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- **May**

- **3**

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NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of May 3, 2001

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

The following Board members were present:

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

Not present were:

John Dale;
Kathy Nathan;
Mark Sutko.

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

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

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

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

The motion carried.

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

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

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

The motion carried.

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

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

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

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

Ms. McClurg departed from the meeting.

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

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

The motion carried.

(Note: The approved notice reads as follows:

PRIVACY NOTICE

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

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

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

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

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

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

Chairman Gale returned to the meeting.

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

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

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

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

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

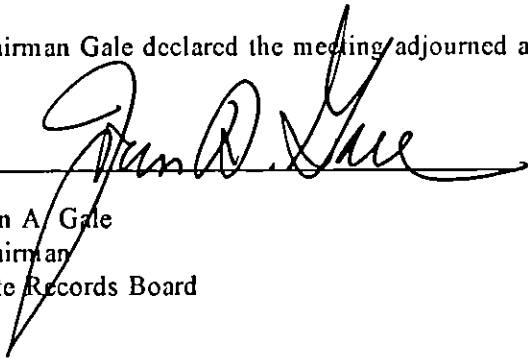
| | | | | |
|-------------|-------|-------|----------|----------|
| Voting For: | Buelt | Funk | Gale | Heineman |
| | Hill | Meyer | Stenberg | |

Voting Against: None

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|---------|------|---------|--------|-------|
| Absent: | Dale | McClurg | Nathan | Sutko |
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The motion carried.

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



John A. Gale
Chairman
State Records Board