

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

Nebraska State Capitol
Room 1507
Lincoln, NE
December 9, 2002
9:00 A.M.

NEBRASKA STATE RECORDS BOARD
AGENDA
Room 1507 State Capitol
December 9, 2002 - 10:00 A.M.

1. Call to Order, Roll Call
2. Notice of Hearing (11/27/02 Lincoln Journal Star)
3. Approval of Minutes from Sept. 9, 2002 meeting
4. Records Management Cash Fund
5. Public Hearing
 - a. Secretary of State Bulk Data Sales Corporations and Uniform Commercial Code.
6. Subcommittee Report On Nebrask@ Online Master Contract
7. Grant Status Report
8. Nebraska State Records Board Grant Applications
 - a. Wayne State College – Microform Digital Scanner (\$8,950)
9. Nebrask@ Online General Manager’s Report
 - a. Project Priority List – Review and Approve
 - b. Update and Review of “Portal Projects”
10. Legislation for the Boards Consideration
 - a. Fees approved by the Board
 - b. Local Government Grants
11. Miscellaneous Matters
12. Adjournment

NOTICE OF PUBLIC MEETING
Notice is hereby given of a public meeting of the Nebraska State Records Board on December 9, 2002, at 10:00 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The meeting will include review of grant applications for the State Records Board Grant program and a public hearing on fees related to bulk transfers of Secretary of State information in their Corporate and Uniform Commercial Code Databases. The agenda for the meeting is available at the office of Secretary of State for public inspection during regular business hours.
#2091994-11-Nov. 27

11/27/02
LJS



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of September 9, 2002

The meeting was called to order by Chairman John Gale at 1:35 P.M. on September 9, 2002, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;
David Buelt;
Lorelee Byrd;
Lori McClurg;
Don Stenberg;
Diane Vicars;
Kate Witek.

Not present were:

William Bidrowski;
Lauren Hill, representing the Governor.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star.

The minutes of the meeting of May 20, 2002, were considered. Ms. McClurg moved that the minutes be approved as circulated; motion seconded by Mr. Stenberg.

Voting For:	Buelt Vicars	Gale Witek	McClurg	Stenberg
Voting Against:	None			
Not Voting:	Byrd			
Absent:	Bidrowski	Hill		

The motion carried.

Lauren Hill, representing the Governor, arrived at the meeting.

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

Chairman Gale opened the public hearing on the Request for Approval to Establish Fees for Nebraska Department of Revenue Online Motor Fuels Tax Filing, under which Nebrask@ Online will receive \$0.25 for each tax record filed electronically. Janet Lake, Motor Fuels Administrator, testified in favor of this request. Rod Armstrong, General Manager of Nebrask@ Online, and Greg Lemon answered questions from the Board. After discussion, Ms. Witek moved to approve this request; motion seconded by Mr. Buelt.

Voting For: Buelt Byrd Gale Hill
McClurg Stenberg Vicars Witek

Voting Against: None

Absent: Bidrowski

The motion carried.

Chairman Gale opened the public hearing on the Request for Approval to Establish Fees for Nebraska State Racing Commission online License Applications Filings, under which Nebrask@ Online will receive 2% of the license fee for each electronic license application. Dennis Oelschlager, Executive Secretary of the Racing Commission, testified in favor of this request. After discussion, Ms. McClurg moved to approve this request; motion seconded by Mr. Stenberg.

Voting For: Buelt Gale Hill McClurg
Stenberg Vicars Witek

Voting Against: None

Not Voting: Byrd

Absent: Bidrowski

The motion carried.

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

Greg Lemon presented the Grant Status Report for the Second Quarter 2002. Mr. Lemon also presented several alternatives for establishing time limits for expenditure of grant funds. After discussion, Ms. Witek moved that all future grant requests include a mandatory month and year completion deadline after which a grant recipient would have to request an extension to use unexpended grant funds; motion seconded by Ms. McClurg.

Voting For: Buelt Byrd Hill McClurg
Stenberg Vicars Witek

Voting Against: None

Absent: Bidrowski Gale

The motion carried.

Mr. Buelt requested that all current grant recipients be contacted about their anticipated timelines for completion of their grant projects, including when the projects would be completed and why that timeline was selected. Mr. Lemon will do this.

Mr. Gale returned to the meeting.

Chairman Gale opened discussion of a grant application for \$8,950.00, from Wayne State College, Conn Library, to purchase a microform digital scanner. Dr. Stan Gardner, WSC Conn Library Director, testified in favor of this application. After discussion, Mr. Buelt moved to table this application; motion seconded by Ms. Vicars.

Voting For:	Buelt McClurg	Byrd Stenberg	Gale Vicars	Hill
Voting Against:	None			
Not Voting:	Witek			
Absent:	Bidrowski			

The motion carried.

Rod Armstrong presented the Nebrask@ Online General Manager's Report and reviewed the Project Priority List for the Board.

Ms. McClurg departed from the meeting.

After discussion of the Project Priority List, Ms. Witek moved to approve the list; motion seconded by Ms. Byrd.

Voting For:	Buelt Stenberg	Byrd Vicars	Gale Witek	Hill
Voting Against:	None			
Absent:	Bidrowski	McClurg		

The motion carried.

Rod Armstrong presented the Notification of Intent to Establish Fees for the Nebraska Supreme Court for Online Access to Court Information (JUSTICE), and Joe Steele, State Court Administrator, testified in favor of the establishment of these fees.

Ms. McClurg returned to the meeting.

After discussion, Ms. Witek moved to endorse the court information fees and to direct Chairman Gale to sign the contract on behalf of the Board; motion seconded by Mr. Buelt.

Voting For:	Buelt Stenberg	Byrd Vicars	Gale Witek	Hill
Voting Against:	None			
Not Voting:	McClurg			
Absent:	Bidrowski			

The motion carried.

Rod Armstrong distributed copies of the Nebraska Interactive, Inc. financial audit to the Board and invited Board members to the Nebrask@ Online open house.

Chairman Gale opened discussion of the expiration of the master contract between the State Records Board and Nebraska Interactive, Inc. This contract will expire on January 31, 2004, and it requires notification of Nebraska Interactive, Inc. by the board by January 31, 2003, as to their intention to renew or not renew the contract. Greg Lemon briefed the Board on the issues and various options. After discussion, Chairman Gale appointed a sub-committee consisting of Ms. Witek, Chair, Ms. Hill, Ms. Byrd, and Ms. McClurg, to research the various options and report back to the board at its next meeting.

Chairman Gale opened discussion of the State Records Board's budget request for the next biennium. Greg Lemon briefed the Board on the proposal to request an appropriation of \$2,138,316 for FY2004 and \$2,259,490 for FY2005. After discussion, Ms. Witek moved to approve the budget request as presented; motion seconded by Ms. McClurg.

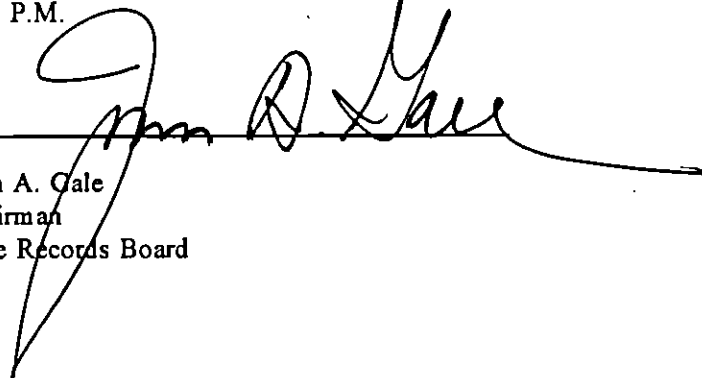
Voting For:	Buelt Stenberg	Byrd Vicars	Gale Witek	McClurg
Voting Against:	None			
Not Voting:	Hill			
Absent:	Bidrowski			

The motion carried.

Greg Lemon briefed the Board on the E-Government Conference to be held September 26, 2002.

Rod Armstrong offered to prepare a document defining "portals" for the Board for their information. He also distributed to the Board the *Historical Overview and Current Status of Nebrask@ Online*.

No other business appearing before the Board, Chairman Gale declared the meeting adjourned at 3:50 P.M.



John A. Gale
Chairman
State Records Board

Request for Approval to Establish Fees for Weekly and Semi-Monthly UCC and Corporate Data Service

Pursuant to Neb. Rev. Stat. Sec. 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 the Nebraska Secretary of State's Request for sale of batch reports of data in it's corporation and Uniform Commercial Code Database.

1. A copy of the contract under consideration.

A copy of the proposed Addendum Six to the existing interagency agreement between the Board and the Secretary of State 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.

Records to be provided are data records contained in the Secretary of State's Corporation and Uniform Commercial Code databases. These records are currently provided through a monthly batch service at a cost of \$800 per month. This proposal would set pricing for more frequent (weekly or semi-monthly) service, which has been requested by a current customer.

3. The anticipated timeline for implementation.

Some additional programming and staff resources will be necessary to run the service more often than once per month. It is anticipated that the new services should be available within 30-60 days of board approval.

4. Security Provisions.

The data is retrieved by Nebrask@ Online in compliance with security policies adopted by the Secretary of State and State of Nebraska. Once retrieved, the data is formatted and copied to electronic media (such as a compact disk) and distributed to users.

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

Fees for monthly UCC and corporation data service (\$800 per month) were adopted in 1995, with 50% going to the Secretary of State and 50% going to Nebrask@ Online. The proposed fees of \$300/week for weekly service and \$500 for semi-monthly service would be split in the same manner.

6. Explanation/Justification of the need for electronic access.

This data is currently provided in electronic format to interested users on a monthly basis. The proposal would simply establish pricing for the service on a more frequent basis.

7. How fees and splits were determined.

Fees for weekly (\$300) and semi-monthly (\$500) were determined based on the existing fee for monthly service, recognizing that additional resources are required to produce the data on a more frequent basis. The 50/50 split is based on the split for the existing monthly service. More frequent service has been requested by an existing user of the monthly service, and they have indicated that the proposed fees for weekly and semi-monthly service are acceptable to them.

8. Any pertinent statutory provisions.

Section 33-101(c) establishes the fee for monthly corporation and UCC database service. The NSRB is authorized to establish fees for new services, and implement those services, subject to approval by the Legislature within the next two legislative sessions. Since the proposed services are not currently offered, they can be considered "new services" under the board's grant of authority.

9. The cost of providing electronic access (filing) and how that cost is computed.

Nebrask@ Online already has much of the infrastructure in place to provide this service, although additional programming and staff resources will be required to provide the service on a more frequent basis. Because of the nature of services offered by the network (most of which are provided to agencies and the public free of charge), it is difficult to allocate exact operating expenses to this particular function. Pricing for this service was based on an extension of the price for monthly service, recognizing that additional resources are required to produce the data more frequently. Fee splits are consistent with those for the existing monthly service.

10. Projected volume of activity and revenue.

Currently, one user of the monthly UCC service has requested the information on a weekly basis. Other users may decide at a later date to request more frequent service, but none have indicated an interest at this point. Based on one user for weekly service, there would be 52 requests annually (@ \$300/week) with total revenue of \$15,600 (\$7,800 to the Secretary of State, \$7,800 to Nebrask@ Online). Since this user will no longer receive monthly service (12 requests @ \$800, or \$9,600), that revenue will no longer accrue. The net gain in revenue will therefore be \$6,000 (\$3,000 each to the Secretary of State and Nebrask@ Online).

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

This Addendum Six 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 Six covers services described below. It is contemplated that additional future addenda will cover other services which are currently provided by the Secretary of State.

Data Records to be Accessed

Type of Data	P	R/SOS	R/NOL
Corporate and UCC Database Service (entire database contents)			
Weekly Service	\$300.00	\$150.00	\$150.00
Semi-Monthly (Twice Monthly) Service	\$500.00	\$250.00	\$250.00

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: _____

TO: Nebraska State Records Board Members

FROM: Greg Lemon, Chief Deputy Secretary of State

RE: Expiration of Master Contract, Continuation of Network Manager Services

DATE: November 15, 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, Inc. at least one year's 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 Nebraska State Records Board Subcommittee met prior to this meeting the proposal to issue a Request for Proposal for the network manager contract was approved as the recommendation to the full Board. The only other option discussed was a renewal of the current contract with Nebraska Interactive, Inc.

Without having the benefit of knowing what the Board will approve prior to the meeting, this memo briefly lays out a possible course of action for the Board to pursue in either instance mentioned above.

Timeline and Implementation Plan: Network Manager Services RFP

Under this proposed timeline, the RFP for Network Manager Services could be issued and approved under the existing schedule of quarterly State Records Board meetings.

December 2002—March 2003 The Chief Deputy Secretary of State would review provisions of other state's contracts for portal services, innovative features of other state's portals, the funding model currently used to finance the network, and utilize the technical assistance of the Department of Administrative Services' Information

*RFP
= not complete
(Back on Monday)*

*Review by
mail (full)*

Management Services and Division of Communications and Materiel Division in developing a draft RFP for review by the Board at its first quarter meeting in March.

April 2003—May 2003 Revise RFP per Board instructions for final review and approval at the Board's Second Quarter meeting in May.

June 2003—August 2003 Release RFP, publish notice, etc., with a 60 day period for response.

September—2003 review of RFP responses, possibly by an appointed subcommittee. The Board would meet at its third quarterly meeting to award the contract, giving the chosen vendor a realistic timeframe to ramp up to assume network manager responsibilities.

October 2003—December 2003 Negotiate, again possibly through a NSRB subcommittee, any addendum that may be needed on the RFP as further contract provisions. The NSRB would meet in December for its fourth quarterly meeting to approve any addendum.

January 31, 2004 Current master contract expires.

February 1, 2004 New contract with chosen vendor begins.

Timeline and Implementation Plan: Contract Renewal

The current contract calls for notification a year in advance (no later than January 31, 2003) of intent to renew. In order to assure that contract renewal negotiations are done in good faith it would be advisable to complete the negotiation of renewal terms prior to January 31 of next year. If this time frame was not feasible it might be possible to revise the terms of the current contract to allow a shorter notification period of intent to renew, such as nine or months. This would allow more time for contract renewal negotiations, while still allowing time to issue an RFP should those negotiations not be successful.

A subcommittee could be assigned to this task if the Board so desired. Although not specifically recommended by the current contract renewal subcommittee, items discussed for possible revision should the Board choose to renegotiate and renew or issue an RFP include revisions to the current funding structure of the network and exploring ways to promote or mandate the use of innovative practices currently used on other state's portals and internet services.

Grant Project Status Report Third Quarter 2002

Agency Name	Project Description	Original Grant Amount	Amount Spent To Date	Completion Date
Brand Committee**	Record 35,000 brands online	\$5,500	\$4,152.14	Sept. 2000 <i>Jan. 2003</i>
Secretary of State	Online Rules & Regulations	\$25,000	-0-	October 2002
Library Commission	Wireless Training Module	\$25,000	-0-	Spring 2003
Chief Information Officer	Business Portal Phase II	\$25,000	\$3,457.26	October 2002
Chief Information Officer	Interactive License Renewal Initiative	\$25,000	-0-	January 2003
Chief Information Officer	Citizen's Portal <i>and design file complete</i>	\$25,000	-0-	December 2002 <i>Jan 1</i>
Chief Information Officer	Education Portal <i>450 pilot 24-48 hours</i>	\$25,000	-0-	January 2003
Chief Information Officer	Online Payment Portal	\$25,000	-0-	January 2003

*Not reported yet for this quarter.

Final report delivery of services

*delete
Hypertext
initial
(card code manual)
electronic check
minutes by item*

Grant Status Report on Outstanding Grants

**Grants were awarded in March 2000

Energy Office	Dollar & Energy Saving Loan Program Automation Project	\$25,000	\$12,431.78	Completed
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The current database language needed to be updated in order for the new database to be started. The conversion of the language by IMS is taking longer than expected. This needs to be completed before they can finish the project.

State Surveyor's	Website for historical survey Records	\$25,000	\$6,489.24	Completed
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There is a file format problem they did not anticipate. The books containing this information are so old you can not get a good image to put online. Records Management does not have the machine to scan these books and needs to outsource the project to Colorado. There is such a large volume of these survey books which are too old and in delicate condition to sent off.

Brand Committee	Record 35,000 brands online	\$5,500	\$4,152.14	Sept. 2000
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There is a file format problem. Individual contractor is working on this problem.

Historical Society	Library/Archives Records Project	\$12,548	\$10,500	Completed
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There is a delay in fine tuning this project. They hope to have this complete by the end of the year.

penning

*Also using
attached
mail in
email*

WAYNE, NE 68787

CONN LIBRARY
(402) 375-7257

DR. STANLEY GARDNER
LIBRARY DIRECTOR

May 23, 2002

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

Dear Mr. Lemon:

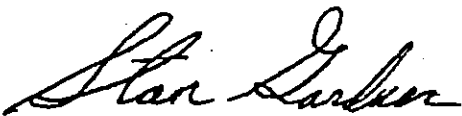
Attached is an application for a State Records Board Grant to improve access to public information.

The grant itself explains what we are asking for and why, but I feel I need to add an explanatory note that the questions in the grant don't cover.

This grant application allows the digital conversion of both microforms and ultrafiche. The digitalization of normal microforms is not as expensive as that of ultrafiche. Ultrafiche is a limited medium that is not used much anymore because of its difficulty in reading, printing, and accessing equipment to do these things. Wayne State College has one of the few Ultrafiche collections in the state. We are constantly receiving requests for access to the information contained in this collection of materials, but when told that we only have a reader, and that it requires special equipment to read, those people making the requests are disappointed that we can not supply their needs in a reasonable amount of time or fashion.

I believe that I have stated our case, that the on-going costs of this service far out weights the one time cost of the equipment. If not, or if you have any other questions, please contact me.

Sincerely,



Dr. Stan Gardner
StGardn1@wsc.edu

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

John A. Gale
Chairman
(402) 471-8606
<http://www.nol.org>



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

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

1. Name of agency applying for grant: 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 equipment 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.

Grant Application

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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.

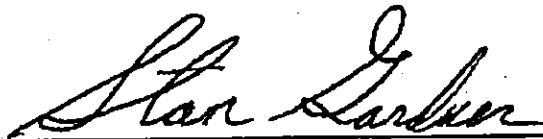
In addition to the public supported agencies, we also work with a number of private non-profit organizations to provide governmental or historical information. In order to provide these services, they have to be there to make the request, they have to know that we will provide these services, and the 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

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

Indus International, Inc.
340 South Oak Street
West Salem, WI 54669-0890 U.S.A.
Tel: (608) 786-0300 Fax: (608) 786-0786
e-mail: aayoob@indususa.com
web: www.indususa.com

Date: May 16, 2002

To: Mr. Stan Gardner – Wayne State College
From: Mr. Ameen Ayooob

Subject: ScreenScan for Reader and Reader Printer

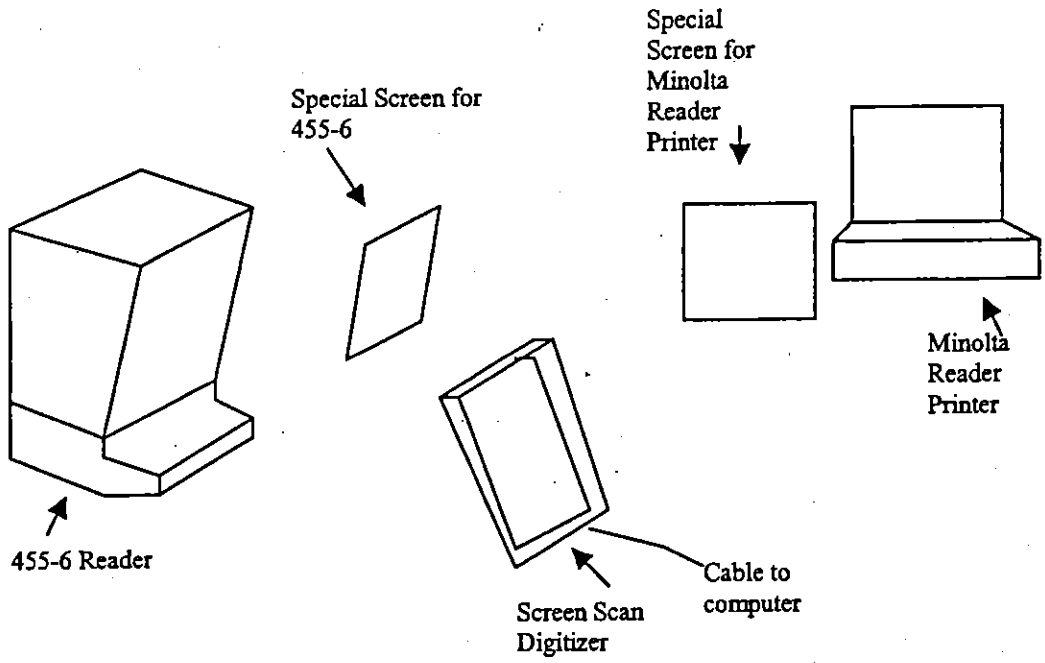
Further to our telephone conversation last week I am describing in detail how you will work with the system that has been proposed.

You already have an Indus 455-6 Ultrafiche Reader and a Minolta Reader Printer.

You plan to purchase a ScreenScan Model PC digitizer and two screens. The two screens will be cut and modified to fit the 455-6 Ultrafiche Reader and the Minolta Reader Printer respectively, and both will also fit the ScreenScan digitizer.

When you need to use the Screen Scan with the Minolta Reader Printer (this is used more frequently than the 455-6) you will install the ScreenScan to the modified screen that fits the Minolta Reader Printer. When you need to install the ScreenScan to the 455-6 Reader, you will remove the ScreenScan digitizer from the Minolta Reader Printer screen and mount it on the 455-6 screen. This will require you to remove two screws using a special supplied hand tool.

Each time you change the digitizer from one reader to the other, it will be necessary that the system be re-calibrated. This is a very simple and short procedure that is explained clearly in the ScreenScan instruction manual. The re-calibration is done through the software and the hardware operates on its own for the re-calibration process. Takes about one minute.



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.

December 4, 2002

Mr. Greg Lemon
Chief Deputy Secretary of State
Suite 2300
State Capitol

Dear Mr. Lemon:

We have reviewed the application from Wayne State College for funds to purchase a microform digital scanner. The following comments are offered for consideration by the State Records Board.

As noted in the application, Wayne State College's Conn Library has an extensive collection of microforms (over 600,000 microforms, plus over 4,000 items on Ultrafiche). This collection represents a significant resource for the State of Nebraska. The ability to send copies of documents electronically would be a significant improvement over the current practice of producing paper copies and sending them by mail or facsimile transmission. A digital scanner would be put to good use at Wayne State College.

Wayne State College Conn Library serves as a government documents depository library and is a major source for interlibrary resource sharing. The microform digital scanning equipment would add to Conn Library's capability in serving as a state resource library. Thus, the microform scanner would benefit libraries and schools throughout Nebraska that request information from the Wayne State College Conn Library.

Sincerely,

Rod Wagner
Director

Nebraska@ Online
Project List -- November, 2002

Projects Completed									
<i>Agency</i>	<i>Project</i>		<i>Benefit</i>	<i>Sensit.</i>	<i>Complexity</i>	<i>Non-Fee</i>			
Dept. of Revenue	Income Tax Withholding (941N)		Extensive	Flexible	Moderate	Non-Fee			
Racing Commission	Interactive License Renewal		Modest	Flexible	High	Fee			
Real Estate Commission	License Application		Large	Firm	Very High	Fee			
Real Estate Commission	License Renewal - 2002 Upgrade		Large	Rigid	Low	Fee			
Secretary of State	Election Results Posting - General		Extensive	Rigid	Moderate	Non-Fee			
Dept. of Agriculture	Pesticide Registration - 2002 Upgrade		Large	Rigid	Low	Non-Fee			
Dept. of Motor Vehicles	Website Migration to Zope		Extensive	Flexible	Moderate	Non-Fee			
Engineers & Architects	License Renewal - 2002 Upgrade		Large	Rigid	Low	Fee			
Electrical Division	Electrician License Ren. - 2002 Upgrade		Modest	Firm	Moderate	Non-Fee			
Women's Commission	2 Online Surveys		Small	Flexible	Moderate	Non-Fee			
Counties	Local Election Results Posting - General		Large	Rigid	Moderate	Approp.			
Pending Approval									
<i>Agency</i>	<i>Project</i>	<i>Received</i>	<i>Benefit</i>	<i>Sensit.</i>	<i>Complexity</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
State Auditor	Website Upgrade & Training	06/01/02	Modest	Flexible	Moderate	Fixed Cost	Wamner	95%	10/1/2002
Courts	JUSTICE	01/01/97	Extensive	Flexible	Extremely High	Unknown	Lyons	95%	10/1/2002
Health & Human Services	Dentist, Dental Hygienist License Ren.	11/01/02	Large	Rigid	High	Unknown	Lyons	95%	12/1/2002
Secretary of State	Rules and Regulations Search	05/20/02	Extensive	Flexible	Extremely High	Grant	Bush	95%	12/1/2002
Historical Society	Public Records Database Search	03/01/02	Large	Flexible	Very High	Non-Fee	Pfister	95%	12/1/2002
Projects Underway									
<i>Agency</i>	<i>Project</i>	<i>Received</i>	<i>Benefit</i>	<i>Sensit.</i>	<i>Complexity</i>	<i>Non-Fee</i>	<i>Staff</i>	<i>Complete</i>	<i>Completion</i>
Dept. of Motor Vehicles	Online Drivers Test Upgrade	10/01/02	Extensive	Flexible	Very High	Non-Fee	Bush	75%	12/1/2002
Public Service Comm.	Website Migration to Zope	07/01/02	Large	Flexible	Moderate	Non-Fee	Brown	50%	12/31/2002
Wheat Board	Website Migration to Zope	07/01/02	Modest	Flexible	Moderate	Non-Fee	Brown	75%	12/31/2002
Secretary of State	UCC Filing/Search Upgrades	04/20/02	Large	Firm	Extremely High	Fee	Hollingsworth	40%	12/31/2002
Dept. of Admin. Services	State Employment App. Upgrade	07/15/02	Large	Firm	High	Non-Fee	Pabian	25%	1/1/2003
Dept. of Revenue	1040NS (Short Form) 2002 Upgrade	07/01/02	Extensive	Rigid	Moderate	Fee	Pabian	10%	1/1/2003
Dept. of Revenue	Income Tax 1040N (Long Form)	01/01/02	Extensive	Flexible	Extremely High	Fee	Pabian	40%	1/1/2003
Secretary of State	Rules & Regulations Tracking	05/20/02	Large	Flexible	High	Grant	Bush	50%	1/1/2003
Dept. of Motor Vehicles	DLR Monitoring Upgrade	09/01/02	Large	Flexible	Very High	Fee	Hollingsworth	50%	1/1/2003
Dept. of Admin. Services	Vehicle Checkout Enhancements	07/15/02	Modest	Flexible	Moderate	Non-Fee	Hollingsworth	30%	2/1/2003
Chief Information Officer	Payment Portal	05/20/02	Extensive	Flexible	Extremely High	Grant	Pfister	75%	2/1/2003
Chief Information Officer	Education Portal - Phase I	05/20/02	Extensive	Flexible	High	Grant	Wamner	85%	2/1/2003
Dept. of Veterans Affairs	Website Upgrade	10/01/02	Modest	Flexible	High	Non-Fee	Brown	30%	2/1/2003

Chief Information Officer	Employee Portal Site Design	09/15/02	Modest	Flexible	Moderate	Non-Fee	Benes	25%	2/1/2003
Projects Underway (cont.)									
<i>Agency</i>	<i>Project</i>	<i>Received</i>	<i>Benefit</i>	<i>Sensit.</i>	<i>Complexity</i>	<i>Non-Fee</i>	<i>Staff</i>	<i>Complete</i>	<i>Completion</i>
Chief Information Officer	Citizen Portal - Phase I	05/20/02	Extensive	Flexible	High	Grant	Lyons	15%	3/1/2003
Dept. of Admin. Services	Website Migration to Zope	04/01/02	Large	Flexible	Moderate	Non-Fee	Brown	25%	4/1/2003
Nebraska Energy Office	Energy Loan Program Automation	05/15/00	Modest	Flexible	Very High	Grant	Bush	85%	4/1/2003
Dept. of Motor Vehicles	Drivers License Reinstatement	02/01/02	Modest	Flexible	High	Unknown	Pfister	10%	4/1/2003
Counties	County Project Phase I	07/01/00	Extensive	Flexible	Very High	Approp.	Brown	80%	4/1/2003
Chief Information Officer	Forms Automation	03/15/01	Extensive	Flexible	Very High	Grant	All	5%	Ongoing
Counties	County Project Phase II	07/01/01	Extensive	Flexible	Extremely High	Approp.	Brown	10%	Ongoing
Projects Requested									
<i>Agency</i>	<i>Project</i>	<i>Received</i>	<i>Benefit</i>	<i>Sensit.</i>	<i>Complexity</i>	<i>Non-Fee</i>	<i>Staff</i>	<i>Complete</i>	<i>Completion</i>
Dept. of Motor Vehicles	Commercial Vehicle Search	04/01/02	Extensive	Flexible	High	Unknown	Pfister	0%	1/1/2003
Military	Tuition Assistance System Upgrades	11/01/02	Modest	Flexible	Moderate	Non-Fee	Pabian	0%	1/1/2003
State Auditor	Audit/Budget Database 2002 Upgrade	10/01/02	Large	Rigid	Moderate	Non-Fee	Pabian	0%	1/1/2003
Fire Marshal	Web Site Redesign	04/01/02	Large	Flexible	Moderate	Unknown	Warriner	0%	3/1/2003
Property Assessment	Property Records Database Search	07/01/02	Extensive	Flexible	Extremely High	Approp.	Unassigned	0%	3/1/2003
Property Assessment	Assessor Survey Upgrade	10/01/02	Modest	Flexible	Very High	Non-Fee	Bush	0%	3/1/2003
Engineers & Architects	Web Site Redesign	11/01/02	Modest	Flexible	Moderate	Non-Fee	Gibbs	0%	4/1/2003
Health & Human Services	Pharmacist License Renewal	11/01/02	Large	Rigid	High	Grant	Lyons	0%	4/1/2003
Property Assessment	Property Sales File Search	07/01/02	Extensive	Flexible	Extremely High	Unknown	Unassigned	0%	4/1/2003
Secretary of State	EFS Filing	02/02/02	Large	Firm	High	Fee	Hollingsworth	0%	4/1/2003
Secretary of State	UCC Amendment Filing	02/02/02	Large	Firm	High	Fee	Hollingsworth	0%	4/1/2003
Historical Society	Suite of E-Government Services	08/01/02	Large	Flexible	Very High	Unknown	Unassigned	0%	4/1/2003
Nebr. Emergency Mgmt.	Web Site Redesign	11/12/02	Large	Flexible	Very High	Unknown	Brown	0%	5/1/2003
Dept. of Motor Vehicles	Message Plate Ordering	02/02/02	Large	Flexible	High	Unknown	Unassigned	0%	6/1/2003
Health & Human Services	Medical Nutrition Therapist Lic. Ren.	11/01/02	Large	Rigid	High	Grant	Lyons	0%	6/1/2003
Crime Commission	Searchable Database #2	02/01/02	Large	Flexible	High	Non-Fee	Pabian	0%	6/1/2003
Dept. of Insurance	E-Government Suite	04/01/02	Extensive	Flexible	Extremely High	Unknown	Bush	0%	6/1/2003
State Patrol	Criminal History Searches	08/08/02	Extensive	Flexible	Extremely High	Unknown	Lyons	0%	6/1/2003
Health & Human Services	Physical Therapist License Renewal	11/01/02	Large	Rigid	High	Grant	Lyons	0%	8/1/2003
Crime Commission	Searchable Database #3	02/01/02	Large	Flexible	High	Non-Fee	Pabian	0%	9/1/2003
On Hold									
<i>Agency</i>	<i>Project</i>								
Dept. of Roads	Road Cond. and Detour Enhance.								
Accountability & Disclosure	Account. and Disclosure Filings								
Dept. of Revenue/SOS	State Tax Lien Filings								
Secretary of State/IRS	Federal Tax Lien Filings								
Arts Council	E-Granting								

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E-Government Portals in Nebraska
What They Are, Why They're a Good Idea,
Where We Are and Where We're Headed

Rod Armstrong, General Manager
Nebraska@ Online
November, 2002

Introduction

- Portal (*n*) –
1. A doorway, entrance, or gate
 2. An entrance or a means of entrance
 3. A website considered as an entry point to other websites

Source: dictionary.com

“Portal” has become one of the latest buzzwords in the Internet world. As the third definition above indicates, the easiest way to think of a web portal is simply as a website that provides an entry point to other websites. The web portal concept has emerged because of the difficulty in finding what you are looking for among the billions (perhaps trillions) of websites that now exist around the world.

More specific to Nebraska, state agencies alone maintain web pages that number in the hundreds of thousands. That number increases geometrically when websites maintained by local governments and educational institutions are factored in. Nebraskans who are not familiar with government organization and the distribution of responsibilities may find it very difficult to find information or services of interest.

Search engines – computer programs that search for words or phrases typed onto the screen by a user – provide some degree of assistance. Some are more effective than others, but generally speaking, search engines return thousands of results for each request. The web portal provides a workable alternative that is not intended to replace search engines, but that offers the user an additional way to navigate through various websites.

The Official State Web Portal

In the early days of government websites, it was common for sites to be organized to reflect the organization of government and their agencies. Early versions of the official state website were no exception, presenting government information based primarily on a listing of agency websites. While this site fit the definition of a web portal, it required the user to have a good working knowledge of government organization, or spend considerable time looking through various agency websites to find information of interest.

In August, 2000, Governor Johanns and the Nebraska State Records Board (represented by Scott Moore, former Secretary of State and NSRB Chairman) unveiled

the next generation of the official state website. Unlike earlier versions, the 2000 upgrade (still the current version) presented information in a manner more attuned to user interests instead of how government is organized. Information is presented in categories that reflect how citizens would most likely look for things. Librarians and state telephone operators were asked to supply the most common questions they receive from citizens, and the site was organized with that in mind.

A key point to keep in mind is that the function of a web portal (including the official state portal) is to get the user to the appropriate information or service as directly and conveniently as possible. This typically involves moving the user from the portal pages to information maintained by an agency within one or two mouse clicks. For example, "Election Information" on the portal's "New & Featured Sites" menu takes the user directly to the Secretary of State's website.

As the portal manager for the State of Nebraska's official site, Nebrask@ Online is not in the "content" business. Our job is to provide the easiest, most convenient way for citizens to arrive at information and services offered and maintained by government agencies. We are involved in development of many interactive services, but they remain under the control and direction of the sponsoring agency. Content on agency websites remains the agency's responsibility, which is appropriate because they are the content experts in their particular area.

The Next-Generation State Portal and "Sub-Portals"

The volume of government information and services continues to grow rapidly. The concept behind the current state web portal remains sound (i.e., organizing information and services around the citizen or business perspective). But it has become increasingly difficult to provide a level of detail that matches the depth of information available from a single web portal.

As a result, there are several websites in operation or development that can be characterized as "Sub-Portals" or "Second-Level Portals." These sites provide a way to apply the citizen- or business-centric approach to more specific areas such as business, education, citizen services, employees, and online payments.

Nebrask@ Online for Business (the business portal) is the first operational example of a second-level portal. Accessible either directly or by linking from the main state portal, NOL for Business provides a level of detail that cannot be reasonably accommodated by the main state portal. The same architectural approach is used, with information organized around topics and categories that are understandable to the business community. The option exists to go directly to agency websites, but knowledge of government organization is not required in order to find information or services of interest.

There are two unique aspects to the business portal. First is a database of information about more than 1,200 state government forms that are used to regulate or otherwise interact with businesses. This database can be searched in a variety of ways, and can retrieve information without regard for the responsible agency. In this way, the user does not have to be familiar with which agency handles which form in order to obtain the necessary information.

Second is a customizing feature called "My Portfolio." This feature allows a user to set up their own password-protected account, retrieve and store links to frequently-used forms and online services. When the user returns and logs in to his or her portfolio, the information is presented just as it was when he or she last visited.

Several other second-level portals are in various stages of development:

- **Nebrask@ Online for Education (education portal).** This portal is being developed by NOL staff with assistance from the Education Council of the Nebraska Information Technology Commission with support from an NSRB grant. Initial design is nearly complete, with testing to begin shortly and an anticipated launch in early 2003. The architecture will provide an alternative to institution-based navigation, including categories for parents, students, educators, adult learners, and so forth.
- **Nebrask@ Online for Citizens (citizen portal).** This portal is being developed by NOL staff with assistance from the State Government Council of the Nebraska Information Technology Commission with support from an NSRB grant. A preliminary architecture is nearly complete, with design work to begin shortly and an anticipated launch in spring, 2003. The architecture will be targeted to information and services of interest to individual citizens, such as driving, paying taxes, and obtaining licenses and permits.
- **Nebrask@ Online for State Employees (employee portal).** The architecture and content for this portal is being developed by staff from the Office of the CIO with assistance from the State Government Council. NOL staff will assist by developing the website design once the site architecture is complete.
- **Nebrask@ Online E-Payment Portal (working title for the payment portal).** This portal will be for internal use by agency staff to manage electronic payments for e-Government services. The portal, which is being developed with assistance from the State Treasurer's office and an NSRB grant, utilizes a payment engine and electronic check processing software developed by NIC, Inc. (Nebraska Interactive's parent company). The portal will operate using existing state contracts for credit card and electronic check processing, and is expected to be operational in late 2002 or early 2003. Additional enhancements, including integration with state accounting systems and a shopping cart feature, will be added in 2003.

The initial success of Nebrask@ Online for Business, and the anticipated success of the other second-level portals are prompting discussion among NOL staff about a possible redesign of the primary state portal. Such a redesign could take advantage of these and possibly other second-level portals to provide a more robust site overall. These discussions are very preliminary, and will eventually need to involve the NSRB and other state policy makers.

TO: Nebraska State Records Board Members

FROM: Greg Lemon, Chief Deputy Secretary of State

RE: Legislation for Next Session

DATE: November 15, 2002

Pursuant to law fees for electronic access to public records approved by the State Records Board must be approved by the Legislature within 18 months or they lapse.

The only fees approved by the Records Board not currently in statute which would be subject to this provision are those for Secretary of State fees for images, this bill would set the fee for those images at \$.45 per page, eliminate the corporate search fee, and set a batch fee for the Secretary of State's image database at \$800 per month. This legislation was considered last session, but not passed due to time constraints.

In addition, if the Board approves the Batch fee for weekly and bi-weekly dumps of Corporate and Uniform Commercial Code data of the Secretary of State's Office (considered at this meeting of the Board) that will need to be enacted into law also.

The only other legislation the Board may want to consider endorsing is the legislation introduced last year to give the Board broader authority to grant money to local government to improve access to government information. This bill was introduced and had no opposition at the public hearing last year.

Grant Status Report on Outstanding Grants

**Grants were awarded in March 2000

Energy Office	Dollar & Energy Saving Loan Program Automation Project	\$25,000	\$12,431.78	Completed
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The current database language needed to be updated in order for the new database to be started. The conversion of the language by IMS is taking longer than expected. This needs to be completed before they can finish the project.

State Surveyor's	Website for historical survey Records	\$25,000	\$6,489.24	Completed
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There is a file format problem they did not anticipate. The books containing this information are so old you can not get a good image to put online. Records Management does not have the machine to scan these books and needs to outsource the project to Colorado. There is such a large volume of these survey books which are too old and in delicate condition to sent off.

Brand Committee	Record 35,000 brands online	\$5,500	\$4,152.14	Sept. 2000
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There is a file format problem. Individual contractor is working on this problem.

Historical Society	Library/Archives Records Project	\$12,548	\$10,500	Completed
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There is a delay in fine tuning this project. They hope to have this complete by the end of the year.

Grant Project Status Report Third Quarter 2002

Agency Name	Project Description	Original Grant Amount	Amount Spent To Date	Completion Date
Brand Committee**	Record 35,000 brands online	\$5,500	\$4,152.14	Sept. 2000
Secretary of State	Online Rules & Regulations	\$25,000	-0-	October 2002
Library Commission	Wireless Training Module	\$25,000	-0-	Spring 2003
Chief Information Officer	Business Portal Phase II	\$25,000	\$3,457.26	October 2002
Chief Information Officer	Interactive License Renewal Initiative	\$25,000	-0-	January 2003
Chief Information Officer	Citizen's Portal	\$25,000	-0-	December 2002
Chief Information Officer	Education Portal	\$25,000	-0-	January 2003
Chief Information Officer	Online Payment Portal	\$25,000	-0-	January 2003

*Not reported yet for this quarter.