

**NEBRASKA STATE RECORDS BOARD
MEETING: September 9, 2002**

Nebraska State Capitol
Room 1507
Lincoln, NE
September 9, 2002
1:30 P.M.

NEBRASKA STATE RECORDS BOARD
AGENDA
Room 1507 State Capitol
Sept 9, 2002 - 1:30 P.M.

1. Call to Order, Roll Call
2. Notice of Hearing (9/3/02 LJS)
3. Approval of Minutes from May 20, 2002 meeting
4. Recognition of Appointed Board Members, John Dale and Mark Sutko
5. Records Management Cash Fund Balance
6. Public Hearings
 - a. Nebraska Department of Revenue Online Motor Fuels Tax Filings
 - b. Racing Commission Online License Renewal
7. Grant Status Report
8. Review Policy For Completion of Grants (consider revising policy to require grant work be done in a set time frame).
9. Nebraska State Records Board Grant Applications
 - a. Wayne State College---Microforms Digital Scanner (\$8,950)
10. Nebrask@ Online General Manager's Report
 - a. Project Priority List--Review and Approve
 - b. Justice Project
 - c. Annual Audit Report
11. Expiration of Master Contract--Discussion
12. 2003-2005 Biennial Budget Request
13. 4th annual E-government Conference
14. Miscellaneous Matters
15. Schedule Next Meeting
16. Summary Presentation of the Nebrask@ Online Network (for new members)

17. Adjournment



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of May 20, 2002

The meeting was called to order by Chairman John Gale at 1:30 P.M. on May 20, 2002, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;
William Bidrowski;
John Dale;
John Erickson, representing the Governor;
Nathan Gilmore, representing the State Treasurer;
Steve Schafer, representing the Director of Administrative Services;
Don Stenberg;
Kate Witek.

Not present were:

David Buelt;
Mark Sutko;
Diane Vicars.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star on May 13, 2002.

The minutes of the meeting of February 15, 2002, were considered. Mr. Bidrowski moved that the minutes be approved as circulated; motion seconded by Mr. Stenberg.

Voting For:	Bidrowski	Dale	Gale	Erickson
	Gilmore	Schafer	Stenberg	Witek
Voting Against:	None			
Absent:	Buelt	Sutko	Vicars	

The motion carried.

Greg Lemon, Chief Deputy Secretary of State, reported on the Records Management Cash Fund - State Records Board balance and the Grant Project Status Report - First Quarter. Ms. Witek requested that the issue of establishing a lapse time for unused grant funds be placed on the agenda for the next meeting.

Chairman Gale opened discussion of four grant applications from the Office of the Chief Information Officer: Interactive License Renewal Initiative for \$25,000; Citizen's Portal for \$25,000; Education Portal for \$25,000; and Online Payment Portal for \$25,000. Steve Schafer, Chief Information Officer, testified in favor of these requests. Rod Armstrong, General Manager of Nebrask@ Online, answered questions from the Board. After discussion, Ms. Witek moved to approve these four grant requests in the total amount of \$100,000, with the provision that the Secretary of State must approve the expenditure of more than \$5,000 on either the Citizen's Portal or the Education Portal; motion seconded by Mr. Dale.

Voting For:	Bidrowski Gilmore	Dale Stenberg	Gale Witek	Erickson
Voting Against:	None			
Not Voting:	Schafer			
Absent:	Buelt	Sutko	Vicars	

The motion carried.

Chairman Gale opened discussion of a grant application for \$25,000 from the Secretary of State to develop Searchable Rules and Regulations Online. Greg Lemon, Chief Deputy Secretary of State, testified in favor of this request. After discussion, Mr. Stenberg moved to approve the grant request; motion seconded by Ms. Witek.

Voting For:	Bidrowski Schafer	Dale Stenberg	Erickson Witek	Gilmore
Voting Against:	None			
Not Voting:	Gale			
Absent:	Buelt	Sutko	Vicars	

The motion carried.

Chairman Gale opened the public hearing on the Request for Approval to Establish Electronic Access Fees for Secretary of State Corporate and Uniform Commercial Code Records. No one appeared in favor of, or opposed to, the establishment of fees. Chairman Gale closed the public hearing. After discussion, Ms. Witek moved to approve the fees as Addendum Five to the Interagency Agreement between the Nebraska Secretary of State's Office and the Nebraska State Records Board; motion seconded by Mr. Dale.

Voting For:	Bidrowski Schafer	Dale Stenberg	Erickson Witek	Gilmore
Voting Against:	None			
Not Voting:	Gale			
Absent:	Buelt	Sutko	Vicars	

The motion carried.

Rod Armstrong presented the Nebrask@ Online General Manager's Report and the Project Priority List. After discussion, Mr. Dale move to approve the Project Priority List; motion seconded by Mr. Bidrowski.

Voting For:	Bidrowski Gilmore	Dale Schafer	Erickson Stenberg	Gale Witek
Voting Against:	None			
Absent:	Buelt	Sutko	Vicars	

The motion carried.

William Ptacek, Director of Records Management, gave a presentation entitled "How Long Will It Last?" on electronic records retention issues and answered questions from the board.

Chairman Gale opened discussion of the Proposed Privacy Language on Internet Cookies. Greg Lemon discussed this proposal and answered questions from the Board. After discussion, Mr. Stenberg moved to adopt the proposed language as an addition to the existing privacy policy and to direct the Secretary of State to notify state agencies of this policy; motion seconded by Mr. Gilmore.

Voting For:	Bidrowski Gilmore	Dale Stenberg	Erickson	Gale
Voting Against:	Witek			
Not Voting:	Schafer			
Absent:	Buelt	Sutko	Vicars	

The motion carried.

Greg Lemon briefed the Board on the 4th Annual E-Government Conference to be held on September 6, 2002. No Technology Fair will be held in conjunction with this year's conference.

Greg Lemon briefed the Board on 2002 Legislative Bills of interest.

Chairman Gale announced that this would be the last Board meeting for members John Dale and Mark Sutko, whose terms are expiring. Mr. Stenberg moved to recognize the service of John Dale and Mark Sutko to state government and citizen access to government.

Voting For:	Bidrowski	Dale	Erickson	Gale
	Gilmore	Schafer	Stenberg	Witek

Not Voting: None

Absent: Buelt Sutko Vicars

The motion carried.

No other business appearing before the Board, Chairman Gale declared the meeting adjourned at 4:10 P.M.



John A. Gale
Chairman
State Records Board

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

1. Name of agency applying for grant: Wayne State College, Conn Library

2. Title or brief description of project: Microform Digital Scanner

3. Grant request amount: \$8,950.00

A. Microform scanner = \$7,850

The Microform scanner includes both the hardware and the software to allow digital scanning, and transfer to e-mail, Ariel, or other uses of the digital files.

B. Ultrafiche reader = \$300

The Ultrafiche reader requires a lens of 150x magnification. This is beyond the capabilities of the standard microform reader. It requires special equipment to read the Ultrafiche. The existing Ultrafiche reader will have to be modified to allow the digital scanner to operate. See attached letter from "Indus International, Inc."

C. Interface screen x 2 = \$800.00

The Interface screen is what allows the scanner to read the microform itself. Since we want to scan both Ultrafiche and other microforms, we have to have one for each type of machine. The Minolta 605Z will read both microfiche and microfilm, while the Ultrafiche reader will read only Ultrafiche.

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

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

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

The Conn Library at Wayne State College has over 600,000 microforms of books, articles, thesis, newspapers, historical records, and government records. Currently the majority of these materials may be printed on paper at cost and sent to whomever requests them. However, we can not send these materials electronically. In addition, we have a small number of items on Ultrafiche that we can not print. In order to use these 4,000 plus historical records, a person must come to the library, read them, and make notes of the documents.

We would like to purchase a microform digital scanner and software that would allow us to send copies of any the library's microforms electronically to anyone in Nebraska who requests them.

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

The primary beneficiaries of this project would be the citizens of Nebraska. We have many public libraries and school libraries that request this information. In addition, we have some city and county governments that request governmental information.

We already provide this information, at cost, to anyone who requests it, where possible. This would enhance the service and improve access of these services. It would establish the ability to make electronic copies and transmit them at no cost to the user, which we can not now do.

8. Estimated timeline for implementation:

The timeline would depend on at availability of funding. We would implement this service immediately upon receiving the equipment the funding would allow. If funding were made available in July, 2002, I would estimate that it would take a couple of months to have everything in place. We would have to request bids for the equipmentt and software, as required

by the state purchasing regulations. Based on this assumption, it is anticipated that we could provide the service by September, 2002.

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

This would be an on-going commitment to providing service. Service is one of the primary functions of a library. We would provide personnel to respond to requests for information, the labor to scan materials, the electronic links to transmit the requested resources, and the on-going purchase of materials available to everyone in Nebraska.

In addition the college would provide equipment to complete this project. Two Microform readers: the Ultrafiche reader was just purchased this past year at a cost of \$850; the Minolta reader/printer was purchased five years ago at a cost of \$8,000; and a desktop computer valued at \$1,300. The equipment the college would supply is valued at \$10,150. This is more than the requested amount for this grant project.

10.

A. Has this project ever been submitted as a budget request?

This has been submitted as a budget request. However, with the constraints the state funding and specifically the college is facing, the funding was not available.

B. Does the project require additional statutory authority?

No

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

Money is not available locally for the equipment, and the big on-going cost of this project is labor and the informational resources. This is already a part of the mission of the college - to provide educational resources and information to the citizens of Nebraska. Acquiring the informational resources (microforms) is an on-going part of our regular budgetary process.

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

As a college library and a government depository, our primary responsibility is to provide information and access to information. Currently the process to provide this information is somewhat clumsy. There are two main ways to access microform information from Conn Library. The first is to physically come to the library, look up what is desired, print it off, or make notes where the material is not available to print (see #6 above). The second way, is to call, e-mail, or write asking that information be sent. This can be very slow and time consuming, since it takes personnel time, we have to charge for copying materials, postage, and any other incidental expenses incurred.

With a digital scanner, we could send the information electronically, thus eliminating the cost of photocopying and postage. In addition, we would save personnel time by efficiencies inherent in the electronic transmittal of information.

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

A. Improve the efficiency of agency operations.

Reduce the amount of time personnel have to handle pieces of paper, postage, and processing time per request. Create a new method of access to the existing information.

B. Facilitate collaboration among state agencies.

State agencies often request information from us. This would improve the process to provide informational services in a timely fashion.

- C. Facilitated collaboration between state agencies and other public institutions.

Perhaps the biggest user of our services are libraries - either public libraries or school libraries on behalf of their users (citizens of Nebraska). This project would improve the time those services were provided, and reduce the cost to everyone involved.

- D. Support public/private partnerships in the delivery of public services.

In addition to the public supported agencies, we also work with a number of private non-profit organizations to provide governmental or historical information. In order to provide these services, they have to be there to make the request, they have to know that we will provide these services, and the physical means to transmit the information has to be in place. Wayne State College contracts with Qwest to provide telecommunication lines that are IP compatible. Without these telecommunications links, we could not provide many of the services we do, to our students and the libraries in Nebraska.

13. Contact person for any questions regarding this application:

Dr. Stan Gardner, WSC Conn Library Director

Phone: 402-375-7257

E-mail: StGardn1@wsc.edu

Signed this 17th day of May, 2002

Carolyn Murphy, Vice President for Administration and Finance

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

Technical Panel
of the
Nebraska Information Technology Commission

Project Review

Type of Review: State Records Board Grant Application

Project Title: Microform Digital Scanner

Agency: Wayne State College, Conn Library

Resolution passed by the Technical Panel on July 10, 2002:

The Technical Panel, having reviewed the grant application entitled "Microform Digital Scanner," finds that:

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

Nebrask@ Online

Project List -- August, 2002

Projects Completed									
<i>Agency</i>	<i>Project</i>		<i>Public</i>	<i>Time</i>	<i>Complexity</i>	<i>Fee or</i>			
			<i>Benefit</i>	<i>Sensit.</i>		<i>Non-Fee</i>			
Historical Society	Searchable Database -Atlas		Modest	Flexible	High	Non-fee			
Historical Society	Searchable Database City Directories		Modest	Flexible	High	Non-fee			
Historical Society	Searchable Database-Phonebooks		Modest	Flexible	High	Non-fee			
Historical Society	Searchable Database-LANNI		Modest	Flexible	High	Non-fee			
Fire Marshal	Searchable Database-Inspectors		Large	Flexible	High	Non-Fee			
Fire Marshal	Searchable Database-Fireworks		Large	Flexible	High	Non-Fee			
Fire Marshal	Searchable Database-Fire Chiefs		Large	Flexible	High	Non-Fee			
Dept. of Banking	Searchable Database Review		Modest	Flexible	Moderate	Non-Fee			
Health & Human Services	Birth Certificate Payment upgrade		Large	Flexible	Very High	Non-Fee			
Secretary of State/DMV	Driver Record Election Info. Search		Modest	Firm	High	Non-Fee			
Secretary of State	Corporate Search Migration		Large	Firm	Very High	Fee			
Agriculture	DroughtCentral.org Domain Acquisition		Large	Rigid	Low	Non-Fee			
Dept. of Motor Vehicles	Interactive Drivers Test		Extensive	Flexible	Moderate	Non-fee			
Lt. Governor	Homeland Security Website		Extensive	Flexible	Low	Non-Fee			
District Court	Court Scheduling Enhancements		Modest	Flexible	Moderate	Non-Fee			
Pending Approval									
<i>Agency</i>	<i>Project</i>	<i>Date</i>	<i>Public</i>	<i>Time</i>	<i>Complexity</i>	<i>Fee or</i>	<i>Assigned</i>	<i>Percent</i>	<i>Estimated</i>
		<i>Received</i>	<i>Benefit</i>	<i>Sensit.</i>		<i>Non-Fee</i>	<i>Staff</i>	<i>Complete</i>	<i>Completion</i>
Crime Commission	Crime Commission Database	01/15/01	Modest	Flexible	Very High	Non-fee	Pabian	99%	3/1/2002
Dept. of Revenue	Income Tax Withholding (941N)	04/01/00	Extensive	Flexible	Moderate	Non-fee	Pabian	90%	6/1/2002
Racing Commission	Interactive License Renewal	03/19/02	Modest	Flexible	High	Fee	Pabian	95%	9/1/2002
Real Estate Commission	License Application	04/15/02	Large	Firm	Very High	Fee	Pfister	95%	9/1/2002
Projects Underway									
<i>Agency</i>	<i>Project</i>	<i>Date</i>	<i>Public</i>	<i>Time</i>	<i>Complexity</i>	<i>Fee or</i>	<i>Assigned</i>	<i>Percent</i>	<i>Estimated</i>
		<i>Received</i>	<i>Benefit</i>	<i>Sensit.</i>		<i>Non-Fee</i>	<i>Staff</i>	<i>Complete</i>	<i>Completion</i>
Secretary of State	UCC Filing/Search Upgrades	04/20/02	Large	Firm	Extremely High	Fee	Hollingsworth	20%	9/15/2002
Arts Council	E-Granting	04/01/02	Modest	Flexible	Very High	Unknown	Pabian	75%	10/1/2002
Courts	JUSTICE	01/01/97	Extensive	Flexible	Extremely High	Unknown	Lyons	75%	10/1/2002
State Auditor	Website Upgrade & Training	06/01/02	Modest	Flexible	Moderate	Fixed Cost	Benes	25%	10/1/2002
Public Service Comm.	Website Migration to Zope	07/01/02	Large	Flexible	Moderate	Non-Fee	Brown	50%	10/1/2002
Wheat Board	Website Migration to Zope	07/01/02	Modest	Flexible	Moderate	Non-Fee	Brown	15%	10/1/2002
Dept. of Admin. Services	Website Migration to Zope	04/01/02	Large	Flexible	Moderate	Non-Fee	Brown	25%	10/1/2002
Chief Information Officer	Citizen Portal - Phase I	05/20/02	Extensive	Flexible	High	Grant	Lyons	5%	10/1/2002
Engineers & Architects	License Renewal - 2002 Upgrade	08/01/02	Large	Rigid	Low	Fee	Pfister	10%	10/1/2002

TO: Nebraska State Records Board Members

FROM: Greg Lemon, Chief Deputy Secretary of State

RE: Expiration of Master Contract

DATE: September 4, 2002

The master contract for network manager services between the Nebraska State Records Board (NSRB, or the Board) and Nebraska Interactive, Inc. (NII) expires on January 31, 2004. The contract also provides that the Records Board must give Nebraska Interactive at least one years notice on intent to renew the contract. In essence this means that the Board needs to formally communicate their intent to renew (or not renew) the contract to NII no later than January 31, 2003.

When the Board last considered this matter at its January 18th 2001 meeting, the Board granted a two year extension to the master contract. Although there was no formal action taken on what would be done at the end of the extended contract period, there was discussion indicating the intent of the Board was to put the contract up for public bid at that time.

The options before the Board for continuation of Nebrask@ Online network manager services are as follows:

1. Let the Contract with NII expire as of January 31, 2004 and have the network run in-house through the Department of Administrative Services, Information Management Services Division.
2. Let the Contract with NII expire as of January 31, 2004 and issue an RFP (request for proposal) for public bidding on the contract for network manager services.
3. Some combination of #1 and #2, keeping open the option of have network manager services provided in house while issuing an RFP for public bidding by private companies on the contract.

4. Renewing the contract with NII for some term of years.

This information is provided for discussion purposes at this time. The Board will have the opportunity to have two more regular meetings (4th quarter '02, 1st quarter '03) before they are required under the terms of the contract to give NII notice.

The Board may want to consider appointing a subcommittee to report back to the Board on this issue.