, everything is returned in place. This project would make such information available to everyone.

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

2. Address any technical issues with the proposed technology including:

- Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security and scalability (future needs for growth or adaptation).

III. Technical Information

1. Except for the additional storage and management devices noted above, the infrastructure for this project will rely upon the existing server hardware, software, and communications capabilities available at NDNR.
2. Tech standards and guidelines -
 - a. Web access, ftp, FGDC metadata standards, ESRI conformity/compliance
 - b. Compatibility with existing NDNR and/or statewide infrastructure
 - c. Reliability, security, and scalability –NDNR has capability to back up server and data;
3. NDNR applications developers and information technology services personnel have significant training and experience in the development, operations and maintenance of geographic information, geospatial datasets, and related systems. These personnel are willing and able to extend their support to the deliverables of this project.

6. Describe how technical support will be provided.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application _____

phone # _____ **E-mail** _____

Signed this _____ **day of** _____, _____

Agency Director

Please Return to:

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

III. Technical Information

1. Except for the additional storage and management devices noted above, the infrastructure for this project will rely upon the existing server hardware, software, and communications capabilities available at NDNR.
2. Tech standards and guidelines -
 - a. Web access, ftp, FGDC metadata standards, ESRI conformity/compliance
 - b. Compatibility with existing NDNR and/or statewide infrastructure
 - c. Reliability, security, and scalability –NDNR has capability to back up server and data;
3. NDNR applications developers and information technology services personnel have significant training and experience in the development, operations and maintenance of geographic information, geospatial datasets, and related systems. These personnel are willing and able to extend their support to the deliverables of this project.

SURFACE WATER SCANNING PROJECT PROPOSAL

The Department of Natural Resources has approximately 9,000 surface water appropriations on record. The files date back as far as 1895. An appropriation file may be just a few sheets of paper, or may be large enough to fill a file drawer. The files consist of correspondence, legal documents, field reports, dam inspections, maps, applications, orders.

This project would allow the Department to hire a contract person or persons to take these files, scan them, create pdfs, code them, and then display all this information on our existing surface water website.

Susan France

From: Jeff Hogan [jhogan@dnr.state.ne.us]
Sent: Thursday, March 25, 2004 2:59 PM
To: Rex Gittins; sfrance@dnr.state.ne.us
Subject: surface water scans

Hardware required to store and disseminate the surface water document scans. The following hardware will support both the documents and the maps. It will also conform with the current and future network structure.

2 nas storage \$2200 each	\$4400
1 production storage	
1 web dissemination	
5 backup tapes \$60 each	\$300
Total	\$4700

Technical Panel
of the
Nebraska Information Technology Commission

Project Review

Type of Review: State Records Board Grant Application

Project Title: Surface Water Records Scanning

Agency: Department of Natural Resources

Resolution passed by the Technical Panel on July 13, 2004:

The Technical Panel, having reviewed the grant application entitled "Surface Water Records Scanning", 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.

**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.

I. Grant Summary

1. **Name of agency applying for grant:** Department of Revenue
2. **Title or project:** Online Income Tax Filing – 1040N and Schedules II and III
3. **Brief Description of Project:** This grant will support development of the 1040N (long form) and Schedules II and III for online individual income tax filing through Nebrask@ Online. The number of taxpayers eligible file online will increase, allowing more individuals to file online at no cost to them.

Currently, taxpayers eligible to file the 1040NS (EZ) and 1040A (short form with schedules for 1) adjustments increasing/decreasing income and 2) dependent child care expenses) may file online. In addition to expanding the system to include the 1040N, the project will include the electronic check payment module of the Nebrask@ Online Payment Portal. These enhancements will bring the Department closer to our e-government goals for individual income tax filing.

4. **Grant request amount:** \$59,200
5. **Will there be a fee for accessing records associated with this project?** No fees are currently anticipated for these applications beyond convenience fees paid by individual income tax filers to Official Payments Corporation, the vendor that handles online credit card payments for the Department. It is our understanding that processing fees for electronic check payments will be absorbed by the State Treasurer. However, recovery of returned electronic check fees will be the responsibility of the Department (as is the case with paper checks).
6. **If yes, provide any statutory reference or authorization for the fee:** N/A

II. Grant Detail

1. **Please describe the project in detail:**

For the past three years, the Department of Revenue has offered online individual income tax filing through Nebrask@ Online (along with other options through other vendors such as Telefile and various tax preparation providers). Filing for the

1040NS (or 1040EZ) began in 2002, with the 1040A (short form plus schedules for adjustments increasing/decreasing income and dependent child care expenses) offered in 2004.

The proposed project would provide online filing for the 1040N (long form), along with Schedules II (Credit for Tax Paid to Another State, Full Year Residents Only) and III (Computation of Nebraska Tax for Non-Residents and Partial-Year Residents). The project will bring the Department near completion of its online individual income tax filing applications.

The suite of individual income tax filing applications complements other online tax filing systems provided through NOL. These include:

- Sales & Use Tax filing (Form 10), through which retail businesses and others collecting sales tax file monthly or quarterly with the Department. Launched in 2000, this application has generated nearly 100,000 filings through June, 2004. The Department is working with NOL on an upgrade to this application that will provide significant improvements in usability for businesses.
- Income Tax Withholding Filing (Form 941N), through which employers file quarterly payments of income tax withheld from employee paychecks. Launched in 2002, this application has generated nearly 21,000 filings through June, 2004. The Department plans to work with NOL to enhance this application by providing batch filing capability for large businesses.

Through an agreement approved by the State Records Board, NOL is paid 50 cents per filing by the Department as an operational expense (not passed on to the taxpayer). During the first three years, a total of 26,669 filings were processed through the system.

The proposed grant project involves developing a Web front end that captures the information required on Form 1040N and Schedules I & II. Unlike commercial tax preparation software, this system provides no tax advice of any sort. It will, however, guide the user through the data-entry steps, pre-fill selected fields by importing information from Department and IRS files as required, perform basic calculations at appropriate points, and provide error-checking for certain data-entry fields as necessary to help prevent errors.

The system will be completely automated in the sense that data is transferred between NOL and Department systems without manual intervention. This allows pre-filing of certain data fields on the Web form, as well as data import into Department systems. This interaction requires precise specification of data fields and extensive testing to ensure complete and accurate data transfer.

Taxpayers will be provided with a PIN for authentication purposes. The PIN is printed in the annual tax booklet and mailed out in late December. Taxpayers may

also contact the Department to have a PIN assigned if they do not receive a tax booklet. Through a system developed by NOL and the Department in 2002, taxpayers may retrieve a lost PIN by visiting the Department Web site and providing a valid driver license number and partial social security number. Through another system developed by NOL in 2002, taxpayers can check on the processing status of their return and when they can expect to receive any refund due them.

Upon logging in, taxpayers will be asked to respond to a series of questions to determine which, if any, tax applications they are eligible to complete online. Eligibility is based on several factors, including adjusted gross income and federal filing status. Once the taxpayer is determined to be eligible for online filing, they are directed to the appropriate section (1040NS, 1040A or 1040N) and proceed to enter data as required.

Upon completion of data entry, several validation checks are run by the system to ensure the filing is free of errors. The taxpayer is returned to the location of any errors for correction, and once validated, the filing is imported into the Department system for processing if no balance is due or a refund is to be issued.

If there is a balance due, the taxpayer will be directed to a payment options screen that allows payment by electronic check through NOL or by credit card through Official Payments Corporation. Payment information is entered by the taxpayer and submitted, and the filing is imported into the Department system for processing.

Data entered into the system by the taxpayer can be imported is then formatted so that it may be printed for the taxpayer's file. The process is then complete.

2. **Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:** Taxpayers who meet eligibility guidelines for filing the Nebraska 1040N will be the beneficiaries of the system. There are an estimated 660,000 taxpayers who would be eligible. This is in addition to the estimated 175,000 taxpayers who are eligible to file the 1040NS or 1040A.
3. **Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date):** The anticipated launch date for the 1040N is January 15, 2005. The scheduled launch date may be affected by policy changes from the Internal Revenue Service that may impact the Nebraska system, and which are usually not available until November.
4. **Agency contribution to the project (labor, equipment, etc.):** Department staff will be closely involved in the project at all phases, including development of requirements and system specifications, testing and performance monitoring.
5. **Has this project every been submitted as a budget request (explain)?** No. Several tax filing applications have been built and maintained by Nebrask@ Online

for the Department over the past several years. These projects have been completed within the existing financial framework of Nebrask@ Online, supplemented by the per-transaction payments made to NOL from the Department's existing operating budget.

6. **Does the project require additional statutory authority (explain)?** No.
7. **Why is the grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?**

Grant funds are being sought in recognition of the fact that considerable resources from Nebrask@ Online are required to deliver this (or any) tax filing application. Similar to experience in other states, adoption is expected to grow slowly, and the per-transaction amounts paid to NOL by the Department will not be sufficient in the short run to provide a return to cover development costs. However, transaction-based resources are expected to be sufficient over the long-term to support annual maintenance and upgrades to the application.

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

Online tax filing provides numerous benefits to taxpayers as well as the Department. Error-checking features throughout the application eliminate most common mistakes that cause a tax filing to be returned for correction, resulting in refund delays. Direct import of filing information into Department systems speeds processing and allows taxpayers to receive refunds much faster than paper filing. The system is user-friendly, guiding the taxpayer through the various data entry screens. All data and payment information is encrypted, providing sound security for sensitive information.

9. **Please describe and provide supporting documentation for 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) The Department of Revenue has documented cost savings of up to \$2.00 per filing when it is received electronically vs. on paper. Processing, handling and data entry are eliminated, allowing the Department to cut costs by reducing the number of temporary employees required at peak times.
- 2) Certain tax information is made available to other state agencies for enforcement of responsibilities such as child support. The proposed system will provide gains in efficiency, timeliness and accuracy of making this information available to other agencies.
- 3) Considerable information is exchanged between the Department and the Internal Revenue Service. The proposed system will provide gains in

efficiency, timeliness and accuracy of making this information available to the IRS.

- 4) The project continues the long-standing partnership among the Department of Revenue, State Records Board, and Nebraska Interactive. This public/private partnership has yielded many benefits and cost-savings to the Department, delivering a number of online tax filing and other applications in a cost-effective manner.

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made:

Existing hardware and communications networks utilized by Nebrask@ Online and the Department will be used, as there is no anticipated need for additional system resources to implement the projects. Existing tax filing applications developed by NOL will be used as a foundation to the greatest extent possible for each new application, building upon standard modules such as payment processing created for previous projects. Given the unique and complex nature of each tax form, considerable customizing will be necessary for the project's initial development.

2. Address any technical issues with the proposed technology including

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The project will be developed following the NOL standard project life cycle process. Each project will utilize the existing state communications network, and will use standard programming modules to the greatest possible extent. Security will be provided using personal identification numbers assigned to each taxpayer, a system that has worked well for prior tax filing applications. Thorough testing of each application will provide the greatest possible reliability, although factors outside the control of the Department or NOL (such as communications networks, user web browser settings, etc.) may impact reliability. Once complete, the system will require annual updates to account for any changes in tax policy that have occurred, but should require little additional maintenance for several years.

3. **Describe how technical support will be provided:** Support for technical aspects of each project will be provided by phone, e-mail and live online help by Nebrask@ Online. The application will also include help screens, and if deemed appropriate, a list of frequently-asked questions. Program support (e.g. tax-related questions) will

be provided by Taxpayer Assistance staff. Contact information for technical and program support will be available on the screens associated with each application.

IV. Contact person information, signature

Contact person for any questions regarding this application

Mary Jane Egr
State Tax Commissioner
301 Centennial Mall South, 2nd Floor
P.O. Box 94818
Lincoln, NE 68509-4818
(402) 471-5604
mjegr@rev.state.ne.us

Signed this _____ day of _____,

Agency Director _____

Technical Panel
of the
Nebraska Information Technology Commission

Project Review

Type of Review: State Records Board Grant Application
Project Title: Online Income Tax Filing – 1040N and Schedules II and III
Agency: Department of Revenue

Resolution passed by the Technical Panel on July 13, 2004:

The Technical Panel, having reviewed the grant application entitled "Online Income Tax Filing – 1040N and Schedules II and III", 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.

**REQUEST FOR APPROVAL TO ESTABLISH
ELECTRONIC ACCESS FEES
FOR BATCH VEHICLE TITLE, LIEN & REGISTRATION
APPLICATIONS**

Pursuant to Neb. Rev. Stat. §84-1205.03 and the *Nebraska State Records Board Guidelines for Submission of Requests for Fee Based Electronic Access*, the following information is submitted regarding statutory fee increases for vehicle title, lien and registration special requests.

1. A copy of the contract under consideration.

Copy is attached.

2. A description of the Public Records which are the subject of the proposed electronic access fee and the proposed fees and splits (combines #2 & 5 of State Records Board Guidelines).

The Nebraska Legislature passed LB 560 in the 2004 session. The bill increases fees for existing special request records services provided by Nebrask@ Online on behalf of the Dept. of Motor Vehicles (DMV). The records include information on vehicle titles, liens and registrations that are provided to authorized users in compliance with the Driver Privacy Protection Act. There will be no change in the services provided, simply a change in the fees charged for existing services and an adjustment in the split of fees between DMV and NOL.

The new fees are \$50 for an initial run of up to 2,000 records (\$34/DMV, \$16/NOL) and \$18 for each additional 1,000 records or portion thereof (\$10/DMV, \$8/NOL). Current fees for these services are \$24 for an initial run (\$9.60/DMV, \$14.40/NOL) and \$12 per additional 1,000 records (\$4.80/DMV, \$7.20/NOL). All other fees for DMV services provided through NOL remain unchanged.

3. Whether a tiered approach was used for fee splits (with the split to NOL going down over time) and if not why not

The TLR special request service has been operational under the current fee structure since late 1997. At those rates, NOL has been paid 60% of the total fee amount. Under the proposed new rates, the percentage of the total fee paid to NOL would drop to 32% of the initial run and 44.45% of the additional 1,000 record runs. Actual dollars paid to NOL would rise 80 cents per 1,000 records, but the relative percentage of the total fee drop significantly, representing a tiered approach. The service is not a large revenue generator, with gross revenue for 2003 of less than \$8,000.

4. The anticipated timeline for implementation

The services have been operational since late 1997, fee increases will become effective September 1, 2004.

5. Security Provisions

The batch services covered by this request do not involve electronic access by users outside of NOL. Requests are taken by phone or mail, and are processed internally by NOL staff through authorized access to the TLR database maintained by DMV. NOL complies with all pertinent security requirements of DMV and the State of Nebraska.

6. Explanation/Justification of the need for Electronic Access

Special request TLR services have been offered through NOL since 1997. Additional bulk data services are provided by DMV independent of NOL. The Department sought and received legislative approval for an increase in the fees for both bulk and special request data services. The attached Interagency Agreement implements the fee increases for services offered through NOL.

7. How fees and splits were determined

Fee splits were negotiated between DMV and NOL to provide a slight increase in the dollar amount retained by NOL while providing a larger portion of the fee to DMV for operational support of the Department.

8. Any pertinent statutory provisions

The fees involved in this request are included in Section 60-308 of the Nebraska Statutes.

9. The Cost of Providing Electronic Access (Filing) and Provide Supporting Documentation for How that Cost is Computed

Nebrask@ Online has provided the services covered by this request since 1997. New requests require an initial set-up for which a one-time \$55 fee is charged to pay for the time required for initial set-up. Costs associated with the runs themselves include staff time to set up and run the requests, process and forward the results to customers.

10. Projected Volume of Activity and Revenue

In 2003, there were 3 initial set-ups (\$150), 146 initial (up to 2,000 records) requests (\$3,504) and 348 additional 1,000 record runs (\$4,176). No significant changes in annual volume are anticipated for the foreseeable future.

**Addendum Six
To the
Interagency Agreement Between
Nebraska Department of Motor Vehicles
And
Nebraska State Records Board**

This Addendum Six to the Interagency Agreement between Nebraska Department of Motor Vehicles and the Nebraska State Records Board supersedes and voids Addendum One and changes the fees to be charged for the Special Request Title Registration and Lien Searches provided by Nebraska Online (operated under the auspices and authority of the Nebraska State Records Board). The prices (P) to be charged for such Nebraska Online service, the division of the revenue received from such Nebraska Online services among Nebraska Department of Motor Vehicles (R/DMV), the State General Fund (R/GF) and Nebraska Online (R/NOL), are provided in the table below. All revenue received from fees covered by this addendum shall be deposited by the Network Manager in the State Records Board Cash Fund pursuant to the provisions of the contract between the Nebraska State Records Board and Nebrask@ Interactive, Inc. and any addenda thereto and distributed back to NOL, the General Fund and the agency as provided below.

Data records to be accessed:

Type of Data	P	R/DMV	R/NOL	R/GF
Drivers License Record Search (Interactive or batch, per record)	\$3.00	\$.25	\$1.00	\$1.75
Title Registration and Lien Search				
Interactive	\$1.00	\$.40	\$.60	-
Special Request				
Initial Set-up/programming	\$55-\$500	N/A	\$55-\$500	-
First Run				
Minimum (up to 2,000 records)	\$50.00	\$34.00	\$16.00	-
Over 2,000 records	\$18/1000	\$10.00/1,000	\$8.00/1,000	-
Successive Runs/no set-up				
Minimum (up to 2,000 records)	\$50.00	\$34.00	\$16.00	-
Over 2,000 records	\$18/1000	\$10.00/1,000	\$8.00/1,000	-

Subscription, Transaction and Connect Time Charges for Nebraska Department of Motor Vehicles:

The NSRB shall also require that the network manager for Nebraska Online provide not more than five user IDs for Nebraska Department of Motor Vehicles allowing direct access to Nebraska Department of Motor Vehicles data records as displayed on Nebraska Online for the purpose of assisting subscribers with inquiries requiring interpretation of records, laws, rules and regulations or policies and procedures pertaining to the records.

Subscription Charges:

Nebraska Online shall waive the \$50.00 annual subscription fee for Nebraska Department of Motor Vehicles access.

Transaction Charges:

Nebraska Online shall waive transaction fees for Nebraska Department of Motor Vehicles access to their services, as they are needed. All other transaction charges apply.

Connect Time Charges:

Nebraska Online shall waive all connect time charges for Nebraska Department of Motor Vehicles.

Effective Date of Addendum Six:

This Addendum shall become effective upon approval by the Nebraska State Records Board.

Devala Neth 7/13/04
Authorized Officer Director Date
Nebraska Department of Motor Vehicles

Authorized Officer Date
Nebraska State Records Board

LEGAL REVIEW COMPLETED

Date July 12, 2004
Signature *Mark Nelson* *Sheldon*

Find original
ask Brian

**REQUEST FOR APPROVAL TO ESTABLISH
ELECTRONIC ACCESS FEES
FOR ENHANCED LEGISLATIVE INFORMATION SYSTEM**

Pursuant to Neb. Rev. Stat. §84-1205.03 and the *Nebraska State Records Board Guidelines for Submission of Requests for Fee Based Electronic Access*, the following information is submitted regarding Enhanced Legislative Information System

1. A copy of the contract under consideration.

A copy of the proposed Interagency Agreement between the Records Board and Legislative Council is attached.

2. A description of the Public Records which are the subject of the proposed electronic access fee and the proposed fees and splits (combines #2 & 5 of State Records Board Guidelines).

Information to be made available through the proposed system are public records of various legislative documents, including legislative bills, amendments, committee statements and other documents related to proposed legislation. This information is currently available online through the Unicameral's Web site. The proposed enhancements would provide additional tools to manage the information, including e-mail notification and other features designed to provide additional options to citizens and others who track legislative activity.

Proposed fees are not associated with the information itself, but are intended to provide revenue for ongoing support of the system through fees for enhanced services. Specific enhancements and proposed fees include:

1. **Electronic Bill Book**, allowing users to track activity on up to 15 bills at a time. This service would be made available at no charge;
2. **Profiles**, which allow automatic identification of bills or amendments that match key words specified by the user and management of information associated with those bills. Proposed charges for this service are:
 - 1 - 3 Profiles \$50 per session
 - 4-10 Profiles \$100 per session
 - 11-20 Profiles \$250 per session
 - More than 20 Profiles \$500 per session
3. **Generating reports** on bills in a profile that can be printed or e-mailed, no additional charge to profile subscribers;
4. **Automated e-mail messages** sent to users when a change is made to a bill in their electronic bill book or one or more of their profiles, no additional charge to

profile subscribers and no charge to users of the electronic bill book only.

Initially, all fees will be retained by NOL. The Interagency Agreement calls for a review by the Legislative Council after the first year to assess usage and the possibility of a fee split between NOL and NLC.

3. The anticipated timeline for implementation

The system is expected to be operational prior to the 2005 legislative session.

4. Security Provisions

The Enhanced Legislative Information System will be hosted in NOL's secure hosting environment. Users of the system will not be allowed direct access to legislative information systems. Information exchange will occur between NOL and legislative systems in compliance with Legislative Council and State of Nebraska security policies. Profile subscribers will be provided a username and password to access the NOL system; users of free services will be prompted to create a username and password to access any electronic bill books they may create.

5. The fee and distribution of the fee for electronic access.

Fees are described in Section 2 above. For the first year, all fee revenue will be retained by NOL. The Interagency Agreement calls for a review by the Legislative Council after the first year to assess usage and the possibility of a fee split between NOL and NLC.

6. Explanation/Justification of the need for Electronic Access

Many citizens, interest groups, statewide associations and government agencies closely monitor activities of the Nebraska Legislature. There are numerous documents that are of interest in tracking legislative activity. Until the mid-1990's, this information was only available on paper, which required trips to numerous legislative offices, phone calls or mail requests. Currently, this information can be retrieved electronically through the Legislature's Web site one document at a time.

The proposed enhancements will bring additional features to manage legislative information and generate automated e-mail notifications when changes occur. The current system, which is available at no charge to users, will remain in place. Several of the enhancements, including the Electronic Bill Book and e-mail notification, will also be made available at no charge. Value-added services such as Profiles will be made available for an annual graduated fee scale.

7. How fees and splits were determined

Fees were determined based on a review of pricing for similar services throughout the U.S. It was determined that any sort of per-transaction pricing was impractical, and as a result the pricing

schedule is a graduated annual cost based on the number of profiles established. Consideration was given to a fee split between NOL and NLC. Agreement was reached that all fee revenue would be retained by NOL for the first year of operation. The issue will be revisited after the first year.

8. Any pertinent statutory provisions

Legislative information is public record under the Nebraska Statutes

9. The Cost of Providing Electronic Access (Filing) and Provide Supporting Documentation for How that Cost is Computed

Initial development costs involve development and approval of a Project Charter (in process); system requirements specifications (details on how the system should operate from the user perspective); system design (technical details on system operation, data transfer, etc.); development and testing of the application. NOL plans to leverage work done in other NIC-network states to re-use application components to the greatest extent possible. Estimated initial development costs are expected to be in the range of \$5,000, which is supported by an existing Records Board grant to the CIO. Ongoing maintenance and upgrade requirements will include username & password administration, annual updates to accommodate any changes in the Legislature's information system, and general maintenance tasks such as system backups. It is difficult to estimate these costs with any certainty until experience is gained.

10. Projected Volume of Activity and Revenue

Initial conversations with prospective users identified a high degree of interest, although the primary target audience for revenue-generating services is relatively small (registered lobbyists). It is difficult to project activity volume and revenue. Two other states (Arkansas and Virginia) with long-term experience with a similar application report less than 100 subscribers. Using that number as a basis for estimating, revenue on the low end would be less than \$5,000, probably more given that at least a few users will opt to create more profiles at a higher per-unit cost.

**Addendum One
to the
Interagency Agreement Between
Nebraska Legislative Council
and
Nebraska State Records Board**

This Addendum One to the Interagency Agreement between the Nebraska Legislative Council (NLC) and the Nebraska State Records Board (NSRB) sets forth data records to be accessed and certain services provided by Nebrask@ Online (operated under the auspices and authority of the Nebraska State Records Board), and prices to be charged for such Nebrask@ Online services.

All revenue received pursuant to this addendum shall be deposited by the NOL network manager into the State Records Board Cash Fund pursuant to the provisions of the contract between NSRB and Nebraska Interactive, Inc. and any addenda thereto, and distributed back to NOL as provided below.

Data Records to be Accessed: Enhanced services for access to Legislative information (legislative bills, amendments, resolutions, etc.)

Service:

Price:

Electronic Bill Book (up to 15 legislative bills plus
Daily e-mail notification)

No charge

User Profiles (including e-mail notification as appropriate
and report generation):

1-3 profiles:	\$50/year
4-10 2-7 profiles:	\$100/year
11-20 profiles:	\$250/year
21 or more profiles:	\$500/year

Note: Electronic Bill Book and User Profiles will be made available to members of the Legislature, legislative staff, Legislative Council employees, and state agencies at no charge.

It is also agreed that upon completion of one year after deployment of the enhanced services, the Legislative Council will review usage of the system and the possibility of a revenue split between NOL and the NLC.

By: _____
Senator Patrick Engel, Chairman
Executive Board of the Legislative Council

Date: _____

By: _____
John Gale, Chairman
Nebraska State Records Board

Date: _____

**REQUEST FOR APPROVAL TO ESTABLISH
ELECTRONIC ACCESS FEES
FOR Uniform Commercial Code Fees**

Pursuant to Neb. Rev. Stat. §84-1205.03 and the *Nebraska State Records Board Guidelines for Submission of Requests for Fee Based Electronic Access*, the following information is submitted regarding Electronic Searches and Filing of Uniform Commercial Code, Effective Financing Statement and Statutory Liens with the Secretary of State.

1. A copy of the contract under consideration.

A copy of the Contract is included with this submission.

2. A description of the Public Records which are the subject of the proposed electronic access fee and the proposed fees and splits (combines #2 & 5 of State Records Board Guidelines).

The public records which will be accessed are records of commercial transactions filed under Uniform Commercial Code or other statutory provisions as a record of liens and are primarily used by financial institutions in making about loan applications.

The proposed fee deals with fees for both the filing these records and searching or retrieving data. The data to be accessed and filed includes Uniform Commercial Code, Statutory, and Effective Financing Statement liens and amendments. All the data in question is public record and not confidential.

The fees and revenue splits for the data would be as follows:

Type of Data	Price	R/SOS*	R/NOL*
Uniform Commercial Code, Statutory Lien And Effective Finance Statement Searches	\$ 4.50	\$ 3.50	\$ 1.00
Uniform Commercial Code, Statutory Lien and Effective Finance Statement Filings (exc. for State and Federal Tax Liens)	\$ 8.00	\$ 6.50	\$ 1.50

* "R/SOS" Revenue to the Secretary of State; "R/NOL" Revenue to Nebraska@ Online

All fees are the same as or lower than the fees for the equivalent paper based activity and are set forth in statute.

3. Whether a tiered approach was used for fee splits (with the split to NOL going down over time) and if not why not

Fee revenue and NOL splits are intended to be sufficient to fully support ongoing support of the system. The costs associated with maintaining the system will be evaluated following the implementation of additional functionality to the system including additional types of UCC filings and EFS filings. A recommendation to adjust the fees and splits may be made following this analysis

4. The anticipated timeline for implementation

The fee change would go into effect September 1, 2004

5. Security Provisions

Security will be provided in conformance with standard Nebraska@ Online security procedures. Each online application will reside on a firewall-protected server at NOL. Authorized users will be assigned a username and password to access the system.

All information to be filed and searched electronically is public record so there are no privacy concerns. Filers will have to establish accounts with Nebraska Interactive and the Secretary of State and a complete audit record of electronic filers will be kept to ensure the integrity of data entered by electronic filing.

6. Explanation/Justification of the need for Electronic Access

These are currently existing services utilized by hundreds of users statewide and nationally. The electronic service is the same price or cheaper, faster, and available twenty four hours a day seven days a week.

7. How fees and splits were determined

Prior per filing or search revenue splits to NOL remain unchanged under the new agreement. Overall fees were raised to address a shortfall in the Uniform Commercial Code Cash Fund.

It was the intent of the Legislature when they passed LB590 in 1997 that Uniform Commercial Code Search fees be one of the primary means of financing the Nebrask@ Online network.

8. Any pertinent statutory provisions

§52-1313; §U9-525

9. The Cost of Providing Electronic Access (Filing) and Provide Supporting Documentation for How that Cost is Computed

No change from current practice, the portion of the fee going to Nebraska Interactive LLC remains the same as it was under the prior law.

10. Projected Volume of Activity and Revenue

Projected Volume (annually):	Rev/SOS	Rev/NOL
UCC and Statutory Lien Interactive Searches: 68,000	\$238,000	\$68,000

UCC and Statutory Lien Filings: 25,000	\$162,500	\$37,500
Effective Finance Statement Searches: 12,000	\$42,000	\$12,000
Effective Finance Statement Filings: ????? (not yet implemented)		
TOTALS	\$448,500	\$117,500

**Addendum Eight
to the
Interagency Agreement Between
Office of the Secretary of State
and
Nebraska State Records Board**

This Addendum Eight to the Interagency Agreement between the Office of the Secretary of State (SOS) and the Nebraska State Records Board (NSRB) sets forth certain services provided by Nebrask@ Online (NOL, operated under the auspices and authority of the Nebraska State Records Board), the prices (P) to be charged for such Nebrask@ Online services, and how the revenue from such Nebrask@ Online services is to be divided between SOS (R/SOS) and Nebrask@ Online (R/NOL)

This Addendum Eight covers services described below. It is contemplated that additional future addenda will cover other services which are currently provided by the Secretary of State. To the extent this addenda is in conflict with any prior addenda, this addenda controls and supercedes the prior addenda.

Data Records to be Accessed

Type of Data	P	R/SOS	R/NOL
Uniform Commercial Code, Statutory Lien And Effective Finance Statement Searches	\$ 4.50	\$ 3.50	\$ 1.00
Uniform Commercial Code, Statutory Lien And Effective Finance Statement Filings (exc. State and Fed. Tax Liens)	\$ 8.00	\$ 6.50	\$ 1.50

Disbursement of Fees

The revenue received pursuant to this addendum shall be deposited by the Network Manager in the State Records Board Cash Fund pursuant to the provisions of the contract between NSRB and Nebraska Interactive, Inc. and any addenda thereto, and shall be distributed back to SOS and NOL as provided above.

By: _____
Authorized Officer
Office of the Secretary of State

Date: _____

By: _____
Authorized Officer
Nebraska State Records Board

Date: _____

GENERAL MANAGER'S REPORT

July 2004



www.nebraska.gov

ROD ARMSTRONG, GENERAL MANAGER
NEBRASK@ ONLINE
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LINCOLN, NE 68508
PHONE: 402-471-6582
FAX: 402-471-7817
EMAIL: ROD@NOL.ORG

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	Month Ended 7-31-04	Month Ended 7-31-03	Year to Date 7-31-04	Year to Date 7-31-03
Gross Revenue	\$336,404.00	\$312,229.00	\$2,478,520.00	\$2,303,309.00
COR Paid to NSRB	\$9,995.00	\$4,602.00	\$71,474.00	\$33,808.00
COR Paid to Agencies	\$186,448.00	\$190,437.00	\$1,426,555.00	\$1,370,559.00
COR Other	\$2,214.00	\$4,907.00	\$12,075.00	\$31,750.00
Total Cost of Revenue	\$198,657.00	\$199,946.00	\$1,510,104.00	\$1,436,117.00
Gross Profit	\$137,747.00	\$112,283.00	\$968,416.00	\$867,192.00
Operating Expenses	\$105,514.00	\$81,670.00	\$698,612.00	\$599,158.00
Operating Income (Loss)	\$32,233.00	\$30,613.00	\$269,804.00	\$268,034.00
Other Income (Expense)	\$0.00	\$0.00	\$644.00	\$1,179.00
Net Pre-Tax Income (Loss)	\$32,233.00	\$30,613.00	\$270,448.00	\$269,213.00
Provision for Income Tax	\$12,565.00	\$11,916.00	\$105,262.00	\$104,712.00
Net After-Tax Income (Loss)	\$19,668.00	\$18,697.00	\$165,186.00	\$164,501.00
Variance from Plan	\$10,274.00	\$7,522.00	\$60,893.00	\$50,619.00
Revenue Contribution (July, 2004)				
Dept. of Motor Vehicles (Batch Drivers Records)				24.8%
Dept. of Motor Vehicles (Interactive & Other Services)				39.7%
Secretary of State Services (Interactive/Batch)				13.0%
Other (Subscriptions, Connect Time, Special Projects, etc.)				22.5%
Balance Sheet (7/31/04):				
Current Assets			\$890,308.00	
Fixed Assets			\$22,131.00	
Other Assets			\$12,316.00	\$924,755.00
Current Liabilities			\$379,914.00	
Stockholder's Equity			\$544,841.00	\$924,755.00

July Technical/Project Highlights

For further details or additional information, please contact:

Doug Gibbs, Project Manager
Nebrask@ Online
402.471.7839
dougg@nol.org

- The latest round of Health and Human Services' professional license renewals was deployed on July 1. Chiropractors, Optometrists, Occupational Therapists, and Occupational Therapist Assistants can now renew their licenses online and pay for the renewal via credit card. This application was also developed as part of the license renewal grant from the State Records Board.
- Work on placing the Nebraska Department of Insurance's *Summary of Insurance Business Report* online was completed. This report is the summary of all insurance business that has taken place in a given year. The online version replaces the printed version and also contains search capability. This was a fixed price project paid for by the Department of Insurance.
- The requested enhancements to the commercial's driver's license third-party testing system for the Department of Motor Vehicles were completed in July. The system allows online scheduling of testing appointments and the reporting of testing results. The enhancements will provide several improvements to the system including email notification and covert audit reports. The project was completed in time for the Department to demonstrate the application to several other state's DMVs and received favorable reviews. Nebrask@ Online is paid through a fixed cost contract agreement with the Department of Motor Vehicles.
- Work continued in July on the Health & Human Services System's online sale of professional practitioner lists and license search. This application will allow the user to order a list or lists of a professional such as registered nurses, pay for the list online using a credit card, and download the list in a form suitable for printing labels (if desired). The application will also allow users to search for individual licensees. This project was delayed from last year due to work necessary on the agency back-end system. NOL will receive revenue on a per transaction basis for this application. It is expected that this application will be deployed in late August.
- The Department of Motor Vehicles Insurance database work was completed at the end of June and taken live as per statutory requirements on July 1. The application will provide a gateway to submit required insurance information to the Department. As previously noted, this project is the foundation piece for the development of online vehicle registration renewals.
- Project Charters and cost/pricing estimates continue are being developed or finalized for several new projects, including online surveys, conference registration, online renewals, and Web site redesigns.
- Two searchable databases were placed online for the Nebraska Commission for the Deaf & Hard of Hearing. The application allows users to search a books database and a video database on the Commission's Web site. This was a non-fee project.
- A new Web site design was completed and taken live for the Commission on Public Advocacy.

Training on managing the site was also provided to the Commission by NOL. This was a non-fee project.

- Work continues on several projects, including:
 - New Web site designs for several agencies;
 - Accountability and Disclosure Commission citizen search enhancements;
 - Fireworks Display permits for the State Fire Marshal;
 - Revisions and enhancements to the eGrant System for the Nebraska Arts Council;
 - Updates to the Nebraska Corn Board's Crop Progress Report;
 - Student Elections Web site and voting;
 - Electrical Permits for homeowners;
 - License renewals for Physicians, Osteopathic Physicians, and Osteopathic Physicians and Surgeons;
 - Water Well Registration enhancements; and
 - Upgrades to the Public Meeting Calendar and Business Portal.

July Marketing Highlights

For further details or additional information, please contact:

Dan Brown, Director of Marketing
Nebrask@Online
402.471.0828
danb@nol.org

- Promotional cards were created for the Homeowner Online Electrical Permit application and will be inserted with permits that are done by mail. This should help inform the public that they can apply for their permits online.
- We have been meeting with the contract implementation subcommittee and have discussed marketing issues and strategies.
- In conjunction with the county Web site training, we have been distributing promotional materials about JUSTICE to the Clerk of the District Court and County Court Clerk Magistrate. We are asking them to hand out the materials to attorneys and others to help inform people about the system. The Court Administrators Office will also help with distributing materials out to the various counties.

- We are continuing to work with the Nebraska Webmasters Group to create an NOL brand on all state agency Web sites. We hope to create various icons that can be placed on agency sites to help promote Nebrask@ Online and to assure users that they are still on a State of Nebraska agency Web site.
- We have been distributing bookmarks to libraries throughout the state and at various events.
- We are continuing to provide Web site training and development of county Web sites. The counties include: Antelope, Cuming, Clay, and Polk. We will continue to schedule training throughout the summer and fall for counties that have had staff turnover or who request follow-up training.
- We attended the Nebraska Association of Transportation Providers Workshop to help promote JUSTICE, Driver's Record Searches and the Network to member organizations that hire drivers.
- We are developing a table display for placement in lobbies of US Bank to promote the network and the services offered. This is a cross-promotional activity offered to US Bank customers, including Nebraska Interactive.
- A demonstration of license renewal applications was given to the Board of Public Accountancy. They were shown how a license renewal application could work for certified public accountants.
- We attended a workgroup meeting of the State Government Council to continue work on the One-Stop Business Registration application.
- Nebraska Interactive technical staff attended the NIC Technical Conference in Tampa, Florida.
- We have met with the following agencies/associations concerning either Web sites, training or applications:
 - Nebraska Court System
 - Fire Marshal
 - Library Commission
 - Chief Information Officer
 - Accountability and Disclosure Commission
 - Department of Motor Vehicles
 - HHS – Regulation and Licensure
 - Nebraska Volunteer Service Commission
 - DAS – IMS
 - DAS – Communication
 - DAS – Technical Managers
 - DAS - Accounting
 - DAS - Personnel
 - Legislature
 - State Government Council
 - Secretary of State
 - State Treasurer
 - Nebr. Information Tech. Comm. – State Government Council
 - Nebraska Department of Revenue

- Commission on Public Advocacy
- Board of Public Accountancy
- State Treasurer
- State Electrical Division
- Nebraska Attorney General
- Nebraska Emergency Management Agency
- Nebraska Real Estate Commission
- Corn Board
- Nebraska Arts Council
- Nebraska Corn Board
- Nebraska Webmasters meeting
- Women's Commission
- Department of Labor
- Nebraska Real Estate Commission
- Nebraska Transportation Providers Association
- Nebraska Rural Community Schools Association
- Dept. of Economic Development – Tourism Division
- Lincoln/Lancaster Government Information Access Committee Meeting

New/Outstanding Issues

- We continue working with the Contract Oversight Committee to review problem reports, project reports, and other pertinent items in the interim between board meetings.

Respectfully Submitted,

Rod Armstrong
Network General Manager

NEBRASKA ONLINE PROJECT REPORT - AUGUST 20, 2004

*** Indicates new project or significant change to existing project

Projects Completed:										
Agency	Project		Public Benefit		Resource Requirement	Type of Payment				
Administrative Services	Online Sale of State Directory		Large		Moderate	Non-Fee				
Agriculture	Pesticide Applicators Mailing List		Moderate		Low	Non-Fee				
Chief Information Officer	Automated General Ledger Transmission into NIS		Moderate		Moderate	Grant				
Counties: Valley County	Web Site Design		Moderate		Moderate	Approp				
Deaf & Hard of Hearing Commission	Books Database Search		Moderate		Low	Non-Fee				
Electrical Division	Online Electrical Permits Phase 2: Homeowners		Large		High	Trans. Fee				
Electrical Division	Electrical Permit Application PDF Conversion		Moderate		Low	Non-Fee				
Health & Human Services	Chiropractors License Renewal		Large		High	Grant				
Health & Human Services	Occupational Therapist & OTA License Renewal		Large		High	Grant				
Health & Human Services	Optometrist License Renewal		Large		High	Grant				
Health & Human Services	Osteopathic Physician License Renewal		Large		High	Grant				
Health & Human Services	Osteopathic Physician & Surgeon License Renewal		Large		High	Grant				
Health & Human Services	Physicians License Renewal		Large		High	Grant				
Historical Society	Online Tour Request Form		Large		Moderate	Non-Fee				
Insurance	Summary of Insurance Business Report		Moderate		High	Fixed Cost				
Public Advocacy Commission	Web Site Design		Moderate		Moderate	Non-Fee				
Secretary of State	Online Voting for Nebraska State Quarter Design		Large		High	Non-Fee				
Projects Pending Approval:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Counties: Clay County	Web Site Design: New design for county site with navigation and graphics <i>Comment: Deadlines revised due to late response from county on approval of design</i>	14-Aug-03	Moderate	Flexible	Moderate	Approp	Duffy	85%	30-Nov-03	15-Mar-04
Counties: Nuckolls County	Web Site Design: New design for county site with navigation and graphics. <i>Comment: NOL is still waiting for final approval from county; site has been complete since original due date</i>	3-Oct-03	Moderate	Flexible	Moderate	Approp.	Duffy	95%	30-Nov-03	
Crime Commission	Searchable Database #2: Database search of crime statistical information <i>Comment: Agency added new fields to the database requiring further coding by NOL. Implementation further delayed by staff changes at agency. (June 15, 2004)</i>	31-Jul-03	Large	Flexible	High	Non-Fee	Pabian	95%	1-Dec-03	1-Jul-04
Crime Commission	Searchable Database #3: Database search of crime statistical information <i>Comment: Agency added new fields to the database requiring further coding by NOL. Implementation further delayed by staff changes at agency. (June 15, 2004)</i>	31-Jul-03	Large	Flexible	High	Non-Fee	Pabian	85%	1-Dec-03	1-Jul-04
Crime Commission	Web Site Redesign: Complete redesign of agency web site with navigation and graphics. <i>Comment: Personnel changes at agency forced delay in completion of agency's request. (June 15, 2004)</i>	1-Aug-03	Large	Flexible	Moderate	Fixed Cost	Benes	95%	1-Feb-04	30-Jul-04
***Health & Human Services	Health Practitioner Lists: Online sale of health professions lists with license search and credit card payment. <i>Comment: Project on hold while agency waits for HHS to complete database changes and for HHS IT to make certain revisions. Original deadline was incorrect; agency did not have information ready for NOL; agency still putting together database files.</i>	12-Mar-03	Large	High	Moderate	Trans. Fee	Pfister/Bills	80%	15-Feb-04	15-Aug-04
***Liquor Control	Web Site Design: New design for agency web site with navigation and graphics. <i>Comment: Due date revised due to agency delay on design decision. (July 1, 2004)</i>	1-Apr-04	Large	Flexible	Moderate	Non-Fee	Duffy	95%	15-Jul-04	30-Jul-04
***Motor Vehicles	CDL Third-Party Testing Site Enhancements: Agency requested changes to scheduling and reporting site for CDL testing. <i>Comment: Original enhancements were delivered on time and accepted by agency. Agency has now requested additional enhancements to system and due date has been revised accordingly.</i>	10-May-04	Large	Firm	Moderate	Fixed Cost	Pabian	95%	30-Jun-04	31-Aug-04
***NRCSA	Web Site Design & Hosting: New design for association site with navigation and graphics. <i>Comment: Association requested delay until after Legislative session</i>	1-Nov-03	Modest	Flexible	Moderate	Fixed Cost	Duffy	95%	15-Mar-04	31-Aug-04
Secretary of State	Rule & Regulation Email Notification <i>Comment: Waiting for final approval.</i>		Extensive	Flexible	High	Grant	Bush	85%	16-Apr-04	

Projects Underway:		Date Received	Public Benefit	Design Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Account. & Disclosure	Citizen Search Enhancements: Improvements to current search capabilities of elections, campaigns, and lobbyists database. <i>Comment: Agency has requested revised due date to election year conflicts and unwillingness to implement new system during that time.</i>	23-Jun-03	Extensive	High	Extremely High	Fixed Cost	Bush	70%	1-Jun-04	31-Dec-04
Chief Information Officer	Forms Automation	16-Mar-01	Extensive	Flexible	High	Grant	All	75%	31-Dec-04	
Chief Information Officer	Business Portal Upgrade: Upgrades to Forms inventory database and portal architecture.	2-Jan-04	Extensive	Flexible	High	Grant	Warfner	50%	28-Oct-04	
Chief Information Officer	Ed Portal Course Database Search: Search of postsecondary institutions course offerings and programs. <i>Comment: Search engine completed on schedule; source data needs extensive revision.</i>	1-Jun-03	Large	Flexible	High	Grant	Norton	85%	30-May-04	29-Oct-04
Chief Information Officer	Ed Portal IT Training Calendar: Calendar of IT training classes, seminars and workshop posted by institutions & agencies. <i>Comment: Change in priority of project resulting in revised due date and conforming this project with events of Public Meeting Calendar.</i>	1-Jun-03	Extensive	Flexible	High	Grant	Warfner	50%	28-Feb-04	1-Sep-04
Chief Information Officer	Public Meeting Calendar Rewriter: Rewrite current online public meeting calendar to improve usability and functionality.	28-Apr-04	Extensive	High	Very High	Grant	Warfner	10%	16-Jun-04	1-Sep-04
Chief Information Officer	Ed Portal Common College Application: Provide common online college admittance application for Nebraska higher ed institutions. <i>Comment: After review by NITC Ed Council, project has been delayed pending further feedback from counselors and admissions groups</i>	1-Jun-03	Large	Flexible	High	Grant	Benes	85%	1-Apr-04	Pending
Chief Information Officer	Citizen Portal Press Release Center: Web site where state agencies can post & archive press releases and media and public can access. <i>Comment: Change in scope of original project resulting in revised due date; Also waiting for input from state PIO group</i>	7-Jan-03	Extensive	Flexible	Moderate	Grant	Norton	80%	1-Feb-04	30-Jul-04
Chief Information Officer	One-Stop Business Registration: Online site for business to access all information necessary to register and do business in Nebraska.	28-Apr-04	Extensive	Flexible	Extremely High	Reinv. Rev.	Unassigned	10%		
Counties: Boone County	Web Site Revisions & Updates: Improvements to current county web site at request of county. <i>Comment: No response from county regarding design forced due date to be revised.</i>	14-May-04	Moderate	Flexible	Moderate	Approp.	Duffy	25%	15-Jun-04	30-Jul-04
Counties: Fillmore County	Web Site Design: New design for county site with navigation and graphics. <i>Comment: No response from county regarding design forced due date to be revised.</i>	1-Nov-03	Moderate	Flexible	Moderate	Approp.	Duffy	25%	30-May-04	30-Jul-04
Counties: Thayer County	Web Site Design: New design for county site with navigation and graphics.	21-Jun-04	Moderate	Flexible	Moderate	Approp.	Benes	0%	30-Sep-04	
Counties: Morrill County	Web Site Design: New design for county site with navigation and graphics.	17-Aug-04	Moderate	Flexible	Moderate	Approp.	Benes	0%	1-Nov-04	
Economic Development-Tourism	Online Conference Registration: Online registration for annual Tourism Conference with credit card payment.	28-Jun-04	Moderate	Firm	Moderate	Fixed Cost	Norton	85%	16-Aug-04	
Engineers & Architects	License Renewal System Rewrite: Update current online license renewal system from current PDF format to web-based application. <i>Comment: Will also need to switch from current credit card vendor to PayPal account & include audit selection function.</i>	1-Mar-04	Moderate	Flexible	High	Trans. Fee	K. Lyone	50%	1-Oct-04	
Fire Marshal	Fireworks Display Permits: Allows user to apply for fireworks display permit online and pay with credit card. <i>Comment: Agency revisions and change requests resulted in revised due date. Project placed on delayed status at request of agency while fireworks permits application was implemented and permit period was over. (June 15, 2004)</i>	1-Jan-04	Large	High	Very High	Grant & Trans. Fee	Norton	90%	1-Jun-04	30-Aug-04
Legislature/CIO	Legislative Bill Tracking System: User designated bill tracking with keyword profiles, bill number tracking, & email notification.	18-Dec-03	Extensive	Flexible	High	Grant & Trans. Fee	Bills	10%	1-Nov-04	
Motor Vehicles	Specialty Plate Ordering: Ability to check availability of message plates and order online with credit card/ACH payment. <i>Comment: Project completion date will need to be revised pending discussion with agency.</i>	2-Jan-04	Large	Flexible	High	Unknown	Pfister	10%	30-Aug-04	
Motor Vehicles	Vehicle Tax Estimator: Online site for user to access to determine approximate motor vehicle tax on cars and trucks at registration.	2-Jan-04	Large	High	High	Unknown	Pfister	0%	30-Oct-04	
Real Estate Commission	License Application: Online application for real estate agent and/or broker license. <i>Comment: Agency agreed to revised deadline due to priority of other projects</i>	1-Sep-03	Moderate	High	Moderate	Fee	Norton	70%	1-Nov-03	30-Sep-04
Revenue	Sales Tax Upgrade: Annual upgrades and necessary changes to sales tax application.	1-Jun-04	Large	Rigid	Moderate	Trans. Fee	Pabian	75%	1-Sep-04	
Secretary of State	UCC Statutory Liens: Filing of statutory agricultural liens to original UCC financing statement. <i>Comment: Due date revised at agency request because of other obligations. (June 30, 2004)</i>	1-May-04	Large	High	Very High	Trans. Fee	Pfister	70%	30-Jun-04	30-Aug-04
Volunteer Service Comm	Web Site Redesign: Redesign of agency web site with new graphics and navigation, and password-protected sections for users. <i>Comment: Due date revised at agency request.</i>	15-Mar-04	Large	Flexible	High	Fixed Cost	Benes	20%	1-Aug-04	1-Nov-04

Projects Requested:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
***Economic Development - Business Dev.	Online Conference Registration: Registration and credit card payment for annual recruitment event in Denver.	17-Aug-04	Moderate	Firm	Moderate	Fixed Cost	Norton	10%	15-Oct-04	
***Engineers & Architects	Web Site Message Board	2-Aug-04	Low	Flexible	Low	Non-Fee	X. Lyons	0%	15-Nov-04	
Fire Marshal	Grain Permit: Online application for Grain Storage permits and credit card payment.	1-Nov-03	Moderate	Firm	High	Trans. Fee	Norton	0%	1-Nov-04	
Grain Sorghum Board	Web Site Redesign: Redesign of agency web site with new graphics and navigation.	28-Jun-04	Moderate	Flexible	Low	Non-Fee	Benes	0%	1-Oct-04	
***Liquor Control	Database Web Interface: Upgrade search capability with NOL Web search of IMS/Service database for license information.		Large	Flexible	High	Unknown	K. Lyons	10%	1-Jan-05	
Motor Vehicles	Drivers' License Renewals: Online renewal of drivers' license and credit card/ACH payment.	2-Jan-04	Extensive	Rigid	Extremely High	Trans. Fee	Pfister	0%		
Motor Vehicles	Drivers' License Reinstatement: Online application for reinstatement of drivers' license and credit card payment.	1-Feb-02	Modest	Flexible	High	Unknown	Pfister	10%		
Motor Vehicles	Vehicle Registration Renewals: Online renewal of motor vehicle registration and credit card/ACH payment.	2-Jan-04	Extensive	Rigid	Extremely High	Trans. Fee	Pfister	0%		
Motor Vehicles	Commercial Plate Search <i>Comment: Trying to obtain necessary information from EZ Pass states has proven to be very difficult. Comment: Project was on hold but agency recently decided to move forward. (June 21, 2004)</i>	15-Jun-03	Moderate	Flexible	High	Fee	Pfister	10%	1-Sep-04	
***Natural Resources	Water Well Drilling Application Templating: Provide applicant with templated sections to expedite application for multiple wells.	8-Aug-04	Moderate	Firm	Moderate	Fee	Pabian	0%	30-Sep-04	
Revenue	Online Sale of Tax Permits: Online application for tax permit and credit card payment.	2-Jan-04	Large	High	High	Trans. Fee	Armstrong	0%		
Secretary of State/IRS	Federal Tax Lien Filing: Online filing of IRS tax liens in conjunction with Secretary of State's Office.	15-Apr-04	Extensive	Flexible	High	Unknown	Armstrong	0%		
Secretary of State	EFS Filing	2-Feb-02	Large	Firm	High	Trans. Fee	Pfister	0%		
***Treasurer	PayPase Integration with Child Support Payments Processing	2-Aug-04	Large	Flexible	Moderate	Unknown	Bliss	0%		
Projects On Hold:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Abstracters Board	License Renewals: Online filing of application for license renewal with credit card payment. <i>Comment: Not a top priority for small agency with limited staff</i>	1-Oct-03	Large	High	High	Fee	Brown	0%	1-Feb-04	
Administrative Services	State Employment Application Upgrade: Changes and enhancements to state's online employment application. <i>Comment: Agency placed on hold pending internal discussions of how to proceed with project. Comment: May see some movement on this project in fall 2004 based on recent agency input. 8-17-2004.</i>	8-Apr-03	Extensive	Firm	Extremely High	Non-Fee	Lyons	50%	1-Dec-03	
Banking	Bank Financial Information Section: Password-protected section on agency site for banks to enter trust information. <i>Comment: Joint decision to place on hold due to priority of other projects and agency needing to work out details</i>	7-May-03	Large	High	Moderate	Non-Fee	Lyons	30%	1-Mar-04	
County Project: Merrick	Web Site Design: New design for county site with navigation and graphics. <i>Comment: NOL waiting to hear back regarding design approval</i>	2-Jan-04	Moderate	Flexible	Moderate	Approp	Duffy	50%	15-Mar-04	30-Apr-04
Energy Office	Energy Loan Program Automation: Ability for participating banks to enter information on secured web site on loan program. <i>Comment: IMS is working on enhancements to system.</i>	15-May-00	Modest	Flexible	Very High	Grant	Bush	85%	1-Aug-04	
Indian Affairs	Online Resource Directory: Convert from current format and place Commission resource directory online.	1-Nov-03	Modest	Flexible	Moderate	Fixed Cost	Norton	0%		
Investment Council	Web Site Design: New design for agency that does not currently have a site; with navigation and graphics. <i>Comment: Project on hold while agency decides on design</i>	2-Jan-04	Large	Flexible	Moderate	Non-Fee	Benes	50%	15-Feb-04	

Possible Future Projects:										
Agency	Project	Date Received	Public Benefit	Deadline Sensitivity	Resource Requirement	Type of Payment	Assigned Staff	Percent Complete	Original Due Date	Revised Due Date
Account & Disclosure	Campaign Statement Filing: Online system to allow campaign/candidate committees to file online.		Large	High	High	Fixed Cost	Pfister			
Account & Disclosure	Web Site Redesign: Redesign web site navigation and graphics.		Extensive	Flexible	Moderate	Non-Fee	Duffy			
Com Board	Web Site Redesign: Redesign web site navigation and graphics.		Large	Flexible	Moderate	Non-Fee	Duffy			
County Project: Brown	Web Site Design: New design for county site with navigation and graphics.		Large	Flexible	Moderate	Approp.	Brown			
County Project: Rock	Web Site Design: New design for county site with navigation and graphics.		Large	Flexible	Moderate	Approp.	Brown			
Courts	Online Ordering of Publications: Ability for user to search for and order Court publications online with credit card payment.		Large	Flexible	Moderate	Unknown	Armstrong			
Fillmore County	Online Permits: Application for local permits with credit card payment.		Moderate	Flexible	High	Trans. Fee	Brown			
Health & Human Services	Online Survey: Create online survey on current web site with import of results to agency database.		Large	Flexible	Very High	Fixed Cost	Noten			
Historical Society	Suite of E-Gov Services/Databases		Large	Flexible	High	Trans. Fee	Gibbs			
Historical Society	Photo Image Database: Online search of photo image database with payment for search results via credit card.		Large	Low	Very High	Non-Fee	Pfister			
Patrol	Criminal History Search System: Online search for criminal history with credit card payment.		Extensive	Flexible	Extremely High	Fee	Armstrong			
Public Accountancy	License Renewals: Online system for license renewals including database conversion, continuing education, credit card payment.		Large	Firm	High	Fee	Gibbs			
Real Estate Appraiser Brd	Map Application Hosting: Move current map program from Natural Resources hosting to NCI hosting.		Large	Flexible	Moderate	Unknown	Gibbs			
Real Estate Commission	Database Format Change		Low	Flexible	High	Unknown	Billie			
Revenue/SOS	State Tax Lien Filing: Online system to do state tax lien filing in conjunction with two state agencies.		Extensive	High	High	Unknown	Armstrong			
Roads	Online Shopping Cart: Online system that allows users to purchase items from different divisions and pay all one time with credit card.		Extensive	Flexible	High	Unknown	Gibbs			
TERC	Online Appeals: Online system to allow user to appeal property tax decisions from county to state agency with credit card payment.		Extensive	High	High	Fee	Gibbs			



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August 20, 2004

The Honorable John Gale
Secretary of State
Chairman, Nebraska State Records Board
P.O. Box 94608
Lincoln, NE 68509-4608

Dear Chairman Gale:

The contract between the Nebraska State Records Board and Nebraska Interactive (*section 7*) requires written consent of the NSRB prior to implementation of any "planned material change" in the Nebrask@ Online network. I am writing to request the Board's consideration of such a change at its August 25th meeting. The matter has been reviewed by the Contract Operations Committee, and a recommendation to approve the change will be presented to the Board at that time.

As the accompanying memorandum to the Committee indicates, we have evaluated an alternate approach to achieving the technical architecture goals for the network as outlined in our bid proposal to the Board. Our proposal calls for investment in hardware, software and other items related to achieving the goal of a highly-available network.

Since our proposal was submitted, the parent company of Nebraska Interactive (NIC) has initiated installation of a company-wide data center. The data center is hosted in a Tier I facility operated by AT&T in the Washington, D.C. metropolitan area. Tier I hosting facilities are state-of-the-art structures that provide a degree of security and reliability that far exceeds the standards in our proposal. Additional details of the facility and our planned approach are contained in the accompanying memorandum.

Should this change be approved by the board, we hope to begin migration to the new hosting facility in September. The migration will be conducted in phases, and will continue through a period of approximately six months. Prior to initiating the migration, we will notify all affected agencies, who should notice no change in service during the process.

I would be happy to answer any questions you may have. NOL technical staff will be available at the next Records Board meeting to answer questions as well. Thank you very much for your consideration.

Sincerely,


Rod Armstrong
General Manager



TO: NSRB Contract Operations Committee

FROM: Rod Armstrong
General Manager, Nebrask@ Online

DATE: June 15, 2004

SUBJECT: NOL Technical Environment

In our proposal to the State Records Board last year, Nebraska Interactive specified more than \$150,000 of investments over three years to upgrade our technical environment to a high-availability system. This upgrade will provide 99%+ system availability and the capability for system maintenance to occur without disruption.

We remain totally committed to the high availability standard as specified in our proposal. However, we have evaluated alternate approaches to achieving this objective and have arrived at a solution that we believe is superior to that which we originally proposed.

NIC, the parent company of Nebraska Interactive, is in the process of establishing a company-wide data center that will be available to us and our affiliates. The data center will be hosted in a Tier I data center operated by AT&T, located in Ashburn, Virginia (Washington, D.C. metro area). The accompanying presentation from AT&T describes the facility and its capabilities in detail.

As you will note, it is a state-of-the-art facility that far exceeds the network and security capabilities required for Nebrask@ Online. The facility itself is hardened and staffed by round-the-clock on-site security and technical personnel. There are redundant, high-capacity network connections, uninterruptible power supplies with backup generators, and other features. Dedicated NIC personnel will be responsible for system administration, with on-site AT&T technicians available for immediate assistance as required.

The NIC data center arrangement will include a second, completely separate AT&T facility in the Chicago area, for backup and disaster recovery. We will continue to create backup tapes and place them in escrow locally pursuant to our contract. Software license sections of our contract with the Records Board will be unaffected should the system be moved to the data center for hosting.

The cost for hosting services with the NIC data center are approximately the same as the amortized cost of hardware should we purchase, install and manage the system locally. Government partners and NOL users should notice no change in service quality, with the strong possibility of improved performance.

NOL Technical Environment
June 15, 2004
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In addition to comparing this approach to our original proposal, we have considered other alternatives such as co-locating disaster recovery and hosting environments with state facilities, as well as utilizing other third-party hosting facilities. However, this would still require purchase, installation and management of the system by NIC or Nebraska Interactive personnel, and costs may be higher than those associated with hosting at the NIC data center.

Based on our evaluation, we would like to bring this proposal to the attention of the Operations Committee and the Record Board as a "planned material change" under section 7 of the contract. Such changes must receive prior written consent from the Records Board before implementation.

We are requesting that the Operations Committee consider this proposed change and, if it is deemed acceptable, to forward a recommendation for written consent to the Records Board for consideration at their next meeting. Should the committee have reservations such that the proposal will not receive its recommendation, we will proceed with upgrades as planned in our original proposal.

Thank you very much for your consideration.

Draft

August 25, 2004

Mr. Jon Bruning
Attorney General
State Capitol, Room 2115
Lincoln, NE 68509-8920

Dear Mr. Bruning,

I am writing this letter as chairman of the State Records Board to request an Attorney General's Opinion regarding a potential conflict in statutes relating to fees which may be charged for online services offered by Nebraska state agencies through Nebrask@ Online.

Neb. Rev. Stat. §84-1205.02 provides that the State Records Board may establish fees not to exceed the statutory fee for electronic access to public records. Neb. Rev. Stat. §81-118.01(6) provides that a state agency may charge a convenience fee or additional surcharge above and beyond the statutory fee or amount of being paid (tax payment for example) when receiving payment electronically.

The State Records Board regularly approves fees to be charged for electronic access to services through Nebraska Online, the question as to whether the Board may approve a convenience fee in excess of the statutory fee has been discussed but not conclusively decided due to the conflict in statute.

My specific questions are as follows:

Did the passage of the convenience fee language by the legislature in 2002 apply to or modify the statutory fee limit imposed on the State Records Board when approving fees for online access to services through Nebrask@ Online, or modify the meaning of "statutory fee" to include the statutory fee plus a convenience fee since both are authorized by statute? In short may the State Records Board approve a convenience fee for electronic government services above the base statutory fee set in law? Would the answer to this question differ depending on whether it is a statutorily fixed fee service such as a driver's abstract versus a payment such as an income or occupation tax payment?

AGO NSRB Fees
Page 2

Sincerely,

John A. Gale
Secretary of State