

**NEBRASKA STATE RECORDS BOARD
MEETING: April 29, 2008**

Nebraska State Capitol
Room 1507
Lincoln, NE
April 29, 2008
9:00 A.M.

AFFIDAVIT OF PUBLICATION

State of Nebraska }
LANCASTER COUNTY, } ss.

The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper one successive time(s) the first insertion having been on the 28th day of March A.D., 2008 ~~and thereafter on~~ _____, 20____ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska. The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

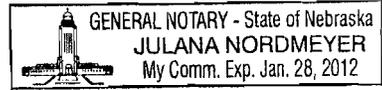
NOTICE OF PUBLIC MEETING
Notice is hereby given of a public meeting of the Nebraska State Records Board on Tuesday, April 29, 2008 at 9:00 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda, which is kept continually current, will include a public hearing on Addendum Seven of the Interagency Agreement between the Nebraska Arts Council and The Nebraska State Records Board. The agenda is available at the Office of the Secretary of State for public inspection during regular business hours. #4968265 1x March 28

Jelle White
Subscribed in my presence and sworn to before me this _____

day of Mar 31, 2008

Julana Nordmeyer
Printer's Fee, \$ _____

Notary Public
4968265



NEBRASKA STATE RECORDS BOARD AGENDA

Room 1507, State Capitol

Lincoln, NE

April 29, 2008 - 9:00 A.M.

1. CALL TO ORDER, ROLL CALL

2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT

The Act and reproducible written materials to be discussed at the open meeting are located in the back of the meeting room.

3. NOTICE OF HEARING

Public notice of the meeting was given by posting notice in the Lincoln Journal Star on March 28, 2008, on the State of Nebraska's online public meeting calendar; and keeping a current copy of the agenda in the Secretary of State's office, listing the date, time and location of the meeting.

4. ADOPTION OF AGENDA

- a. **Action Item:** Approval of Agenda

5. APPROVAL OF MINUTES

- a. **Action Item:** Approval of January 23, 2008 meeting minutes

6. PUBLIC COMMENT

7. GRANT APPLICATIONS

- a. **Action item: (STATE AGENCY GRANT)** NE State Historical Society - Digital Archives and Records Center Implementation Study - \$25,000
- b. **Action item: (LOCAL GRANT)** Nemaha County Assessor - Nemaha County Digitizing Maps/Records and enhanced Web Page Project - \$25,000
- c. **Action item:** Administrative Services - State Personnel - Online Job Application NIS Connectivity Grant - Extension Request

8. CHAIRMAN'S REPORT

- a. Signed Addendum One to the Interagency Agreement between the NE Association of Transportation Providers and the NE State Records Board on 04/02/2008.
- b. Signed Interagency Agreement between the NE Arts Council and the NE State Records Board on 03/07/2008.
- c. **Action Item:** Network Independent Contractor Agreement
- d. **Action Item:** 2009 Network contract Request for Information (RFI)

9. PUBLIC HEARING:

- a. **Action Item:** Nebraska Arts Council Addendum 7

10. SUBCOMMITTEE REPORTS

- a. Independent Contractor Status Subcommittee Report
- b. **Action Item:** Finances Review Subcommittee (Approval of new State Records Board Grant Applications)
- c. Board Training Subcommittee (Board Training Manual)

11. GENERAL COUNSEL'S REPORT

- a. State/Local Grant Status Report
- b. Reinvested Revenue Report
- c. **Action item:** NSRB - Cash Fund Balance
- d. **Action Item:** Adopt Public Meeting Notification Policy

12. NEBRASKA.GOV REPORTS

- a. General Manager's Report
- b. **Action Item:** Project Priority Report
- c. **Action Item:** Business Plan 2008 (tabled from January 23, 2008)
- d. Downtime Report (DSN Server)
- e. State of the Portal Presentation

13. CONTRACTOR'S REPORT

- a. NSRB Report

14. DATE FOR NEXT MEETING

Tuesday, July 15, 2008 - Room 1507 - State Capitol, Lincoln, NE

15. ADJOURNMENT

- a. **Action Item:** Move to adjourn



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of January 23, 2008

Agenda Item 1. CALL TO ORDER, ROLL CALL. The meeting was called to order by Chairman John A. Gale at 9:00 A.M. on January 23, 2008, in the Lower Level Conference Room, Executive Building, 501 South 14th Street, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Jerry Catlett, representing the Banking Industry;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Mike Edgecombe, representing the Media
Mike Foley, State Auditor;
Timothy Loewenstein, Representing the General Public;
Shane Osborn, State Treasurer;
Lauren Riedesel, representing Libraries

Excused:

John Curry, representing the Insurance Industry;
Tom Freimuth, to appear later, representing the Legal Profession;
Lauren Hill, representing the Governor

Staff in attendance:

Kacey Nelkin Pedersen, Recorder
Ron Moravec, Legal Counsel
Cathy Danahy, Executive Director

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT. Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting are located in the back of the meeting room. Also, a copy of the Nebraska Open Meetings Act is located in the back of the meeting room.

Agenda Item 3. NOTICE OF HEARING. Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on December 21, 2007, and the state's website calendar. A copy of the Notice and Affidavit of Publication by the printer is to be included in the Board records. A current copy of the agenda has been kept in the Secretary of State's office listing the date, time and location of the meeting.

Agenda Item 4. ADOPTION OF AGENDA. Mr. Foley moved to adopt the agenda; motion seconded by Mr. Loewenstein.

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Foley
Voting Against:	None				
Absent:	Curry	Freimuth	Hill		

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES. Ms. Donley moved to approve the November 14, 2007 meeting minutes; motion seconded by Ms. Decker.

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Foley
Voting Against:	None				
Absent:	Curry	Freimuth	Hill		

The motion carried.

Agenda Item 6. PUBLIC COMMENT. Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on any of the agenda items. No audience member indicated a desire to come forward.

Agenda Item 7. CHAIRMAN’S REPORT. Chairman Gale reported the Interagency Agreement between the NE State Records Board and Valley County for network management services was signed on December 4, 2007. Mr. Brent Hoffman, General Manager, Nebraska.gov, explained the agreement.

Chairman Gale reported Addendum One to the Valley County Agreement was signed on December 4, 2007. Mr. Hoffman explained the addendum.

Chairman Gale reported Addendum five between the State Records Board and the Nebraska Supreme Court was signed on January 7, 2008. Mr. Hoffman explained the addendum.

Chairman Gale reported the Contract Renewal Notification letter between the Nebraska State Records Board and Nebraska Interactive, Inc., renewing Service Contract Number NIS-5934 (04) commencing on February 1, 2009 and terminating on January 31, 2010 was signed by State Records Board Chairman Gale and Nebraska Interactive, Inc. President, Brent Hoffman, on November 16, 2007.

Chairman Gale moved to item 7. d. Independent Contractor Status. He explained this is in regard to the Visa rules and gave a general summary of the situation to date. He stated the issue of the two Department of Motor Vehicles addenda 7 and 8 (pending since August, 2007) have been resolved. They are no longer tiered or percentage fee structured. He said per every transaction, \$3.00 will be deposited in the State Records Board Cash Fund. Of the \$3.00 per transaction, \$.30 will be held in the State Records Board Cash Fund and Nebraska.Gov will bill monthly for their share,\$2.70 per transaction.

Chairman Gale emphasized the Board cannot move forward with the RFP process until the funding model is decided. The Secretary of State’s Office views Nebraska.gov as an Independent Contractor, therefore not bound by Visa rules. The State Treasurer has deep concerns regarding this opinion. Mr. Moravec, general counsel, had nothing further to add. Chairman Gale requested the Board give instructions

in resolving the funding fee formula for the RFP, via a Subcommittee, consisting of the Board Chairman and the State Treasurer before the next Board meeting. Chairman Gale asked for other volunteers. Mr. Loewenstein volunteered. The subcommittee will meet before the next scheduled State Records Board meeting.

Mr. Freimuth arrived at 9:25 A.M.

Chairman Gale moved to Agenda Item 7, (e). Mr. Moravec introduced the 2009 Network Contract RFI/RFP (Request For Information/Request For Proposal) draft timelines and assignments report. Chairman Gale introduced Greg Lemon, former Chief Deputy Secretary of State, and explained his involvement in the last Network Contractor RFP process. Mr. Lemon gave a history of the evolution of the network manager process beginning with the NE Library Commission. He explained Nebraska Interactive was the first vendor, the consensus of the Board being a private contractor could assume the risk of development. After 15 years, 80% of the revenue is from the UCC Division of the Secretary of State's Office and the Department of Motor Vehicles Driver Records. The goal at the time was to find the best model to improve service delivery and agency efficiency. He said the proposed draft timeline and assignment report must ensure enough time for any network contractor to get up and running. He recommended certain types of expertise are necessary to carry out the RFI/RFP proposal: technical expertise; an understating of government services and their delivery; and privacy issues. He explained the necessity of an RFI; to put vendors on notice, to pinpoint areas that will need to be clarified and to gauge vendor interest. He explained the evaluation process is very detailed. He said in 2003 the initial six vendors were narrowed to three and the top three gave detailed demonstrations. The Department of Motor Vehicles, Secretary of State, State Treasurer, State Auditor and the Office of the CIO were represented on the selection committee. He said, in his opinion, it was a fair and open process. The timeline was discussed and determined it may need to be amended to allow enough time for vendors to respond.

Mr. Loewenstein moved to accept the proposed RFI/RFP Timelines and Assignments report; seconded by Mr. Foley.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Agenda Item 8. SUBCOMMITTEE REPORTS. Mr. Catlett introduced the Finances Review Subcommittee report recommendations to the Board. Regarding the grant process for state and local agencies, the Subcommittee report recommended the following: (1) The application should include the requirement of a costing breakdown and budget using line items matched against projected costs and include bids from vendors (if applicable); (2) Increase the maximum total amount that may be awarded as grants to state agencies and/or local government subdivisions during each Board fiscal year from \$200,000.00 to \$250,000.00; (3) To set the maximum local government subdivision grant at its current level of \$25,000.00 for collaborative projects and \$10,000.00 for single jurisdiction/agency projects; (4) The maximum state agency grant remain at \$25,000.00 as set by the Board at its September, 1999 meeting; (5) Authorize the Chair and Board staff to develop a memorandum of explanation to be included in all grant applications that, in addition to the information currently required in an application, sets forth the purpose of a Board grant and the basic requirements/criteria by which a grant will be reviewed; (6) Authorize Board staff to reject and return to a grant applicant an application that is incomplete, setting forth the area(s) in the application that is/are incomplete and allowing the applicant the opportunity to correct the incomplete application and resubmit for Board review; (7) Authorize the Chair to consent one time, without prior approval from the Board, to a requested grant completion deadline extension of up to six months. Further, subsequent completion deadline extension requests or initial requests of more than six months shall be

heard by the Board. Regarding second extension requests, Chairman Gale suggested they be tied to no more than two subsequent Board meetings. Finances Review Subcommittee Chair Jerry Catlett and Subcommittee member, Laureen Riedesel agreed.

Ms. Decker introduced the Technical Advisory Committee recommendations to the Board. The Technical Advisory Committee recommended the following: (1) The Committee’s view is that their role in the process is to review and provide comments and analysis on the technical elements of a grant application. The Committee does not comment or make recommendations on the merits of funding any grant application; (2) Revise the Board’s grant application form to include more detailed/additional budget information to enable the Committee to determine if the technical elements have been adequately considered and addressed by the applicant; (3) Require all grant recipients provide a report to the Board at the conclusion of their project, or portion of their project utilizing grant funds. These reports would document the successes and lessons learned from the various projects; (4) The report be posted on the Board’s website. The website could highlight successful grant requests and be a place to share Best Business Practices.

Mr. Osborn moved to accept the Finances Review Committee’s recommendations with the exception that the language (in #7 above) be changed from a 6 month requirement to two subsequent (Board) meetings and to direct the Board staff to develop the guidelines and a revised set of forms to reflect these recommendations ; seconded by Ms. Donley.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Ms. Donley moved to accept the Technical Advisory Committee’s recommendations; seconded by Mr. Foley.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Ms. Riedesel gave an update on the Board Training Subcommittee. She reported a manual is being developed for new member orientation and will be distributed to current members as well as a reminder of the current policies, documents, forms, etc. This manual will continually evolve for the benefit of all members and should be available mid-year.

Chairman Gale called a recess at 10:20 A.M.

Chairman Gale reconvened the meeting at 10:40 A.M.

Agenda Item 9. GRANT APPLICATIONS. Ms. Danahy introduced the Local grant application from the City of Bellevue for *The City of Bellevue Information Accessibility* project in the amount of \$10,000.00. Mr. Randy Critzer, Engineering Technician, City of Bellevue, testified. He indicated the money will be used for the purchase of a scanner. Ms. Decker reported that the Technical Advisory Committee recommended the Board require the applicant make reasonable efforts to create the data for this project in a format that is compatible with accessibility technology. She indicated that identifying what is being displayed through use of displaying metadata would satisfy the Technical Advisory Committee. Mr. Critzer assured the Board they will comply with this request and if they team with Sarpy County on this project eventually, they will continue to ensure the requirement. Mr. Critzer outlined the time frame as follows: 1. Funds will be expended as soon as approved to purchase the scanner; 2. All scanning should be complete within one year; 3. The public would have access to the records in 2 years.

Mr. Loewenstein moved to approve the grant, requiring a progress report on the project. Ms. Decker requested the inclusion of the accessibility issue as a requirement. Mr. Loewenstein agreed; seconded by Mr. Foley.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Ms. Danahy introduced the State Agency grant application from the Nebraska Library Commission for the *Nebraska Memories On the Road* project in the amount of \$2,300.00. Ms. Beth Goble, from the Library Commission testified. Ms. Goble indicated the funds requested are for the purchase of a laptop computer. Ms. Riedesel moved to approve the grant to include a report from the applicant in August, 2008; seconded by Mr. Catlett.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Ms. Danahy introduced the State Agency grant application from the State Treasurer (tabled from the November 14, 2007 State Records Board meeting) for the *NebraskaSpending.com* project in the amount of \$50,000.00. Treasurer Shane Osborn testified. Mr. Osborn distributed additional information on the project and indicated the funding request be changed to \$25,000.00 for Phase II of the project and the funds will be used to pay the contractor, Aijalon. He indicated ongoing maintenance of the project (\$2,500.00 per year) will be built into his budget and that he would not go outside government for funding. He confirmed the contractor's (Aijalon) work is in compliance with NITC standards and complies with records retention rules. Chairman Gale, as State Records Administrator, said the content remains the property of the State Treasurer.

Ms. Donley moved to approve the grant which shall include a report on the project at the end of the fiscal year; seconded by Mr. Catlett.

Voting For:	Catlett Gale	Decker Loewenstein	Donley	Edgecombe Riedesel	Foley
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Voting Against:	Freimuth
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Abstain:	Osborn
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Absent:	Curry	Hill
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The motion carried.

Agenda Item 10. GENERAL COUNSEL'S REPORT. Mr. Moravec explained the history of the Chairman's authority to sign contract and addenda which do not involve a change in user fees. He explained those contract and/or addenda which include user fees must be approved by the Board.

Mr. Catlett motioned to allow the Chairman to sign agreements and addenda which do not include user fees; seconded by Mr. Osborn.

Voting For:	Catlett Freimuth	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Foley
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Voting Against:	None
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Abstain:	Gale
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Absent:	Curry	Hill
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The motion carried.

Mr. Moravec gave the State/Local Grant Status report and delivered the Reinvested Revenue Report. He requested the Online Property Tax Payment System/Multi-County project be removed from the Reinvested Revenue report at the request of the grantee and the funds in the amount of \$25,000.00 be unencumbered.

Mr. Loewenstein moved to remove the project and free the funds encumbered for the project and that the email from the Seward County Treasurer requesting termination of the project be part of the record; seconded by Ms. Riedesel.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
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Voting Against:	None
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Absent:	Curry	Hill
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The motion carried.

Mr. Moravec submitted the Nebraska State Records Board (NSRB) Cash Fund Balance report for approval. Mr. Loewenstein motioned to accept the NSRB Cash Fund Balance report; seconded by Ms. Donley.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
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Voting Against: None

Absent: Curry Hill

The motion carried.

Mr. Foley left the meeting.

Agenda Item 11. NEBRAKSA.GOV REPORTS. Mr. Hoffman presented an executive summary of the General Manager's Report. A discussion was had regarding the down time report. Ms. Decker and Mr. Hoffman will report back to the Board on this issue and the DNS server issue posed by Mr. Loewenstein. Mr. Hoffman presented the Project Priority Report for approval.

Ms. Donley moved to approve the Project Priority Report; seconded by Mr. Osborn.

Voting For: Catlett Decker Donley Edgecombe Freimuth
Gale Loewenstein Osborn Riedesel

Voting Against: None

Absent: Curry Foley Hill

The motion carried.

Mr. Hoffman presented the hiring of Natalie Bacon, Project Manager, for approval. Mr. Loewenstein moved to approve the hiring of Natalie Bacon as Project Manager; seconded by Mr. Osborn.

Voting For: Catlett Decker Donley Edgecombe Freimuth
Gale Loewenstein Osborn Riedesel

Voting Against: None

Absent: Curry Foley Hill

The motion carried.

Mr. Hoffman presented the 2008 Nebraska.gov Business Plan. After discussion, Mr. Loewenstein moved to table the 2008 Nebraska.gov Business Plan until the April, 2008 meeting to allow Mr. Hoffman to give more detail on the goals; seconded by Mr. Freimuth.

Voting For: Catlett Decker Donley Edgecombe Freimuth
Gale Loewenstein Osborn Riedesel

Voting Against: None

Absent: Curry Foley Hill

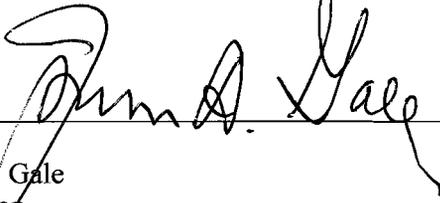
The motion carried.

Agenda Item 12. CONTRACTOR'S REPORT. Mr. Bill Bidrowski gave the Independent Contractor's Report.

Agenda Item 13. DATE FOR NEXT MEETING. Chairman Gale announced the date of the next Records Board meeting will be changed from April 30, 2008 and the members will be notified as soon as the date is determined.

Agenda Item 14. ADJOURNMENT. Mr. Loewenstein moved to adjourn the meeting; seconded by Mr. Freimuth.

Chairman Gale declared the meeting adjourned at 1:00 P.M.

A handwritten signature in black ink, appearing to read "John A. Gale", written over a horizontal line.

John A. Gale
Chairman
State Records Board

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508

John Gale
Chairman
(402) 471-2745



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency Grant Application)

State 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.

Instructions: Click using your mouse pointer in the left most area of each text entry field to begin typing your answers. After clicking in your first text entry area you may then use the [Tab] button to advance from field to field or [Shift] + [Tab] to move back to the previous text area.

I. GRANT SUMMARY

1. **Name of agency applying for grant:** Nebraska State Historical Society
2. **Title of project:** Digital Archives and Records Center Implementation Study
3. **Grant request amount:** \$25,000
4. **Will there be a fee for accessing records associated with this project? (Yes or No)** Not at this time

If yes, please provide any statutory reference or authorization for the fee:

5. Provide a brief description of the project for which the grant is being requested:

A Digital Archives Feasibility Study for Nebraska was completed in November 2007. The study concluded that the time was critical for the creation of a Digital Archives for the state, given the consensus of key stakeholders that such a facility is essential to ensure the preservation of electronic records of long-term or permanent value. The Implementation Study being proposed will define in specific terms the budget needed to create a Nebraska Digital Archives and Records Center, particularly all associated staffing, equipment, and storage costs. While the first study determined that a Digital Archives is needed and who the partners in creating it should be, this proposed study will provide the details needed to proceed in creating the facility.

II. GRANT DETAIL

1. Please describe the project in detail:

During a six-month study in 2007, Adam Jansen, Assistant State Archivist and Electronic Records Specialist for the State of Washington, evaluated the feasibility of creating a Digital Archives in the State of Nebraska. Jansen concluded that the time was right for such a facility to be created as state agencies and local governments are (rightly) concerned about the long-term viability of the electronic records that they are creating today. In Nebraska, the majority of public records are created in electronic form and nearly twenty times more records are produced electronically than on paper. The longer the state waits to create a mechanism to retain permanently those

records of enduring value, the more our history is being lost and the less accountability that government provides to its citizens.

The State Archives of the Nebraska State Historical Society and the Office of the Secretary of State's Records Management Division are the entities in state government with the statutory responsibility to ensure the long-term preservation of state records that have historical, administrative, legal, or fiscal value, regardless of the type of media on which the records were created. Those agencies are partners in this endeavor to create a Nebraska Digital Archives and Records Center that will preserve valuable electronic records while allowing citizens to access the records of their government, twenty-four hours a day.

While the Feasibility Study looked at whether or not such a facility was viable, the proposed Implementation Study will examine specific costs and needs associated with creating a Digital Archives. This study will determine solid budget figures for start-up and continued operations; who and what entities (state agencies and local government participants) would be involved; how the system would work in terms of configuration, workflow, and operations; staffing needs for the facility and job descriptions; and will recommend the physical location for the facility and delineate the special needs that this location must meet. In summary, this study will provide the blueprint for creating the Nebraska Digital Archives and Records Center.

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

The beneficiary and/or recipient of this service will be state, county, and municipal government agencies in Nebraska and Nebraska's citizens. The first group will benefit by being able to preserve their electronic records for as long as necessary. Citizens will benefit by being assured access to government records twenty-four hours a day from their home computers.

3. Please provide a timeline for implementation. NOTE: a specific completion date must be provided as grant funds lapse if not expended prior to completion date. (provide answer below)

Projected start date will be July 1, 2008; completion date will be December 2008.

4. What will the agencies contribution to the project be? Provide examples such as labor, equipment etc. (provide answer below)

The Nebraska State Historical Society and the Secretary of State's Records Management Division will contribute labor and records content expertise. The Office of the CIO will contribute technical expertise.

5. Has this project ever been submitted as a budget request? (Yes or No) No.

Please explain: The end result of this project is likely to lead to a budget request for start-up and operations of a Digital Archives and Records Center for the State of Nebraska.

6. Does the project require additional statutory authority? (Yes or No) No.

Please explain: It is anticipated, however, that the creation of such a repository would need to be enacted in state law.

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? (provide answer below)

The costs for creating a digital archives need to be determined and stated explicitly so that funding from the Legislature can be pursued. This study will detail all costs associated with start-up of the Nebraska Digital Archives and Records Center.

8. Please describe how this project will enhance the delivery of the state agency services or access to those services. (provide answer below)

Upon start-up of the repository, government agencies will be able to transfer electronic records of permanent or long-term value to the Digital Archives, providing a cost-effective means to retain and maintain, through migration processes, the readability and accessibility of the historical records of Nebraska governmental agencies. Citizens will be able to access the records of their government from the comfort of their homes, twenty-four hours a day.

9. Please describe how this project will: (NOTE: you may respond to any or all of these criteria)

a. Improve the efficiency of agency operations:

b. Facilitate collaboration among state agencies:**c. Facilitate collaboration between state agencies and other public institutions:****d. Support public / private partnerships in the delivery of public services:**

This project provides solutions for implementing a Nebraska Digital Archives and Records Center. That facility will:

- *Create one central repository for electronic records, thereby solving the issue of durable media.
- *Lead to lower costs for government agencies as expensive filming or transfers and storage for electronic records copied to paper are eliminated.
- *Eliminate the need for state agencies and counties to invest in back-up servers or worry about storing archival data, further reducing cost.
- *Provide back-up and security of essential legal and historical data for continuation of government operations.
- *Ensure seamless e-workflow processes, recognizing that client agencies are not archivists.
- *Provide easily searchable, accessible, viewable, and printable data.
- *Ensure legal compliance for retention of electronic records.
- *Assist geographically dispersed agencies to better serve their customers.
- *Be a final repository for all permanent electronic records.
- *Assure that all necessary records management/archival functions for the records are met as both the Nebraska State Historical Society and the Secretary of State's Records Management Division oversee records requirements.

III. TECHNICAL DETAIL

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

All equipment needs for the digital archives will be addressed in the completed implementation study. The consultant will determine start-up costs for both hardware and software needs, as well as anticipated costs for the system's expansion over time.

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

a. Conformity with generally accepted industry standards. NOTE: Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.

The system will be developed in accordance with generally accepted industry standards, while also addressing current state systems and NITC standards and guidelines. The system will be compatible with the current system and be flexible enough to allow for growth.

b. Compatibility with existing institutional and / or statewide infrastructure:

c. Reliability, security and scalability. Include future needs for growth or adaptation:

3. Describe how technical support will be provided: (provide answer below)

The Implementation Study will provide specifics on technical support requirements, including staffing that will be necessary to manage the system

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application: Andrea Faling

Contact phone number: 471-4785

Contact email address: bun@nebraskahistory.org

Signed this 14th day of March, 2008
Signed



Agency Director Signature

Please Return to:

Nebraska State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508

Cost Sheet

Consulting fees are \$165/hour straight time, plus travel expenses. Not to exceed \$25,000.

Estimated Costs:

*Travel - \$4000

*Labor - \$19,800 (5 weeks at 40 hours/week)

The costs will cover the following services:

*Two-week on site visit to meet with partners identified in feasibility study, with State Personnel, and to survey locations for Digital Archives facility. Implementation plan to be approximately 20 pages with sufficient detail to enable start-up of facility.

State of Nebraska

Feasibility Study



Digital Archives Feasibility Study for Nebraska Government

Nebraska State
Historical Society

A society whose records are closed cannot be open.
A people who cannot document their rights cannot exercise them.
A nation without access to its history cannot analyze itself.
And a government whose records are lost cannot accountably govern.

John W. Carlin, Former Archivist of the United States

Executive Summary:

The Nebraska State Historical Society became a state institution in 1883 and has been tasked with the preservation of the records of the state since 1885. Over the past 130 years the Society has accumulated in excess of 15,000 square feet of holdings and serves an average of 700 customer requests for state records and information on a monthly basis. The archival storage facility has the capacity for 28,000 linear feet of state government records, and is currently storing approximately 30,000 linear feet. The Nebraska State Historical Society has a clear legal mandate to acquire and preserve the records of the State of Nebraska, regardless of media type. As agencies do not have the knowledge or capability to preserve electronic records, it falls upon the Historical Society to provide leadership in this field. This leadership role will require the Historical Society to provide trained and knowledgeable staff, a transfer method for agencies to send their records to the Historical Society and an archival repository for the preservation of electronic records of long term or permanent value.

This feasibility study assesses the agency's readiness and capacity to create a digital repository to preserve and provide access to electronic records of long term or permanent legal, historical or fiscal value. With a dramatic increase over the last decade in the amount of information that is being produced within state government, the state faces a significant challenge in preserving these electronic records due to the diverse nature and large volumes of records that are already in existence; complicated by the lack of appropriate tools and experience in electronic records management. The repository will function as an electronic 'warehouse' for any government record required to be kept for greater than ten years, while providing an efficient and cost effective lifecycle workflow for these records. The benefits of this initiative to the public will revolutionize the way citizens access the records of their government. By making public records accessible through a web interface and powerful, easy to use search tools, citizens of the state will be able to access these records from anywhere, at anytime; while reducing the number of routine public disclosure requests received by state agencies. In order for the digital repository initiative to be successful, there are several key elements that must exist: strong executive management support, legislative

mandate to drive the process, powerful stakeholder groups that will support the initiative, sufficient funding and a skilled, knowledgeable staff.

It is clear that the required strong executive management support exists. Both Michael J. Smith, Director of the Nebraska State Historical Society, and Secretary of State John Gale understand the critical need for a way to manage, store and preserve the important electronic records of state government. As the heads of the two legislatively empowered agencies with oversight into records management, the support of these agency directors is critical to the success of the initiative. Law 84 – 1203 states the Secretary of State is "designated as the State Records Administrator" and is given the authority to "establish and administer...a records management program which will apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of state and local records"; while Law 84-1214.01 authorizes the State Archives of the Nebraska State Historical Society to "acquire...any document, record, or material which has been ...determined to be of archival or historical significance." The State Records Board, established by the legislature to "advise and assist the [State Records] Administrator in his duties" [Law 84-1204] also understands the state's need and authorized the execution of this feasibility study.

The legislation for the requirement to actively manage records is plainly stated in the Records Management Act, Chapter 84 of the Revised Statutes of the State of Nebraska. The legislature states its intention in this chapter with regards to electronic public records and the need for the management and oversight of electric records. Within 84-1201, the legislature declares that there is "a growing demand for electronic access to public records, and agencies should use new technology to enhance public access to public records" and 84-1207 requires agency heads to comply with the records management requirements established by the State Records Administrator . While these requirements have been in existence for years, the tools to comply with these laws have not been available and as a result, very few, if any, electronic records are being actively managed and preserved for the good of the public. A digital repository in the care of a trusted, trained, disinterested third party will allow for the intellectual and cultural digital assets of the state to be preserved and made accessible for generations to come.

After extensive interviews with major stakeholders from a cross section of important state and local agencies, it was unanimous among the group that the need for, and interest in, a digital repository is strong within the state. The core stakeholder groups interviewed for this feasibility study represent some of the largest and most important record producing agencies in the state: Nebraska Association of County Officials, Nebraska Workers' Compensation Court, Nebraska State Court, Office of the CIO, Nebraska Library Commission and the University of Nebraska Archives. All of the stakeholder

groups interviewed for this feasibility study expressed initial support for the initiative and agreed that the Historical Society is the agency best positioned with both the legal authority and the knowledge base to operate the repository. From a partnership perspective and a needs basis, the timing for the initiative is right. The need for a digital repository is approaching critical mass; with more permanent, archival electronic records being lost every month.

The challenges that the digital repository initiative will need to overcome include a lack of trained, knowledgeable staff with expertise in digital preservation and an insufficient budget to create the necessary infrastructure. The Historical Society and the Office of the Secretary of State have a strong agency knowledge of records management and archival science, but have limited staff knowledge or experience with electronic records management and preservation. Neither the Historical Society nor the Office of the Secretary of State has the staff resources, the appropriate skill sets, or a sufficient budget to start up a project of this magnitude. Without additional staff and funds, this initiative has a high chance of failure. According to the National Association of State CIOs, greater than 95% of all records produced today are created in an electronic format – nearly 20 times more records are produced electronically than on paper. To address this explosion of information creation, the options are: to continue to do 'business as usual' and run a high risk of losing the electronic records forever; print the electronic records out onto paper, knowing that the current paper repositories are already over capacity; or fund a digital repository that will preserve the electronic records while allowing citizens to access the records of their government from the comforts of their home, twenty-four hours a day.

As the Historical Society and the Office of the Secretary of State are the two agencies that are empowered by the legislature to oversee the management of records within state government, both agencies must be given the tools and the staffing required to execute on their respective core missions while ensuring that these records will be accessible to the citizens of the state. With the Office of the CIO rolling out a statewide email system and showing interest in working with the State Archives and the Secretary of State on the retention and preservation issues, the timing for this initiative is ideal. Assuming that funding and staffing can be obtained for the initiative, a digital repository is a very attainable goal filling a critical need within the state – preserving electronic public records of enduring value for generations to come.

Technical Advisory Committee
to the
Nebraska State Records Board

State Agency Grant Application Review

Applicant: Nebraska State Historical Society

Project Title: Digital Archives and Records Center Implementation Study

Resolution passed by the Technical Advisory Committee on April 11, 2008:

The committee, having reviewed the grant application entitled "Digital Archives and Records Center Implementation Study," finds that:

- The grant application is for the performance of a study, and there are no technical elements for the Committee to review.
- The Committee recommends that the study examine and address issues relating to the project's compatibility with existing state government infrastructure and current NITC Standards and Guidelines; and that the study be conducted with an appreciation of related issues and efforts, such as the "durable medium" workgroup.

(Vote: Brown-Yes, Weir-Yes and Decker-Yes)

Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

FEB 11 2008

RECEIVED

NEMAHA COUNTY ASSESSOR
AUBURN, NEBRASKA
68305

COURTHOUSE - 1824 N STREET, STE 205
LILA GOTTULA, ASSESSOR

PHONE: 274- 3820
JANA SMITH, DEPUTY

February 8, 2008

Mr. John Gale, Chairman
Nebraska State Records Board
440 South 8th St, Suite 210
Lincoln, NE 68508

Re: Nebraska State Records Board
Electronic Technology Grant

Dear Mr. Gale:

Your consideration of the enclosed grant application for Digitizing of Nemaha County Records and an enhanced web page for the county would be much appreciated. We are receiving many calls requesting our web address, which we do not have.

This is a single entity application, however, a collaborative effort will be made to include digitized mapping layers from other Nemaha County offices to show information such as roads, voting district, property information for the sheriff's office, etc. This information will be available on the internet with no cost to those accessing the information, be it other government agencies, businesses or the general public. By creating a web site and making the digitized maps through GIS Workshop, Inc. of Lincoln, NE, we will be able to supply access to governmental information without increasing staff.

We request the committee's kindness in considering and approving the Nemaha County grant application so that we may come into the 21st century. Thank you for your time and we appreciate your effort in helping the county. Should you have questions or need more information, please feel free to contact me at the above address, phone number or e-mail-assessor@nemaha.nacone.org.

Sincerely



Lila Gottula
Nemaha County Assessor

Enclosure (7)

RECORDS MANAGEMENT
DIVISION
FEB 11 2008
John Gal
Chairman RECEIVED

Nebraska State
Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(Local Government Grant Application)**

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in the application and any accompanying materials.

I. GRANT SUMMARY

1. Name of entity applying for grant Nemaha County Assessor
2. Title of project Nemaha County Digitizing Maps/records and enhanced Web Page.
3. Brief Description of Project
The project will create a Nemaha County Web Page, to include assessment & taxation information in a web based format, make digitized maps and property information available to anyone with internet access. Additional layers could and will be included for various county offices, such as voter registration maps, 911 address's, the sheriff's office would access the assessors's records at any time for property information that would be very helpful in their work.
4. Grant request amount \$ 25,000 (\$25,000 limit for collaborative grants, \$10,000 limit for single jurisdiction grants)
5. Will there be a fee for accessing records associated with this project? No
6. If yes, provide any statutory reference or authorization for the fee
N/A

NSRB Grant Application

Page 2

II. GRANT DETAIL

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

Data regarding the assessment and taxation of real property in Nemaha County is currently available to the public by calling and then, our office faxing the requested information, by written request or visiting our office in the county courthouse. The past several years we have seen an increased demand for this information from appraisers, realtors, banks, insurance companies and the public. Recently the Nemaha Natural Resource District and the Farm Service Agency have made requests for ownership, deed information and assessment data. Most out of state request cannot believe we don't have a web site with this information available. There is a Nemaha County Web Site but only has general information on it through the Nemaha County Clerk's site, not for particular parcels or legal information. We receive many requests as to when we will have this information available. Please, see attached for more information.

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

Nemaha County property owners will have access to their valuation and assessment information at any time. Realtors, appraisers, banks and insurance companies will also have access to real estate information needed for their business-related activities. Assessment information is requested on a daily basis and we are asked if the information is available over the internet, which it is not at this time. The public will be notified of the web site by mailings, newspaper articles and informing anyone who comes into the office. Please, see attached for more information.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

The completion date will be no later than March 1, 2009.

4. Subdivision contribution to project (labor, equipment ect.)

Nemaha County will be making a considerable investment for the base technology and computer upgrades to implement the GIS system. The project will require approximately \$3,000 of needed hardware equipment. The Nemaha County Assessor's office staff will contribute labor to compile information, with continuing updates to assure an accurate and up-to-date result. GIS will be scanning maps, setting up the web site, and training the assessor's. Their contract is for \$60,000, plus the annual update fees and license.

5. Is other funding available for this project (explain)?

No. Budget cuts and limitations have not allowed for the funding of a project of this size. Thus, the reason for not having any money set aside to start such an endeavor.

NSRB Grant Application

Page 3

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

With limited budget increases, projects that are not mandated by law are the last to be considered. If grant funds are not received, this project will be delayed for several years and other financing will have to be sought. After the project is completed the County Commissioners have pledged to cover an annual fee for hosting the project on GIS Workshop, Inc. servers. They will ,also, cover the cost of programing updates for Arc View GIS software and licensing.

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

Private citizens, businesses and other governmental agencies will have access to real estate ownership, assessment and taxation information, plus soil maps continually, via the internet. Currently, this information is only accessible during office hours and with our small staff they would not have access during the lunch hour. Citizens of Nebraska have a right to have their property valued uniformly and proportionately with similar property. When doing research, property owners sometimes wish to remain anonymous. This project will enable them to do their research without having to come to or call the assessor's office.

It is not economical for every user to have Arc View GIS software and licensing, especially in a smaller county. The server uses ERSI Arc IMS (Internet Mapping System) software, which enables the user to access the data with standard computer software.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

This project will reduce both telephone and counter traffic to the county offices. Much less time will be spent by staff members researching assessment data from all the request we receive. Plus, the public will appreciate the ease and capability of having the information readily available. It will open up office time to keep review of properties and assessments up to date.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Data compiled by the Nemaha County Assessor's office will be used by the project. Other county offices benefiting from the project will be the county road department, county sheriff, county clerk, county treasurer, noxious weed department and others. Various other entities benefiting from the project would include but not limited to: The cities of Auburn and Peru; the villages of Brock, Brownville, Johnson, Julian and Nemaha; the fire districts; Farm Service Agency and the Nemaha Natural Resources District.

The information will be available to anyone with internet access, at no charge to the user and with no need for special computer software

NSRB Grant Application

Page 4

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

The employee's of Nemaha County Assessor's Office will compile the assessment data and will keep the data updated. GIS Workshop, Inc. of Lincoln, NE are the contractors for the project. The web site will be hosted on a server owned by GIS Workshop, Inc. They will be helping with the initial mapping and training for the assessor's office.

11. Does the project involve the licensing, permitting or regulation of business, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

No

III. TECHNICAL INFORMATION

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

Some additional hardware and software will be required for the project and has been included in the contract with GIS Workshop, Inc. Implementing GIS technology will require one new computer and ESRI GIS software to be installed on it.. This will allow the necessary data entry to implement the GIS system. Access to the data will be through the internet. For those who do not have internet access in their home or business, our local public library offers computer services and the internet at no charge to the user, as well as most of our schools

NSRB Grant Application

Page 5

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

- Conformity with generally accepted industry standards. Projects which interface with 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 enhanced web page will be designed and built with adherence to standards established by the State of Nebraska. The digital map data base has been developed using the Nebraska State Plane Coordinate System, NAD 83. Currently, there are no NITC technical standards and guidelines for GIS.

At the present time, more than 20 counties are using this same technology to disseminate information through GIS Workshop, Inc. While each web site is built to customer specifications, they are still quite similar, thus making the system user friendly.

GIS technology has been around since the 1970's, and has evolved to a point where the standard desktop software packages are very reliable. The system does not directly connect to live assessment and taxation data, so it is impossible to break into the system and alter or delete information. The data will be secure. ESRI Arc View GIS can be adjusted to different scales and record data on many different elements.

3. Describe how technical support will be provided.

GIS Workshop, Inc. employs ERSI certified instructors for training the county staff, and for follow-up telephone support. GIS Workshop, Inc. will host and maintain the application. As part of the annual maintenance agreement, the county will supply monthly data base changes to GIS Workshop, Inc. via CD-ROM. As much work as possible will be completed by the county staff.

NSRB Grant Application

Page 6

4. Describe how the project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/>

This technology is currently being used by over 20 counties in the State of Nebraska, nine of which are counties where the Nebraska Department of Revenue, Property Assessment Division handles the county assessment function. The web site will be patterned after other sites developed for this same purpose, to assure compliance with the standards set by the Nebraska Information Technology Commission. This project will be designed to allow access to users with disabilities.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Lila Gottula, County Assessor

Phone # (402) 274-3820 E-mail assessor@nemaha.nacone.org

Signed this 8th day of February, 2008


Signature

Nemaha County Assessor
Title

Please Return to:

**State Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745**

Nemaha County Assessor
1824 N St, Ste 205
Auburn, NE 68305

Grant Application Attachments

II Grant Detail

1. Nemaha County has signed a contract with GIS Workshop, Inc. of Lincoln, NE in November 2007 for Global Information System technology, providing layers for parcel identification and land use in a digital format. The cost for the project is \$59,000 plus approximately \$3,000 for the necessary hardware. For this project to be possible in the county's extremely tight budget it was necessary to negotiate a three year financing option with the final payment being due January, 2010. The next logical step would be to make this data readily available to the public. With this project, anyone with internet access will have the capability to search real estate information without having to contact the assessor's office.

The system will be hosted on GIS Workshop, Inc. servers, making the county information constantly available. The design will give users access to the assessment data base by name, address or parcel ID numbers. If those elements are unknown, the user will be able to pan the site map and manually select a parcel. Once the user has found the parcel they are interested in, they may view the assessment data connected with it.

2. The Nemaha County Web Site will contain a hyperlink to direct users to this web site. This funding request is being made by a single entity, however, many other jurisdictions will benefit. The city or village offices for the seven communities in the county have been most anxious for this type of information. The county seat, Auburn, feels this mapping system would be especially helpful, as they have not supplied maps for the last twelve new subdivisions they have annexed into the city. Others offices in our Courthouse will be able to benefit as well. The Noxious Weed Department will have access to property owners and address information when they have to issue notices or spray for weeds. The County Sheriff will have access to ownership information, as well as photos and aerial photos of the land to determine if they have the correct location. The clerk should be able to have voter precincts by maps. Tax information will be included on the site, which will reduce the counter and telephone traffic to the County Treasurer's Office.

Everything included on the web site will be public information. While we are very willing to comply with the request we receive, having this data available on-line will be a more convenient and efficient way to disseminate the information especially to the public.

Vendor Quotes for:

Nemaha County Assessor/ State Records
Board Grant Application:

**Nemaha County Digitizing Maps/records
and enhanced Web Page**

Approved 4-29-08

COURTHOUSE - 1824 N STREET
SUITE 205 - AUBURN, NE 68305
PHONE 274-3820 FAX 274-4389

Nemaha County Assessor

Fax

To: Cathy Danahy,
Executive Director, NE State Records
Board; Secretary of State's Office
440 South 8th ST, Suite 210
LINCOLN, NE 68508

From: LILA GOTTULA, NEMAHA CO
ASSESSOR

Fax: 402-471-2406 **Pages:** 4 (INCLUDING COVER PAGE)

Phone: **Date:** 04/08/2008

Re: **CC:**

Urgent For Review Please Comment Please Reply Please Recycle

COMMENTS: Being faxed are the quotes from GIS, Inc.; TerraScan, Inc. and the cost for ArcView for a total of \$62,551.63. Please note within the quotes there is several support cost each year that the county will have to absorb.

Any question please call or e-mail me and I'll try to get you an answer. Marcus Tooze will be the person to call for the Technical Review Committee on April 11, 2008 at 2:00 p.m.

LILA GOTTULA

Approved 4-29-08



1201 Libra Drive, Lincoln, Nebraska 68512 <http://www.asiweb.com>
 800-279-7312 (Toll Free), 402-420-6000 (Local), 402-420-6006 (Fax)

Quotation / Sales Order from Automated Systems and Terrascan, Inc.

Customer: <u>Nemaha County Assessor</u>	Date: <u>3/28/2008</u>
Attn: <u>Lila Gottula</u>	Quote#: <u>1.00543E+12</u>
Address: <u>1824 N St</u>	Sales Rep: <u>Kirk Douglas</u>
City, State, Zip: <u>Auburn, NE 68305</u>	Terms: _____
Contact Phone: <u>(402) 274-3820</u>	Tax Exempt: <u>yes</u>
Project: <u>GIS</u>	Delivery: _____

Part #	Description	Qty	Price	Ext Price
222-5690	Optiplex 745 Core 2 Duo 2.13 GHz - XP Professional	1	\$1,742.00	\$1,742.00
	2 GB SDRAM - 2 Dell 17" Flat Panel Monitors			
	256 ATI Radeon Dual Monitor Video Card - 80 GB Sata Drive			
	1.44 Floppy Drive - 48x32 CDRW/DVD Combo w/Roxio			
	A225 Speakers Black - Microsoft Office Basic			
	3 year Next Business Day on site Warranty			
A0464457	Sound Blaster Card for Power edge Server			
	Automated Systems Installation & Support Charges			
ESTIMATED INSTALL&SETUP	INSTALLATION/MIGRATION AND SETUP OF ASR WORKSTATION AT NEMAHA. BASED ON \$80.00 AN HOUR (ESTIMATED)	2	\$80.00	\$160.00
PER DIEM	PER DIEM COVERS ROOM AND BOARD AND MISCELLANEOUS EXPENSES, BASED ON A RATE OF \$135./DAY		\$135.00	
TRAVELTIME	TRAVEL TIME TO AND FROM THE SITE IS BASED ON A RATE OF \$30./HOUR DURING NORMAL BUSINESS HOURS	3	\$30.00	\$90.00
TRAVEL OUTSIDE NRML	TRAVEL TIME TO AND FROM THE SITE IS BASED ON A RATE OF \$45./HOUR OUTSIDE NORMAL BUSINESS HOURS		\$45.00	
MILEAGE	MILEAGE CHARGES TO COVER EXPENSE FOR ASI FLEET VEHICLE, BASED ON THE STANDARD OF \$.445/MILE	134	\$0.445	\$59.63
			TOTALS	\$2,051.63

* **Special** Installation based on a rate of \$80./hour plus expenses. Additional
Considerations hardware and software may be required.

<<Acceptance>> X

(Signature above indicates acceptance of proposal and consent to begin work
 or deliver products)

Name (Printed): _____

Title: _____

Thanks!

Approved 4-29-08

Lila Gottula

From: "Claire Brown" <cbrown@gisworkshop.com>
To: "Lila Gottula" <assessor@nemaha.nacone.org>
Sent: Friday, March 21, 2008 2:47 PM
Attach: NemahaCountyNE-LGottula-AV-v1.pdf
Subject: ArcView Quote

Lila,

Attached is the ArcView quote it costs \$1500 then the maintenance is \$400 a year after the first year unlike arceditor is \$5700 then maintenance is \$1500 after 1st year. If you would like to order ArcView let us know and we will order through ESRI for you(ESRI will invoice you). If you would like to order ArcEditor it must be directly through ESRI.

Let us know either way.

Thanks,

Claire Brown, GISP
GIS Workshop Inc
415 N 66th St Suite 7
Lincoln NE 68505
Phone: 402.436.2150
Fax: 402.436.2152

4/8/2008

TOTAL P.04

Pricing Information

Several additional products and services have been included at no charge to the county (on-line support, free phone support, etc).

Project Products and Services: Deliverables	Cost (\$)
Assessor GIS:	
a. Parcel Layer, including IOLL Layer. Improvements on lease land layer.	\$59,000
b. Digital Ortho-Photography: 2005/6 color DOQQs integrated into GIS in NE SPCS, NAD83	NO COST
c. NRCS Soil Survey Layer (SSURGO).	NO COST
d. Software Training (2 days ESRI certified training for up to two employees at our facility in Lincoln, NE).	NO COST
e. GIS Workshop, Inc. "Terrascan/MIPS/CS CAMALink" AV9.x extension. Annual licensing of \$700 after first 12 months applies.	NO COST
f. GIS Workshop, Inc. "Assessor Editing Tools" AV9.x extension. Annual licensing of \$700 after first 12 months applies.	NO COST
g. GIS Workshop, Inc. "Advanced Assessor Editing Tools" AV9.x extension. Annual licensing of \$700 after first 12 months applies.	NO COST
h. GIS Workshop, Inc. "Landuse Calculator" AV9.x. Annual licensing of \$700 after first 12 months applies.	NO COST
i. Phone support (6 months of phone support after delivery of final township). Annual phone support after free period is \$1000.	NO COST
j. On-line support (6 months of on-line support after delivery of final township). Annual phone support after free period is \$1000.	NO COST
k. Hardware and software recommendations	NO COST
l. Public Relations	NO COST
m. Text based web site with search capability (similar to http://saunders.pat.gisworkshop.com). \$3000 site construction cost waived, \$1000 per year hosting fee due after first 12 months.	NO COST
TOTAL FEE	\$59,000
ESRI Software Options:	
n. ESRI Arcview 9.2 software (per license). This cost is in addition to any fees listed above and is payable direct to ESRI, Inc.	\$1,500
Or:	
o. ESRI ArcEditor 9.2 software (per license). This cost is in addition to any fees listed above and is payable direct to ESRI, Inc.	\$5,500

Marcus Tooze, President
 GIS Workshop
 415 N 66th ST, Suite 7
 Lincoln, NE 68505

Technical Advisory Committee
to the
Nebraska State Records Board

Local Government Grant Application Review

Applicant: Nemaha County Assessor

Project Title: Nemaha County Digitizing Maps/records and enhanced Web Page

Resolution passed by the Technical Advisory Committee on April 11, 2008:

The committee, having reviewed the grant application entitled "Nemaha County Digitizing Maps/records and enhanced Web Page," 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; however it is unclear whether the necessary funding for the project has been secured, beyond this request for grant funds.
- The grant application, in Section III-2 refers to the absence of applicable NITC standards, "there are no NITC technical standards and guidelines for GIS." Actually there are two NITC standards that would apply to this type of work, if it involves the actual development of the GIS-formatted land record information. The first is the NITC "Land Record Information and Mapping Standard" (http://nitc.ne.gov/standards/data/LRMS_20060127.pdf), which is specifically focused on the development of GIS-formatted land record information. The second is the NITC "Geospatial Metadata Standard" (http://nitc.ne.gov/standards/data/metadata_standard_20050923.pdf), which outlines how the GIS data should be documented so that the value of the public investments in the data, by developing agency, can be preserved over time and so that other potential users of the data can determine the most its appropriate and/or inappropriate use of that data.

(Vote: Brown-Yes, Weir-Yes and Decker-Yes)

Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

9/06

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

(State Agency Grant Application)

State 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 Administrative Services - State Personnel Division

2. Title of project

Develop an interface that electronically transfers specific applicant information contained in the State of Nebraska's applicant tracking system, to the Nebraska Information System (NIS).

3. Brief Description of Project

The collection and storage of new employee information is one of the responsibilities of State Human Resource professionals. In order to efficiently complete the task of transitioning applicant information to employee information, an interface between software programs is necessary. Initially, key information is captured and stored in the applicant tracking system. The interface would allow specific information to automatically populate in the State of Nebraska's Information System (NIS).

3. Grant request amount

\$25,000. Refer to Question #7.

*approved
07/2006*

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

No

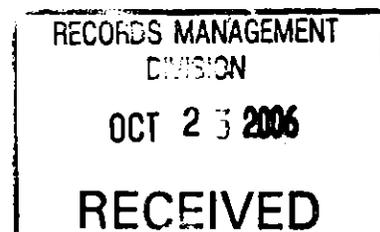
5. If yes, provide any statutory reference or authorization for the fee

N/A

II. Grant Detail

1. Please describe the project in detail.

Once an individual is hired, multiple screens located in the NIS Employee Master and Employee Address Book must be populated. Much of the information entered into NIS can be obtained from the State of Nebraska's Applicant Tracking System. Information an applicant submits through the online employment application contains data that is used as the foundation of the Employee Master Record. Development of an interface will relieve HR staff of manually creating the new employee record. Staff assigned to the Project will evaluate and identify the exact information from each system that will be transferred.



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

New and existing employees will benefit by experiencing a quicker turn-around time in gaining access to NIS. These employees utilize the Employee Self Service module in NIS to view and update their personal information, record beneficiary information and make their health insurance elections.

Beneficiaries also include State of Nebraska Human Resource staff who currently perform manual computer entry. Time spent creating a new employee record will be greatly reduced since this function will be performed as an automatic update to NIS on a regularly scheduled basis.

New State employees are hired daily, whether on a permanent or temporary basis. In 2005, the State's workforce consisted of approximately 19,500 permanent employees and 1700 temporary employees, with a 13% turnover rate in permanent positions. Approximately 2500 new-hire transactions occur annually.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).

Timeline for implementation is dependent upon the selection and project plan the Applicant and Position Tracking System vendor provides. The intent is to implement up to 60 days after the Applicant and Position Tracking System vendor has created an test environment. Estimated date: September 30, 2007.

4. Agency contribution to project (labor, equipment etc.)

State Personnel staff will be assigned to assist in writing processes for development and implementation. In addition, appropriate IT staff from the NIS team will be involved to ensure specifications are written and the interface is functional.

5. Has this project ever been submitted as a budget request (explain)?

No

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?

\$25,000 was previously allocated to DAS State Personnel to upgrade the online application form. A number of reasons caused that project to be discontinued. Request that grant amount be transitioned to support this project.

As upgrades occur in either the Applicant Tracking and NIS systems that would affect change in the interface, costs would be charged to the Department of Administrative Services and appropriate state agencies.

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)

By taking advantage of technology, Nebraska State government employees are able to work more efficiently and reduce the amount of time needed to perform this task.

9. 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).

The end result will show efficiencies in maximizing use of staff work time. All agencies, boards and commissions use NIS to record employee information. Staff will be relieved of the task of repetitive data entry. Information entered by the job applicant and transferred to the employee database eliminates the possibility of errors occurring and allows staff to focus on other responsibilities.

III. Technical Information

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

No additional hardware or software is required. Server space will be leased from the Department of Administrative Services - Office of the CIO. NIS Users will not have to perform additional functions either to obtain/see results of the interface. The bulk of the work is centered on writing the specifications, and having appropriate staff develop and test the interface.

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.**

The interface will be done in conformity with NITC technical standards and guidelines.

- **Compatibility with existing institutional and/or statewide infrastructure.**

NIS has confirmed compatibility with the Statewide NIS system.

- **Reliability, security and scalability (future needs for growth or adaptation).**

The interface will reside with NIS. Standards for reliability and security will conform with NIS requirements.

3. Describe how technical support will be provided.

Interface work will be a joint effort between the Department of Administrative Services and NIS teams.

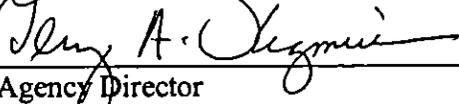
IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application

Vicki Logan, #402-471-4458, E-mail: vlogan@notes.state.ne.us

Amy Archuleta, #402-471-0618, E-mail: aarchule@notes.state.ne.us

Signed this 18 day of October, 2006



Agency Director

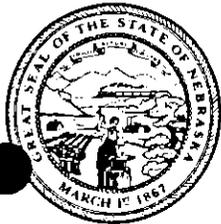
Please Return to:

State Records Board

Suite 2300, State Capitol

P.O. Box 94608

Lincoln, NE 68509-4608



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES

Carlos Castillo
Director

January 11, 2007

Secretary of State John Gale, Chairman
Nebraska State Records Board

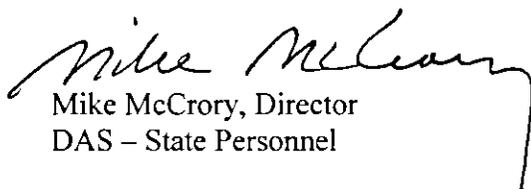
Dear Secretary Gale and Board Members:

As a courtesy to Board Members, DAS – State Personnel is providing a copy of the grant application approved by the Board.

This application outlines the project that will be undertaken to develop an interface between the State of Nebraska's Applicant Tracking System and the Nebraska Information System.

Thank you for your support in this matter.

Sincerely,


Mike McCrory, Director
DAS – State Personnel

Enc.

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

New and existing employees will benefit by experiencing a quicker turn-around time in gaining access to NIS. These employees utilize the Employee Self Service module in NIS to view and update their personal information, record beneficiary information and make their health insurance elections.

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No

6. Does the project require additional statutory authority (explain)?

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By taking advantage of technology, Nebraska State government employees are able to work more efficiently and reduce the amount of time needed to perform this task.

9/06

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

(State Agency Grant Application)

State 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 Administrative Services - State Personnel Division

2. Title of project

Develop an interface that electronically transfers specific applicant information contained in the State of Nebraska's applicant tracking system, to the Nebraska Information System (NIS).

3. Brief Description of Project

The collection and storage of new employee information is one of the responsibilities of State Human Resource professionals. In order to efficiently complete the task of transitioning applicant information to employee information, an interface between software programs is necessary. Initially, key information is captured and stored in the applicant tracking system. The interface would allow specific information to automatically populate in the State of Nebraska's Information System (NIS).

3. Grant request amount

\$25,000. Refer to Question #7.

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

N/A

II. Grant Detail

1. Please describe the project in detail.

Once an individual is hired, multiple screens located in the NIS Employee Master and Employee Address Book must be populated. Much of the information entered into NIS can be obtained from the State of Nebraska's Applicant Tracking System. Information an applicant submits through the online employment application contains data that is used as the foundation of the Employee Master Record. Development of an interface will relieve HR staff of manually creating the new employee record. Staff assigned to the Project will evaluate and identify the exact information from each system that will be transferred.

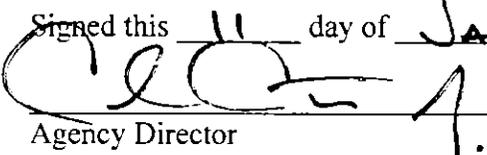
IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application

Vicki Logan, #402-471-4458, E-mail: vlogan@notes.state.ne.us

Amy Archuleta, #402-471-0618, E-mail: aarchule@notes.state.ne.us

Signed this 11 day of Jan, 2007



Agency Director

Please Return to:

State Records Board

Suite 2300, State Capitol

P.O. Box 94608

Lincoln, NE 68509-4608

9. 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).

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3. Describe how technical support will be provided.

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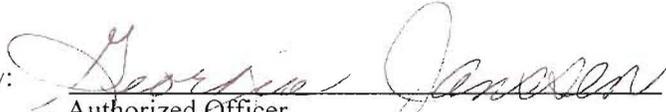
**Addendum One
to the
Interagency Agreement Between
Nebraska Association of Transportation Providers
and
Nebraska State Records Board**

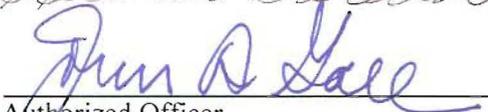
This Addendum One to the Interagency Agreement between the Nebraska Association of Transportation Providers (NATP) and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

Project: Content maintenance/updating the NATP Web site as requested by the agency.

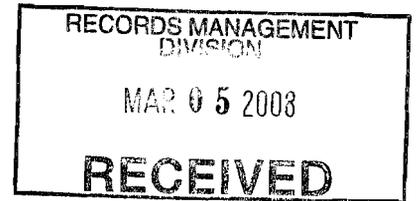
Price: \$50.00 per hour, with one-hour minimum charge per month. If no work is requested during a month, there is no minimum charge.

Terms: Nebraska.gov will submit a monthly invoice when there is a balance due from the Nebraska Association of Transportation Providers for work completed under this agreement. Terms of payment are net 45 days.

By:  Date: 2-14-08
Authorized Officer
Nebraska Association of Transportation Providers
Executive Director

By:  Date: 4/2/08
Authorized Officer
Nebraska State Records Board

INTERAGENCY AGREEMENT
between the
NEBRASKA ARTS COUNCIL
and the
NEBRASKA STATE RECORDS BOARD



This Interagency Agreement is made by and between the Nebraska Arts Council (hereinafter "Nebraska Arts Council" or "NAC"), and the Nebraska State Records Board (hereinafter "Nebraska State Records Board: or "NSRB"), to provide access to the Nebraska Arts Council's electronic data files on Nebraska.gov, an electronic data service operated by the Nebraska State Records Board for the State of Nebraska through a contractual arrangement with a private network manager.

WHEREAS, NAC maintains certain electronic data in computer databases, which data is available to the general public under certain circumstances; and

WHEREAS, NAC currently has data residing on the state mainframe computer and/or on its internal Local Area Network which is public and of interest to the public; and

WHEREAS, NSRB desires to have access to the NAC's data records at both locations, if data records are available at both locations, for the purpose of providing such access to Nebraska citizens and businesses who subscribe to Nebraska.gov; and

WHEREAS, it is also contemplated by the parties that provision of electronic access through Nebraska.gov will provide a material benefit to the NAC, to Nebraska citizens and businesses, will improve access to information and will decrease the need for NAC personnel to be involved in giving out this information by telephone or in person;

NOW THEREFORE, in consideration of the mutual conditions, covenants and promises contained in this Agreement, the parties agree as follows:

SECTION 1: Statement of Purpose

The purpose of this Agreement is to define circumstances, responsibilities, and compensation relating to providing Nebraska.gov with on-line computer access to certain data records at the NAC's discretion, maintained in electronic form by the NAC.

SECTION 2: Terms of agreement

This Agreement shall be in full force and effect for a period of one year after the date it is fully signed. Thereafter, this Agreement shall continue for successive monthly periods upon the same terms, provisions and conditions as provided herein excepting that at either party's option, this Agreement may be terminated at any time after the original term of this Agreement, upon thirty (30) days advance written notice to the other party.

SECTION 3: Definition of Terms

1. Data records – facts maintained in electronic form for communication or processing.
2. Nebraska.gov subscribers – individuals or organizations who use Nebraska.gov for computer-assisted research.
3. Client department – a NAC section or unit serviced by NAC's internal computer section, and whose data files are available to external agencies.

4. Public Record Data – data records which are considered public records under state or federal law.

SECTION 4: NAC Responsibilities

1. Client departments will:
 - a. When requested, help in interpreting the meaning of data, provide input on display screen designs when consulted, and cooperate with Nebraska.gov in placing data records onto Nebraska.gov as permitted by NAC, but only if desired by Nebraska.gov subscribers.
 - b. In the absence of a central NAC data or computer department or service, perform those duties and responsibilities outlined in subparagraph 2 of SECTION 4.
2. The central NAC data or computer department or service will:
 - a. When requested, help in interpreting the meaning of data, provide advice on display screen designs when consulted, and cooperate with Nebraska.gov in placing data records onto Nebraska.gov as permitted by the NAC.
 - b. Provide computer access to NAC data records as permitted by NAC, subject to interruption of service pursuant to SECTION 10.
 - c. Provide acceptable response time within limitations of budget constraints.
 - d. Provide reasonable levels of problem determination support to help isolate problems when requested, and if the problem resides on the NAC's end of the system, provide reasonable fixes or repairs.
 - e. Have final control and responsibility for security authorization of Nebraska.gov (in cooperation with any Client departments) in granting access to its data.
3. NAC will:
 - a. Oversee the timely and effective performance of this Agreement from the NAC's perspective, and assist Nebraska.gov in resolving constructively any problems thereunder and any new issues that arise in connection therewith.
 - b. Provide reasonable levels of support to any central NAC data or computer department or service; and to any Client department, in placing NAC data records on-line with Nebraska.gov, to the extent permitted by NAC, but only if desired by subscribers to Nebraska.gov.

SECTION 5: NSRB Responsibilities

1. NSRB agrees:
 - a. To recognize that authorized on-line access provides no right to possession or ownership of data records at any time.
 - b. To take all reasonable precautions to protect against unauthorized access to NAC's data records.
 - c. To provide reasonable programming, software, hardware, and supplies necessary to establish electronic access to NAC data records
 - d. To abide by NAC's regulations which may now be in force or effect or which may in the future become effective.
 - e. To recognized there is no express or implied ownership of NAC's equipment by the payment of any fee or charge to the NAC.
 - f. To provide reasonable reporting that accurately reflects usage associated with access to NAC data records by Nebraska.gov subscribers.

- g. To keep such records as are required to document usage associated with providing access to NAC's electronic database and to provide NAC access to these records at reasonable times for auditing purposed if so requested by NAC.
- h. To cooperate with NAC and Client departments in placing data records onto Nebraska.gov as permitted by NAC but only if desired by Nebraska.gov subscribers, including securing proper access from the appropriate authority for, and providing necessary security to, each type of data records desired.

SECTION 6: Billing, Payment and Rates for Services

NSRB shall cause the network manager to remit fees for FCRB data records accessed through Nebraska.gov as set forth in an addendum to this Agreement. Reimbursement to NAC for specific items of information in the NAC database shall be equal to statutory fees for such information where applicable. Payment shall be made to NAC by the last working day of the month following the month in which access was electronically requested by Nebraska.gov subscribers. A summary page detailing fee generating transactions per month and the amount of payment by Nebraska.gov to NAC will accompany payment.

Rates for services shall be set by NAC, NSRB, and the Nebraska.gov Network Manager and may be adjusted from time to time to cover the entire cost of providing service to Nebraska.gov. Rates set shall continue in effect until modified by mutual Agreement of NAC, NSRB and the Nebraska.gov Network Manager.

SECTION 7: Illegal Provisions

If any provision of this Agreement shall be declared to be illegal, void or unenforceable by a court of competent jurisdiction, the other provisions shall not be affected but shall remain in full force and effect.

SECTION 8: Termination

At NAC's option, this Agreement may be terminated immediately upon the occurrence of any of the following:

1. NSRB's failure to indemnify NAC pursuant to SECTION 9 of this Agreement.
2. NSRB's non-payment in violation of SECTION 6 of this Agreement.
3. NSRB's allowance of unauthorized access prohibited by this Agreement.
4. NSRB's material breach of any term, provision or condition of this Agreement.
5. NAC's determination that resources devoted to providing access to Nebraska.gov are required by NAC for its internal operation.

At either party's option, this Agreement may be terminated at any time after the original term of this Agreement upon thirty (30) days written notice to the other party.

SECTION 9: Indemnification and Hold Harmless Provisions

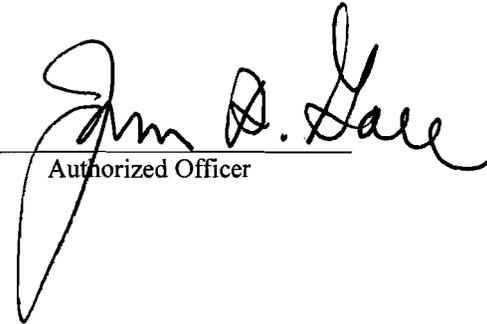
NSRB hereby relieves, releases, indemnifies and holds harmless NAC, its officers, agents, employees, and departments, from liability for any and all damages resulting from incorrect or misinterpretation of data which occurs in transmission or as a result of any interface or coding performed by Nebraska.gov (but not from any liability which would otherwise accrue

NAC
Nebraska Arts Council

by 
Authorized Officer

Date 02-12-08

NSRB
Nebraska State Records Board

by 
Authorized Officer

Date 3/07/08

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement"), made and entered into the date set below each parties signature, by and between the Nebraska State Records Board (the "Board") and Gregory B. Lemon, a/k/a Greg Lemon, (the "Contractor"), WITNESSETH:

Whereas, Greg Lemon is an attorney admitted to and currently in active status with the Nebraska State Bar Association with experience in, amongst other matters, interpretation and implementation of the Nebraska Records Management Act ("Act"), and information technology; and

Whereas, the Nebraska Records Management Act was created to provide for the development of state and local records management to promote "efficiency and economy in the day-to-day record-keeping activities of state and local governments," and to "use new technology to enhance public access to public records;" and

Whereas, the Nebraska State Records Board ("Board") was established by the Act to advise and assist the administrator in the performance of his duties with the Act designating the Secretary of State as State Records Administrator ("Administrator"), and

Whereas, the Act authorizes the Board to employ or contract with a "network manager [who] shall direct and supervise the day-to-day operation and expansion of a gateway or electronic network to make public records available electronically." And

Whereas, the parties wish to enter into an agreement for good and valuable consideration and mutual benefit; therefore, they agree as follows:

1. Contract for Work. The Board contracts with the Contractor and the Contractor agrees to accept the terms and conditions of this Agreement. Both parties agree that this Agreement shall be considered a non-assignable Independent Contractor agreement.

2. Term. The term of this Independent Contractor Agreement shall begin on April 29, 2008, and shall terminate on April 28, 2009. This Agreement, by mutual consent, may be extended for periods of different times under the same terms and conditions of the initial agreement or under different or additional terms and conditions. This shall not be construed as a guarantee of additional extensions of this Agreement.

3. Compensation. The Board shall compensate the Contractor for all services rendered at a rate of \$ 100.00 per hour for a maximum of 60 hours per calendar month. At the end of each calendar month, the Contractor shall submit to the Executive Director of the Nebraska State Records Board an accurate, detailed monthly invoice for payment showing the dates and hours worked, locations worked, and the daily tasks performed for that month. The Executive Director shall forward the monthly invoices to the

Administrator who shall review and approve for payment if the invoice properly reflects the performance of duties pursuant to this Agreement. Payment shall be made promptly upon approval. Travel time for the Contractor from his office to the place of performance of duties hereunder shall be in addition to the maximum number of hours allowed per month, as described above. The Contractor shall not receive hourly compensation for travel time. Any benefit a state employee is entitled to participate in, including but not limited to, medical insurance coverage of any description, retirement, vacation or sick leave, or arbitration rights shall not be available to the Contractor. The Board shall not withhold any federal, state or local taxes from payments to Contractor. The Nebraska Department of Administrative Services will forward on a calendar year basis Internal Revenue Service Form 1099-Misc to the Contractor.

4. **Expenses.** The Contractor shall at the end of each calendar month, submit an accurate, detailed invoice to the Executive Director of the Nebraska State Records Board showing the dates, types and reasons for expenses incurred, if any, in the performance of the terms and conditions of this Agreement. The Contractor shall be reimbursed for all necessary expenses personally incurred in the performance of this Agreement. Such expenses shall include parking fees, mileage, at the rate authorized by the State of Nebraska, from the Contractors office in Lincoln, Nebraska and return or to other locations deemed necessary; overnight lodging with prior knowledge and approval of the Administrator; and, meals incurred for overnight lodging. The Executive Director shall forward the monthly invoices to the Administrator who shall review and approve the invoice for payment if the invoice accurately reflects the performance of duties pursuant to this Agreement.

5. **Duties.** The Board hereby contracts with the Contractor for the performance of certain services as described herein.

a). Pursuant to the Records Management Act, advise and assist the State of Nebraska or the Administrator or Board, individually or in collaboration, in preparation for the awarding of a network manager contract to commence on February 1, 2010. This shall include, but not be limited to:

i). In utilizing the two page "RFI/RFP Timelines and Assignments Report" adopted by the Board at its January 23, 2008 public meeting, which is subject to amendment,

ii). Assist in the preparation and review of questions for a Request for Information (RFI) to be submitted to interested vendors as a possible 2010 network manager. Assist in the review and analysis of all RFI responses.

iii). Assist in the preparation and review of a Request for Proposal (RFP), setting forth the criteria and specifications and other matters set forth in the Act to be submitted to those vendors that submitted an earlier RFI response to the Board. Assist in the review and analysis of all RFP responses.

iv). Assist the State of Nebraska, Administrator and Board in preparing a contract setting forth the length, terms and conditions, “duties, responsibilities, and compensation of the network manager,” selected by the Board to be its network manager commencing February 1, 2010.

v). Consult with Information Technology personnel, Department of Administrative Services, Materiel Division personnel and others necessary for the Contractor to perform his duties under this Agreement.

b). Report directly to the Administrator, John A. Gale, and the Board.

c). Conduct (i) on–site meetings; (ii) conference calls; (iii) proactive follow-up; (iv) ongoing review of documents, proposals, standards, rules and regulations, and laws regarding duties set forth in this paragraph.

d). The Contractor shall devote his best efforts and give sufficient time to advance the interests of the Board.

6. **Working Facilities.** The contractor shall provide at his own expense, working space/facility and equipment that is appropriate for the performance of his duties under this Independent Contract.

7. **Disclosure of Information.** The Contractor will have access to information, materials or documents that in general are public information and may be subject to disclosure. However, some information, materials or documents of the Board may be proprietary to the Board as a client of Contractor and shall not be disclosed by the Contractor, except to the Board. Disclosure to others shall not be made by the Contractor without the prior written approval of the Board.

8. **Termination Without Cause.** This Agreement does not give, provide or secure to the Contractor any form of tenure, civil service, contractual or proprietary rights to continued employment. The Board may, without cause, terminate this Agreement at any time by giving immediate written notice to the Contractor. The Contractor may, without cause, terminate this Agreement by giving 15 days advance written notice to the Board. In either event, the Contractor shall prepare and submit to the Executive Director of the Board an accurate invoice showing the dates, locations, daily tasks worked, and hours worked for that period and shall submit an accurate invoice showing the dates, types and reasons for expenses, if any, incurred in the performance of the terms and conditions of this Agreement. The Executive Director shall forward the invoices to the Administrator who shall review and approve for payment if the invoices accurately reflect the performance of duties pursuant to this Agreement. Payment shall be made promptly upon approval.

9. **Possession of Documents.** Upon expiration or termination of this Agreement or any extensions thereof, the Contractor shall immediately return to the Board, through the Executive Director, all of its materials, documents that are proprietary or not, property or equipment of any description that may be in the Contractors possession or control.

10. **Hold Harmless.** The Contractor agrees to hold the Board harmless for all property damage, personal injury, loss, or any claim sustained or alleged by any person as a result of the intentional, negligent or willful act by the Contractor in the performance of this Agreement including all associated costs of defending any action.

11. **Vehicle Insurance.** The Contractor, at all times that he is operating his personal, borrowed or rented vehicle in furtherance of the terms of this Agreement, shall be responsible for procuring and maintaining motor vehicle insurance on such vehicle under limits established by Nebraska law, to include compliance with the Motor Vehicle Safety Responsibility Act, Chapter 60, Article 5. Upon request, the Contractor shall provide proof of such insurance coverage.

12. **Notices.** Any notice required or desired to be given under this Agreement shall be deemed given if in writing and sent by certified mail, return receipt requested, to the Contractor or to the Executive Director of the board, both addresses as stated below.

13. **Waiver of Breach.** The Boards waiver of a breach of any provision of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor. No waiver shall be valid unless in writing.

14. **Entire Agreement.** This Agreement contains the entire understanding of both parties. It may not be changed orally but only by an agreement in writing signed by both parties.

15. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

16. **Construction of Agreement.** This Independent Contractor Agreement shall be interpreted, construed and governed by and under the laws of the State of Nebraska.

17. **Counterparts.** This Agreement may be executed in two counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement.

In Witness Whereof, the parties have executed this five page Independent Contractor Agreement on the date indicated on page five.

Greg Lemon, Attorney at Law
Independent Contractor
1335 "H" Street, Suite 102
Lincoln, Nebraska 68508-3784

Dated this 29th Day of April, 2008

Witness

John A. Gale, Secretary of State, as
State Records Administrator
State Capitol Building, Suite 2300
Lincoln, Nebraska 68509-4608

Dated this 29th day of April, 2008

Witness

Cathy Danahy
Executive Director
Nebraska State Records Board
440 South 8th Street, Suite 210
Lincoln, Nebraska 68508
(402) 471-2745

State of Nebraska (State Purchasing Bureau)
REQUEST FOR INFORMATION

RETURN TO:
 State Purchasing Bureau
 301 Centennial Mall South, 1st Fl
 Lincoln, Nebraska 68508
 OR
 P.O. Box 94847
 Lincoln, Nebraska 68509-4847
 Phone: 402-471-2401
 Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFI – SRB001	May 2, 2008
OPENING DATE AND TIME	PROCUREMENT CONTACT
June 2, 2008 2:00 p.m. Central Time	Ruth Gray

This form is part of the specification package and must be signed and returned, along with proposal documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI - NSRB001 for the State of Nebraska, Nebraska State Records Board (NSRB) for the purpose of requesting information of qualified contractors in operation and management of the Nebraska.gov Network, the State’s information and communication system created to provide equal electronic access to public information for the citizens, businesses and state, county, local governments across Nebraska.

Written questions are due no later than May 16, 2008 and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

Bidder should submit one (1) original and five (5) copies of the entire RFI response. RFI responses must be submitted by the proposal due date and time.

**RFI RESPONSE MUST MEET THE FOLLOWING REQUIREMENTS TO BE CONSIDERED VALID.
 RFI RESPONSE WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.**

1. RFI response must be received in State Purchasing by the date and time of RFI opening indicated above. **NO late information will be accepted. NO fax, e-mail, voice, or telephone information will be accepted.**
2. RFI response must meet all specifications of the RFI.
3. This form *“REQUEST FOR INFORMATION”* **MUST** be manually signed, in ink, and returned by the information opening date and time along with your information and any other requirements as specified in the RFI.

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request for Proposal For Contractual Services form, the bidder guarantees compliance with the provisions stated in this Request for Proposal, agrees to the terms and conditions (see Section III) and certifies that bidder maintains a drug free work place environment.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: ____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI - NSRB001 for the State of Nebraska, Nebraska State Records Board (NSRB) for the purpose of requesting information of qualified contractors in operation and management of the Nebraska.gov Network, the State's information and communication system created to provide equal electronic access to public information for the citizens, businesses and state, county, local governments across Nebraska.

There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR PROPOSAL CAN BE FOUND ON THE INTERNET AT:
<http://www.das.state.ne.us/materiel/purchasing/rfp.htm>

A. SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	ACTIVITY	DATE/TIME
1	Release Request for Information	May 2, 2008
2	Last day to submit written questions	May 16, 2008
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	May 23, 2008
4	RFI Opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	June 2, 2008 2:00 p.m. Central Time

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Proposal reside with the State Purchasing Bureau. The point of contact for the procurement is as follows:

Name: Ruth Gray
Agency: State Purchasing Bureau
Address: 301 Centennial Mall South, Mall Level
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-2401
Facsimile: 402-471-2089
E-Mail: matpurch.dasmat@nebraska.gov

B. GENERAL INFORMATION

There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued, contact regarding this RFI between potential vendors and individuals employed by the State is restricted to only written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. Contacts made pursuant to any pre-existing Contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions or discussions to finalize a Contract.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The buyer will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a bidder regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing to the State Purchasing Bureau and clearly marked "**RFI - NSRB001, Nebraska.gov Network Manager Questions**". It is preferred that questions be sent via e-mail to matpurch.dasmat@nebraska.gov. Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Ruth Gray, showing the total number of pages transmitted, and clearly marked "**RFI – NSRB0001; Nebraska.gov Network Manager Questions**".

Written answers will be provided through an addendum to be posted on the Internet at <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The Review Committee(s) may conclude that oral interviews/presentations and/or demonstrations are required. All vendors will have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the vendors to demonstrate their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the vendor and will not be compensated by the State

F. SUBMISSION OF RFI RESPONSE

The following describes the requirements related to proposal submission, proposal handling and review by the State.

To facilitate the RFI evaluation process, one (1) original, clearly identified as such, and five (5) copies (enough copies for evaluation) of the entire RFI response should be submitted. Please include one (1) PDF version of the RFI Response on CD-R. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. RFI responses must be submitted by the RFI due date and time. A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses must reference the request for information number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear as specified on the face of each container. Regardless of the reason, RFI responses received late will not be accepted and will be returned to the sender unopened. If a recipient phone number is required for delivery purposes, 402-471-2401 should be used. The request for information number must be included in all correspondence.

Data contained in the RFI responses and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information upon opening the RFI. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the State to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked "PROPRIETARY" on the outside of the package. Vendors may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

G. REQUEST FOR INFORMATION OPENING

The sealed responses will be publicly opened and the responding entities announced on the date, time and location specified in the Schedule of Events.

H. LATE PROPOSALS

RFI responses received after the time and date of the RFI opening will be considered late responses. Late responses may be returned to the vendor unopened. The State is not responsible for responses that are late or lost due to mail service inadequacies, traffic or other similar reasons.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI - NSRB001 for the State of Nebraska, Nebraska State Records Board (NSRB) for the purpose of requesting information of qualified contractors in operation and management of the Nebraska.gov Network, the State's information and communication system created to provide equal electronic access to public information for the citizens, businesses and state, county, local governments across Nebraska.

Please read through the information Section III (A, B, C). Then, please answer the questions in Section III (D). Answers for Section III (D) should be written in blue with an 11pt Arial font. Answers may be submitted on a different sheet, so long as the full question is written above the answer provided.

A. PURPOSE AND BACKGROUND

Nebraska.gov (formerly known as Nebrask@ Online) is the State of Nebraska's home page for Internet access to government information and services. Nebraska.gov is an information and communication system created to provide equal electronic access for the citizens and businesses in Nebraska and beyond, to state, county, local government and other public information and services. As a State of Nebraska information service, Nebraska.gov operates under the authority of the Nebraska State Records Board (NSRB) and all network operations, including policies, services and regulations are governed by the NSRB.

Most of the information and services available through Nebraska.gov are free to the user. Some information and services are subject to statutory fees. Nebraska.gov also offers a subscription service for users who want to access selected information that has commercial value. Depending on the need, the role of Nebraska.gov includes training, technical assistance, website development, application development and integration with agency-owned databases.

As the portal manager for the State of Nebraska's official site, Nebraska.gov does not develop the content for the site. The job of Nebraska.gov is to provide the easiest, most convenient way for citizens to arrive at information and services offered and maintained by government agencies. Ideally, applications developed by Nebraska.gov should allow citizens easy and convenient access to government applications and services while increasing the efficiency of the agency offering the service through Nebraska.gov. Therefore, the incumbent network manager is encouraged to develop new services while maintaining and improving existing applications.

For certain state records and filings, a transaction or record search fee is made. These include such items as driver's license records, UCC records and corporate records. These fees are all approved by the Nebraska State Records Board and must be subsequently ratified by the legislature within 18 months. The fees are clearly identified on the Nebraska.gov menu. Subscribers of extremely large amounts of data can take advantage of high speed electronic "batch" processing. Requesters of this data electronically transmit files to Nebraska.gov. These files are then processed and sent back to the requesters where they can download processed files at their convenience.

Nebraska.gov also maintains sub-portals for more specific audiences, including Citizen, Business, Education and Local Government Portals.

If you are not familiar with Nebraska.gov it is recommended that you visit and explore the state portal starting at the homepage: <http://www.nebraska.gov/index.phtml?section=noI>

B. CURRENT FUNDING MECHANISM

Nebraska.gov derives the majority of its revenue from a transaction-based fee structure. These transaction fees and other revenues as described below provide Nebraska.gov with enough revenue to operate under a self-supporting business model.

As noted elsewhere in this RFI the majority of information and services (70%) available through Nebraska.gov are offered at no charge. The information and services which do have fees associated with them generally have a commercial value and are primarily accessed for business purposes. The majority of transaction based revenue is derived from the Department of Motor Vehicle (driver's abstracts), Secretary of State (Uniform Commercial Code and corporate records) and court records through the JUSTICE system. A comprehensive listing of services offered is included in this RFI (**See Attachment B**).

Under the transaction based fee model the network manager assumes the cost and risk of developing new applications, and also derives benefit from those applications proportional to their utilization. Currently, of the total revenue derived from network operations, 89% comes from transaction fees and 8% from subscriber fees (most transaction-based services are billed on a monthly basis and subscribers pay a fee for access to the premium services). Lastly, 3% of revenue is derived from payments for hourly or fixed price programming or service development fees.

The incumbent network manager does not receive a guaranteed revenue stream under the existing contract, nor is the revenue stream limited by the agreement.

C. CURRENT ENVIRONMENT

Nebraska Interactive (NI), [the incumbent network manager for Nebraska.gov](#), has 13 dedicated staff members located in Lincoln, ~~where~~ and has access to more than 400 employees who work for NICUSA, Inc in technology, financial, legal, marketing and sales. NI developers utilize JAVA, PERL, PHP, Python and .NET software languages for state web applications and services.

Operating Systems Platforms/Hardware used are as follows: Sun Enterprise Servers, Sun Storage SCSI, NAS & Fiber attached storage, Dell Enterprise Servers, VMware ESX Server, Solaris 10 x86, Linux, MySQL, SQL Server, Sun & EMC Storage, Clarion SAN & Replication, CISCO, F5, Nokia, Checkpoint, Juniper devices, Recover Point EMC SAN Replication.

Nebraska.gov is served by three (3) front-end web servers, three (3) application servers, and two (2) clustered database servers (totaling four (4) database servers). Additional job servers are utilized for managing processes and monitoring.

Location(s) of current Nebraska.gov Infrastructure

Primary AT&T Data Center – Ashburn, VA
Main Data Center Location

Secondary AT&T Data Center – Allen, TX
Disaster Recovery Data Center Location

General description of network between the State of Nebraska and Nebraska.gov

Dedicated secure LAN to LAN VPN's on CISCO VPN concentrators. In addition, port 80 and 443 traffic for state citizens using Nebraska.gov over the public internet. Web application firewalls for 7 layer application security for port 80 and 443 traffic.

Note: Please see Attachment B for list of Nebraska.gov applications and services currently provided.

D. VENDOR QUESTIONS

1. Please describe your business philosophy and experience in bringing electronic government services to the general public in Nebraska. In the Country.
2. Please describe how your organization views the topic of Information Security. In your response, please address the following aspects of Information Security: Access Controls, Application Security, Network Security, Operational Security, Physical Security and Cryptography. **Note: The State understands that this information might be "PROPRIETARY". Directions on how to submit proprietary information is located in Section II (F).**
3. Please describe your company's Software Development Process.
4. Does your organization and/or a parent organization (if applicable) currently handle transactions with Personally Identifiable Information (PII)? Please briefly describe how your organization(s) handle said transactions that access PII. **Note: The State understands that this information might be "PROPRIETARY". Directions on how to submit proprietary information is located in Section II (F).**
5. Does your organization or a parent organization (if applicable) have an Information Security Officer (ISO)? Who does your ISO report to in your organization or parent organization (if applicable)?
6. Do you have someone in your organization or a parent organization (if applicable) with any of the following security certifications: Certified Information Systems Security Professional (CISSP), Systems Security Certified Practitioner (SSCP), Certified Information Security Manager (CISM), or Certified Information Security Auditor (CISA)? If so, please list certification(s) and organization(s).
7. Please describe your Business Continuity Planning & Disaster Recovery (BCP/DR) philosophy and processes. **Note: The State understands that this information might be "PROPRIETARY". Directions on how to submit proprietary information is located in Section II (F).**
8. Do you have someone in your organization or a parent organization (if applicable) with any of the following Business Continuity planning certifications (Associate Business Continuity Professional (ABCP), Certified Business Continuity Professional (CBCP) or Master Business Continuity Professional (MBCP))? If so, please list certification(s) and organization(s).
9. Please describe the funding mechanism(s) that you feel would be the most viable for financing existing operations of Nebraska.gov and expanding services provided through the network in an efficient manner would like to see as a potential Network Manager of Nebraska.gov. **Note: Review Section III (B) for a description of the current funding mechanisms currently used by Nebraska.gov.**

10. Where do you see the future of electronic service delivery for government services going, types of services & delivery methods?

ATTACHMENT A

VENDOR CONTACT SHEET

Attachment A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response. Each vendor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the vendor's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Vendor Name: _____

Address: _____

Prepared By: _____ **Title:** _____

Contact Person: _____ **Title:** _____

Vendor Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email address: _____

Please provide Vendor contact information for receipt of additional information (if different from above).

Contact Person: _____ **Title:** _____

Vendor Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email address: _____

ATTACHMENT B

Current Services by Nebraska.gov

JUSTICE: Online Court Case Calendar Search	This service was designed for the public to go online and search a calendar for scheduled court dates and other information like the court room number, time, etc.
Online Message Plates Ordering	System Allows the public to search and apply for a specialty plate in Nebraska.
Waiverable Citation Payment System	This service was designed to allow motorists who receive payable traffic citations (tickets where the right to a court appearance can be waived) to pay their traffic fines on online in 18 Nebraska counties.
JUSTICE: Court Case One-Time Credit Card Search	This system is designed to allow easy access to information about court cases throughout Nebraska. For a \$15.00 per search fee, a user can search for a party involved in a case in Nebraska. The results of the search can provide information on up to 30 cases. The search and corresponding results can be viewed over a three day time frame.
JUSTICE: District Courts Judge Scheduler Calendar	This system was designed to allow Judges and their bailiffs to schedule openings for court hearings on their calendar. The users (Attorneys, etc.) have access to go online and schedule court hearings online.
Contact Us	Sends email to newcc@wcc.ne.gov. Form requires name, address and phone number.
Online Pump Installation	Online Pump Installation/Construction Modification Form
Claims Search Database User Profile	Collects business information for trading partners.
Business Card Request/Update	This is a secure form to request or update your business card information.
Calendar	Online public meeting Calendar
Conference Registration	Online Registration for DED
Multistate Reciprocity System	Online Multistate Reciprocity System for electrician licensing.
UCC Images	UCC Images
Student Vote	Online Student Vote
Rules and Regulations Tracking System	Allows the public to follow proposed Rules and Regulations through the process online. Cross-agency managed.
Election Information System (including county reporting)	Election night online tracking system
Corporation Batch Monthly	Corporation records batch searches and document retrieval
Corporation Batch Special Request	Corporate Batch Special Request
Survey to Address the Presumption	Survey to Address the Presumption
Subdividers Designation of Representing Broker	Online Subdividers Designation of Representing Broker
Service Satisfaction Survey	Online Service Satisfaction Survey
Salesperson Examination Retake Application	This is for applicants with information on retaking the real estate examination.

Real Estate Roster/Mailing Label Order Form	Roster/Licensee information is available for purchase in printed or electronic format from the Nebraska Real Estate Commission. Information can be printed on mailing labels, printed in roster format, put on diskette and mailed, or e-mailed.
Real Estate Re-Instatement Application	Real Estate Re-Instatement Application
Petition for Negotiated Rule Making	Online Petition for Negotiated Rule Making
Partnership Subordination Resolution	Online Partnership Subordination Resolution
Limited Liability Company Subordination Resolution	Online Limited Liability Company Subordination Resolution
Inactive Salesperson License Renewal	Inactive Salesperson License Renewal is to assist individuals in renewing their real estate salesperson license in the State of Nebraska.
Inactive Broker License Renewal	Inactive Broker License Renewal is to assist individuals in renewing their real estate broker license in the State of Nebraska.
Errors & Omissions Certificate of Equivalent Coverage Form	Errors & Omissions Certificate of Equivalent Coverage Online Form
Corporation Subordination Resolution	Certifies that the following resolution was duly adopted by the Board of Directors of the corporation.
Broker Examination Retake Application	Broker Examination Retake Application is for people who failed their first Broker examination
Branch Office License Renewal	Branch Office License Renewal is to assist individuals in renewing their real estate branch office license in the State of Nebraska.
Branch Office License Application	Intended to assist brokers in obtaining a real estate branch office license in the State of Nebraska
Associate Broker License Renewal	Associate Broker License Renewal is to assist individuals in renewing their real estate broker license in the State of Nebraska.
Application for Registration as an LLC	Application for Registration as an LLC
Application for Registration as a Professional Corporation	Application for Registration as a Professional Corporation
Application for Membership on the Negotiated Rulemaking Committee	Online application to apply for membership for a rule-making committee
Application for Membership in a Negotiated Rulemaking Committee (Interest inadequate rep)	Online application to apply for membership for a rule-making committee
Active Salesperson License Renewal	Active Salesperson License Renewal is to assist individuals in renewing their real estate salesperson license in the State of Nebraska.
Active Broker License Renewal	Active Broker License Renewal is to assist individuals in renewing their real estate broker license in the State of Nebraska.
Acknowledgement of Timeshare Developers Representing Broker	This acknowledgement verifies that all statements and information provided herein are true and correct.

Acknowledgement of Subdividers Representing Broker	Acknowledgement to accept the designation of representing broker on-line form
Acknowledgement of Personal Jurisdiction	This acknowledgement verifies that all statements and information provided herein are true and correct.
Title, Lien & Registration (TLR) Special Request Runs Volume over 2000	Title, Lien & Registration (TLR) Special Request Runs Volume over 2000
Motor Voter	Nebraska Driver's License Voter Registration. Search and Retrieve information about where and when a voter has registered in the State of Nebraska
CDL third party testing	Commercial Drivers License Testers
Tuition Reimbursement Database Search & Retrieval	Tuition Reimbursement Database Search & Retrieval
NEMA Directors Search	NEMA Directors Search
Water Well Pump Installation Online Application	Water Well Pump Installers can process and pay their application online
Practitioner List Sales	Online Practitioner List Sales
License Searches	Web site access to licensure information. General License Information includes Name on License, Address on License, License Number, Date of Issuance, Date of Expiration or License Billing Date for Early Childhood records, License Status, Disciplinary Action, etc., and can be accessed by anyone.
Motor Fuels Form 86 Filings	Online Motor Fuels Form 86 Filings
Motor Fuels Form 80 Filings	Online Motor Fuels Form 80 Filings
Motor Fuels Form 74 Filings	Online Motor Fuels Form 74 Filings
Summary of Insurance Business Report	Online Summary of Insurance Business Report
Conference Registration	Online Registration for DED
JUSTICE Online Court Record Search Monthly	Searches court records from 185 of 186 Nebraska District and County courts
JUSTICE Online Court Documents Search	View court case document images online. Attorney access only.
JUSTICE Online Citation Payments	The Administrative Office of the Courts Online Waiver able Citation Payment System offers a secure environment for citizens to pay their traffic citation online.
JUSTICE One Time Online Court Records Search	The Justice Court Case One Time Search is designed to allow easy access to information about court cases throughout Nebraska. For a \$15.00 per search fee, a user can search for a party involved in a case in Nebraska. The results of the search can provide information on up to 30 cases. The search and corresponding results can be viewed over a three day time frame
Court Hearing Scheduler	Attorneys can schedule hearings on line
Citizen Portal	Allows users to browse the various forms available by a number of methods.

Business Portal Forms Inventory Database	Business Portal Forms Inventory Database
Consumer Vulnerability Survey	Consumer Vulnerability Survey
Business One Stop Registration Information	Guides user through a series of questions designed to determine basic necessary start-up forms to begin doing business in Nebraska.
Request for email notification of What's New	Workers Compensation Court Online Request for email notification of What's New
Records Request Form	Workers Compensation Court Online Records Request Form
Electronic Data Interchange Web page and Advisory Updates	Receive automatic notice of updates to the Workers Compensation Courts website's EDI page
EDI Trading Partner Profile	secure form is ONLY for use by our current Trading Partners who may need to update their existing profiles
Court-assigned values for missing or invalid Social Security Numbers	Secure form to request court-assigned values for missing or invalid Social Security numbers
Corporation Monthly Batch Service	Corporation records batch searches and document retrieval dump
Corporation Annual Reports	Annual corporate reports
Integrated Data System	Backend system allowing staff to update database
Accountant Continuing Education	Accountant continuing education credit reporting to board
Accountant License Renewals	Accountant license renewals online
Online Liquor Wholesaler Excise Tax Payment System	Online payment of liquor taxes
Liquor Control Commission Online Licenses	Liquor License Renewals
Public Meeting Calendar	Publicly available calendar
State Employee Suggestion Program	Online State Employee Suggestion Program
Food Establishment Permit Renewal	Food Establishments process their Permit Renewal's online
Online Excise Tax Payment System	This online application enables any Liquor Wholesaler in the state to make their monthly excise tax payment online.
Engineering License Renewals	Engineer online license renewal
Architect License Renewal	Architect online license renewal
Online Homeowner and Contractor Electrical Permits	Homeowner and Contractor access to obtain the necessary electrical permits required under Nebraska State Statute.
Birth Certificate Online Order Form	Online order form for Nebraska-born birth certificates
Income Tax Refund Status Report	Income tax status search
Sales & Use Tax Filings	Online Sales and use tax filings

Income Tax Withholding Filings	Online withholding filings
Image Retrieval of Available Livestock Brands	Shows available cattle brands
Water Well Registrations	Online registration of water wells in Nebraska
Artist Directory	Database search of artists
Banking Department Actions & Orders Database Search	Search actions taken by the Banking and Finance Dept.
Securities License Database Search	Database search of institutions licensed to do business within Nebraska
State Chartered Trust Company Search	Database search of institutions licensed to do business within Nebraska
State Chartered Bank Database Search	Database search of institutions licensed to do business within Nebraska
State Chartered Savings & Loan Search	Database search of institutions licensed to do business within Nebraska
State Chartered Credit Union Database Search	Database search of institutions licensed to do business within Nebraska
Sales Finance Company Database Search	Database search of institutions licensed to do business within Nebraska
Mortgage Bankers Database Search	Database search of institutions licensed to do business within Nebraska
Installment Loan Company Database Search	Database search of institutions licensed to do business within Nebraska
Delayed Deposit Service Company Database Search	Database search of institutions licensed to do business within Nebraska
CPA & Accounting Firm Licensee Database Search	Search all licensed individuals and firms.
Accountant Disciplinary Action Database Search	Search of all accountants with disciplinary action against them.
Electricians License Renewals	Electrician license renewal online
Awarded State Contracts Database Search & Retrieval	Provides users the ability to search the awarded bids db
State Auditor Reports Database Search & Retrieval	Searchable State Auditor reports.
Local Government Budget Information Database Search & Retrieval	Searchable political subdivisions database - Budget information
Local Government Audit Information Database Search & Retrieval	Searchable political subdivisions database - Audit information
Pesticide License Registration	Online Renewal of Pesticide Dealers & Product Registrations

Search of Licensed Abstracters (Businesses)	Search the abstractors database
Search of Licensed Abstracters (Individuals)	Search the abstractors database
Driver's License Reinstatements	Allows drivers to reinstate a suspended license online by paying the necessary fees.
UCC Amendments	Add, Change, or Delete Debtors/Secured Parties; perform Assignments; perform Collateral Amendments
Governor's Excellence in Wellness Award	This award was created to encourage all businesses in Nebraska to offer wellness and health programs for their employees.
Real Estate Broker and Salesperson License Application	Allows users to apply for initial or reciprocal real estate broker or salesperson license.
State Employee Directory Online Order Form	Online purchase form for NE state employee directory
Fireworks Permits	Online firework permit applications for display and retail
Administrative Code (Rules & Regulations) Search	Online search application for administrative code
Motor Fuels Terminals Database Search	PDF listing of Nebraska motor fuel terminals
Motor Fuels Active Retailer Database Search	Searchable database of all licensed motor fuel retailers in Nebraska.
Motor Fuels Canceled License Database Search	Searchable listing of those business entities who have relinquished their ability to purchase motor fuel
Motor Fuels Active Licensee Database Search	Searchable database of business entities licensed to purchase motor fuels tax free
Motor Fuel Tax Filings	Online motor fuel tax filing
UCC Interactive Search & Retrieval	UCC interactive searches and document retrieval
Fireworks Permit Database Search	Searchable database for Display Permits, Retail Stands, Distributors & Jobbers and Display Operators
Fire Alarm Inspectors Database Search	Searchable database of fire alarm inspectors
Fire Chief/Department Database Search	Searchable database of all fire departments in Nebraska
Livestock Brand Book Database Search	Shows existing cattle brands
Message License Plate Availability Search	Message plate availability search
Historical Society Archives Search	The Archival Collection Database provides access to basic information on the Society's collections of manuscripts (papers of families and individuals, and records of businesses and organizations), photographs, moving images, and sound recordings.
Newspaper Index Availability Search	The Nebraska State Newspaper Project was started in the mid-1980's as a project to index Nebraska newspapers. Today a database exists of over 200,000 names that have been indexed as part of this project.
Telephone Book Search	The NSHS library collection (books, maps, serials, and newspapers) includes over 50,000 titles of which almost 30,000 are represented in this online catalog
Historical Society Library Catalog Search	The NSHS library collection (books, maps, serials, and newspapers) includes over 50,000 titles of which almost 30,000 are represented in this online catalog

City/County Directory Search	The NSHS library collects all available city/county directories for all communities and counties in the state. The coverage is from territorial days to within the last two years. The library does not purchase city directories so we depend upon donations from civic organizations and other donors. A database (Nebraska City Directories) has been developed to give an accurate account of our holdings and to help researchers in verifying the existence of these directories for town/county and years of interest. The researcher may input a town/city or county and will be given a listing of all the years we have coverage for that town, city or county.
Atlas/Plat Book Search	The NSHS library has a collection of 500 county atlases or plat books. The approximate time period of these atlases and plat books is 1885 to the present. Of these 500 atlases/plat books, 147 have been microfilmed. These are mainly from 1885 to 1947, though not every county has an atlas for every year. We are always interested in donated copies to add to our collection for volumes not already here. A database (Nebraska Atlases/Plat Books) has been developed to give an accurate account of our holdings and to help researchers in verifying the existence of atlases/plat books for their years of interest. The researcher may input a county and will be given a listing of all the years we have coverage for that county.
Liquor Licensee Database Search	Searchable database of licensed liquor retailers
Engineering Licensee Database Search	Searchable database of licensed engineers
Architect Licensee Database Search	Searchable database of licensed architects
Insurance Company and Agent Search	Search licensed insurance and company database
UCC/EFS Special Request Search & Retrieval	UCC and EFS special request search and retrieval
UCC Batch Search & Retrieval	UCC batch searches
Corporation Bi-Monthly Batch Search & Retrieval	Corporation records batch searches and document retrieval
Title, Lien & Registration (TLR) Special Request Search & Retrieval	TLR special request service
Drivers License Record (DLR) Point-To-Point Search & Retrieval	DLR point-to-point service
Drivers License Record (DLR) Batch Search & Retrieval	DLR searches for bulk customers
Drivers License Record (DLR) Monitoring Service	DLR monitoring service
Corporation Weekly Batch Search & Retrieval	Corporation records special request searches and document retrieval
Monthly New Sales Tax Permit Listing	Listing of all new sales tax permits issued by the Department of Revenue for a given month.
UCC Interactive Original Filings	Online interactive UCC filings
UCC Interactive Continuation Filings	Online UCC continuation filings

Corporate Records Interactive Search & Retrieval	Interactive search and retrieval of corporate records
JUSTICE Online Court Records Search	Searches court records from 185 of 186 Nebraska District and County courts
UCC Interactive Termination Filings	UCC interactive termination filings
Corporate Letters Of Good Standing	Online letters of good standing order form
Title, Lien & Registration Interactive Search & Retrieval	Interactive Title, Lien and Registration searches (TLR)
Drivers License Record Interactive Search & Retrieval	Interactive Drivers License searches (DLR)
Effective Financing Statement Interactive Search & Retrieval	EFS interactive search and retrieval
Corporate Image Searches	Online corporate image searches
Online State Employment Application	State employment application and tracking.
Corporation Interactive Search & Retrieval Credit Card Document Sales	Credit card ordering of corporate records
Real Estate Trust Manual Online Order Form	Real estate trust manual online order form
Real Estate License Manual Online Order Form	Real estate license law manual order form
Interactive Drivers License Practice Test	Interactive drivers license exam
State Bid Tabulations Database Search & Retrieval	Provides users the ability to search through NE purchasing division's bid tabulation db
Vehicle Tax Estimator	Online vehicle registration tax estimator
Bill Tracker	Database search of legislation
Real Estate Professional Database Search	Searchable database of real estate licensees and applicants
Campaign Contribution Database Search & Retrieval	Online campaign filings search
Supreme/Appeals Court Opinions Search	Searchable, online database of court opinions

**Addendum Seven
to the
Interagency Agreement Between
Nebraska Arts Council
and
Nebraska State Records Board**

This Addendum Seven to the Interagency Agreement between the Nebraska Arts Council and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

Project: Update and maintain annual luncheon registrations

Price Structure: Upkeep and maintenance of the registration applications will be funded through a transactional revenue model.

Registration Fee: \$25
Portal Fee: \$3.00 per transaction

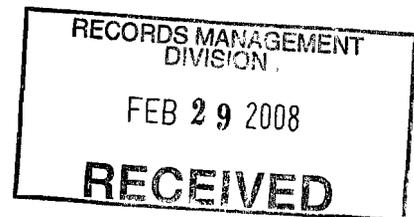
Terms: Nebraska.gov will process the total of all transactions through the Nebraska.gov credit card merchant. These funds will be collected on behalf of the Nebraska Arts Council and transferred to the agency at the close of each registration period. Nebraska.gov will submit an invoice to the Nebraska Arts Council for the total amount of the Nebraska.gov Portal Fees due. Terms of payment are net 45 days.

By: 
Authorized Officer
Nebraska Arts Council

Date: 02.28.08

By: _____
Authorized Officer
Nebraska State Records Board

Date: _____



INDEPENDENT CONTRACTORS REPORT TO NSRB (January - March 2008)

Agency / Project Name	Date	Synopsis	Next Action
Barbers Examiners-Licensing System	January - March	Review additional training recommendation. Progress on training and documentation. Review training progress- final invoice to CIO.	No follow up required
Board Public Accountancy- Online Submission of Applications and Forms	January - March	Discuss extension. Extension follow up. Extension follow up. BPA invoice search. Discuss JoKel system progress. Timelines and action plan. Action plan/schedule meeting. Action plan/timelines. Review action plan. Discuss BPA extension. Discuss JoKel progress and alternate plan. Review JoKel and timelines. JoKel data base progress. Discuss progress-launch date. Discuss timelines - JoKel data base. JoKel data base. Partnership event. JoKel data base progress -launch date 4/21/08. Testing successful. Project on target.	Continue follow up
DAS/CIO - Geo Data Sharing	January - March	Sr. GIS Specialist search. 6 applicants/not meeting requirements. Option discussion - Expedited RFP from CIO; Rewrite job description; Outsource or combination. Review Project Manager recruiting procedures.	continue follow up
DAS-State Personnel-Interface of Application Information to NIS	January - March	Request progress update. Slow progress- M. McCrory to request extension at NSRB, May 29 meeting.	Continue follow up
Johnson County-Record Mapping Accessibility	January - March	Update on progress with new Surveyor - recommend extension. Extension follow up. They will meet the June 15th deadline to complete project.	Continue follow up
Nebraska.Gov-One Stop Business Licenses	January - March	Project update/timeline. Contracted for additional hours with Northrop/Grumman.	Continue follow up

INDEPENDENT CONTRACTORS REPORT TO NSRB (January - March 2008)

Agency / Project Name	Date	Synopsis	Next Action
Real Estate Appraisers Board Redesign of Website and Appraiser Database.	January - March	Check on program Change Request. Discuss Change Request, billing detail for REAB. Discuss REAB billing concerns. Review billing. Email/phone/schedule meeting. Billing clarification-Change Request. Email/Phone calls to clarify invoice procedure. Phone calls -Invoice procedure. Discuss final billing and Change Request. Everything working fine -consider project finished.	No follow up required.
Real Estate Commission Broker/sales application	January - March	Update on software performance. Everything working. L. Tyrrell considers project complete.	Continue follow up
SOS UCC-Business Services Amendment filings	January - March	Progress report. UCC Data base. Phone/email - Northrop/Grumman Phone/email - Northrop/Grumman. Phone/email - Northrop/Grumman. Partnership event. <u>Contract for additional hours with NorthropGrumman.</u>	Continue follow up
State Treasurer- NebraskaSpending.com	January - March	Review progress and Phase 2 timeline. Project follow up.	No follow up required

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 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, 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.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

1. Name of agency applying for grant _____
2. Title of project _____
3. Brief description of project:

4. Grant request amount \$ _____
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

- 13. Does the project involve the licensing, permitting or regulation of business?
If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

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 general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
 - Compatibility with existing institutional and/or statewide infrastructure.**
 - Reliability, security and scalability (future needs for growth or adaptation).**

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

4. 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:

Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745

(Last updated 04/16/2008)

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Reinvested Revenue)

The Nebraska State Records Board authorizes reinvested revenue grant funds to Nebraska Interactive LLC (NI) to development programs to improve electronic access to Nebraska government information and services. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of government agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Reinvest Revenue Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

NOTE: Nebraska Interactive LLC (NI) will be required to submit a written project report to the State Records Board at the conclusion of the project.

If you need additional space for your answers please attach any documentation necessary.

I. GRANT SUMMARY

1. Submitted by: _____
2. Title of project _____
3. Brief description of project:

4. Grant request amount \$ _____
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

II. GRANT DETAIL

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

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 general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
 - **Compatibility with existing institutional and/or statewide infrastructure.**
 - **Reliability, security and scalability (future needs for growth or adaptation).**

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

- 4. 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 _____, _____

General Manager

Please return to:

Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745

(Last updated 04/16/2008)

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

1. Name of agency applying for grant _____

2. Title of project _____

3. Brief description of project:

4. Grant request amount \$ _____

5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

II. GRANT DETAIL

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

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 general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
 - **Compatibility with existing institutional and/or statewide infrastructure.**
 - **Reliability, security and scalability (future needs for growth or adaptation).**

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

- 4. 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:

**Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745**

(Last updated 04/16/2008)

The seal of the State of Nebraska is centered in the background. It features a central figure of a Native American man holding a bow and arrow, standing on a pedestal. The background of the seal depicts a landscape with a house, a train, and a factory. The text "THE STATE OF NEBRASKA" is at the top, "EQUALITY OF THE LAW" is on a banner, "GREAT SOUTHERN PLAINS" is on the left, and "MARCH 1ST 1867" is at the bottom.

NEBRASKA STATE RECORDS BOARD

POLICIES AND GUIDELINES

**INTRODUCTION TO THE
NEBRASKA STATE RECORDS
BOARD**

**CREATION AND STATUTORY
AUTHORITY OF STATE RECORDS
BOARD**

GRANTS

SAMPLE GRANT APPLICATIONS

NETWORK MANAGER

SAMPLE REPORTS

MISCELLANEOUS

Introduction to the Nebraska State Records Board

In 1961 the Legislature established the Records Management Act which therein created the State Records Board (Board) to consist of the Secretary of State as State Records Administrator, and secretary of the Board, and the Governor, as chairman of the Board, the Attorney General, the Auditor of Public Accounts, and the Director of the Nebraska State Historical Society, or their designated representatives. The Board was to advise and assist the Administrator in the performance of the duties enjoined upon him by the act.

The make-up of the Board has fluctuated since its creation in 1961. In 1997 the Board was last changed to what currently appears in § 84-1204. The Administrator was named chair of the Board in 1969.

The findings and intent of the Legislature in 1961 were that “(1) Programs for the systematic and centrally correlated management of state and local records will promote efficiency and economy in the day-to-day record-keeping activities of state and local governments and will facilitate and expedite governmental operations;

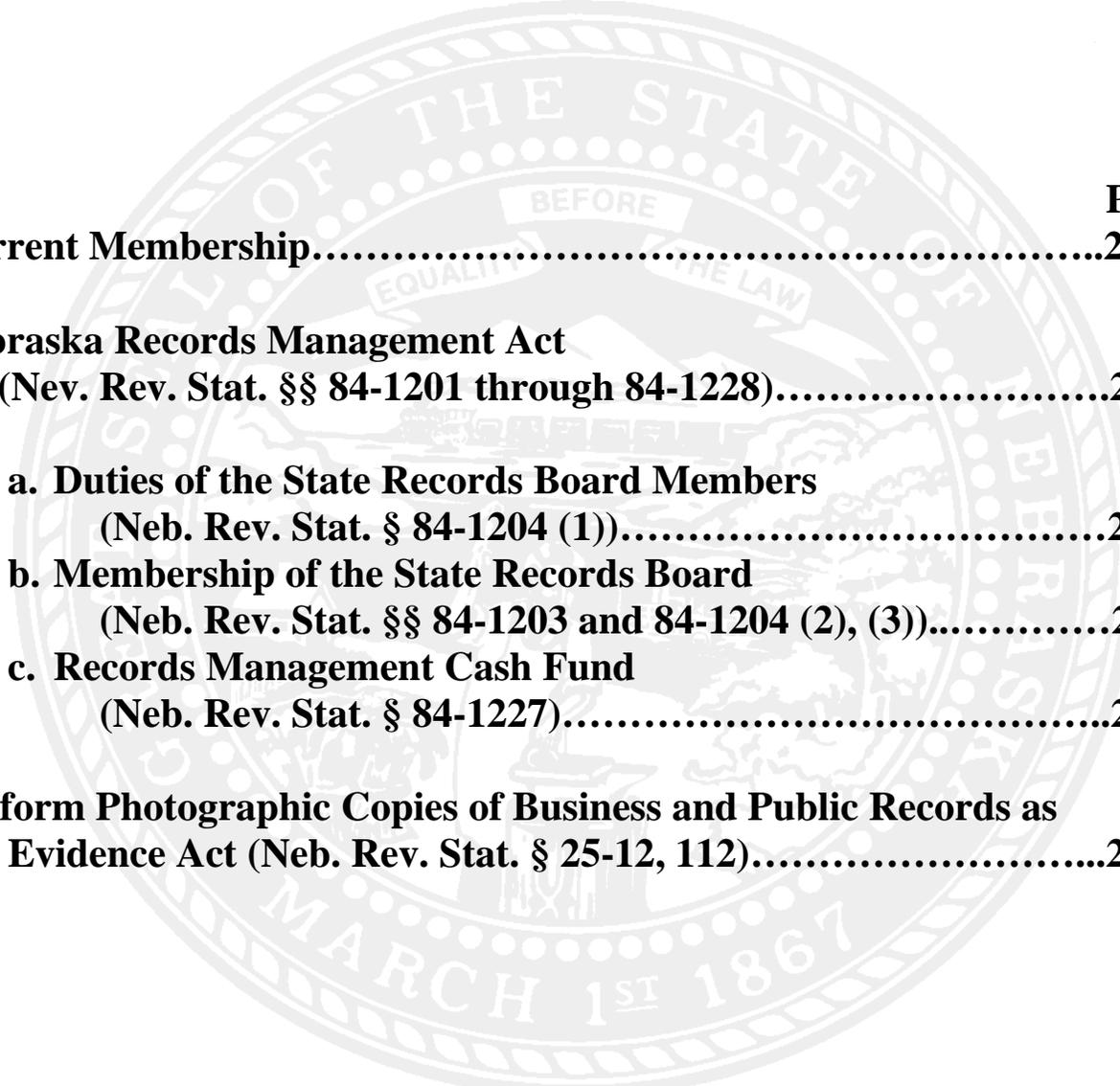
(2) Records containing information essential to the operations of government, and to the protection of the rights and interests of persons, must be safeguarded against the destructive effects of all forms of disaster and must be available as needed; wherefore it is necessary to adopt special provisions for the selection and preservation of essential state and local records, thereby insuring the protection and availability of such information.” Those findings are the same as those found in subsections (1) and (2) of current § 84-1201. In 1997 subsections (3) through (7) were added as the current expressions of the Legislatures findings and intent.

The duties of the Board were expanded in 1997 to include subsections (1) (b) through (1) (i) of current § 84-1204. In 2003 subsection (1) (j) was added as an additional duty of the Board. Major duties of the Board consist of, among others, appropriate oversight of the network manager; entering into or renegotiating agreements for management of the network to provide citizens with electronic access to public records; approve reasonable fees for electronic access to public records; exploring ways of expanding the amount and kind of public records provided through the gateway or electronic network; develop and maintain a gateway or electronic network for accessing public records; explore technological means of improving citizen and business access to public records; and, authority to grant funds to political subdivisions for development of programs and technology to improve electronic access to public records by citizens and businesses.

At the May, 2005 State Records Board Meeting, approval was granted to the network manager “Nebraska@Online” to change its domain name to “Nebraska.Gov.”

**CREATION AND STATUTORY AUTHORITY
OF STATE RECORDS BOARD**

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RECORD MANAGEMENT ACT

Section 84-1201

Legislative intent.

The Legislature declares that:

(1) Programs for the systematic and centrally correlated management of state and local records will promote efficiency and economy in the day-to-day record-keeping activities of state and local governments and will facilitate and expedite governmental operations;

(2) Records containing information essential to the operations of government, and to the protection of the rights and interests of persons, must be safeguarded against the destructive effects of all forms of disaster and must be available as needed; wherefore it is necessary to adopt special provisions for the selection and preservation of essential state and local records, thereby insuring the protection and availability of such information;

(3) The increasing availability and use of computers is creating a growing demand for electronic access to public records, and agencies should use new technology to enhance public access to public records;

(4) There must be public accountability in the process of collecting, sharing, disseminating, and accessing public records;

(5) The Legislature has oversight responsibility for the process of collecting, sharing, disseminating, and providing access, including electronic access, to public records and establishing fees for disseminating and providing access;

(6) Several state agencies, individually and collectively, are providing electronic access to public records through various means, including gateways; and

(7) There is a need for a uniform policy regarding the management, operation, and oversight of systems providing electronic access to public records.

Source:

Laws 1961, c. 455, § 1, p. 1385

Laws 1997, LB 590, § 3

Section 84-1202

Terms, defined.

For purposes of the Records Management Act, unless the context otherwise requires:

(1) Agency means any department, division, office, commission, court, board, or elected, appointed, or constitutional officer, except individual members of the Legislature, or any other unit or body, however designated, of the executive, judicial, and legislative branches of state government or of the government of any local political subdivision;

(2) Agency head means the chief or principal official or representative in any such agency or the presiding judge of any court, by whatever title known. When an agency consists of a single official, the agency and the agency head are one and the same;

(3) State agency means an agency of the state government;

(4) Local agency means an agency of a local political subdivision, including any entity created pursuant to the Interlocal Cooperation Act or the Joint Public Agency Act;

(5) Local political subdivision means any county, city, village, township, district, authority, or other public corporation or political entity, whether existing under charter or general law, including any entity created pursuant to the Interlocal Cooperation Act or the Joint Public Agency Act. Local political subdivision does not include a city of the metropolitan class or a district or other unit which by law is considered an integral part of state government;

(6) Record means any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material regardless of physical form or characteristics created or received pursuant to law, charter, or ordinance or in connection with any other activity relating to or having an effect upon the transaction of public business;

(7) State record means a record which normally is maintained within the custody or control of a state agency or any other record which is designated or treated as a state record according to general law;

(8) Local record means a record of a local political subdivision or of any agency thereof unless designated or treated as a state record under general law;

(9) Essential record means a state or local record which is within one or the other of the following categories and which shall be preserved pursuant to the Records Management Act:

(a) Category A. Records containing information necessary to the operations of government under all conditions, including a period of emergency created by a disaster; or

(b) Category B. Records not within Category A but which contain information necessary to protect the rights and interests of persons or to establish or affirm the powers and duties of state or local governments in the resumption of operations after a disaster;

(10) Preservation duplicate means a copy of an essential record which is used for the purpose of preserving the record pursuant to the act;

(11) Disaster means any occurrence of fire, flood, storm, earthquake, explosion, epidemic, riot, sabotage, or other conditions of extreme peril resulting in substantial injury or damage to persons or property within this state, whether such occurrence is caused by an act of nature or of humans, including an enemy of the United States;

(12) Administrator means the State Records Administrator;

(13) Board means the State Records Board;

(14) Electronic access means collecting, sharing, disseminating, and providing access to public records electronically;

(15) Gateway means any centralized electronic information system by which public records are provided through dial-in modem or continuous link;

(16) Public records includes all records and documents, regardless of physical form, of or belonging to this state or any agency, branch, department, board, bureau, commission, council, subunit, or committee of this state except when any other statute expressly provides that particular information or records shall not be made public. Data which is a public record in its original form shall remain a public record when maintained in computer files; and

(17) Network manager means an individual, a private entity, a state agency, or any other governmental subdivision responsible for directing and supervising the day-to-day operations and expansion of a gateway.

Source:

Laws 1961, c. 455, § 2, p. 1385

Laws 1969, c. 841, § 1, p. 3167

Laws 1979, LB 559, § 1

Laws 1980, LB 747, § 1

Laws 1991, LB 25, § 2

Laws 1991, LB 81, § 12

Laws 1997, LB 590, § 4

Laws 1999, LB 87, § 99

Effective date August 28, 1999

Cross References:

Interlocal Cooperation Act, see section 13-801.

Joint Public Agency Act, see section 13-2501.

Section 84-1203***Secretary of State; State Records Administrator; duties.***

The Secretary of State is hereby designated the State Records Administrator, hereinafter called the administrator. The administrator shall establish and administer, within and for state and local agencies, (1) a records management program which will apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of state and local records, (2) a program for the selection and preservation of essential state and local records, (3) establish and maintain a depository for the storage and service of state records, and advise, assist, and govern by rules and regulations the establishment of similar programs in local political subdivisions in the state, and (4) establish and maintain a central microfilm agency for state records and advise, assist, and govern by rules and regulations the establishment of similar programs in state agencies and local political subdivisions in the State of Nebraska.

Source:

Laws 1961, c. 455, § 3, p. 1387

Laws 1969, c. 841, § 2, p. 3169

Laws 1977, LB 520, § 1

Laws 1979, LB 559, § 2

Section 84-1204

State Records Board; established; members; duties; meetings.

- (1) The State Records Board is hereby established. The board shall:
 - (a) Advise and assist the administrator in the performance of his or her duties under the Records Management Act;
 - (b) Provide electronic access to public records through a gateway;
 - (c) Develop and maintain a gateway or electronic network for accessing public records;
 - (d) Provide appropriate oversight of a network manager;
 - (e) Approve reasonable fees for electronic access to public records pursuant to sections 84-1205.02 and 84-1205.03 and submit contracts for public bidding pursuant to section 84-1205.04;
 - (f) Have the authority to enter into or renegotiate agreements regarding the management of the network in order to provide citizens with electronic access to public records;
 - (g) Explore ways and means of expanding the amount and kind of public records provided through the gateway or electronic network, increasing the utility of the public records provided and the form in which the public records are provided, expanding the base of users who access public records electronically, and, if appropriate, implementing changes necessary for such purposes;
 - (h) Explore technological ways and means of improving citizen and business access to public records and, if appropriate, implement the technological improvements;
 - (i) Explore options of expanding the gateway or electronic network and its services to citizens and businesses;
 - (j) Have the authority to grant funds to political subdivisions for the development of programs and technology to improve electronic access to public records by citizens and businesses consistent with the act; and
 - (k) Perform such other functions and duties as the act requires.
- (2) In addition to the administrator, the board shall consist of:
 - (a) The Governor or his or her designee;
 - (b) The Attorney General or his or her designee;
 - (c) The Auditor of Public Accounts or his or her designee;
 - (d) The State Treasurer or his or her designee;
 - (e) The Director of Administrative Services or his or her designee;
 - (f) Three representatives appointed by the Governor to be broadly representative of banking, insurance, and law groups; and

(g) Three representatives appointed by the Governor to be broadly representative of libraries, the general public, and professional members of the Nebraska news media.

(3) The administrator shall be chairperson of the board. Upon call by the administrator, the board shall convene periodically in accordance with its rules and regulations or upon call by the administrator.

(4) Six members of the board shall constitute a quorum, and the affirmative vote of six members shall be necessary for any action to be taken by the board. No vacancy in the membership of the board shall impair the right of a quorum to exercise all the rights and perform all the duties of the board.

(5) The representatives appointed by the Governor shall serve staggered three-year terms as the Governor designates and may be appointed for one additional term. Members of the board shall be reimbursed for actual and necessary expenses as provided in sections 81-1174 to 81-1177.

Source:

Laws 1961, c. 455, § 4, p. 1387

Laws 1969, c. 841, § 3, p. 3170

Laws 1979, LB 559, § 3

Laws 1989, LB 18, § 7

Laws 1997, LB 590, § 5

Laws 2003, LB 257, § 1

Section 84-1205

Board; network manager; duties.

(1) The board may employ or contract with a network manager. A network manager may include an individual, a private entity, a state agency, or another governmental subdivision. The board shall prepare criteria and specifications for the network manager in consultation with the Department of Administrative Services. Such criteria shall include procedures for submission of proposals by an individual, a private entity, a state agency, or another governmental subdivision. Selection of the network manager shall comply with all applicable procedures of the department. The board may negotiate and enter into a contract with the selected network manager which provides the duties, responsibilities, and compensation of the network manager.

(2) The network manager shall direct and supervise the day-to-day operations and expansion of a gateway or electronic network to make public records available electronically, including the initial phase of operations necessary to make the gateway operational. The network manager shall attend meetings of the board, keep a record of all gateway, electronic network, and related operations, which shall be the property of the board, maintain and be the custodian of all financial and operational records, and annually update and revise the business plan for the gateway or electronic network, in consultation with and under the direction of the board.

(3) The board shall finance the operation and maintenance of the gateway or electronic network from revenue generated pursuant to sections 52-1316, 60-483, and 84-1205.02 and subsection (d) of section 9-525, Uniform Commercial Code.

Source:

Laws 1997, LB 590, § 6

Laws 1999, LB 550, § 48

Section 84-1205.01

Technical advisory committee; established; membership.

The board shall establish a technical advisory committee to assist it in the performance of its duties. The committee shall consist of individuals who have technical experience and expertise in electronic access and information technology. The committee shall have three members. The members shall include a representative from a state agency that is responsible for providing public records, a representative from the information management services division of the office of Chief Information Officer, and a representative from the computer services group of the Legislative Council.

2.4

Source:

Laws 1997, LB 590, § 7

Laws 1998, LB 924, § 52

Laws 2006, LB 921, § 11.

Section 84-1205.02

Board; establish fees.

(1) Until July 1, 2001, except as provided in sections 49-509, 52-1316, and 60-483 and section 9-411, Uniform Commercial Code, the board may establish reasonable fees for electronic access to public records through the gateway.

(2) Beginning on July 1, 2001, except as provided in sections 49-509, 52-1316, and 60-483 and article 9, Uniform Commercial Code, the board may establish reasonable fees for electronic access to public records through the gateway.

(3) The fees shall not exceed the statutory fee for distribution of the public records in other forms. Any fee established by the board under this section may be collected for an eighteen-month period and shall terminate at the end of such period unless enacted by the Legislature. Any fees collected under this section shall be deposited in the Records Management Cash Fund.

Source:

Laws 1997, LB 590, § 8

Laws 1998, LB 924, § 53

Laws 1999, LB 550, § 49

Laws 2000, LB 534, § 7

Section 84-1205.03

State agency; electronic access to public records; approval required; when; one-time fee; report; when required; fees.

(1) Any state agency other than the courts or the Legislature desiring to enter into an agreement to or otherwise provide electronic access to public records through a gateway for a fee shall make a written request for approval to the board. The request shall include (a) a copy of the contract under consideration if the electronic access is to be provided through a contractual arrangement, (b) the public records which are the subject of the contract or proposed electronic access fee, (c) the anticipated or actual timeline for implementation, and (d) any security provisions for the protection of confidential or sensitive records. The board shall take action on such request in accordance with section 84-1205.02 and after a public hearing within thirty days after receipt. The board may request a presentation or such other information as it deems necessary from the requesting state agency.

(2) A state agency other than the courts or the Legislature may charge a fee for electronic access to public records without the board's approval for a one-time sale in a unique format. The purchaser may object to the fee in writing to the board, and the one-time fee shall then be subject to approval by the board according to the procedures and guidelines established in sections 84-1205 to 84-1205.04.

(3) Courts or the Legislature providing electronic access to public records through a gateway for a fee shall make a written report. The report shall be filed with the State Records Board by the State Court Administrator for the courts and the chairperson of the Executive Board of the Legislative Council for the Legislature. The report shall include (a) a copy of the contract under consideration if the electronic access is to be provided through a contractual arrangement, (b) the public records which are the subject of the contract or proposed electronic access fee, (c) the anticipated or actual timeline for implementation, and (d) any security provisions for the protection of confidential or sensitive records. The State Records Board may request a presentation or such other information as it deems necessary. The courts and the Legislature shall take into consideration any recommendation made by the State Records Board with respect to such fees.

(4) Courts and the Legislature may charge a fee for electronic access to public records for a one-time sale in a unique format without providing a report to the board as required under subsection (3) of this section.

Source:

Laws 1997, LB 590, § 9

Laws 1998, LB 924, § 54

Laws 2005, LB 525, § 1

Effective date September 4, 2005

Section 84-1205.04

Contract; public bidding required; when.

By September 15, 1997, the board shall submit for public bidding any contract made by a state agency prior to June 7, 1997, for providing electronic access to public records for a fee through a gateway. Any such contract in existence on June 7, 1997, shall be terminated on January 31, 1998, unless sooner voided or terminated by order of a court of competent jurisdiction.

Source:

Laws 1997, LB 590, § 10

Section 84-1205.05

Board; reports.

The board shall provide quarterly reports to the Executive Board of the Legislative Council and Nebraska Information Technology Commission on its activities pursuant to sections 84-1205 to 84-1205.04.

Source:

Laws 1997, LB 590, § 11

Laws 1998, LB 924, § 55

Section 84-1205.06

Public record; copies; media; denial of request; effect; appeal.

(1) If a state agency is required to provide a copy of public records on request, a person requesting a copy of a public record may elect to obtain it in any and all media in which the agency is capable of providing it. No request for a copy of a public record in a particular medium shall be denied on the ground that the custodian has made or prefers to make the public record available in another medium.

(2) A state agency may deny a request for a copy of a public record in a particular medium if:

(a) The request is unreasonably complicated;

(b) The request specifies a medium not regularly used by the state agency and would cause undue time or expense for the state agency to comply with the request; or

(c) The public record is available in the requested medium from another source at a fee equal to or lower than any fee that would be charged by the state agency.

(3) A state agency may not deny a request for paper copies of public records.

(4) The requester may appeal a decision by a state agency to deny a request for a copy of a public record in a particular medium in writing to the board. The denial shall then be subject to the approval of the board based upon its determination of the state agency's compliance with this section.

(5) If a state agency provides copies of public records in a particular medium, the state agency shall provide notice not less than ninety calendar days prior to discontinuing such practice. The notice shall be published at least three times in a newspaper of general circulation.

Source:

Laws 1997, LB 590, § 12

Section 84-1206

Administrator; duties; powers.

(1) With due regard for the functions of the agencies concerned, and with such guidance and assistance from the board as may be required, the administrator shall:

(a) Establish standards, procedures, and techniques for the effective management of public records;

(b) Make continuing surveys of paperwork operations, and recommend improvements in current records management practices, including but not limited to the economical use of space, equipment, and supplies employed in creating, maintaining, storing, preserving, and servicing records;

(c) Establish standards for the preparation of schedules providing for the retention of records of continuing value, and for the prompt and orderly disposal of records no longer possessing sufficient administrative, legal, historical, or fiscal value to warrant their further retention; and

(d) Obtain from the agencies concerned such reports and other data as are required for the proper administration of the records management program including organizational charts of agencies concerned.

(2) The administrator shall establish standards for designating essential records, shall assist agencies in identifying essential records, and shall guide them in the establishment of programs for the preservation of essential records.

(3) The administrator may advise and assist members of the Legislature and other officials in the maintenance and disposition of their personal or political papers of public interest and may provide such other services as are available to state and local agencies, within the limitation of available funds.

Source:

Laws 1961, c. 455, § 6, p. 1388

Laws 1969, c. 841, § 4, p. 3171

Laws 1976, LB 641, § 1

Laws 1980, LB 747, § 2

Section 84-1207

State executive head; duties.

In accordance with general law, and with such rules and regulations as shall be promulgated by the administrator and the board as provided in section 84-1216, such head of any state agency, department, board, council, legislative or judicial branch, and political subdivision shall:

(1) Establish and maintain an active, continuing program for the efficient and economical management of the record-keeping activities of the agency;

(2) Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, designed to furnish information to protect the legal and financial rights of the state, and of persons directly affected by the agency's activities;

(3) Make, and submit to the administrator, schedules proposing the length of time each record series warrants retention for administrative, legal, historical or fiscal purposes, after it has been made in or received by the agency, and lists of records in the custody or under the control of the agency which are not needed in the transaction of current business, and do not possess sufficient administrative, legal, historical or fiscal value to warrant their further retention;

(4) Inventory the records in the custody or under the control of the agency, and submit to the administrator a report thereon, containing such data as the administrator shall prescribe, and including his recommendations as to which if any such records should be determined to be essential records. He shall review his inventory and report periodically and, as necessary, shall revise his report so that it is current, accurate and complete; and

(5) Comply with the rules, regulations, standards and procedures issued and set up by the administrator and the board, and cooperate in the conduct of surveys made by the administrator pursuant to sections 84-1201 to 84-1226.

Source:

Laws 1961, c. 455, § 7, p. 1389

Laws 1969, c. 841, § 5, p. 3171

Laws 1979, LB 559, § 4

Section 84-1207.01

Agency head; designate records officer; duties.

In addition to the duties enumerated in section 84-1207, each state agency head shall designate a records officer from the management or professional level who shall be responsible for the overall coordination of records management activities within the agency.

Source:

Laws 1976, LB 641, § 2

Section 84-1208

Administrator; preservation duplicates of essential records; process used; exception.

(1) The administrator may make or cause to be made preservation duplicates of essential records or may designate as preservation duplicates existing copies thereof. A preservation duplicate shall be durable, accurate, complete, and clear and, if made by means of photography, microphotography, photocopying, film, microfilm, optical imagery, or similar processes, shall be prepared in conformity to standards prescribed and approved by the board.

(2) A preservation duplicate made by a photographic, photostatic, microfilm, microcard, miniature photographic, optical imagery, or similar process which accurately reproduces or forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record, whether the original is in existence or not. A transcript, exemplification, or certified copy of such preservation duplicate shall for all purposes be deemed a transcript, exemplification, or certified copy of the original record.

(3) No copy of an essential record shall be used as a preservation duplicate unless, under the general laws of the state, the copy has the same force and effect for all purposes as the original record.

Source:

Laws 1961, c. 455, § 8, p. 1390

Laws 1991, LB 25, § 3

Section 84-1209

Administrator; storage of records and preservation duplicates; charges.

The administrator may establish storage facilities for essential records, preservation duplicates and other state records and may provide for a system of charges to allocate the cost of providing such storage among the agencies and departments utilizing the storage services. The system of charges shall, as nearly as may be practical, cover the actual costs of operating the storage facilities.

Source:

Laws 1961, c. 455, § 9, p. 1390

Laws 1969, c. 841, § 6, p. 3172

Laws 1976, LB 641, § 3

Laws 1983, LB 617, § 28

Section 84-1210

Administrator; records; maintain; temporary removal; inspection; copies certified.

(1) The administrator shall properly maintain essential records and preservation duplicates stored by him.

(2) An essential record or preservation duplicate stored by the administrator may be removed by the regularly designated custodian for temporary use when necessary for the proper conduct of his office, and shall be returned to the administrator immediately after such use.

(3) When an essential record is stored by him, the administrator, upon the request of the regularly designated custodian thereof, shall provide for its inspection or for the making or certification of copies thereof, and such copies, when certified by the administrator, shall have the same force and effect for all purposes as if certified by the regularly designated custodian.

Source:

Laws 1961, c. 455, § 10, p. 1391

Laws 1969, c. 841, § 7, p. 3173

Section 84-1211

Records; confidential; protection.

(1) When an essential record is required by law to be treated in a confidential manner, the administrator, in effectuating the purposes of the Records Management Act, shall protect its confidential nature, as well as that of any preservation duplicate or other copy thereof. Any hospital or medical record submitted to the administrator for microfilming or similar processing shall be made accessible in a manner consistent with the access permitted similar records under sections 71-961 and 83-109.

(2) Nothing in the Records Management Act shall be construed to affect the laws and regulations dealing with the dissemination, security, and privacy of criminal history information under the Security, Privacy, and Dissemination of Criminal History Information Act.

Source:

Laws 1961, c. 455, § 11, p. 1391

Laws 1969, c. 841, § 8, p. 3174

Laws 1979, LB 559, § 5

Laws 2004, LB 1083, § 143

Operative date July 1, 2004

Cross References:

Security, Privacy, and Dissemination of Criminal History Information Act, see section 29-3501.

Section 84-1212

Program for selection and preservation of essential records; review, periodically.

The administrator shall review periodically, and at least once each year, the program for the selection and preservation of essential records, including the classification thereof and the provisions for preservation duplicates and for the safeguarding of essential records and preservation duplicates to insure that the purposes of sections 84-1201 to 84-1226 are accomplished.

Source:

Laws 1961, c. 455, § 12, p. 1392

Laws 1969, c. 841, § 9, p. 3174

Laws 1979, LB 559, § 6

Section 84-1212.01

Records retention and disposition schedule; review by State Archivist; approval; review by administrator.

(1) Each records retention and disposition schedule submitted to the administrator shall be reviewed by the State Archivist for purposes of selection of archival and historical material, and all such material shall be identified as such on the schedule. When the State Archivist has determined that all archival and historical material has been properly identified and that no disposition, except by transfer to the State Archives of the Nebraska State Historical Society, has been recommended for such material, the State Archivist shall approve such records retention and disposition schedule and return it to the administrator.

(2) The administrator shall review each records retention and disposition schedule submitted, and if the recommended retention periods and the recommended dispositions satisfy audit requirements and give proper recognition to administrative, legal, and fiscal value of the records listed therein and if the records retention and disposition schedule has been approved by the State Archivist, such records retention and disposition schedule shall be approved by the administrator.

Source:

Laws 1976, LB 641, § 4

Laws 1989, LB 18, § 8

Section 84-1212.02

Records retention and disposition schedule; disposal of records pursuant to schedule; report.

All state agency heads and all local agency heads are hereby authorized to dispose of the records of their agencies in accordance with records retention and disposition schedules which are applicable to their agencies if such schedules have been approved by the administrator pursuant to section 84-1212.01. Each agency head shall report any such records disposition to the administrator on forms provided by the administrator.

Source:

Laws 1976, LB 641, § 5

Section 84-1213

Records; property of government; protected; willfully mutilate, destroy, transfer, remove, damage, or otherwise dispose of; violation; penalty.

All records made or received by or under the authority of, or coming into the custody, control, or possession of agencies in any of the three branches of the state government, or of any local political subdivision, in the course of their public duties, are the property of the government concerned, and shall not be mutilated, destroyed, transferred, removed, damaged, or otherwise disposed of, in whole or in part, except as provided by law.

Any person who shall willfully mutilate, destroy, transfer, remove, damage, or otherwise dispose of such records or any part of such records, except as provided by law, and any person who shall retain and continue to hold the possession of any such records, or parts thereof, belonging to the state government or to any local political subdivision, and shall refuse to deliver up such records, or parts thereof, to the proper official under whose authority such records belong, upon demand being made by such officer or, in cases of a defunct office, to the succeeding agency or to the State Archives of the Nebraska State Historical Society, shall be guilty of a Class III misdemeanor.

Source:

Laws 1961, c. 455, § 13, p. 1392

Laws 1973, LB 224, § 15

Laws 1979, LB 559, § 7

Laws 1980, LB 747, § 3

Section 84-1213.01

Records; violation; prosecute.

The State Records Administrator, or any official under whose authority such records belong, shall report to the proper county attorney any supposed violation of section 84-1213 that in its judgment warrants prosecution. It shall be the duty of the several county attorneys to investigate supposed violations of such section and to prosecute violations of such section.

Source:

Laws 1973, LB 224, § 16

Section 84-1214

Agency; disposition of records; procedure.

Whenever any agency desires to dispose of records which are not listed on an approved records retention and disposition schedule applicable to that agency, the agency head shall prepare and submit to the administrator, on forms provided by the administrator, a list of the records sought to be disposed of, and a request for approval of their disposition, which list and request shall be referred to the board for action at its next regular or special session. On consideration thereof, the board may approve such disposition thereof as may be legal and proper, or may refuse to approve any disposition, and the records as to which such determination has been made may thereupon be disposed of in accordance with the approval of the board.

Source:

Laws 1961, c. 455, § 14, p. 1392

Laws 1969, c. 841, § 10, p. 3174

Laws 1976, LB 641, § 6

Section 84-1214.01

State Archives; authority; duties.

The State Archives of the Nebraska State Historical Society has the authority to acquire, in total or in part, any document, record, or material which has been submitted to the board for disposition or transfer when such material is determined to be of archival or historical significance by the State Archivist or the board. The head of any agency shall certify in writing to the society the transfer of the custody of such material to the State Archives. No agency shall dispose of, in any other manner except by transfer to the State Archives, that material which has been appraised as archival or historical without the written consent of the State Archivist and the administrator. If such material is determined to be in jeopardy of destruction or deterioration and such material is not necessary to the conduct of daily business in the agency of origin, it shall be the prerogative of the State Archivist to petition the administrator and the agency of origin for the right to transfer such material into the safekeeping of the State Archives. It shall be the responsibility of the administrator to hear arguments for or against such petition and to determine the results of such petition. The State Archivist shall prepare invoices and receipts in triplicate for materials acquired under this section, shall retain one copy, and shall deliver one copy to the administrator and one copy to the agency head from whom the records are obtained.

Source:

Laws 1969, c. 841, § 11, p. 3175

Laws 1989, LB 18, § 9

Section 84-1215

Nonrecord material; destruction; procedure; personal and political papers; preservation.

(1) If not otherwise prohibited by law, nonrecord materials, not included within the definition of records as contained in section 84-1202, may be destroyed at any time by the agency in possession thereof, without the prior approval of the administrator or board. The administrator may formulate procedures and interpretations to guide in the disposal of nonrecord materials, but nothing therein shall be contrary to any provision of law relating to the transfer of materials of historical value to the State Archives of the Nebraska State Historical Society.

(2) Members of the Legislature and other officials are encouraged to offer their personal and political papers of public interest to the State Archives for preservation subject to any reasonable restrictions concerning their use by other persons.

Source:

Laws 1961, c. 455, § 15, p. 1393

Laws 1969, c. 841, § 12, p. 3176

Laws 1980, LB 747, § 4

Section 84-1216

Administrator; rules and regulations; promulgate.

The administrator shall promulgate such rules and regulations as may be necessary or proper to effectuate the purposes of sections 84-1201 to 84-1226. Those portions thereof which relate to functions specifically delegated to the board shall be approved and concurred in by the board.

Source:

Laws 1961, c. 455, § 16, p. 1393

Laws 1979, LB 559, § 8

Section 84-1217

Agencies; preservation of records; administrator; advise.

All provisions of the Records Management Act shall apply to all agencies as defined in subdivision (1) of section 84-1202 and the administrator shall advise and assist in the establishment of programs for records management and for the selection and preservation of essential records of such branches, and, as required by such branches, shall provide program services pursuant to the provisions of sections 84-1201 to 84-1226.

Source:

Laws 1961, c. 455, § 17, p. 1393

Laws 1969, c. 841, § 13, p. 3176

Laws 1979, LB 559, § 9

Section 84-1218

Political subdivisions; preservation of records; administrator; advise and assist; rules and regulations.

The governing bodies of all local political subdivisions in this state, with the advice and assistance of the administrator and pursuant to the rules and regulations established by him, shall establish and maintain continuing programs to promote the principles of efficient records management for local records, and for the selection and preservation of essential local records, which programs, insofar as practicable, shall follow the patterns of the programs established for state records as provided in sections 84-1201 to 84-1226. Each such governing body shall promulgate such rules and regulations as are necessary or proper to effectuate and implement the programs so established, but nothing therein shall be in violation of the provisions of general law relating to the destruction of local records.

Source:

Laws 1961, c. 455, § 18, p. 1393

Laws 1969, c. 841, § 14, p. 3176

Laws 1979, LB 559, § 10

Section 84-1219

Administrator; biennial report; copies; furnish.

The administrator shall prepare a biennial report on the status of programs established by him as provided in sections 84-1201 to 84-1226, and on the progress made during the preceding biennium in implementing and effectuating such programs. Copies of this report shall be furnished the Governor, the Speaker of the Legislature, and such other officials and agencies as the Governor or the board shall direct.

Source:

Laws 1961, c. 455, § 19, p. 1394

Laws 1979, LB 559, § 11

Section 84-1220

Act, how cited.

Sections 84-1201 to 84-1227 shall be known and may be cited as the Records Management Act.

Source:

Laws 1961, c. 455, § 20, p. 1394

Laws 1979, LB 559, § 12

Laws 1997, LB 590, § 13

Section 84-1221

Repealed. Laws 1989, LB 18, s. 10.

Section 84-1222

Purchase of microfilm system or equipment; approval; property of State Records Administrator.

After May 18, 1977, no state agency shall purchase any microfilm system or equipment prior to the approval of the State Records Administrator. The administrator shall not approve internal microfilm activities of any state agency unless such activities may not be feasibly provided by the central microfilming agency and are necessary to a particular operation within the state agency. Any equipment purchased under this section shall become the property of the State Records Administrator and shall be subject to the provisions of section 84-1223.

Source:

Laws 1977, LB 520, § 2

Laws 1979, LB 559, § 13

Section 84-1223

Micrographic production, processing, and viewing equipment; property of administrator; exception; credit.

On May 19, 1979, all micrographic production, processing, and viewing equipment currently owned or subsequently acquired under the provisions of section 84-1222 by any state executive, judicial, or legislative agency, except the University of Nebraska or the state colleges, shall become the property of the State Records Administrator, regardless of the fund source from which the equipment was originally purchased. Appropriate credit, against future charges, shall be given to all agencies for the fair market value of all equipment accepted which had been purchased with federal funds or trust funds. Equipment purchased with funds from the Highway Cash Fund shall not be deemed to have been purchased with federal funds or trust funds.

Source:

Laws 1977, LB 520, § 4

Laws 1979, LB 559, § 14

Laws 1980, LB 747, § 5

Section 84-1224

State Records Administrator; microfilm; micrographic equipment; powers.

The State Records Administrator shall:

(1) Be empowered to review the microfilm systems within every agency of the state;

(2) Be empowered to cause such systems to be merged with a central microfilm agency in the event that a cost analysis shows that economic advantage may be achieved;

(3) Be empowered to permit the establishment of microfilming services within any agency or department of the state if a potential economy or a substantial convenience for the state would result; and

(4) After July 1, 1978, be empowered to determine the operating locations of all micrographic equipment in his possession.

Source:

Laws 1977, LB 520, § 4

Section 84-1225

State Records Administrator; micropublishing and computer output microfilm services; charges.

The State Records Administrator shall provide for a system of charges for micropublishing services and computer output microfilm services rendered by the central microfilming agency to any other department or agency of the state when these charges are allocable to a particular project carried on by such microfilming agency. Such charges shall, as nearly as may be practical, reflect the actual cost of services provided by the central microfilming agency. On July 1, 1978, and thereafter the State Records Administrator shall extend this system of charges to include source document microfilming. The State Records Administrator shall extend this system of charges and user fees for all micrographic equipment which is the property of the administrator and which is used by any other state agency or department.

Source:

Laws 1977, LB 520, § 5

Laws 1979, LB 559, § 15

Section 84-1226

Records Management Micrographics Services Revolving Fund; created; credits; expenditures; rental.

(1) There is hereby created a fund to be known as the Records Management Micrographics Services Revolving Fund. All charges received by the Secretary of State under sections 84-1209 and 84-1225 and legislative appropriations shall be credited to such fund. Whenever any micrographics equipment of any state agency, except the University of Nebraska or the state colleges, shall become surplus property and shall be sold pursuant to section 81-161.04, the proceeds from the sale of such equipment shall be deposited in the state treasury and shall be credited by the State Treasurer to the Records Management Micrographics Services Revolving Fund. Expenditures shall be made from such fund to finance the micropublishing services and the computer output microfilm services by the Secretary of State or his or her authorized agent in accordance with appropriations made by the Legislature, to receive and expend funds pursuant to section 84-1225 for the provision of source document microfilming and for procuring and replacing micrographic equipment provided to state agencies, and to receive and expend funds pursuant to section 84-1209 for the providing of records storage services for state agencies.

(2) By agreement between any state agency and the State Records Administrator, any state agency may be billed one full year's rental for equipment at the beginning of each fiscal year. The State Records Administrator may coordinate with the Director of Administrative Services to set up a separate subaccount within the fund for the purpose of accounting for micrographic equipment procurement and replacement.

Source:

Laws 1977, LB 520, § 6

Laws 1979, LB 559, § 16

Laws 1983, LB 617, § 29

Section 84-1227*Records Management Cash Fund; created; use; investment.*

There is hereby established in the state treasury a special fund to be known as the Records Management Cash Fund which, when appropriated by the Legislature, shall be expended by the Secretary of State for the purposes of providing records management services and assistance to political subdivisions, for development and maintenance of a gateway or electronic network for accessing public records, and for grants to political subdivisions as provided in subdivision (1)(j) of section 84-1204. All fees and charges for the purpose of records management services and analysis received by the Secretary of State from the political subdivisions shall be remitted to the State Treasurer for credit to such fund. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

Source:

Laws 1984, LB 527, § 3

Laws 1995, LB 7, § 149

Laws 1997, LB 590, § 14

Laws 2003, LB 257, § 2

Cross References:

Nebraska Capital Expansion Act, see section 72-1269.

Nebraska State Funds Investment Act, see section 72-1260.

Section 84-1228*Electronic record constituting permanent record; requirements.*

Any electronic record authorized by statute to constitute the permanent record shall be electronically reproduced into a protected backup file within five working days of the creation of the permanent record. Adequate protective technology shall be used by the keeper of the records to protect the backup file from electrical surges and from unauthorized tampering. The backup file shall be kept in a separate location from the permanent record to minimize the risk of destruction of both copies

Source:

Laws 1999, LB 234, § 14;

Laws 2006, LB921, § 12

Section 25-12,112 Uniform Photographic Copies of Business and Public Records as Evidence Act.

Admissibility of reproduced records in evidence; destruction of records; approval.

If any business, institution, member of a profession or calling, or department or agency of government in the regular course of business or activity has kept or recorded any memorandum, writing, entry, print, representation, or combination thereof of any act, transaction, occurrence, or event and in the regular course of business has caused any or all of the same to be recorded, copied, or reproduced by any photographic, photostatic, optical imagery, microfilm, microcard, miniature photographic, optical disk, or other process which accurately reproduces or forms a durable medium for so reproducing the original, the original may be destroyed in the regular course of business unless held in a custodial or fiduciary capacity or unless its preservation is required by law and, with respect to agencies or departments of government, if the State Records Administrator approves such destruction. Such reproduction, when satisfactorily identified, is as admissible in evidence as the original itself in any judicial or administrative proceeding whether the original is in existence or not and an enlargement or facsimile of such reproduction is likewise admissible in evidence if the original reproduction is in existence and available for inspection under direction of the court. The introduction of a reproduced record, enlargement, or facsimile does not preclude admission of the original.

Source:

Laws 1951, c. 56, § 1, p. 188;

Laws 1969, c. 105, § 6, p. 481;

Laws 1991, LB 25, § 1;

Laws 1994, LB 980, § 1.

Cross References

Credit union records, see section 21-1737.

Annotations

Copy of memorandum from Postmaster General regarding early retirement opportunities was admissible hereunder. *Corn v. Corn*, 190 Neb. 383, 208 N.W.2d 678 (1973).

GRANTS

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Grant Funding Overview

At the July 16, 1999 State Records Board Meeting, a successful motion adopted the proposal “To Utilize the Nebraska State Records Cash Fund to Enhance the Delivery of State Agency Services via Nebraska Online” that “*funds innovative and effective applications to improve the electronic access to government information by state agencies via Nebraska@Online.*” (see pages 3.3 – 3.4).

On September 16, 1999 the Chairman of the State Records Board notified all state agency directors that the Board is sponsoring a grant program to fund small projects to improve electronic access to state government information. (see page 3.5).

At the September 30, 1999 State Records Board Meeting, (1) a motion “moved that a maximum individual grant amount of \$ 25,000.00, be established” which motion was successfully amended “to include a maximum total amount of \$ 200,000.00 per year to be expended on grants” and, (2) a successful motion was moved “to review grant applications on a quarterly basis and to direct the chairman to develop the review process.”

At the November 19, 1999 State Records Board Meeting, it was successfully moved that “The entire board will review and act upon the grant proposals with guidance from the findings and recommendations of the technical committee and the subcommittee (if applicable).”

At the September 9, 2002 State Records Board Meeting it was successfully 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.”

As a result of an Informal Attorney General’s Opinion dated October 25, 2001, determining that the State Records Board did not have “authority to provide grant monies to counties to create and host county websites using vendors of their choosing or using development in-house,” legislation was sought to correct this issue. Legislative Bill 257, Ninety-Eighth Legislature, First Session, 2003, (now Neb. Rev. Stat. § 84-1204 (1) (j)) gave the State Records Board the authority to “*grant funds to political subdivisions for the development of programs and technology to improve electronic access to public records by citizens and businesses consistent with the act.*”

At the November 23, 2004 State Records Board Meeting, it was successfully moved “to approve the Local Government Grant Criteria and the Local Government Grant Application form.” *“The grants may be used for the creation or enhancement [of] electronic access and delivery of government services and data and not to fund ongoing operations.”* “Collaborative projects may be awarded in amounts up to \$ 25,000; single jurisdiction projects have a \$ 10,000 limit.”

The “Request for Proposal (RFP) for Contractual Services,” of April, 2003 stated that primary funding for the network manager is through transaction fee-based revenues, supplemented by county website appropriations and Nebraska State Records Board grants. 90% of the transaction fee revenue is to be paid to the network manager. “The remaining 10% of the current transaction fee revenue stream split, which will be referred to as the **Reinvested Revenue**, will be rolled back in the funds available to Nebraska@Online through the NSRB for future projects.” (RFP Section IV, J.)

The current contract, paragraph 6, for Network Manager Services between the State Records Board and Nebraska Interactive, Inc, provides that of the specified services for which Nebraska Interactive, Inc, receives revenue, the State Records Board shall receive 10% of that revenue and “at least one-half of the 10% retained shall be reserved and paid to NII for services as directed by NSRB.”

Reinvested Revenue, State and Local grants are reviewed by the State Records Board at its quarterly meetings.

Proposal to the Nebraska State Records Board

To Utilize the Nebraska State Records Board Cash Fund to Enhance the Delivery of State Agency Services via Nebrask@ Online

July 16, 1999

By: Craig A. Schroeder, State Records Board Member

As the administrator of the Records Management Act and manager of Nebrask@ Online, the State Records Board is responsible for providing electronic access to state government information. The Nebraska State Records Board has built a cash reserve through revenues collected from fees for public access to State records as authorized by the Nebraska Legislature. It is proposed that the Nebraska State Records Board utilize this reserve to establish a grant process that funds innovative and effective applications to improve the electronic access to government information by state agencies via Nebrask@ Online.

Projects requesting funding must meet criteria #1 (in addition, criteria #2-5 will be considered when reviewing funding requests):

- 1) Enhance the delivery of state agency services and improve access to those services.
- 2) Improve the efficiency of agency operations.
- 3) Facilitate collaboration among State agencies.
- 4) Facilitate collaboration between State agencies and other public institutions.
- 5) Support public/private partnerships in the delivery of public services.

Proposals should document the anticipated impact upon the agency in terms of operation and budget. Proposals should also address why Cash Reserve funding is needed for the project and how the service will be sustained once the funds are expended. Proposals related to fee-based services should describe what impact, if any, the fee may have upon rebuilding the State Records Cash Fund, and follow the hearing procedure for establishing fee based services established in the Records Management Act. Proposals should document if legislative approval is required for the project.

The grant process should be conducted in accordance with any relevant policies and procedures established by the Nebraska Information Technology Commission, Government Council. The Board may also utilize the State Records Board Technical Advisory Panel and may also request the NITC Technology Review Panel to evaluate the technical feasibility of proposed projects.

The State Records Board should develop procedures and guidelines for state agencies to follow in applying for grants. The Board should accept applications on a continual basis and fund projects based upon merit and available funding on a one time or ongoing basis.

SCOTT MOORE
SECRETARY OF STATE

SUITE 2300 CAPITOL BUILDING
LINCOLN NEBRASKA 68509-4608
PHONE (402) 471-2554
FAX (402) 471-3237
sosadmin@sos.state.ne.us



STATE OF NEBRASKA

TO: State Agency Directors
FROM: Scott Moore, Chairman, Nebraska State Records Board
RE: State Records Board Grants
DATE: 9/16/99

The Nebraska State Records Board is pleased to announce that the Board is sponsoring a grant program for one time funding of small projects aimed at improving electronic access to state government information. State agencies wishing to apply for these grants should first contact [Nebrask@ Online](mailto:Nebrask@Online) to establish feasibility and scope of the project and then fill out the attached grant application.

Projects requesting funding must meet criteria #1 (in addition, criteria #2-5 will be considered when reviewing funding requests):

- 1) Enhance the delivery of state agency services and improve access to those services.
- 2) Improve the efficiency of agency operations.
- 3) Facilitate collaboration among State agencies.
- 4) Facilitate collaboration between State agencies and other public institutions.
- 5) Support public/private partnerships in the delivery of public services.

Proposals should document the anticipated impact upon the agency in terms of operation and budget. Proposals should also address why Records Management Cash funding is needed for the project and how the service will be sustained once the funds are expended. Proposals related to fee-based services should describe what impact, if any, the fee may have upon rebuilding the State Records Cash Fund, and, if approved, must follow the hearing procedure for establishing fee based services established in the Records Management Act. Proposals should document if legislative approval is required for the project.

Grant applications will be taken on an as received basis and reviewed by the Board at their quarterly meetings.

Feel free to contact Greg Lemon in my office (glemon@mail.state.ne.us; 471-8606) if you have further questions about the process.

Grant Process

A state agency, local government entity or the Network manager (per Contract) in its attempts to improve public access to information or services, where customary funding sources are limited, makes application to the State Records Board (Board) for grant funding to accomplish its goal of providing more efficient access to its records by members of the public and business community.

The grant applicant completes the application, available on-line, and mails that along with any attachments supporting the application to the Board. The Board staff is authorized to reject and return to a grant applicant an application that is incomplete, setting forth the area(s) in the application that is/are incomplete and allowing the applicant the opportunity to correct the incomplete application and resubmit for Board review.

Upon receipt of the application by staff of the Board, a member of the OCIO is notified who, acting in the capacity of a facilitator, schedules a meeting of the Technical Advisory Committee (Committee) which considers the grant application under three general areas: (a) Is the project (as contained in the application) technically feasible; (b) Is the proposed technology appropriate for the project; and (c) Can the technological elements be accomplished within the proposed time frame and budget?

The Committee will provide a written report to the Board regarding its review of the application. The review may contain general approval under one or more of the three general areas or it may contain concerns the Committee has with the process by which the grant applicant proposes to create or maintain the project.

At the next Board Meeting, the grant application will be reviewed by the Board which will hear testimony from the grant applicant and any other person interested in the project. After hearing testimony, consideration of the grant application, review of the Committee's report and general discussion, the Board will entertain a motion to approve, deny or table the application. If approved, the Board can attach conditions to the granting of the requested funds to include the recommendations of the Committee. If denied, the applicant is given a reason for such Board action. If more information is sought by the Board, a motion to table the application until a future meeting is appropriate.

If the application is approved by the Board, staff of the Board will notify the applicant of the granting of a certain amount of dollars and further will be instructed that invoices for the project shall be sent to the Board staff for processing and direct payment to the vendor of the services. If the grant awarded project can not be completed within the stated period in the application, the applicant is advised through the grant awarding letter that it must make a written request to the Board for an extension of time to complete the project or be subject to forfeiture of the remaining funds awarded under the grant. The Chair is authorized to consent one time, without prior approval from the Board, to a

requested grant completion deadline extension of up to six months. Further, subsequent completion deadline extension requests or initial requests of more than six months shall be heard by the Board. Regarding second extension requests, they must be tied to no more than two subsequent Board meetings.

During the period that the grant project is in process, a Board staff member may be in contact with the agency to see if problems or issues are occurring, and if so to give assistance in resolving the matter.

Upon completion of the grant project, the agency must notify the Board staff that the project is completed and include any final invoices for payment by the Board staff from the grant amount previously awarded. Any funds thereafter remaining in the awarded grant will remain as part of the funds available for use by the Board.

Grant Criteria

(adopted by the Board 01/23/2008)

- (1) The application should include the requirement of a costing breakdown and budget using line items matched against projected costs and include bids from vendors (if applicable);
- (2) Increase the maximum total amount that may be awarded as grants to state agencies and/or local government subdivisions during each Board fiscal year from \$200,000.00 to \$250,000.00;
- (3) The maximum local government subdivision grant remains at its current level of \$25,000.00 for collaborative projects and \$10,000.00 for single jurisdiction/agency projects;
- (4) The maximum state agency grant remains at \$25,000.00 as set by the Board at its September, 1999 meeting;
- (5) Authorize the Chair and Board staff to develop a memorandum of explanation to be included in all grant applications that, in addition to the information currently required in an application, sets forth the purpose of a Board grant and the basic requirements/criteria by which a grant will be reviewed;
- (6) Authorize Board staff to reject and return to a grant applicant an application that is incomplete, setting forth the area(s) in the application that is/are incomplete and allowing the applicant the opportunity to correct the incomplete application and resubmit for Board review;
- (7) Authorize the Chair to consent one time, without prior approval from the Board, to a requested grant completion deadline extension of up to six months. Further, subsequent completion deadline extension requests or initial requests of more than six months shall be heard by the Board. Second extension requests are to be tied to no more than two subsequent Board meetings.
- (8) All grant recipients are required to provide a report to the Board at the conclusion of their project, or portion of their project utilizing grant funds. These reports would document the successes and lessons learned from the various projects and the report is to be posted on the Board's website. The website may highlight successful grant requests and may be a place to share Best Business Practices.

Technical Advisory Committee

84-1205.01. Technical advisory committee; established; membership.

The board shall establish a technical advisory committee to assist it in the performance of its duties. The committee shall consist of individuals who have technical experience and expertise in electronic access and information technology. The committee shall have three members. The members shall include a representative from a state agency that is responsible for providing public records, a representative from the information management services division of the office of Chief Information Officer, and a representative from the computer services group of the Legislative Council.

Source: Laws 1997, LB 590, § 7; Laws 1998, LB 924, § 52; Laws 2006, LB 921, § 11.

The Technical Advisory Committee members are:

Mr. Walter Weir, UNL, representing a state agency responsible for providing public records.

Ms. Brenda Decker, OCIO, representing the Information Management Services of the Department of Administrative Services.

Mr. Richard Brown, Assistant Clerk of the Legislature, representing the computer services group of the Legislative Council.

In 1997 the Legislature made significant changes to the Records Management Act. One change was that “The Board shall establish a technical advisory committee to assist it in the performance of its duties.” The committee statutorily consists of three individuals from stated agencies and as selected by those agencies.

At the August 6, 1997 Board meeting three individuals were appointed to the Technical Advisory Committee with the Secretary of State’s Office to draft guidelines for the Committee in their capacity to assist the Board in carrying out its duties.

At the August 29, 1997 Board meeting the duties of the committee were discussed with a successful motion to adopt the duties as set forth by the Secretary of State in a memorandum to the Board members dated August 22, 1997 (attached).

SCOTT MOORE
SECRETARY OF STATE

SUITE 2300 CAPITOL BUILDING
LINCOLN NEBRASKA 68509-4608
PHONE (402) 471-2554
FAX (402) 471-3237
sosadmin@sos.state.ne.us



STATE OF NEBRASKA

TO: Nebraska State Records Board Members

FROM: Scott Moore, Secretary of State

RE: State Records Board Meeting

DATE: August 22, 1997

I would propose the following duties for Technical Advisory Committee. These ideas can certainly be discussed and further developed at the next meeting of the Board. I am sure that the role of the committee will continue to evolve over time as the procedures and policies the Board uses in its oversight responsibility are developed.

Possible Duties of the Technical Advisory Committee:

1. Review of the technical and experience aspects of bid responses.
2. Review of proposed technical enhancements to the network.
3. Review of fee proposals from agencies from a "cost of providing the service" perspective. Ultimately, I feel the rate setting responsibility is a policy decision that should be left to the Board, but the Committee could certainly give advice on the cost of providing the services.

Technical Advisory Committee
to the
Nebraska State Records Board

Local Government Grant Application Review

Applicant: City of Bellevue

Project Title: City of Bellevue Information Accessibility Project

Resolution passed by the Technical Advisory Committee on January 7, 2008:

The committee, having reviewed the grant application entitled "City of Bellevue Information Accessibility Project", finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project; however, if the project is funded, the Committee recommends that that the State Records Board require that the applicant make reasonable efforts to create the data for this project in a format that is compatible with accessibility technology.
- The technical elements can be accomplished within the proposed time frame and budget.

(Vote: Brown-Yes and Decker-Yes)

Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

LOCAL AGENCY GRANTS BY AGENCY

Agency	Approved or Denied	Date	Grant Title	\$ Amount	Funding Description
Adams County Register of Deeds	A/D	11/14/07	Digitizing of Adams County Records REQUEST FOR \$25,000	\$7,500	Purchase index software from TerraScan & Laserfiche (\$7500) APPROVED; Convert microfilm to digital images (\$17,500) DENIED .
City of Bellevue	A	01/23/08	Information Accessibility Project	\$10,000	Purchase scanning equipment
City of South Sioux City	D - Does not meet requirement of public access at this time.	09/27/05	SSC Electronic Filing System	\$10,000	Purchase an electronic filing system for public access to records
City of South Sioux City, Dakota County/City Law Enforcement Center and SSC Library	D-Not enough collaboration among multiple jurisdictions	01/16/07	In Touch with our Community	\$25,000	Purchase software to implement a system allowing public electronic access to government documents.
Douglas-Sarpy Map Scanning Cooperative	D - asked to return with itemized breakdown of costs	11/14/07	Historic Aerial Photo and Map Preservation	\$25,000	Purchase of scanning services and software.
Hall County Register of Deeds	D - supplementing salaries to scan	11/14/07	Numerical Index Book Scanning Project	\$2,352	Supplement salary of individual to scan index book.
Johnson County	A	07/20/06	Record & Mapping Accessibility for Use by Public & Governmental Subdivisions	\$10,000	Scanning, training and software from TerraScan
Kearney County	A	05/10/05	Kearney County Enhanced Web Page	\$25,000	Application development services from GIS Workshop
Merrick County	A	01/26/06	Digitizing of Merrick County Records	\$25,000	GIS Data Development from GIS Workshop
Polk County Assessor	A	07/20/06	Polk County Enhanced Web Page	\$17,500	Application development services from GIS Workshop
Webster County Assessor	A	04/18/06	Webster County Tax Sifter Parcel Search	\$3,000	Purchase TaxSifter from TerraScan

REINVESTED REVENUE GRANTS-PROJECTS BY AGENCY

Agency	Approved or Denied	Date	Grant Title	\$ Amount	Funding Description
Nebraska.gov	A	06/16/00	County Website	\$22,500.00	Pilot to develop and maintain websites for counties
Nebraska.gov	A	08/01/01	County Website	\$137,725.00	Continuation of pilot (6-16-00) to develop and maintain websites for counties
Nebraska.gov	A	08/25/04	1040 Online Income Tax Filing	\$59,200.00	Development of online individual income tax filing.
Nebraska.gov	A	08/25/04	Interactive Licensing Phase III	\$25,000.00	Online Licensing Phase III
Nebraska.gov	A	08/25/04	Business Form Search upgrade	\$16,500.00	Business Form Search upgrade
Nebraska.gov	A	08/25/04	Public Meeting Calendar upgrade	\$15,000.00	Public Meeting Calendar upgrade
Nebraska.gov	A	11/23/04	Google Search Engine I	\$25,000.00	Google Search Engine License
Nebraska.gov	A	11/23/04	Local Portal-Service Integration	\$50,000.00	Improve access & marketing of government online application
Nebraska.gov	A (Cancelled)	11/23/04	Online License Renewals (HHSS)	\$25,000.00	Development of online license renewals
Nebraska.gov	A	11/23/04	One Stop Business Reg Portal	\$42,500.00	Allow business registration on line.
Nebraska.gov	A	08/01/07	Google Search Engine II	\$25,000.00	Continuation of Google Search Engine License

STATE AGENCY GRANTS BY AGENCY

Agency	Approved or Denied	Date	Grant Title	\$ Amount	Funding Description
Accountability & Disclosure	A	08/01/07	Online Campaign Statement Filing	\$25,000	Development of Online Campaign Statement Filings
Agriculture-Corn Board-Ethanol-Grain and Sorghum-Wheat Board	D-Motion failed due to lack of affirmative votes	10/29/01	Online Fee Collection for Commodity Checkoff Fee	\$7,500	Develop an online system for reporting data and transmitting fees electronically.
Art Council	A	01/26/06	Replacement of Current E-Grant Operating System	\$10,000	Purchase software
Attorney General	A	06/16/00	Placing Attorney General Opinions on the internet	\$8,000	Develop State website for Attorney General opinions
Barbers Examiners Board	A	09/27/05	Licensing System Update	\$25,000	Upgrade existing system
Brand Committee	A	03/10/00	Install Brands on website	\$5,500	Develop Brand website to add brands
Crime Commission	D-Does not enhance public access	03/10/00	Enhanced access to DMV files-NCJIS	\$25,000	Develop enhanced access to DMV files (NCJIS)
Crime Commission	D-Not for public access	03/10/00	Shared access to local data	\$25,000	Develop shared access to internal data (NCJIS) by local law enforcement agencies.
DAS-CIO	A	08/01/01	Business Portal Initiative	\$25,000	Develop Business Portal
DAS-CIO	A	02/15/02	Business Portal Phase II	\$25,000	Continuation of development of Business Portal
DAS-CIO	A	05/20/02	Citizens Portal	\$25,000	Develop Citizens Portal
DAS-CIO	A	05/20/02	Education Portal	\$25,000	Development of Education Portal
DAS-CIO	A	05/20/02	Interactive Licensing Renewal Initiative	\$25,000	Online Licensing Phase I
DAS-CIO	A	05/20/02	Online Payment Portal	\$25,000	Develop Online Payment System
DAS-CIO	A	09/18/03	Interactive Licensing Renewal Phase II	\$25,000	Online Licensing Phase II
DAS-Personnel	A	11/23/04	Online Employment	\$25,000	Redesign of Online Employment system
DAS-Personnel	A	07/20/06	Online Employment II	\$25,000	Develop interface for electronic transfers to NIS
Foster Care Review Board	D	06/16/00	Implementation of email system	\$11,126	Purchase email system
Game & Parks	A	06/16/00	Internet Mapping	\$12,500	Develop interactive mapping connection
Governor-Energy Office	A	03/10/00	Dollar & Energy Saving Loan	\$25,000	Convert paper process to electronic process
Historical Society	A	03/10/00	Library Archives Records Project	\$12,548	Purchase computers and software
Historical Society	A	10/12/06	Digital Archives & Records Management Center Feasibility Study	\$25,000	Explore & develop plan for digital archives/Hire consultant
Labor	A	01/18/01	Workforce Development Access System	\$25,000	Develop Application Tabs for other smaller agencies
Library Commission	A	03/10/00	Microfilm/Microfiche Scanner	\$7,000	Purchase microfilm/microfiche scanner
Library Commission	A	02/15/02	Wireless Training Module	\$25,000	Purchase 10 laptops, appropriate networking hardware, printer and projector, for online training purposes.
Library Commission	A	01/23/08	Nebraska Memories on the Road	\$2,300	Purchase a laptop.

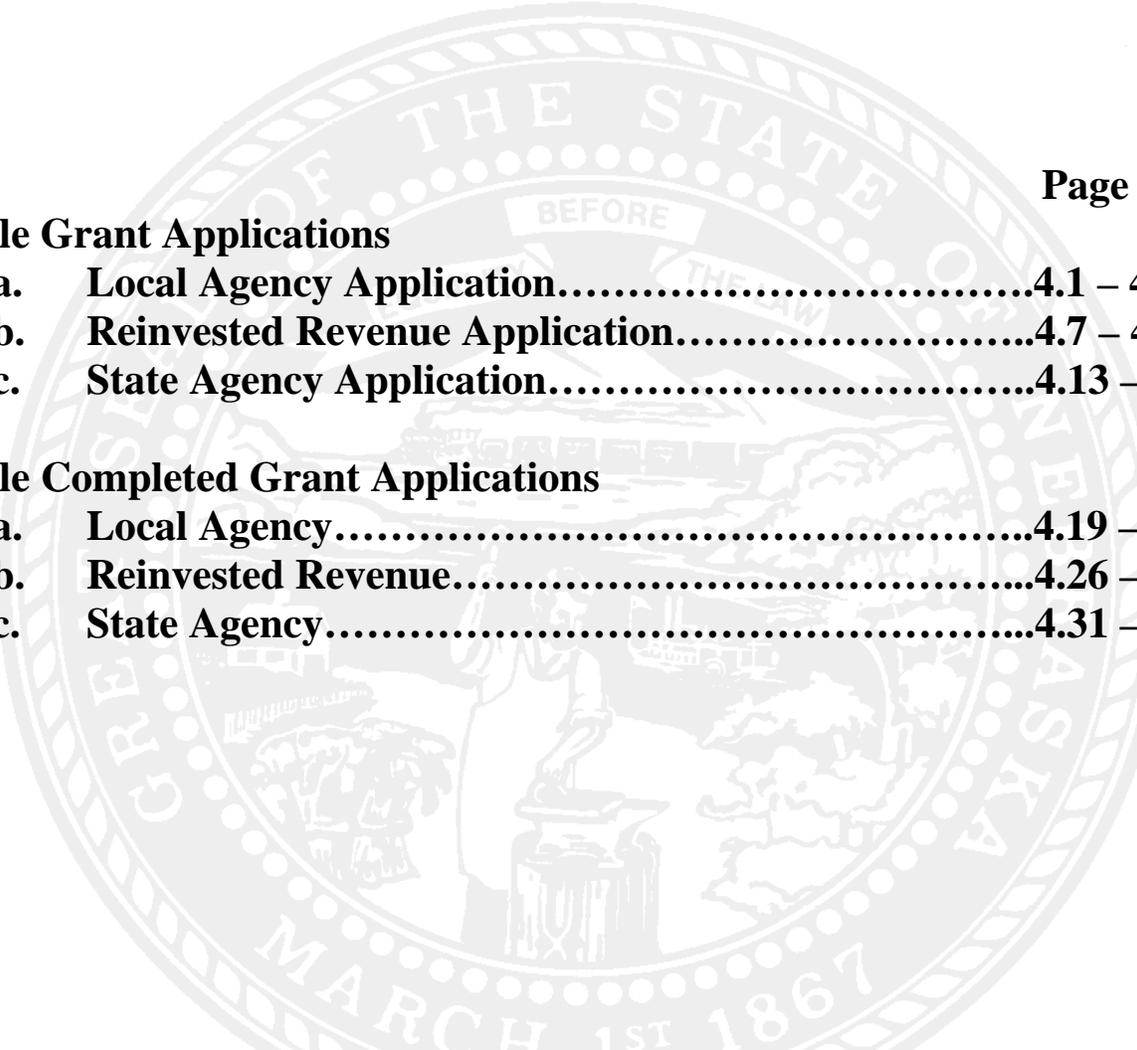
STATE AGENCY GRANTS BY AGENCY

Agency	Approved or Denied	Date	Grant Title	\$ Amount	Funding Description
Liquor Control Commission	A	11/14/07	Online Excise Tax Reporting & Payment System	\$25,000	Develop online excise tax reporting & payment system
Natural Resources	A	04/28/04	Geospatial Data Center Clearinghouse	\$25,000	Develop online enterprise clearinghouse for available geospatial data.
Natural Resources	Withdrawn	08/25/04	Surface Water Records Scanning	\$25,000	Supplement salary of contract staff to scan and code surface water records, buy equipment and display the records on the web.
Public Accountancy Board	A	07/08/03	Online Submission of Applications & Forms Project	\$25,000	Develop online submission of applications and forms
Real Estate Appraisers	A	04/18/06	Redesign of Website & Application Database	\$25,000	Redesign of Application Database and Website
Secretary of State	A	06/16/00	Pilot Project with County Government to establish web sites.	\$22,500	Develop website for pilot project with county government
Secretary of State	A	05/20/02	Online Rules & Regulations Posting/Search/Tracking	\$25,000	Develop rules & regs for online access
State Patrol	A	03/10/00	NSP Website Development Project	\$25,000	Develop Website
Supreme Court	A	08/01/07	Automation for the Nebraska State Library	\$24,475	Develop Automation for Nebraska State Library
Surveyors Office	A	06/16/00	State Survey Records on a web site	\$25,000	Develop a web site for the dissemination of historical State Survey records
Treasurer	Withdrawn	03/03/00	Child Support Collections and Payments	\$17,750	Enhance website to electronically update payments via ACH, and employers access to forms.
Treasurer	A	01/23/08	NebraskaSpending.com Phase II	\$25,000	Website contractor services.
U of N-Board of Regents	A	01/16/07	Basic e-Government Training and Follow Up Guidance	\$24,541	Provide training on e-Government to State & Local Agencies
University of Nebraska	D	03/10/00	Develop e-Commerce Tools for Research	\$25,000	Develop e-commerce tools for research
University of Nebraska-Agriculture-Natural Resources	A	06/16/00	Data Storage of Geologic Logs from Water-Well Registrations	\$24,805	Salaries (\$19,305), supervision, data management, computer time (\$2,000), computer hardware and office supplies (\$3,500).
University of Nebraska-Agriculture-Natural Resources	A	08/01/01	Archiving & Digital access to Conservation Survey Division Aerial Photography Collection	\$25,000	Personnel to continue to scan and purchase of disc space
University of Nebraska-Lincoln Libraries	A	09/27/05	Digitization of Nebraska Public Documents	\$23,000	Convert microfilm to digital images of (Nebraska Public Docs).
Wayne State College	A	12/09/02	Microform Digital Scanner	\$8,950	Purchase microform digital scanner system (scanner, reader, and interface screen.
Wheat Board	A (not used)	03/10/00	Establish website for Wheat Board	\$2,500	Development of website

(Last updated 4/29/08)

SAMPLE GRANT APPLICATIONS

INDEX

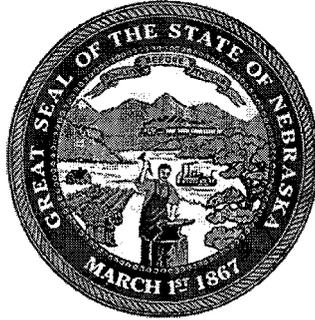
The seal of the State of Alaska is faintly visible in the background. It features a central figure of a Native Alaskan holding a bow and arrow, with a ship and a bear in the background. The text around the seal includes "THE STATE OF ALASKA" at the top, "BEFORE THE LAW" on a banner, and "MARCH 1ST 1867" at the bottom.

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Nebraska State
Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745



John Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Grant Application)

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in the application and any accompanying materials.

I. GRANT SUMMARY

1. Name of entity applying for grant City of Bellevue, Nebraska

2. Title of project City of Bellevue Information Accessibility Project

3. Brief Description of Project

The goal of the City of Bellevue's Information Accessibility Project is to take its collection of over 60,000 engineering drawings, maps and other documents and scan them into an electronic form. The result of this project will be a much more efficient way to serve the public and other government entities while allowing staff time to spend on other projects.

4. Grant request amount \$ 10,000 (\$25,000 limit for collaborative grants,
\$10,000 limit for single jurisdiction grants)

5. Will there be a fee for accessing records associated with this project? No

6. If yes, provide any statutory reference or authorization for the fee
Not Applicable

SAMPLE COPY

NSRB Grant Application

Page 2

II. GRANT DETAIL

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

Description is attached Number 1

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

The project when completed will allow city employees to access engineering drawings and plans from their workstations and manipulate them as required. This will streamline the workflow and not having to search through files of drawings will save employees valuable time. This information will also be available on the city of Bellevue's website so federal agencies, contractors and the public will have quicker dissemination of needed information without actual contact with the Public Works office helping to ease office workload which will increase productivity.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

Implementation of this project would start immediately after approval with a completion date of no later than December 31, 2009.

4. Subdivision contribution to project (labor, equipment ect.)

Not Applicable

5. Is other funding available for this project (explain)?

No, This project has not been budgeted for this year and we have not found any other programs to fund this type of project.

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

Due to the city's financial situation the project has been delayed for several years and no funding is foreseen in the future. With over 60,000 engineer drawings and other documents that continues to grow the amount of time it takes to access these files is immense. Many different departments will be able to access this information quickly which will help us serve contractors and citizens in a more timely fashion. The City of Bellevue employs an Engineering Technician who will perform the initial scanning and will be in charge of the day to day operations. This position is already budgeted and filled and any software or equipment updates will be included in the Public Works Budget.

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

The Public Works office deals with sanitary sewer and storm water sewers. Contractors call on a daily basis looking for this information which we need to locate in files containing over 60K maps and drawings. This project will allow contractors to locate information on their own online. Potential business's can also access information about locations allowing them to research building requirements on their own and increasing the likelihood they would choose Bellevue as a location for their business. A key benefit of this project will be getting this information to individuals or company's that desire it in a timely fashion. This gives potential developers a better impression of Bellevue and makes it more likely they will work with us again.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Many city employees and offices such as Permits and Inspections use our drawings on a daily basis. The project will allow access to information at their desk. This will increase productivity as they will not need to make a trip to our files and search for the needed information manually then return the borrowed documents later. The potential for lost and misfiled documents then becomes zero and it will allow more than one department or individual to access this information at the same time. Federal agencies will also be able to monitor the progress of federally mandated projects.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Due to the large amount of volume of information we are dealing with, the City of Bellevue is pursuing this effort on its own. However having this information readily available will help many surrounding jurisdictions and political subdivisions when dealing with the City of Bellevue.

SAMPLE COPY

NSRB Grant Application

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10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

The City of Bellevue will complete and maintain this project with in house personnel. Currently, Randy Critzer is employed as an Engineering Technician. His day to day responsibilities include creating and maintaining office maps and drawing. Mr. Critzer is also in charge of the City of Bellevue's GIS. He will be in charge of implementing and maintaining the project with the help of some other employees who will report to him.

11. Does the project involve the licensing, permitting or regulation of business, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

Not directly, it would allow potential business to research locations before applying for permits.

III. TECHNICAL INFORMATION

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

Graphtec IS 200 large format monochrome scanner
4.5 ips @ 400 dpi
600 true optical dpi
Upgradeable
Comes with VB-Index software
3 year warranty

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NSRB Grant Application

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

- Conformity with generally accepted industry standards. Projects which interface with 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).

Graphtec models feature contact array technology which offers many advantages if you have detailed drawings. You have easy installation, no warm up time, no re-calibration, and no cameras to get bumped out of line. This allows the scanner to be more portable, and extends the life of the scanner. Graphtec IS 200 scanners are upgradable so the initial scanner investment will not be lost. The cost of the upgrade is just the difference in the price of the scanner models. The Graphtec IS 200 has a much lower failure rate, fewer replacement parts and the daily operating cost of the Graphtec is much lower because it consumes 1/3 of the energy of a CCD/ Fluorescent Bulb Scanner.

3. Describe how technical support will be provided.

The City of Bellevue's Engineering Technician will deal with technical issues on a daily basis. The scanner comes with a warranty in case any problems arise with that. Having somebody dealing with this system on a daily basis should decrease many of the technical issues that may arise.

SAMPLE COPY

NSRB Grant Application
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4. Describe how the project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/>

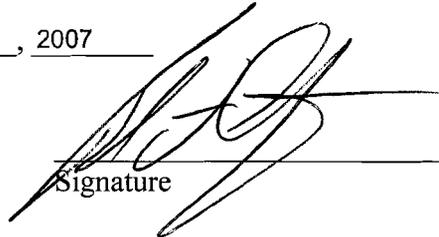
In reference to the State of Nebraska's Technology Access Clause, information cannot be altered to fit a disability.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Randy Critzer

Phone # (402) 293-3028 E-mail rcritzer@bellevue.net

Signed this 10 day of October, 2007



Signature

Engineering Technician
Title

Please Return to:

**State Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745**

Grant to Improve Access to Public Information

Attachments

1. The City of Bellevue Public Works Department manages a collection of over 60,000 engineering drawings, maps and documents. The current system requires a very labor intensive filing system and access to various documents is time consuming and inefficient with files stored in three different locations. City offices such as Permits and Inspections use these drawings on a daily basis as well as private contractors and the general public. This takes time, sometimes a great deal of time, to locate the document find the information and return the document. The goal of the project is to purchase a Graphtec IS 200 large format monochrome scanner and included VB-Index software then scan and index the various documents. The Engineering Technician will be in charge of the scanning and will do much of the work, as well as the Summer intern when available. Further help from other city offices may be a possibility. The scanned documents will be made available to the various city offices that use them daily on the cities server where they can manipulate the documents from their computer without having to manually locate the needed hardcopy file thus saving time, as well as to the general public online saving the Engineering Department staff time as well as the public's if the staff is in the field and unable to assist the customer.

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508



John Gale
Chairman
(402) 471-2745

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Reinvested Revenue Grant Application)

Instructions: Click using your mouse pointer in the left most area of each text entry field to begin typing your answers. After clicking in your first text entry area you may then use the [Tab] button to advance from field to field or [Shift] + [Tab] to move back to the previous text area.

I. GRANT SUMMARY

1. Submitted by: Nebraska Interactive LLC (NI)
2. Title of project: Google Search Engine Funding
3. Grant request amount: \$25,000
4. Will there be a fee for accessing records associated with this project? (Yes or No) No

If yes, please provide any statutory reference or authorization for the fee:

N/A

5. Provide a brief description of the project for which the grant is being requested:

Nebraska.gov participates in a NIC-wide license agreement that utilizes the Google search engine appliance. Providing this highly functional search engine is vital to the success of the Nebraska.gov portal and many state agency Web sites that utilize this program. The Google search appliance brings best of class search capabilities to the state portal and many government Web sites.

In 2005, Nebraska.gov received a reinvested revenue grant that allowed Nebraska.gov to be reimbursed for the state of Nebraska's utilization of the Google appliance.

Nebraska.gov pays a monthly charge that is based on the total number of urls indexed. This allows the state of Nebraska to reap the benefits of having world class search functionality without the expense of total cost of ownership. For 2006 the state of Nebraska indexed an average of 176,000 urls at a monthly rate of \$1010.

The previous \$25,000 grant will satisfy all payments up to March 2007; however, beginning in May 2007 more funds will be necessary to continue to provide this service.

As agencies continue to add more internet content and new agency Web sites are developed for the portal, the number of URL's indexed has the potential to increase from year to year. If the number of URL's increase or the cost for providing the Google appliance service increases, the amount required on a monthly basis to continue providing this valuable resource could increase.

Currently the Google search appliance is an unmatched tool with regard to search functionality. The State and citizens of Nebraska receive an immense benefit from this functionality by

connecting users to the appropriate information on a daily basis. Nebraska.gov would like to continue to support this functionality and add this feature to additional state and local Web sites that have not been implemented. For that reason, Nebraska.gov would like to request a reinvested revenue grant of \$25,000 to secure the Google appliance's availability for the remainder of our current contract with the Nebraska State Records Board (Jan 2009). It is contemplated at the time of this writing that an additional request to continue this funding will be made in the event the master contract between NSRB and Nebraska Interactive LLC is extended for the additional one year period as described in the master contract.

II. GRANT DETAIL

1. Please describe the project in detail:

Business Case:

As part of the Google search engine license agreement, the cost Nebraska.gov incurs is directly related to the number of portals participating in the NIC Google program and the total number of URLs indexed on the Nebraska.gov portal. NIC negotiated an annual rate with Google, which is allocated to participating portals based on the percentage of total URLs indexed that belong to each portal. The annual rate for Nebraska.gov in 2007 is \$1010.00 per month. This amount has been billed on a quarterly basis.

As content is added to the Nebraska.gov portal, more URLs will be indexed which can potentially increase this monthly fee. The Google search engine searches all Web sites within the Nebraska.gov, ne.gov, nol.org and state.ne.us domains as well as other known domains such as neded.org (Department of Economic Development). The appliance is also available to interested agencies and counties at their request at no charge.

Below are some examples of State Agencies who have recently adopted the Google search functionality within their Web sites. It is important to note that these sites have been indexed as part of the mast indexing. The examples below are sites that have added the ability to utilize this index within their own Web site.

Traditional Web site Searches:

- New Supreme Court Web site
- New Board of Geologist's Web site
- New Secretary of State Web site will use the Google search upon rollout this summer.
- Library Commission
- Department of Agriculture
- Workers' Compensation Court (WCC).

Advanced and Unique Google Appliance Uses:

- Nebraska Administrative Code Search (SOS application) has been enhanced to utilize the Google appliance to search effective Rules and Regulations. Results returned by Google greatly enhanced the usability of this search and it was called a "vast improvement" by the SOS Rules and Regulations office.
- Nebraska Commission of Industrial Relations – Searching only the rules of the Commission of Industrial Relations
- Nebraska Commission of Industrial Relations – The NCIR reporter is a search of all NCIR decisions since 1974. This search is unique in that it allows access to the search based on a Nebraska.gov subscription. This was done at the request of NCIR.

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

The Google search appliance is likely one of the most used resources at Nebraska.gov. Every person who visits the site is a potential beneficiary of the service the appliance provides. Approval of this grant will ensure this essential tool will continue to be available for visitors to both state and local Web sites.

State agencies and local governments will also continue to benefit from this service in that we have been able to think outside the box in how the service can be utilized. The appliance has been used to members only access areas that limit search results to only indexed files within

SAMPLE COPY

that secured environment.

In 2006, the Nebraska.gov portal had a total of over 175,000 URL's being indexed. Continuing this service will allow Web sites within Nebraska government to continue leveraging this extreme wealth of information. Users can continue to sort through this wealth of information with a single click of a button.

3. Please provide a timeline for implementation. NOTE: a specific completion date must be provided as grant funds lapse if not expended prior to completion date. (provide answer below)

This appliance was fully implemented after the first grant was awarded. This request will help continue fund the Google search engine appliance for the remainder of the master contract between Nebraska Interactive LLC and the NSRB.

4. What will the NI's contribution to the project be? Provide examples such as labor, equipment etc. (provide answer below)

Nebraska.gov will continue to support this service on an ongoing basis. Support includes continuing to implement the Google search functionality on state and local Web sites as well as ongoing administration of the administrative interface provided through the appliance.

5. Does the project require additional statutory authority? (Yes or No) No

Please explain:

6. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended? (provide answer below)

The grant money is requested so that funds will continue to be available to provide and utilize the Google search engine appliance on the Nebraska.gov portal.

The fees paid by Nebraska.gov to utilize the Google search appliance are based on the average number of URL's indexed through the course of a year. The fee of \$1010.00 per month (billed quarterly at \$3030.00) is based on Nebraska.gov having approximately 176,000 pages indexed. It is expected that the growth of this fee will remain minimal for the life of this grant.

The money expended on this grant will continue to cover only the Google allocation cost incurred by Nebraska.gov for utilization within Nebraska state and local government. This has not been and will continue to be no mark up by Nebraska.gov for providing this service.

As stated prior it is contemplated at the time of this writing that an additional request to continue this funding will be made in the event the master contract between NSRB and Nebraska Interactive LLC is extended for the additional one year period as described in the master contract.

7. Please describe how this project will enhance the delivery of the state agency services or access to those services. (provide answer below)

The Google search engine appliance is quickly becoming an essential tool browsing the states official Web site as well as other state and local sites that currently utilize its functionality. The ability to perform extensive searching enhances the delivery of state agency services and access to those services on the Nebraska.gov portal. Without this functionality citizens and government entity would not find valuable information as easily.

It is important for the state of Nebraska to continue providing such a valuable service for its citizens because it provides a very tangible way for users to sift through the sea of information available to them in a quick and consistent manner. Citizens and state agencies have instant, real-time and in some cases secure access to all the information and knowledge across Nebraska state and local government.

10. Please describe how this project will: (NOTE: you may respond to any or all of these criteria)

a. Improve the efficiency of agency operations:

Agencies improve efficiency by having at their fingertips the ability to find crucial information for their constituents. Customer service can be greatly improved by utilizing the information available through the indexing of all Nebraska government web sites and providing answers for

users needing assistance regardless of which agency they have contacted. If utilized correctly by state agency help desks, each customer support technician can solve many problems, in some cases outside their own agencies by simply leading their constituents to the correct information. The Google search appliance is a public service that benefits everyone who chooses to use it.

b. Facilitate collaboration among state agencies:

As an example, in late 2006 the IMS help desk began to monitor the Nebraska.gov online live help system between the hours of 5pm and 8am. Their willingness to do this has greatly improved the hours in which customer support is available to any user of Nebraska.gov. While the online live help system has been available for a number of years now, IMS had never interacted in this way. Training was required to effectively use this service and help position the individuals who would be answering questions to provide the appropriate level of assistance. During the training, much of the focus was on locating accurate information by using the Google search appliance. During a time of the day when most government offices are closed, these support personnel have access to almost any government related information that has been published on a Web site.

As the states Network Manager, we receive a number of phone calls each day from users who are transferred from one government office to another trying to obtain information. Much of the transferring can be reduced by instructing state employees who have interactions with constituents to utilize Nebraska.gov and the Google search to efficiently locate information and point people in the right direction the first time they call.

c. Facilitate collaboration between state agencies and other public institutions:

N/A

III. TECHNICAL DETAIL

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

The Google search appliance was chosen because Google is by far the most used search interface. As of April 2007 3.6 of 7.3 billion US searches were performed using Google. Nebraska Interactive through NICUSA also continues to provide support of this service using resources from both Nebraska Interactive and its parent company NICUSA.

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

a. Conformity with generally accepted industry standards. NOTE: Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.

N/A

b. Compatibility with existing institutional and / or statewide infrastructure:

Already implemented

c. Reliability, security and scalability. Include future needs for growth or adaptation:

The Google appliance has been a reliable resource for Nebraska citizens. The appliance is hosted in the NIC central data center in Ashburn Virginia. The Ashburn facility is a tier 4 AT&T data facility which conforms to very high industry standards with regards to power, internet connectivity, air conditioning, fire suppression etc.

3. Describe how technical support will be provided: (provide answer below)

Technical support will continue to be provided through Nebraska Interactive LLC utilizing resources from NICUSA as needed. This ongoing support will continue to be at no cost to the State of Nebraska and any agency or local government entity that chooses to utilize this service within their Web sites.

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IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application: Brian D. Stevenson (General Manager)

Contact phone number: 402-471-6582

Contact email address: brian@nebraska.gov

Singed this 11th day of July, 2007



Agency Director Signature

Please Return to:

Nebraska State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

John Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency Grant Application)

State 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 Nebraska Accountability and Disclosure Commission (NADC)

2. Title of project On Line Campaign Statement Filings

3. Brief Description of Project

The Nebraska Accountability and Disclosure Commission has several forms which are filed with them at various times throughout the year. This project is intended to provide the ability to file both the Political Action Committee (PAC) forms, and the B-7 (Report of Political Contribution from Corporations, Unions, or Other Associations) online.

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 N/A

NSRB Grant Application
Page 2

II. Grant Detail

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

*Please see attached DESCRIPTION #1

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

*Please see attached DESCRIPTION #2

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).

It is intended that this project be launched on January 31st, 2008. This date will begin the next filing period for NADC forms to be submitted.

4. Agency contribution to project (labor, equipment etc.)

The NADC currently has an established database that will continue to be utilized as the main repository for data received electronically through the online submission of filing statements. In addition to the ongoing support of the database NADC also has committed to maintaining and providing the process for posting the information on their Web site. It will also continue to provide the personnel required to review and vet the information before insertion into the data base.

5. Has this project ever been submitted as a budget request (explain)?

No, The agency does not have a specific budget request set up at this time.

6. Does the project require additional statutory authority (explain)?

No (Statute 49-14, 141)

NSRB Grant Application

Page 3

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?

*Please see attached DESCRIPTION #3

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)

Please see attached DESCRIPTION #4

9. 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)

1. Improve the efficiency of agency operations:

Agency efficiency will be greatly improved through this project. Nebraska.gov has already provided adequate back end functionality to house this data but a significant limitation to getting this information is the large amount of manual intervention required to populate this data into the system. Currently the NADC personnel manually enter the information from these forms. With the potential of 2600 – 6000 filings received for just these two forms per year the agency is anticipating that these personnel resources will be able to be reallocated to other duties as necessary. This will greatly improve the NADC's efficiency with relation to this and other obligations to serve the public.

As previously stated this new online eGovernment service will allow this information to be processed much quicker than previously possible. This time savings is a critical step in improving NADC's ability to speak directly to the public's need for greater government transparency.

2. Facilitate collaboration among state agencies:

N/A

3. Facilitate collaboration between state agencies and other public institutions:

N/A

NSRB Grant Application
Page 4

III. Technical Information

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

N/A

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).**

N/A

NSRB Grant Application

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3. Describe how technical support will be provided.

Technical support for these forms will be provided by Nebraska.gov pursuant to an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov. NADC has committed to a maintenance agreement which provides reoccurring monthly maintenance payments for this service and other currently being provided to NADC through Nebraska.gov.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application FRANK J. DALEY JR.

phone # 402-471-2522

E-mail frank.daley@nadc.ne.gov

Signed this 6th day of July, 2007


Agency Director

Please Return to:

State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

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DESCRIPTION #1

This project will be implemented in two parts. Part I of this project would allow political action committees (PACs) to file periodic campaign statements electronically (NADC Form B-4). Campaign statements disclose contributions from its members to the PAC and also describe the PAC's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Part II of this project would allow corporations, unions, and industry, trade or professional associations to file B-7 reports electronically. B-7 reports disclose the filer's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question.

Currently, PAC's, corporations, unions, and industry, trade and professional associations have only a paper process to file these statements with NADC. This paper process requires that NADC staff perform the re-entry of data on each filing it receives. This process creates a resource strain on the NADC and creates the potential for higher error rates when re-entering this information as filed.

Business Case:

Part I- Political Action Committees (PACs) are required to file periodic campaign statements (Statute 49-1455 & 49-1459). Campaign statements disclose member contributions to the PAC and also the PAC's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Currently, PACs file paper campaign statements with the NADC. The NADC staff manually enters the data from the paper reports into an existing data base. Through this re-entry process the information is able to be posted on the NADC's website for public consumption.

Part II- Corporations, unions, and industry, trade or professional associations are required (Statute 49-1469) to file B-7 reports. B-7 reports disclose the filer's contributions and expenditures for the purpose of supporting or opposing the nomination or election of a candidate or the qualification, passage or defeat of a ballot question. Currently, these B-7 reports are filed on paper with the NADC. The NADC staff manually enters the data from the paper reports into an existing data base. Through this re-entry process the information is able to be posted on the NADC's website for public consumption.

Currently filers have only one way to file these reports. This paper process is outdated and requires updating to an online filing process. In addition the process that NADC currently utilizes to insert filing information into their central database requires intensive resources.

There are currently 85 registered PAC's who can file from 1 to 7 times per year. This results in a potential of 595 PAC filings per year. NADC also receives one or more filings each year from between 2000 and 3000 NADC Form B-7 filers resulting in 4000-6000 filings that must be re-entered into the database. It is the intent of this project to

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streamline this process for both the agency and the filer while making the information contained in each file publicly accessible much quicker than previously possible.

Technical Requirements:

- 1.) Provide a method by which users can register to file on line. Once approved each user will have access to following the process to file the appropriate form online.
- 2.) Allow users to select the form they wish to file
 - a. NADC Form B-4 (Campaign Statement, Independent Committees)
 - b. NADC Form B-7 (Report of political Contributions of a Corporation, Union, or Other Association)
- 3.) Allow users to enter the information requested and submit the filing directly to the agency.
- 4.) Create an administrative application where NADC designated resources can review submissions and edit each filing, if needed, prior to the filing being inserted into the final database. The NADC resources that currently perform data entry responsibilities will also be responsible for reviewing each electronically filed document.
- 5.) Allow the agency the ability to print the completed forms for their permanent files. The Forms that are printed from the electronic filing system will not match the appearance of forms used by hard copy filers precisely. While these forms will not be identical all statutorily required information must be included on each printed copy.
 - a. The printed version is necessary so members of the public will be able to request hard copies in the same manner they do today.

DESCRIPTION #2

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

There are three primary beneficiaries of this project; filers, the general public and the NADC.

There are currently 85 registered PAC's who can file from 1 to 7 times per year. This results in a potential of 595 PAC filings per year. NADC also receives one or more filings each year from between 2000 and 3000 NADC Form B-7 filers resulting in 2000-6000 filings that must be re-entered into the database. It is the intent of this project to streamline this process for both the agency and the filer while making the information contained in each file publicly accessible much quicker than previously possible. Currently the information that is derived from this data is displayed on the internet for public consumption. Moving the filing on line will allow the agency to decrease error rates while getting the information to the public quicker and more efficiently.

The NADC receives 29,410 number of page requests each month

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DESCRIPTION #3

The grant money is requested because the NADC is a small agency which has an obligation to make a significant amount of information available to the press and public on a timely basis. Even so, good projects must be evaluated in light of available funding. Sustaining this project is already contemplated in the current and proposed budget. The agency currently has and uses a data base into which campaign finance information is entered. It currently displays this information on its website. The agency, by way of an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov, receives support services from Nebraska.gov. To the extent that continuing technical support is required, it would be obtained through the addendum to the master contract.

DESCRIPTION #4

As stated in Question 2 there are three primary beneficiaries that will see enhanced access as a result of this project.

Filers:

Each filer will benefit by having an additional filing option not previously available to them. An additional benefit for filers filing online will be that the filers will be given more time to file because they will no longer be required to mail in their statements. This allows each filer to submit much closer to the deadline.

Agency:

The agency will benefit significantly because the data from reports will not need to be re-entered by NADC staff. This will save a great deal of time and effort for NADC while also helping to lower the error rate that is inherent during any data entry process. (Statute 49-1464)

Public:

The public will benefit from both the timeliness and accuracy of the data being provided. This system will allow the data in each of the statements submitted online to reach the public view much quicker than previously possible.

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 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, 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.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

1. Name of agency applying for grant _____
2. Title of project _____
3. Brief description of project:

4. Grant request amount \$ _____
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

4. 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:

**Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745**

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Reinvested Revenue)

The Nebraska State Records Board authorizes reinvested revenue grant funds to Nebraska Interactive LLC (NI) to development programs to improve electronic access to Nebraska government information and services. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of government agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Reinvest Revenue Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

NOTE: Nebraska Interactive LLC (NI) will be required to submit a written project report to the State Records Board at the conclusion of the project.

If you need additional space for your answers please attach any documentation necessary.

I. GRANT SUMMARY

1. Submitted by:_____
2. Title of project_____
3. Brief description of project:

4. Grant request amount \$_____
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

II. GRANT DETAIL

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

2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

- 9. Please describe how this project will enhance the delivery of government agency services or access to those services.**
- 10. Please describe how this project will improve the efficiency of government agency operations.**
- 11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**
- 12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**
- 13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

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 general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
 - **Compatibility with existing institutional and/or statewide infrastructure.**
 - **Reliability, security and scalability (future needs for growth or adaptation).**

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

- 4. 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 _____, _____

General Manager

Please return to:

Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745

**Nebraska State
Records Board
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745**

**John A. Gale
Chairman**



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

1. Name of agency applying for grant _____
2. Title of project _____
3. Brief description of project:

4. Grant request amount \$ _____
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

II. GRANT DETAIL

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

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

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

- 10. Please describe how this project will improve the efficiency of state agency operations.**

- 11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

- 12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

- 13. Does the project involve the licensing, permitting or regulation of business?
If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.**

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 general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
 - **Compatibility with existing institutional and/or statewide infrastructure.**
 - **Reliability, security and scalability (future needs for growth or adaptation).**

- 3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

- 4. 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 _____, _____

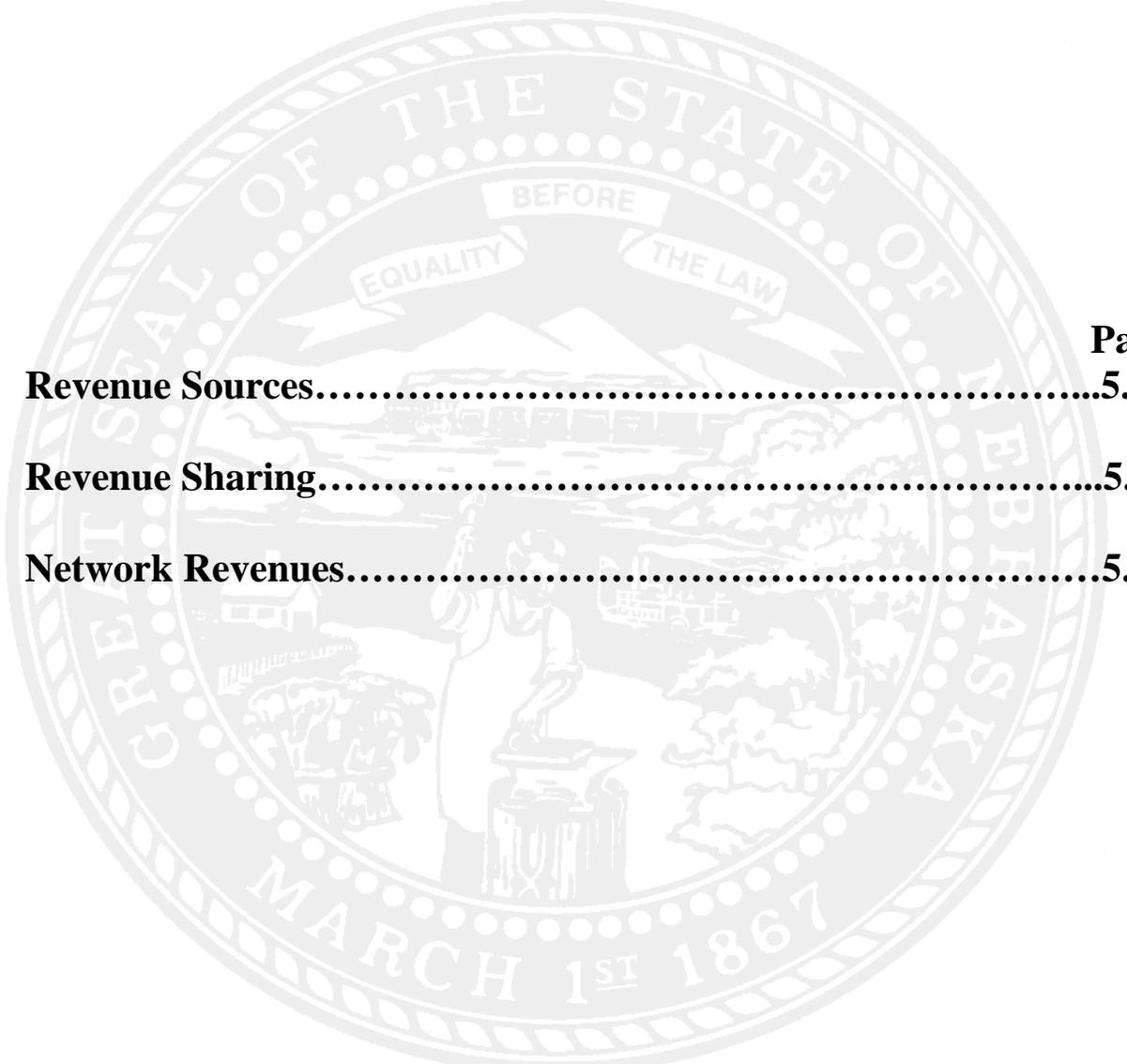
Agency Director

Please return to:

Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745

NETWORK MANAGER

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Revenue Sources

The April, 2003 RFP states that the network manager “is primarily funded through transaction fee-based revenues. The original funding strategy was based on the premise that [the network manager] must be self-funding. The primary sources of transaction fee revenues are derived from several high-volume applications. . .” in addition to two other revenue sources, county websites and Board grants.

At the time of the April, 2003 RFP, the existing revenue split between the State Records Board (Board) and [the Network Manager] was a fixed amount. The RFP indicated that future projects will use a tiered transaction fee split structure instead of the current flat transaction fee split. The RFP continues, “The premise is that the split is weighted up front in favor of the [Network] Manager in order for them to recoup their upfront development costs as soon as possible. However, after a period of time has passed, or a certain transaction volume has been met, that split will change in favor of the State, and back into the NSRB funds. This will allow applications that have matured to provide more of their revenues for the development of future projects through the NSRB’s prioritization of new projects and enhancements.” Continuing, the RFP indicates that the specific fee split tiers will be negotiated prior to each new project commencement. (RFP, Section IV, J.)

The Board encourages and is committed to working with the Network Manager to identify and develop opportunities to assist agencies in implementing fees for services.

Revenue Sharing

The current contract, paragraphs 4 and 6, for Network Manager Services between the State Records Board (Board) and Nebraska Interactive, Inc., (NII) provides that all electronic access fees for state government information collected by NII are to be deposited in the Records Management Cash Fund (Fund), as follows: (A) On the 15th day of each month NII shall deposit into the Fund payment for the estimated portion of funds received in the prior month, and (B) on the last day of the month NII shall deposit into the Fund payment for services rendered in the prior month, less amounts received from the mid month payment.

No later than seven days prior to the last business day of the month NII must provide an itemized statement of all payments to be deposited for that month, which shall indicate data type, volume of activity and amount of revenue by data type.

On the last business day of the month the Board shall transfer to NII amounts due under agreements in effect for services rendered in the month prior to payment.

NII is entitled to retain all revenue generated from subscription fees and connect time charges and the revenue generated from electronic access fees for currently existing services by the Board.

NII is entitled to 90% of net transaction revenue [meaning “all transaction fees collected by the NII for services enumerated in Appendix B (attached) of the RFP, less payment of agency portions of transaction fees”]. 10% of the net transaction revenue is to be retained by the Board and at least one-half of that retained “shall be reserved and paid to NII for services directed by NSRB.”

Appendix B-Network Revenues

The following report provides amounts and source of gross transaction revenue and revenue retained by the contractual network manager for the last three calendar years. While there is no guarantee of these revenues in the future (actual revenue will be based upon the number of transactions completed for any given time period), these figures may be used in estimating the 90% figures proposed for network manager base remuneration in this RFP.

Interactive revenue is derived from online searches and filings and batch revenue from the sale of large data files containing multiple records. The primary source of revenue for the network has historically been and continues to be the sale of driver's license records, primarily for insurance purposes. These records are provided in both batch and interactive format.

In addition to the transaction based revenue, \$49,400 per year is available from the State Records Board Cash Fund to reimburse the network manager for costs associated with the development, maintenance, training and support of the county web-site project.

Nebrask@ Online Transaction Revenue 2000-2002

Service	2000 Gross Revenue*	2001 Gross Revenue	2002 Gross Revenue	2000 Nil Share**	2001 Nil Share	2002 Nil Share
Drivers' License Records - Batch	1,744,725	1,628,373	1,517,886	581,575	542,791	505,962
DLR Monitoring Fee	144,931	159,346	180,201	48,310	53,115	60,067
Drivers' License Records - Interactive	831,918	999,267	1,358,916	277,306	333,089	452,972
Title, Lien & Registration - Interactive	13,517	17,202	23,808	8,110	10,321	14,285
TLR Set-up Fee	1,375	110	55	1,375	110	55
TLR Special Request (<2,000)	6,576	4,824	3,888	3,946	2,894	2,333
TLR Special Request (>2,000)	12,708	4,128	3,612	7,625	2,477	2,167
Corporate Searches - Interactive	10,961	16,301	23,115	7,307	10,867	15,410
Letters of Good Standing	13,702	16,575	25,584	8,432	10,200	15,744
Corporate Monthly Batch	29,600	36,000	56,800	14,800	18,000	28,400
Corporate Special Request	2,220	2,865	2,865	1,110	1,433	1,433
Corporate Images	0	0	7,791	0	0	2,343
UCC Searches - Interactive	141,630	150,470	168,603	56,652	60,188	67,441
UCC Monthly Batch Service	48,800	49,600	39,200	24,400	24,800	19,600
UCC Special Request	13,602	4,160	5,724	6,801	2,080	2,862
UCC Search by Debtor Location	660	3,015	1,950	330	1,508	975
UCC Filings	20,160	94,470	122,275	5,040	23,618	30,569
UCC Additional Debtors	10,452	10,852	0	2,613	2,713	0
UCC Images	0	362	39,153	0	117	10,457
EFS Search - Interactive	14,405	23,240	29,515	5,762	9,296	11,806

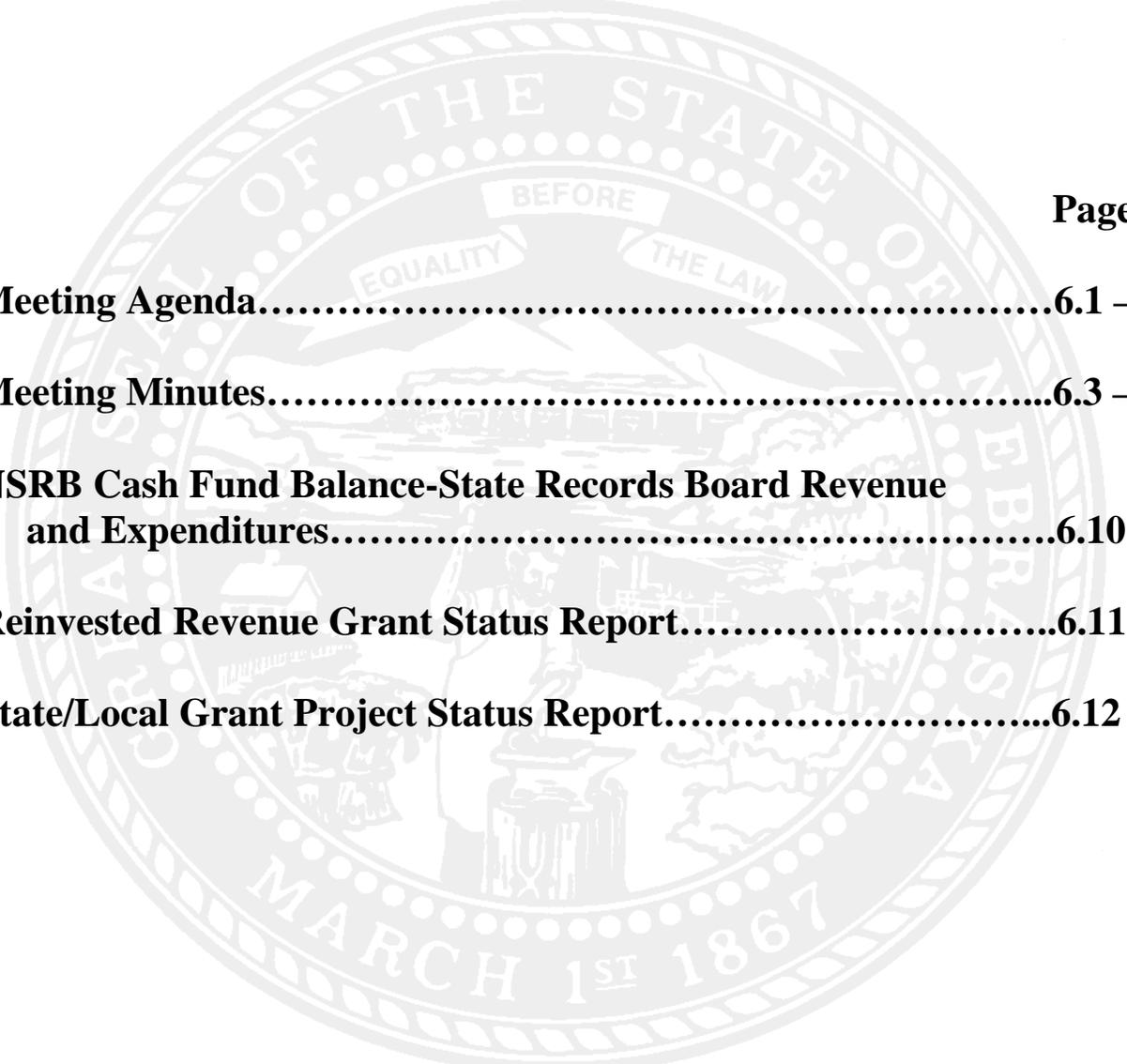
EFS Search - Batch	320	0	240	160	0	120
Sales/Use Tax Permit Lists	253	88	81	253	88	81
Real Estate Commission Services	0	157	394	0	157	394
Engineers & Architects License Renewal	0	1,539	2,129	0	1,539	2,129
1040NS Income Tax Filing	0	0	3,845	0	0	3,845
Water Well Registrations	0	0	174,320	0	0	3,486
Motor Fuels Tax Filing	0	0	550	0	0	550
Total	3,062,515	3,222,944	3,792,500	1,061,907	1,111,401	1,255,486

*Gross Revenue includes all fees collected on behalf of agencies for services provided through NOL, plus transaction amounts paid by agencies for services where NOL does not collect the fee (e.g., tax filing or license renewal).

**NII Share includes revenue returned to Nebraska Interactive following payment of the agency portion of statutory fees plus transaction amounts paid by agencies for services where NOL does not collect the fee.

SAMPLE REPORTS

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The seal of the State of Nebraska is faintly visible in the background. It features a central figure holding a scale and a sword, with a banner above reading "EQUALITY BEFORE THE LAW". The outer ring of the seal contains the text "SEAL OF THE STATE OF NEBRASKA" and "MARCH 1ST 1867".

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Reinvested Revenue Grant Status Report.....	6.11
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NEBRASKA STATE RECORDS BOARD AGENDA

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The Executive Building, Lower Level
501 South 14th Street
Lincoln, NE

January 23, 2008 – 9:00 A.M.

1. CALL TO ORDER, ROLL CALL
2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT
The Act and reproducible written materials to be discussed at the open meeting are located in the back of the meeting room.
3. NOTICE OF HEARING
Public notice of the meeting was given by posting notice in the Lincoln Journal Star on December 21, 2007, on the State of Nebraska's online public meeting calendar; and keeping a current copy of the agenda in the Secretary of State's office, listing the date, time and location of the meeting.
4. ADOPTION OF AGENDA
 - a. **Action Item:** Approval of Agenda
5. APPROVAL OF MINUTES
 - a. **Action Item:** Approval of November 14, 2007 meeting minutes
6. PUBLIC COMMENT
7. CHAIRMAN'S REPORT
 - a. Signed Interagency Agreement between the NE State Records Board and Valley County and Addendum one on December 4, 2007, for network management services
 - b. Signed Addendum five between the NE State Records Board and the NE Supreme Court on January 7, 2008.
 - c. Ne.gov Contract Renewal Notification letter signed on November 16, 2007
 - d. **Action Item:** Independent Contractor
 - e. **Action Item:** 2009 Network contract RFI/RFP timelines and assignments
8. SUBCOMMITTEE REPORTS
 - a. **Action Item:** Finances Review Subcommittee
 - b. **Action Item:** Technical Review Committee Recommendations
 - c. Board Training Subcommittee
9. GRANT APPLICATIONS
 - a. **Action item: (LOCAL GRANT)** City of Bellevue – City of Bellevue Information Access Project – \$10,000
 - b. **Action Item: (STATE AGENCY GRANT)** NE Library Commission – Nebraska Memories on the Road - \$2,300.
 - c. **Action item: (STATE AGENCY GRANT)** State Treasurer - NebraskaSpending.com Project – \$50,000

10. GENERAL COUNSEL'S REPORT

- a. **Action item:** Chairman's Authority to sign Agreements and Addenda
- b. State/Local Grant Status Report
- c. Reinvested Revenue Report
- d. **Action item:** NSRB - Cash Fund Balance

11. NEBRASKA.GOV REPORTS

- a. General Manager's Report
- b. **Action Item:** Project Priority Report
- c. **Action Item:** Approve new Project Manager Natalie Bacon
- d. **Action Item:** Business Plan 2008

12. CONTRACTOR'S REPORT

- a. NSRB Report

13. DATE FOR NEXT MEETING

Wednesday, April 30, 2008, Room 1507, State Capitol, Lincoln, NE

14. ADJOURNMENT

- a. **Action Item:** Move to adjourn

Prepared 01/17/2008



NEBRASKA STATE RECORDS BOARD

MINUTES

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Meeting of January 23, 2008

Agenda Item 1. CALL TO ORDER, ROLL CALL. The meeting was called to order by Chairman John A. Gale at 9:00 A.M. on January 23, 2008, in the Lower Level Conference Room, Executive Building, 501 South 14th Street, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Jerry Catlett, representing the Banking Industry;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Mike Edgecombe, representing the Media
Mike Foley, State Auditor;
Timothy Loewenstein, Representing the General Public;
Shane Osborn, State Treasurer;
Lauren Riedesel, representing Libraries

Excused:

John Curry, representing the Insurance Industry;
Tom Freimuth, to appear later, representing the Legal Profession;
Lauren Hill, representing the Governor

Staff in attendance:

Kacey Nelkin Pedersen, Recorder
Ron Moravec, Legal Counsel
Cathy Danahy, Executive Director

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT. Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting are located in the back of the meeting room. Also, a copy of the Nebraska Open Meetings Act is located in the back of the meeting room.

Agenda Item 3. NOTICE OF HEARING. Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on December 21, 2007, and the state's website calendar. A copy of the Notice and Affidavit of Publication by the printer is to be included in the Board records. A current copy of the agenda has been kept in the Secretary of State's office listing the date, time and location of the meeting.

Agenda Item 4. ADOPTION OF AGENDA. Mr. Foley moved to adopt the agenda; motion seconded by Mr. Loewenstein. **SAMPLE COPY**

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Foley
Voting Against:	None				
Absent:	Curry	Freimuth	Hill		

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES. Ms. Donley moved to approve the November 14, 2007 meeting minutes; motion seconded by Ms. Decker.

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Foley
Voting Against:	None				
Absent:	Curry	Freimuth	Hill		

The motion carried.

Agenda Item 6. PUBLIC COMMENT. Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on any of the agenda items. No audience member indicated a desire to come forward.

Agenda Item 7. CHAIRMAN'S REPORT. Chairman Gale reported the Interagency Agreement between the NE State Records Board and Valley County for network management services was signed on December 4, 2007. Mr. Brent Hoffman, General Manager, Nebraska.gov, explained the agreement.

Chairman Gale reported Addendum One to the Valley County Agreement was signed on December 4, 2007. Mr. Hoffman explained the addendum.

Chairman Gale reported Addendum five between the State Records Board and the Nebraska Supreme Court was signed on January 7, 2008. Mr. Hoffman explained the addendum.

Chairman Gale reported the Contract Renewal Notification letter between the Nebraska State Records Board and Nebraska Interactive, Inc., renewing Service Contract Number NIS-5934 (04) commencing on February 1, 2009 and terminating on January 31, 2010 was signed by State Records Board Chairman Gale and Nebraska Interactive, Inc. President, Brent Hoffman, on November 16, 2007.

Chairman Gale moved to item 7. d. Independent Contractor Status. He explained this is in regard to the Visa rules and gave a general summary of the situation to date. He stated the issue of the two Department of Motor Vehicles addenda 7 and 8 (pending since August, 2007) have been resolved. They are no longer tiered or percentage fee structured. He said per every transaction, \$3.00 will be deposited in the State Records Board Cash Fund. Of the \$3.00 per transaction, \$.30 will be held in the State Records Board Cash Fund and Nebraska.Gov will bill monthly for their share,\$2.70 per transaction.

Chairman Gale emphasized the Board cannot move forward with the RFP process until the funding model is decided. The Secretary of State's Office views Nebraska.gov as an Independent Contractor, therefore not bound by Visa rules. The State Treasurer has deep concerns regarding this opinion. Mr. Moravec, general counsel, had nothing further to add. Chairman Gale requested the Board give instructions

in resolving the funding fee formula for the RFP, via a Subcommittee, consisting of the Board Chairman and the State Treasurer before the next Board meeting. Chairman Gale asked for other volunteers. Mr. Loewenstein volunteered. The subcommittee will meet before the next scheduled State Records Board meeting.

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Mr. Freimuth arrived at 9:25 A.M.

Chairman Gale moved to Agenda Item 7, (e). Mr. Moravec introduced the 2009 Network Contract RFI/RFP (Request For Information/Request For Proposal) draft timelines and assignments report. Chairman Gale introduced Greg Lemon, former Chief Deputy Secretary of State, and explained his involvement in the last Network Contractor RFP process. Mr. Lemon gave a history of the evolution of the network manager process beginning with the NE Library Commission. He explained Nebraska Interactive was the first vendor, the consensus of the Board being a private contractor could assume the risk of development. After 15 years, 80% of the revenue is from the UCC Division of the Secretary of State's Office and the Department of Motor Vehicles Driver Records. The goal at the time was to find the best model to improve service delivery and agency efficiency. He said the proposed draft timeline and assignment report must ensure enough time for any network contractor to get up and running. He recommended certain types of expertise are necessary to carry out the RFI/RFP proposal: technical expertise; an understating of government services and their delivery; and privacy issues. He explained the necessity of an RFI; to put vendors on notice, to pinpoint areas that will need to be clarified and to gauge vendor interest. He explained the evaluation process is very detailed. He said in 2003 the initial six vendors were narrowed to three and the top three gave detailed demonstrations. The Department of Motor Vehicles, Secretary of State, State Treasurer, State Auditor and the Office of the CIO were represented on the selection committee. He said, in his opinion, it was a fair and open process. The timeline was discussed and determined it may need to be amended to allow enough time for vendors to respond.

Mr. Loewenstein moved to accept the proposed RFI/RFP Timelines and Assignments report; seconded by Mr. Foley.

Voting For:	Catlett	Decker	Donley	Edgecombe	Foley
	Freimuth	Gale	Loewenstein	Osborn	Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Agenda Item 8. SUBCOMMITTEE REPORTS. Mr. Catlett introduced the Finances Review Subcommittee report recommendations to the Board. Regarding the grant process for state and local agencies, the Subcommittee report recommended the following: (1) The application should include the requirement of a costing breakdown and budget using line items matched against projected costs and include bids from vendors (if applicable); (2) Increase the maximum total amount that may be awarded as grants to state agencies and/or local government subdivisions during each Board fiscal year from \$200,000.00 to \$250,000.00; (3) To set the maximum local government subdivision grant at its current level of \$25,000.00 for collaborative projects and \$10,000.00 for single jurisdiction/agency projects; (4) The maximum state agency grant remain at \$25,000.00 as set by the Board at its September, 1999 meeting; (5) Authorize the Chair and Board staff to develop a memorandum of explanation to be included in all grant applications that, in addition to the information currently required in an application, sets forth the purpose of a Board grant and the basic requirements/criteria by which a grant will be reviewed; (6) Authorize Board staff to reject and return to a grant applicant an application that is incomplete, setting forth the area(s) in the application that is/are incomplete and allowing the applicant the opportunity to correct the incomplete application and resubmit for Board review; (7) Authorize the Chair to consent one time, without prior approval from the Board, to a requested grant completion deadline extension of up to six months. Further, subsequent completion deadline extension requests or initial requests of more than six months shall be heard by the Board. Regarding second extension requests, Chairman Gale suggested they be tied to no

more than two subsequent Board meetings. Finances Review Subcommittee Chair Jerry Catlett and Subcommittee member, Laureen Riedesel agreed.

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Ms. Decker introduced the Technical Advisory Committee recommendations to the Board. The Technical Advisory Committee recommended the following: (1) The Committee’s view is that their role in the process is to review and provide comments and analysis on the technical elements of a grant application. The Committee does not comment or make recommendations on the merits of funding any grant application; (2) Revise the Board’s grant application form to include more detailed/additional budget information to enable the Committee to determine if the technical elements have been adequately considered and addressed by the applicant; (3) Require all grant recipients provide a report to the Board at the conclusion of their project, or portion of their project utilizing grant funds. These reports would document the successes and lessons learned from the various projects; (4) The report be posted on the Board’s website. The website could highlight successful grant requests and be a place to share Best Business Practices.

Mr. Osborn moved to accept the Finances Review Committee’s recommendations with the exception that the language (in #7 above) be changed from a 6 month requirement to two subsequent (Board) meetings and to direct the Board staff to develop the guidelines and a revised set of forms to reflect these recommendations ; seconded by Ms. Donley.

Voting For:	Catlett	Decker	Donley	Edgecombe	Foley
	Freimuth	Gale	Loewenstein	Osborn	Riedesel

Voting Against: None

Absent: Curry Hill

The motion carried.

Ms. Donley moved to accept the Technical Advisory Committee’s recommendations; seconded by Mr. Foley.

Voting For:	Catlett	Decker	Donley	Edgecombe	Foley
	Freimuth	Gale	Loewenstein	Osborn	Riedesel

Voting Against: None

Absent: Curry Hill

The motion carried.

Ms. Riedesel gave an update on the Board Training Subcommittee. She reported a manual is being developed for new member orientation and will be distributed to current members as well as a reminder of the current policies, documents, forms, etc. This manual will continually evolve for the benefit of all members and should be available mid-year.

Chairman Gale called a recess at 10:20 A.M.

Chairman Gale reconvened the meeting at 10:40 A.M.

Agenda Item 9. GRANT APPLICATIONS. Ms. Danahy introduced the Local grant application from the City of Bellevue for *The City of Bellevue Information Accessibility* project in the amount of \$10,000.00. Mr. Randy Critzer, Engineering Technician, City of Bellevue, testified. He indicated the money will be used for the purchase of a scanner. Ms. Decker reported that the Technical Advisory Committee recommended the Board require the applicant make reasonable efforts to

create the data for this project in a format that is compatible with accessibility technology. She indicated that identifying what is being displayed through use of displaying metadata would satisfy the Technical Advisory Committee. Mr. Critzer assured the Board they will comply with this request and if they team with Sarpy County on this project eventually, they will continue to ensure the requirement. Mr. Critzer outlined the time frame as follows: 1. Funds will be expended as soon as approved to purchase the scanner; 2. All scanning should be complete within one year; 3. The public would have access to the records in 2 years.

SAMPLE COPY

Mr. Loewenstein moved to approve the grant, requiring a progress report on the project. Ms. Decker requested the inclusion of the accessibility issue as a requirement. Mr. Loewenstein agreed; seconded by Mr. Foley.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Ms. Danahy introduced the State Agency grant application from the Nebraska Library Commission for the *Nebraska Memories On the Road* project in the amount of \$2,300.00. Ms. Beth Goble, from the Library Commission testified. Ms. Goble indicated the funds requested are for the purchase of a laptop computer. Ms. Riedesel moved to approve the grant to include a report from the applicant in August, 2008; seconded by Mr. Catlett.

Voting For:	Catlett Freimuth	Decker Gale	Donley Loewenstein	Edgecombe Osborn	Foley Riedesel
Voting Against:	None				
Absent:	Curry	Hill			

The motion carried.

Ms. Danahy introduced the State Agency grant application from the State Treasurer (tabled from the November 14, 2007 State Records Board meeting) for the *NebraskaSpending.com* project in the amount of \$50,000.00. Treasurer Shane Osborn testified. Mr. Osborn distributed additional information on the project and indicated the funding request be changed to \$25,000.00 for Phase II of the project and the funds will be used to pay the contractor, Aijalon. He indicated ongoing maintenance of the project (\$2,500.00 per year) will be built into his budget and that he would not go outside government for funding. He confirmed the contractor's (Aijalon) work is in compliance with NITC standards and complies with records retention rules. Chairman Gale, as State Records Administrator, said the content remains the property of the State Treasurer.

Ms. Donley moved to approve the grant which shall include a report on the project at the end of the fiscal year; seconded by Mr. Catlett.

Voting For:	Catlett Gale	Decker Loewenstein	Donley	Edgecombe Riedesel	Foley
Voting Against:	Freimuth				
Abstain:	Osborn				

Absent: Curry Hill

SAMPLE COPY

The motion carried.

Agenda Item 10. GENERAL COUNSEL'S REPORT. Mr. Moravec explained the history of the Chairman's authority to sign contract and addenda which do not involve a change in user fees. He explained those contract and/or addenda which include user fees must be approved by the Board.

Mr. Catlett motioned to allow the Chairman to sign agreements and addenda which do not include user fees; seconded by Mr. Osborn.

Voting For: Catlett Decker Donley Edgecombe Foley
Freimuth Loewenstein Osborn Riedesel

Voting Against: None

Abstain: Gale

Absent: Curry Hill

The motion carried.

Mr. Moravec gave the State/Local Grant Status report and delivered the Reinvested Revenue Report. He requested the Online Property Tax Payment System/Multi-County project be removed from the Reinvested Revenue report at the request of the grantee and the funds in the amount of \$25,000.00 be unencumbered.

Mr. Loewenstein moved to remove the project and free the funds encumbered for the project and that the email from the Seward County Treasurer requesting termination of the project be part of the record; seconded by Ms. Riedesel.

Voting For: Catlett Decker Donley Edgecombe Foley
Freimuth Gale Loewenstein Osborn Riedesel

Voting Against: None

Absent: Curry Hill

The motion carried.

Mr. Moravec submitted the Nebraska State Records Board (NSRB) Cash Fund Balance report for approval. Mr. Loewenstein motioned to accept the NSRB Cash Fund Balance report; seconded by Ms. Donley.

Voting For: Catlett Decker Donley Edgecombe Foley
Freimuth Gale Loewenstein Osborn Riedesel

Voting Against: None

Absent: Curry Hill

The motion carried.

Mr. Foley left the meeting.

Agenda Item 11. NEBRAKSA.GOV REPORTS. Mr. Hoffman presented an executive summary of the General Manager's Report. A discussion was had regarding the down time report. Ms. Decker and Mr. Hoffman will report back to the Board on this issue and the DNS server issue posed by Mr. Loewenstein. Mr. Hoffman presented the Project Priority Report for approval. **SAMPLE COPY**

Ms. Donley moved to approve the Project Priority Report; seconded by Mr. Osborn.

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Freimuth
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Voting Against: None

Absent: Curry Foley Hill

The motion carried.

Mr. Hoffman presented the hiring of Natalie Bacon, Project Manager, for approval. Mr. Loewenstein moved to approve the hiring of Natalie Bacon as Project Manager; seconded by Mr. Osborn.

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Freimuth
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Voting Against: None

Absent: Curry Foley Hill

The motion carried.

Mr. Hoffman presented the 2008 Nebraska.gov Business Plan. After discussion, Mr. Loewenstein moved to table the 2008 Nebraska.gov Business Plan until the April, 2008 meeting to allow Mr. Hoffman to give more detail on the goals; seconded by Mr. Freimuth.

Voting For:	Catlett Gale	Decker Loewenstein	Donley Osborn	Edgecombe Riedesel	Freimuth
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Voting Against: None

Absent: Curry Foley Hill

The motion carried.

Agenda Item 12. CONTRACTOR'S REPORT. Mr. Bill Bidrowski gave the Independent Contractor's Report.

Agenda Item 13. DATE FOR NEXT MEETING. Chairman Gale announced the date of the next Records Board meeting will be changed from April 30, 2008 and the members will be notified as soon as the date is determined.

Agenda Item 14. ADJOURNMENT. Mr. Loewenstein moved to adjourn the meeting; seconded by Mr. Freimuth.

Chairman Gale declared the meeting adjourned at 1:00 P.M.

NSRB - CASH FUND BALANCE

SAMPLE COPY

State Records Board - Revenues & Expenditures

FY 07-08

	<u>Oct, 07</u>	<u>Nov, 07</u>	<u>Dec, 07</u>			
Revenues:						
Sale of Service	\$416,165.45	\$459,655.70	\$418,899.46			
General Business Fees	\$2,221.32	\$125.49	\$138.10			
Driver Records	\$2,932.00	\$1,424.00	\$1,342.00			
Investment Income	\$2,981.58	\$3,230.05	\$3,141.94			
Total	\$424,300.35	\$464,435.24	\$423,521.50			
Expenditures:						
State Agency Payment	\$251,201.69	\$291,683.56	\$277,353.52			
NIC/Other Contractual Services	\$155,972.79	\$202,787.81	\$163,473.10			
Misc. Expense	\$569.67	\$383.91	\$1,077.29			
Total	\$407,744.15	\$494,855.28	\$441,903.91			
Profit (Loss)	\$16,556.20	(\$30,420.04)	(\$18,382.41)			
Fund Balance:	\$933,634.34	\$903,214.30	\$884,831.89			
Grant Encumbrances:			\$266,516.00			
Reinvested Revenue:			\$57,402.00			
Unencumbered Funds:			\$560,913.89			

Reinvested Revenue Grant Status Report

as of 12/31/2007 **SAMPLE COPY**

Project Description	Date Awarded	Original Amount	Grant Amount Remaining	Date of Last Activity
One-Stop Business Registration	7/20/2006	\$42,500	\$10,625	November, 2007
Online Property Tax Payment System/Multi-County	5/10/2005	\$25,000	\$25,000	
Google Search Engine II	8/1/2007	\$25,000	\$21,777	November, 2007
TOTALS		\$92,500	\$57,402	

State/Local Grant Project Status Report - 12/31/2007

SAMPLE COPY

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Stated Completion Date	Date of Last Payment
Accountability and Disclosure Commission	On-line Campaign Statement Filings	8/1/2007	\$25,000	\$25,000	January, 2008	
Adams County Register of Deeds	Digitizing Adams County Records	11/14/2007	\$7,500	\$7,500	July, 2008	
Board of Barber Examiners	Barber Licensing System Update	9/27/2005	\$25,000	\$6,767	4/07 extended to October, 2007 10/07 extended to April, 2008	
DAS Chief Informaiton Officer	Nebraska Geospatial Data Sharing & Web Services Network	8/1/2007	\$25,000	\$25,000	August, 2008	
DAS Personnel	Online Job Application NIS Connectivity	11/23/2004	\$25,000	\$25,000	7/06 extended to September, 2007 11/07 extended to May, 2008	
Johnson County Assessor	Record & Mapping Accessibility	7/20/2006	\$10,000	\$6,900	December, 2007	April, 2007
NE State Historical Society	Digital Archives & Records Mgmt Center Feasibility Study	10/12/2006	\$25,000	\$21,994	7/07 extended to November, 2007 01/2008 extended to May, 2008	October, 2007
Nebraska Liquor Control Commission	Online Excise Tax Reporting & Payment	11/14/2007	\$25,000	\$12,500	October, 2008	December, 2007

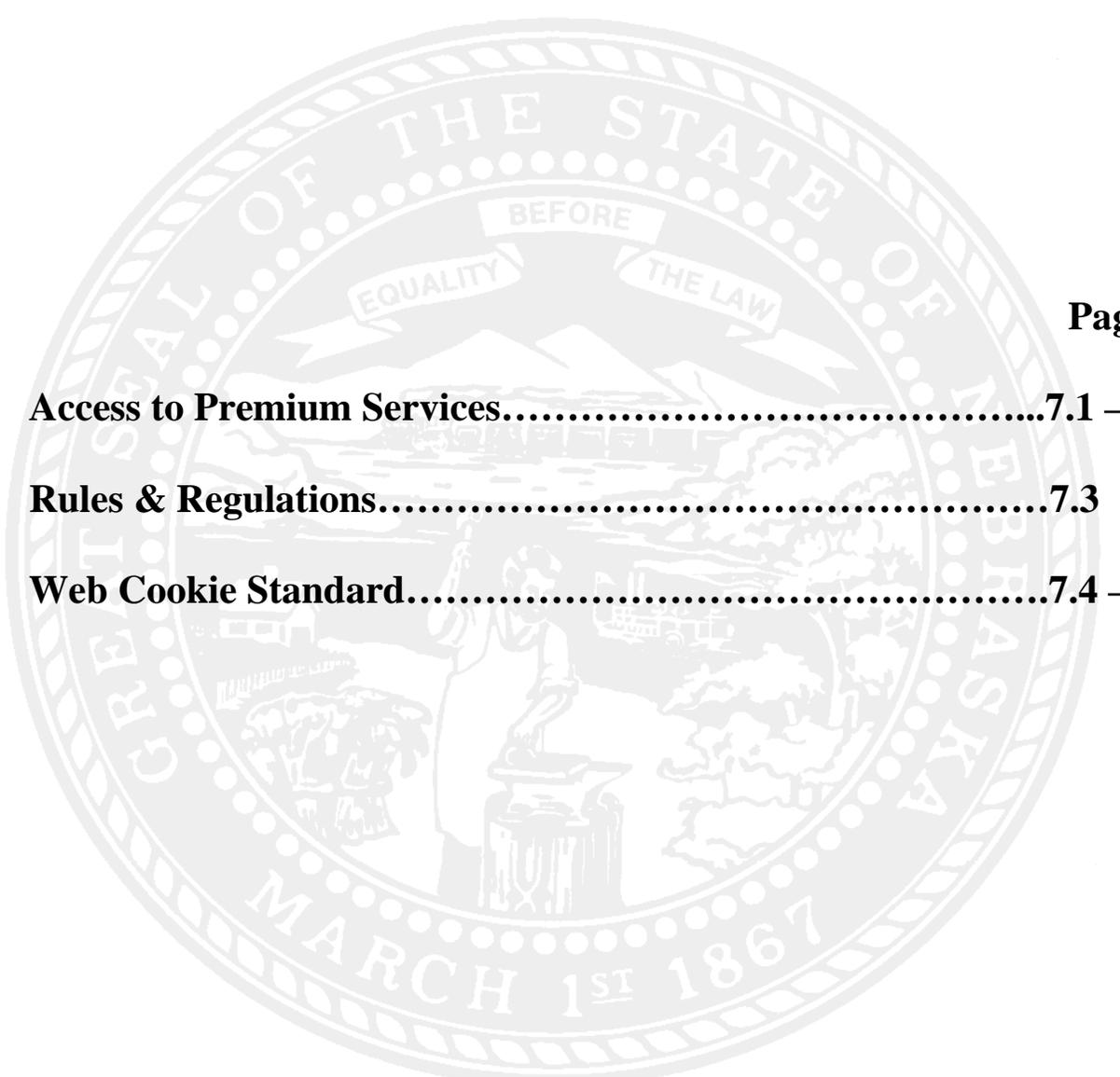
State/Local Grant Project Status Report - 12/31/2007

SAMPLE COPY

Public Accountancy Board	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$10,006	2/07 extended to August, 2007	October, 2007
Real Estate Appraiser Board	Redesign of Website & Appraiser Database	4/18/2006	\$25,000	\$4,695	6/07 extended to September, 2007	November, 2007
Supreme Court	Automation for Nebraska State Library	8/1/2007	\$24,475	\$15,244	March, 2009	November, 2007
University of Nebraska Bd. of Regents	e-Government Training	1/16/2007	\$24,541	\$20,263	12/07 extended to July, 2008	December, 2007
DOLLARS AWARDED:		FY08: \$74,475				
DOLLARS LEFT TO AWARD:		FY08: \$93,025				
GRANT BALANCE CARRIED OVER FROM FY07:		FY07: \$117,608				
4/16/2008 9:41						

MISCELLANEOUS

INDEX



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Nebraska State Records Board
C/O Secretary of State
State Capitol, Suite 2300
Lincoln, NE 68509
(402) 471-4070
Fax # (402) 471-3237

John Gale
Chairman



NEBRASKA STATE RECORDS BOARD
APPLICATION FOR ACCESS TO PREMIUM SERVICES
(LIMITED TO STATE GOVERNMENT AGENCIES)

Please complete the following information to apply for access to Nebraska.gov premium service for no fee, and return to the address above.

1. Name of Agency _____
2. Premium services the agency is requesting access to:
 - Driver's License Records
 - Vehicle Title and Registration Records
 - Uniform Commercial Code and Effective Finance Statement Lien Records
 - Corporate Information
 - Department of Revenue and Sales Tax Permits Issued
3. Reason access is requested:

4. Projected Volume (number of times information will be accessed in one month)

5. Estimated number of users: _____

(continued on next page)

6. Names of users:

_____	_____
_____	_____
_____	_____
_____	_____

7. Agency Contact Person (to set up access accounts):

Name: _____ Phone: _____

Fax: _____ Email: _____

I _____ hereby apply for access, at no charge, for the
Printed Name of Agency Director
premium services of Nebraska.gov as described above.

Dated this _____ day of _____, 20 _____

Signature of Agency Director _____

STATE RECORDS BOARD USE ONLY

The above request is hereby: Approved Not Approved

_____ Date: _____

John A. Gale, Secretary of State
Chairman, Nebraska State Records Board

Please Note:

1. Any denial of this application will be reviewed by the Nebraska State Records Board at their next regularly scheduled meeting upon the written request of the applying agency.
2. Agency activity reports may be provided to the State Records Board on a monthly basis.
3. Upon approval, this application will be forwarded to Nebraska.gov. Their representative will contact the agency designated contact person to set up your account.

Rules and Regulations

Nebraska State Records Board

Title 430, Chapters 1 through 8, State Records Administrator

Title 431, Chapters 1 and 2, State Records Board

Both Title 430 and 431 can be located on the website at:

<http://www.sos.state.ne.us/business/regsearch/>



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Web Cookie Standard

Category	E-Government Architecture
Title	Web Cookie Standard
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input checked="" type="checkbox"/> All Standard <input type="checkbox"/> Excluding Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: Not Applicable
	Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Technical Panel of the NITC. Guideline - Adherence is voluntary.

Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date Adopted by NITC: August 4, 2006

Prepared by: Technical Panel of the Nebraska Information Technology Commission
 Authority: Neb. Rev. Stat. § 86-516(6)
<http://www.nitc.state.ne.us/standards/>

1.0 Standard

Nebraska.gov and state agencies may use cookies to store user information subject to the following:

1.1 Permanent Cookies

- 1.1.1 Will not contain personal identifying information (e.g. names, date of birth, social security number, hint answers).
- 1.1.2 May be used to save personalized web site settings (e.g. font size, color, text type, etc.).
- 1.1.3 May include an expiration date if appropriate.

1.2 Session Cookies

- 1.2.1 Will be erased when a user's web browser session ends or the user logs out of the application.
- 1.2.2 Will only be accessible to the specific application(s) in use.

1.3 Any use of cookies can be made known to the user through the use of appropriate browser settings.

1.4 The Web Cookie Standard is available on the State Portal.

2.0 Purpose and Objectives

The purpose of this standard is to establish guidance for the use of web cookies on web sites, web pages, and web applications created by State of Nebraska agencies, boards and commissions.

3.0 Definitions

3.1 Web Cookie

Any technique of saving state or tokens stored on a user's computer to be exchanged between a web browser and a web server is considered a cookie (an example of an additional type of cookie is a PIE - Persistent Identification Element).

3.2 Web Page

A document stored on a server, consisting of an XHTML file and any related files for scripts and graphics, viewable through a web browser or the World Wide Web. Files linked from a web page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not web pages, as they can be viewed without access to a web browser.

3.3 Web Site

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group or organization.

3.4 Web Application

An application that is accessed with a web browser over a network such as the Internet or an intranet.

4.0 Applicability

This standard shall apply to all State of Nebraska agencies, boards and commissions.

State/Local Grant Project Status Report - 3/31/2008

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Stated Completion Date	Date of Last Payment
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$10,006	2/07 extended to August, 2007	October, 2007
DAS Personnel	Online Job Application NIS Connectivity	11/23/2004	\$25,000	\$25,000	7/06 extended to September, 2007 11/07 extended to May, 2008	
Board of Barber Examiners	Barber Licensing System Update	9/27/2005	\$25,000	\$5,467	4/07 extended to October, 2007 10/07 extended to April, 2008	Completed February, 2008
Real Estate Appraiser Board	Redesign of Website & Appraiser Database	4/18/2006	\$25,000	\$4,695	6/07 extended to September, 2007	November, 2007
Johnson County	Record & Mapping Accessibility	7/20/2006	\$10,000	\$3,400	1/2008 extended to June, 2008	January, 2008
NE Historical Society	Digital Archives & Records Mgmt Center Feasibility	10/12/2006	\$25,000	\$2,684	01/2008 extended to May, 2008	Completed March, 2008
University of Nebraska Bd. of Regents	e-Government Training	1/16/2007	\$24,541	\$20,263	12/07 extended to July, 2008	December, 2007
Accountability and Disclosure Commission	On-line Campaign Statement Filings	8/1/2007	\$25,000	\$25,000	3/2008 extended to June, 2008	
DAS-CIO	Nebraska Geospatial Data Sharing & Web Services	8/1/2007	\$25,000	\$25,000	August, 2008	
Supreme Court	Automation for Nebraska State Library	8/1/2007	\$24,475	\$13,819	March, 2009	March, 2008
Adams County Reg of Deeds	Degitizing Adams County Records	11/14/2007	\$7,500	\$7,500	July, 2008	

Nebraska Liquor Control Commission	Online Excise Tax Reporting & Payment System	11/14/2007	\$25,000	\$12,500	October, 2008	December, 2007
City of Bellevue	Information Accessibility Project	1/23/2008	\$10,000	\$1,727	December, 2008	Completed, February, 2008
Library Commission	Nebraska Memories on the Road	1/23/2008	\$2,300	\$84	February, 2008	Completed, February, 2008
State Treasurer	NebraskaSpending.com Phase II	1/23/2008	\$25,000	\$0	June, 2008	Completed January, 2008
TOTALS			\$303,816	\$157,146		
DOLLARS AWARDED:		FY08: \$144,275				
DOLLARS LEFT TO AWARD:		FY08: \$107,536				
GRANT BALANCE CARRIED OVER FROM FY07:		FY07: \$117,608				
9/26/2017 11:01						

Reinvested Revenue Grant Status Report as of 3/31/2008

Project Description	Date Awarded	Original Amount	Grant Amount Remaining	Date of Last Activity
One-Stop Business Registration	7/20/2006	\$42,500	\$10,625	November, 2007
Google Search Engine II	8/1/2007	\$25,000	\$18,747	March, 2008
TOTALS		\$67,500	\$29,372	

NSRB - CASH FUND BALANCE

State Records Board - Revenues & Expenditures

FY 07-08

	<u>Jan, 08</u>	<u>Feb, 08</u>	<u>Mar, 08</u>			
Revenues:						
Sale of Service	\$455,006.81	\$496,845.88	\$456,326.70			
General Business Fees	\$79.22	\$181.60	\$197.26			
Driver Records	\$2,299.00	\$1,683.00	\$4,138.00			
Investment Income	\$3,303.43	\$2,920.57	\$3,016.86			
Total	\$460,688.46	\$501,631.05	\$463,678.82			
Expenditures:						
State Agency Payment	\$296,118.48	\$316,219.35	\$283,933.71			
NIC/Other Contractual Services	\$194,204.54	\$176,324.38	\$164,517.42			
Personal Services	\$1,059.38	\$1,059.36	\$1,059.41			
Misc. Expense	\$262.34	\$650.31	\$746.67			
Total	\$491,644.74	\$494,253.40	\$450,257.21			
Profit (Loss)	(\$30,956.28)	\$7,377.65	\$13,421.61			
Fund Balance:	\$853,875.61	\$861,253.26	\$874,674.87			
Grant Encumbrances:			\$155,334.63			
Reinvested Revenue:			\$29,372.00			
Unencumbered Funds:			\$689,968.24			

Proposed motion for designation of media to publicize NSRB meetings

I move that the Nebraska State Records Board use the __(&__)_, (each) a Nebraska newspaper, for giving its advance publicized notice of meeting regarding the time, place and agenda location of each meeting. Further, such advance publicized notice of each meeting shall be posted on the State of Nebraska website, Nebraska.Gov, Public Meeting Calendar.

Grand Island Independent

\$ 9.42

Daily circulation of 23,000

North Platte Telegraph

\$ 11.34

Daily circulation of 13,900

Tuesday thru Sunday

Lincoln Journal Star

\$ 9.82

Daily circulation of 77,000

Omaha World-Herald

\$ 86.25

Daily circulation of 182,000

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on Tuesday, April 29, 2008 at 9:00 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda which is kept continually current, will include a public hearing on Addendum Seven of the Interagency Agreement between the Nebraska Arts Council and The Nebraska State Records Board. The agenda is available at the office of the Secretary of State for public inspection during regular business hours.
#4968265 1x March 28

Authority:

Neb. Rev. Stat. § 84-1411(1) "Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes."



General Manager's Report

January 2008 – March 2008



Brent Hoffman, General Manager
nebraska.gov
301 S 13th Street, Suite 301
Phone: 402-471-6582
FAX: 402-471-1717
Email: bhoffman@nicusa.com



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 March 2008 Revenue Contribution Report 4

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 Arts Council Addendum Seven 5

 Nebraska Association for Transportation Providers Addenda One 5

 **Signed by John Gale 5

Network Report 6

Hot Topics 7

 New Applications 7

 Department of Motor Vehicles – Reinstatements 7

 Launch date: January 24, 2007 7

 This is a fee service, with development and maintenance costs being covered through transactional revenue. There was no up-front cost for the agency. 7

 Launch date: March 26, 2008 7

 Accountability and Disclosure Commission (NADC) – Online Campaign Statement Filings for PACs 7

 Launch date: March 12, 2008 7

 This is free service was developed at cost to the agency, by way of a grant. 7

 Office of the Governor/Department of Health and Human Services – Governor’s Award for Excellence in Wellness 8

 Launch date: February 26, 2008 8

 State Electric Division- Electrical application suite 9

 A completely updated and enhanced version of this suite of services was created to encourage adoption and increase administrative efficiencies for SED. 9

 Enhancement successfully launched in February 2008. 9

 Enhancement successfully launched in March 2008. 9

 Department of Revenue – Withholding tax reporting application (Form 941N) 9

 Enhancement successfully launched in April 2008. 9

 The web address for the updated forms is: <https://www.nebraska.gov/revenue/941n/> 9

 Launched Web sites / Re-designs 10

 Volunteer Service Commission – new site 10

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Technical Update 11

Marketing Highlights 12

Future Projects 13



Executive Summary

Dusting off the old and reeling in the new is what Nebraska.gov's 1st quarter has been about. Our focus has been on launching 2 new DMV projects and spearheading new innovative projects such as the Nebraska Accountability and Disclosure Online Campaign Filing B-4 Form.

The most anticipated services of the year, Driver's License Reinstatements and Online Specialty Plates finally had their time to shine on January 24, 2008 and March 26, 2008 respectively. These applications have generated over \$220,000 dollars in revenue for the DMV.

In March 2008, The State of Nebraska and Nebraska Interactive financial summary reports as follows: \$470,421.00 in State Agency Gross Revenues up 4% over last year with \$286,618.00 paid out to agencies that include the 10% partner share to the NSRB. Nebraska Interactive gross revenues were \$183,803 and operating expenses of \$151,899.00. Nebraska Interactive Net Income was \$21,005.

There are two new agreements being brought before the Board. The first agreement is for the Arts Council to support the yearly update and maintenance of an annual event registration application. The second agreement is for the Nebraska Association of Transportation Providers for a content maintenance agreement and has been signed by Secretary Gale.

The Network Report includes an incident on February 28 where there were VPN connection issues that caused some intermittent down time with some state applications. The issue was resolved by switching the applications to a redundant system and replaced the hardware.

In March, Nebraska.gov launched an entirely new site for the Volunteer Service Commission, which re-branded itself to Serve Nebraska.

Marketing Highlights include a synopsis of our successful 1st annual Partner Event which hosted more than 300 government employees interested in Nebraska.gov services. Also, we highlight a new marketing tool that has our partners gleaming with pride when they see how many national media outlets pick up their press releases.

The Nebraska Spirit Art contest, sponsored in cooperation with our very own Secretary of State, John Gale, began in March. Elementary schools will be able to turn in art work until May 2 and then the public voting will begin.

Future Pipeline Projects on for the second quarter include: SOS EFS Continuations and Terminations, AOC eFilings, DMV IFTA, LCC beer wholesaler/distributor excise tax reporting system. DNR Notice of Water Well Decommissioning and NADC B-7 Form

As you can see, our 1st quarter is a look into our dedication to 2008. Launching more revenue sharing applications than the State of Nebraska has seen is a long time....stay along for the ride!

General Manager, Brent Hoffman



Financial Reports

March 2008 Financial Report

	Month Ended 3/31/2008	Month Ended 3/31/2007	Year to Date 3/31/2008	Year to Date 3/31/2007
State of Nebraska Gross Revenue	\$470,421.00	\$452,091.00	\$1,440,162.00	\$1,361,749.00
10% NSRB Partner Share	\$12,266.00	\$13,011.00	\$38,062.00	\$39,304.00
Agency Share	\$248,342.00	\$264,512.00	\$774,493.00	\$787,671.00
COR Other (Communication Costs)	\$882.00	\$741.00	\$2,567.00	\$2,213.00
Total Cost of Revenue	\$286,618.00	\$278,264.00	\$891,723.00	\$828,495.00
Nebraska Interactive Gross Revenue	\$183,803.00	\$173,827.00	\$548,439.00	\$533,254.00
Nebraska Interactive Operating Expenses	\$151,899.00	\$124,841.00	\$473,360.00	\$391,353.00
Nebraska Interactive Operating Income	\$31,904.00	\$48,986.00	\$75,079.00	\$141,901.00
Nebraska Interactive Other Income (Expense)	\$1,123.00	\$2,599.00	\$6,571.00	\$7,904.00
Nebraska Interactive Net Pre-Tax Income	\$33,027.00	\$51,585.00	\$81,650.00	\$149,805.00
Nebraska Interactive Provision for Income Tax	\$12,022.00	\$20,679.00	\$33,954.00	\$60,041.00
Nebraska Interactive Net After-Tax Income	\$21,005.00	\$30,906.00	\$47,696.00	\$89,764.00

March 2008 Revenue Contribution Report

Revenue Contribution	3/31/2007	3/31/2008
Dept. of Motor Vehicles (Batch Drivers Records)	24.97%	15.76%
Dept. of Motor Vehicles (Interactive & Other Services)	42.65%	46.59%
Secretary of State Services (Interactive/Batch)	17.59%	19.99%
Other (Subscriptions, Connect Time, Special Projects, etc.)	14.79%	17.66%



Agreement Requests

Arts Council Addendum Seven

Project: Annual luncheon registration

Nebraska.gov respectfully submits this request for an addendum to the Interagency Agreement with the State Records Board. This agreement with the Nebraska Arts Council is requested to support the yearly update and maintenance of an annual event registration application.

Nebraska Association for Transportation Providers Addenda One

Project: Content Maintenance Contract

**Signed by John Gale

Nebraska.gov respectfully submits this request for an addendum to the Interagency Agreement with the State Records Board. This agreement with Valley County is requested to website maintenance and update costs.

Network Report

NETWORK

Downtime Report:

- **Incident** – On February 28, 2008 the NIC data center experienced intermittent VPN problems, which caused a temporary disconnection from the State servers.

Impact –State services provided through Nebraska.gov experienced temporary connection issues from approximately 10:25 a.m. to 11:03 a.m.

Resolution – Problem was determined to be a hardware issue. VPN was manually switched to a redundant system. Hardware was replaced.

DNS

- The Office of the CIO and Nebraska.gov maintain best practice redundant DNS servers located both internal and external to the State infrastructure. This means that if one system should be unreachable another is there to take its place. There are many factors which affect the performance of a DNS server, and our teams work diligently to maintain the stability of the network. Nebraska.gov and the OCIO have worked to put measures in place to address the prior DNS issue, and more importantly continue to meet and evaluate the entire network to ensure stability and integrity for the future.

Hot Topics

New Applications

Department of Motor Vehicles – Reinstatements

Launch date: January 24, 2007

This application allows those individuals with a suspended or revoked driver's license to reinstate their license online.

This is a fee service, with development and maintenance costs being covered through transactional revenue. There was no up-front cost for the agency.

The web address for this application is:

<http://www.dmv.state.ne.us/frd>

Department of Motor Vehicles – Specialty Plates

Launch date: March 26, 2008

This application allows individuals to create and order a unique message or Husker Spirit license plate.

This is a fee service with development and maintenance costs being covered through transactional revenue. There was no up-front cost for the agency.

The web address for this application is:

<https://www.nebraska.gov/dmv/splate/>

Accountability and Disclosure Commission (NADC) – Online Campaign Statement Filings for PACs

Launch date: March 12, 2008

This application allows Independent Committees or PACs to submit their campaign statements electronically.

This is free service was developed at cost to the agency, by way of a grant.

The web address for this application is:

<https://www.nebraska.gov/nadc/>

***Office of the Governor/Department of Health and Human Services –
Governor’s Award for Excellence in Wellness***

Launch date: February 26, 2008

This application was developed for a new award designed to honor businesses that encourage their employees to lead healthier lives. Users create a profile, and submit their business as a candidate for the award,

The award is open to all Nebraska employers, large and small. There are four different award levels and there is no cost to apply. Any employer who qualifies will receive the award. Recipients can choose to receive a framed certificate by mail, or to be publicly recognized at one of the wellness council banquets.

This is a free service, with development and maintenance costs being covered through other agency transactional revenue contributions to the network; no up front cost to the agency.

The web address for this application is:

<https://www.nebraska.gov/wellness/>

Updated Applications

State Electric Division- Electrical application suite

A completely updated and enhanced version of this suite of services was created to encourage adoption and increase administrative efficiencies for SED.

The suite consists of three parts:

- An application for professional electrical contractors to obtain permits: <https://www.nebraska.gov/sed/permits/contractor/> (password protected)
- An application for homeowners to apply for permits: <https://www.nebraska.gov/sed/permits/homeowner/>
- An application for the agency to accept or reject homeowner applications, and to manage professional contractor user profiles. SED may also generate reports on permits and fees via this interface: <https://www.nebraska.gov/sed/permits/staff/> (password protected)

This is a fee service, with development and maintenance costs being covered through transactional revenue; no up front cost to the agency.

Enhancement successfully launched in February 2008.

- Multi-state electrical license reciprocity application – this application is not within the permit suite, but was also enhanced for this agency. The update was done to increase range of functionality, and also to increase security, as it transmits social security numbers between users state-to-state attempting to verify license status of contractors. <https://www.nebraska.gov/sed/reciprocity/> (password protected)

Enhancement successfully launched in March 2008.

Department of Revenue – Withholding tax reporting application (Form 941N)

An enhancement was made to the application to accommodate the updates to the paper version of the form, and a change to the DOR's online payment vendor.

Enhancement successfully launched in April 2008.

The web address for the updated forms is:
<https://www.nebraska.gov/revenue/941n/>

Launched Web sites / Re-designs

An entirely new site was created for this agency to accommodate their re-branding to Serve Nebraska.

Volunteer Service Commission – new site

<http://serve.nebraska.gov>

The screenshot shows the homepage of the Serve Nebraska website. At the top left is the logo for "Serve Nebraska" with the tagline "Nebraska Volunteer Service Commission". To the right is a search bar with a "Go" button. Below the logo is the mission statement: "Mobilizing Nebraskans To Strengthen Their Communities Through Volunteering, Collaboration, And National Service Programs".

The main content area is divided into several sections:

- Home** (blue bar)
- About Us** (green bar) with links: What We Do, Commissioner & Staff, Commission Meetings, National Service Partners, Press Releases & Media, Contact Information.
- Get Involved** (green bar) with links: Volunteer, Days Of Service, Business Council, Make A Donation.
- Grantee Central** (blue bar)

The main banner features a large image of a wind farm with the text "Change on the Great Plains" and "More on our new look" with an arrow. To the right of the banner is a "KEEP ME INFORMED!" sign-up form with the text: "Would you like to stay informed regarding events, volunteer opportunities and media releases? If so, we'll send you that information as it becomes available! Sign up now!".

Below the banner is a news item titled "Tom Osborne Appointed to National Board of Governor's" with a "Learn More" link. The text of the news item reads: "Nebraska Athletic Director and three-time national champion football coach Tom Osborne has been confirmed by the US Congress to serve on the Corporation for National & Community Service Board of Governors. While a member of the U.S. House of Representatives, Dr. Osborne championed national service. He and his wife Nancy also founded the Teammates Mentoring Program which currently provides a mentor to more than 3,000 youth across Nebraska and Iowa."

At the bottom of the page are five small images with labels: "AmeriCorps" (two young women), "Citizen Corps" (a firefighter), "Awards" (two hands shaking), "Disability" (a woman assisting an elderly woman with a walker), and "Training" (a woman presenting to a group).

At the very bottom is a footer with copyright information: "Copyright© 2008. All rights reserved." and a navigation menu: "Privacy Statement | Disclaimer | Site Map | State of Nebraska | Governor's Site | Webmaster".

Operational Issues and Highlights

- Nebraska.gov has been working with the Department of Motor Vehicles to ensure all subscribers who have access to motor vehicle records have signed a new DMV subscriber agreement.

Technical Update

- As part of the on-going process for PCI DSS compliance, legacy applications are being put through a security scan on a rotating basis. Approximately 10 applications are scanned per month.
- In March, Nebraska.gov purchased the license rights to a new library which allows for certain types of manipulation of PDF files, such as overlay techniques. This library was installed on a server at the data center and will facilitate a new application being developed for the Administrative Office of the Courts. Going forward, it now may also be leveraged for any new application where needed.

For further details or additional information, please contact:

Bruce Rice, Director of Development
Nebraska.gov
402.471.7813
bruce@nicusa.com

Marketing Highlights

2008 Nebraska.gov Partner Event

On March 26th, Nebraska.gov and representatives from eight state government agencies showcased their available online services in the rotunda of the capitol building. The even was well-attended by those in government interested in learning more about the process and possibilities of online application development.

2008 Nebraska Spirit Art Contest

The Nebraska Secretary of State, John Gale, and Nebraska.gov officially opened up the 2nd annual Nebraska Spirit Art Contest in March. Elementary schools can enter their art until May 2, and then the public voting begins. Winners announced May 26, 2008

New press release tool – Business Wire Online Posting Report

Nebraska.gov now has a new method of identifying all media outlets that pickup press releases issued for the State’s new applications. It has always been a practice of the marketing team to issue a press release announcing new services, but until now it was difficult to determine to what extent the information was spread. The Business Wire report details all news organizations that run a version of the release. A partial example is provided below:



Business Wire
[View Release](#)



6ABC.com/WPVI
Philadelphia
[View Release](#)



7Online.com/WABC New
York
[View Release](#)



ABC11.com/WTVD
Raleigh Durham
[View Release](#)



ABC12.com Flint, Mich
[View Release](#)



ABC13.com/KTRK
Houston
[View Release](#)



ABC7.com/KABC Los
Angeles
[View Release](#)



ABC7Chicago.com/WLS
[View Release](#)



ABC7News.com/KGO San
 Francisco
[View Release](#)



About Markets
[View Release](#)

For further details or additional information, please contact:

Carmen Easley, Director of Marketing
 Nebraska.gov
 402.471.2154
carmen@nicusa.com

Future Projects

Liquor Control Commission – Beer wholesaler/distributor excise tax reporting system

-Anticipated launch date: April 2008

Administrative Office of the Courts – Court Case eFiling

-Anticipated launch date: April 2008

Department of Natural Resources – Notice of Water Well Decommissioning

-Anticipated launch date: May 2008

Secretary of State– EFS Continuations and Terminations

-Anticipated launch date: June 2008

Nebraska Accountability and Disclosure Commission - Online Campaign Statement Filing System for reporting political contributions of a

corporation, union, or other association (Form B-7)

-Anticipated launch date: June 2008

Liquor Control Commission – Spirits/Wine reporting system

-Anticipated launch date: October 2008

Commission for the Deaf and Hard of Hearing – Website redesign

-Anticipated launch date: April 2008



Green = Phase Target On Schedule
Orange = Phase Target Behind Schedule
Yellow = Project Complete

Nebraska.gov Project Priority Report for Friday, April 18, 2008

ProjectName	StatusID	PhaseID	Concept		Planning		Development		Testing		Rollout		Target	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
LLC Biennial filings Project Funding: Transaction	Open	Concept	4/1/2008	4/30/2008	5/1/2008	6/30/2008	7/1/2008	8/31/2008	9/30/2008	12/31/2008	1/1/2009	1/1/2009	1/1/2009	04/15/08: Concept document and fees Addendum in progress.
Elections Data Management System Project Funding: Free	Open	Concept	3/1/2008	5/30/2008	6/1/2008	8/31/2008	9/1/2008	11/30/2008	12/1/2008	1/28/2009	1/28/2009	1/28/2009	1/28/2009	04/15/08: Agency is testing current system to see if changes are required for this election period. Concept discussions for web-based design to begin in April.
Attorney Continuing Ed Reporting and C Project Funding: Transaction	Open	Concept	2/20/2008	4/30/2008	5/1/2008	6/30/2008	7/1/2008	8/31/2009	9/1/2008	12/31/2008	1/1/2009	1/1/2009	1/1/2009	04/15/08: Scope has been defined, and continuing to work with agency on the funding model for the project.
Business One Stop Phase II Project Funding: Grant	Open	Concept	1/15/2008	3/15/2008	3/16/2008	5/31/2008	6/1/2008	7/31/2008	8/1/2008	9/30/2008	10/1/2008	10/1/2008	10/1/2008	04/15/08: IRS has provided specifications for web service to their online form. Nebraska.gov is reviewing.
NATP website redesign Project Funding: Free	Open	Concept	2/15/2008	5/18/2008	5/18/2008	6/18/2008	6/18/2008	7/18/2008	7/18/2008	8/18/2008	8/18/2008	8/18/2008	5/28/2008	04/14/08: Waiting to proceed with design until logo has been approved by Dept of Roads
Portal redesign Project Funding: Free	Open	Planning	1/1/2008	4/1/2008	4/1/2008	4/30/2008	5/1/2008	5/15/2008	5/15/2008	6/1/2008	6/1/2008	6/1/2008	6/1/2008	04/15/08: Concept presented to office of the CIO April 2nd. Development of new portal in progress.
DMV - IFTA quarterly payments Project Funding: Transaction	Open	Planning	2/5/2008	2/29/2008	3/3/2008	5/15/2008	5/15/2008	6/15/2008	6/15/2008	7/15/2008	7/20/2008	7/20/2008	7/20/2008	04/14/08: Working on establishing VPN connection. Functional specifications to begin shortly.
BPA - Online Search Enhancement Project Funding: Free	Open	Planning	4/10/2008	4/30/2008	5/1/2008	5/23/2008	5/26/2008	6/13/2008	6/13/2008	6/20/2008	6/23/2008	6/23/2008	2/27/2008	4/15/2008: PM working with BPA to define requirements.
NADC - Online Campaign Statements F Project Funding: Grant	Open	Planning	1/1/2008	3/20/2008	3/21/2008	4/21/2008	4/21/2008	5/19/2008	5/19/2008	6/9/2008	6/30/2008	6/30/2008	6/30/2008	04/14/08: Functional specifications have been created. Agency is reviewing
NLCC Wine/Spirit Excise Tax Reporting Project Funding: T & M	Open	Development	11/19/2007	11/30/2007	12/20/2007	2/18/2008	5/1/2008	7/1/2008	7/1/2008	9/1/2008	10/1/2008	10/1/2008	6/9/2008	04/14/08: Functional Specifcation approved by Agency. Development of application will begin soon.
DNR- Decommission Application Project Funding: Transaction	Open	Testing	9/27/2006	10/12/2006	10/16/2007	1/31/2008	2/25/2008	3/28/2008	4/1/2008	4/25/2008	4/28/2008	4/28/2008	4/28/2008	04/14/08: Development has been completed. Agency is testing application.
EFS Continuations and Terminations Project Funding: Transaction	Open	Testing	12/17/2006	1/24/2007	1/24/2007	1/31/2008	2/1/2008	3/28/2008	4/1/2008	5/2/2008	5/5/2008	5/5/2008	5/5/2008	04/15/08: Nebraska.gov in-house testing completed, and agency testing has begun.
DMV Website Redesign Project Funding: Free	Open	Testing	2/1/2008	2/15/2008	2/15/2008	2/28/2008	2/29/2008	3/20/2008	3/20/2008	5/15/2008	6/1/2008	6/1/2008	6/1/2008	04/14/08: Meeting will be held with DMV 04/16/08 to review website redesign

ProjectName	StatusID	PhaseID	Concept		Planning		Development		Testing		Rollout		Target	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
2008 Nebraska Spirit Art Contest Project Funding: Free	Open	Maintenance	8/13/2007	8/27/2007	9/3/2007	1/31/2008	1/31/2008	2/15/2008	2/16/2008	3/3/2008	3/3/2008	6/20/2008	3/3/2007	04/15/08: Submissions are being received. Deadline is May 2nd.
DMV Online Message Plate Ordering Project Funding: Transaction	Complete	Maintenance	3/26/2007	5/18/2007	5/22/2007	9/11/2007	8/31/2007	10/31/2007	11/1/2007	11/16/2007	11/19/2007	11/19/2007	3/26/2008	04/14/08: Application launched on 03/26/08
DMV - Drivers License Reinstatements Project Funding: Transaction	Complete	Maintenance	1/23/2006	2/6/2006	2/6/2006	7/28/2006	7/31/2006	9/30/2006	9/1/2007	9/14/2007	11/14/2007	11/14/2007	1/24/2008	04/14/08: Application launched on 01/24/08
NLCC Beer Wholesalers Excise Tax Re Project Funding: Transaction	Complete	Maintenance	3/5/2007	4/23/2007	4/23/2007	9/28/2007	10/29/2007	1/14/2007	1/15/2008	2/15/2008	2/17/2008	2/17/2008	4/15/2008	04/18/08: Application will launch on 04/15/08
NADC- Online Campaign Statement Fili Project Funding: Grant	Complete	Maintenance	1/23/2007	4/24/2007	5/7/2007	8/28/2007	10/15/2007	12/7/2007	12/10/2007	12/30/2007	12/31/2007	12/31/2007	3/12/2008	04/14/08: Form B-4 launched on 03/12/08
Justice Court E-Filing System Project Funding: Transaction	Complete	Maintenance	10/8/2007	10/24/2007	10/24/2007	11/30/2007	12/3/2007	2/15/2008	2/18/2008	4/14/2008	4/15/2008	4/15/2008	4/15/2008	04/15/08: Beta phase of live filing system began on April 11th. Next steps will be to open application to broader group for filing, and expand to include more courts.
NSED - Electrical permit application rew Project Funding: Transaction	Complete	Maintenance	12/5/2006	3/15/2007	1/19/2007	6/15/2007	7/5/2007	10/15/2007	10/15/2007	11/30/2007	11/30/2007	11/30/2007	2/4/2008	02/15/08 Application launched February 4th.
BPA Backend Intergration Project Funding: T & M	Complete	Maintenance	7/16/2007	7/30/2007	7/30/2007	8/13/2007	8/13/2007	8/17/2007	8/17/2007	12/3/2007	12/3/2007	12/3/2007	12/31/2007	4/15/2008: All backend integration completed with the CIO's office and BPA. BPA will start using their production system on 4/21/2008
Website Redesign for Landscape Archit Project Funding: Free	Complete	Maintenance	10/31/2007	10/31/2007	11/1/2007	11/30/2007	12/1/2007	12/21/2007	12/21/2007	12/28/2007	12/31/2007	12/31/2007	1/7/2008	1/7/2008: New web site successfully launched.
2008 Nebraska.gov Partner Event Project Funding:	Complete	Maintenance	11/15/2007	11/18/2007	11/20/2007	2/15/2008	2/16/2008	2/28/2008	3/3/2008	3/21/2008	3/26/2008	3/26/2008	3/26/2008	04/01/08 Partner event held March 26th.
Deaf and Hard of Hearing Redesign Project Funding: Free	Complete	Maintenance	1/25/2008	2/26/2008	2/25/2008	3/10/2008	3/11/2008	4/1/2008	4/2/2008	4/11/2008	4/15/2008	4/15/2008	4/18/2008	04/18/08: Redesign of website successfully launched
NVSC Website Redesign Project Funding: Free	Complete	Maintenance	1/1/2008	2/8/2008	2/8/2008	2/29/2008	3/1/2008	3/24/2008	3/24/2008	3/31/2008	4/1/2008	4/1/2008	3/31/2008	04/01/08 Site launched on March 31st.
Nebraska.gov Partner Portal Project Funding: Free	Complete	Maintenance	11/1/2007	11/15/2007	11/16/2007	11/30/2007	12/1/2007	1/6/2008	1/7/2008	1/11/2008	1/14/2008	1/14/2008	1/14/2008	01/08/2008: Partner Portal is being tested and reviewed. The portal will be launched by 01/14/2008.
Online Application for Governor's Wellne Project Funding: Free	Complete	Maintenance	11/15/2007	12/1/2007	12/1/2007	1/31/2008	2/1/2008	2/22/2008	2/25/2008	2/28/2008	3/1/2008	3/1/2008	3/1/2008	Beta phase with soft launch on 2/28/2008 completed. Application officially launched on March 10th.
Enhancement to Online Firework Applic Project Funding: Free	Complete	Maintenance	12/17/2007	1/7/2008	1/8/2008	1/31/2008	2/1/2008	2/28/2008	3/1/2008	3/15/2008	3/15/2008	3/15/2008	2/26/2008	2/26/08: Enhanced application rolled out 2-26.
NCCA Website Redesign Project Funding: Free	Complete	Maintenance	11/12/2007	11/16/2007	11/19/2007	11/28/2007	11/28/2007	12/21/2007	12/21/2007	1/4/2007	1/7/2007	1/7/2007	1/4/2008	01/04/2008: Redesigned site launched.

ProjectName	StatusID	PhaseID	Concept		Planning		Development		Testing		Rollout		Target	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
BPA - License Renewal Enhancements Project Funding: Free	Complete	<u>Maintenance</u>	10/25/2007	10/25/2007	1/2/2008	1/31/2008	2/4/2008	2/22/2008	2/22/2008	3/10/2008	4/15/2008	4/15/2008	4/15/2008	4/9/2008: All enhancements are completed and launched into production.



2008 BUSINESS PLAN

Submitted to the Nebraska State Records Board

Presented by:

**Brent Hoffman,
General Manager**

**Address: 301 S 13th St
 Suite 301
 Lincoln, NE 68508**

**Telephone: (402) 471-6582
Fax: (402) 471-7817
E-mail: **bhoffman@nicusa.com****

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Executive Summary

Nebraska.gov continues to work diligently to ensure our state partners feel as though they are getting the best applications and services for their constituents. It is essential we solidify relationships with our state partners and grow revenue for state agencies in 2008. Our vision is to create “WANT” by being Willing, Accountable, Necessary and Trustworthy in everything we do.

Nebraska Interactive, LLC (NI) operates the Nebraska.gov portal, improves its usability, supports it with technical infrastructure, provides sufficient staffing, supports state agencies with application development services, and delivers a reasonable return to NIC for its investment. The governing board of the portal is the Nebraska State Records Board (NSRB). The board and NI work in close partnership to build portal services and develop strategies for future success. The future looks very bright for Nebraska.gov.

2008 is full of promise as Nebraska.gov will continue to deliver the self-funded model by increasing utilization of portal services, portal transaction processing, and eGovernment leadership.

There was a high level of activity in 2007 and in analyzing a snapshot of our portal metrics we are able to evaluate the past and use this information to improve our future.

2006-2007 Portal Metric in Review			
Metric	2007	2006	% Change
Hits/Site Accesses	48,565,235	42,555,441	12.37%
Unique hosts served	4,160,873	4,086,571	1.79%
# of subscribers	3,441	3,225	6.28%
# of content pages supported through the portal	64,939	64875	0.10%
# of transactions (including DMV batch)	8,498,809	8,050,490	5.28%
# revenue-generating applications	55	53	0.00%
# non-revenue-generating applications	113	101	10.62%
# new services launched	24	18	25.00%
Total # applications supported by the portal	168	154	8.33%
# of state applications	168	154	8.33%
# state agencies/departments worked with	34	22	35.29%

Nebraska.gov **Strengths and Core Competencies**

The self-funded model is Nebraska.gov's foundation and our biggest asset. When a partner first contacts Nebraska.gov to initiate a project, and after a detailed review they ask, "How much will this project cost our Agency?" and we can smile and say "It will be at no cost to your agency." That moment has to be one of the strongest satisfaction moments of our business. Through revenues generated from key applications such as the DMV driver's license records and UCC Filings, Nebraska.gov is able to fund projects at no cost to our partners. Our self-funded model continues to surprise and delight our partners to this day.

When some projects are determined to be candidates for online citizen and business services but don't necessarily have a fee associated to them, Nebraska.gov is able to request reinvested revenue grants from the Nebraska State Records Board. The money for these reinvested revenues grants is directly associated with the revenue sharing agreement between Nebraska.gov and the Nebraska State Records Board. Of revenue generated by Nebraska.gov, a percentage of those revenues are distributed to the Nebraska State Records Board specifically for these grants.

Strong partner relationships, efficient applications, award winning interface and a solid network are additional key products at Nebraska.gov. Our Tier 1 data center and enterprise technology services bring great value to the State. Strong project management, pro-active communication with our partner, diversification of our portfolio and leadership are the competitive strengths we will continue to demonstrate to the State. Through diligent market research, internal reviews and strong presentations to our state partners, we will help guide agencies to launch cutting edge applications.

In 2008, the management team will begin to align our business model with the state budget model. Meeting with constitutional officers and directors in January and February we will be able to provide agencies with solutions while they are considering their upcoming individual budgets. Intentional business alignment of Nebraska.gov with the State of Nebraska will lay the foundation for the greatest future opportunities.

We currently have key project initiatives with the Secretary of State's office, Department of Motor Vehicles, and Liquor Control Commission. In addition we continue to support and grow Judicial Branch initiatives by pioneering new Court services.

Nebraska.gov has been an established portal since 1995 and our 12-year tenure with the State of Nebraska demonstrates our staying power. It also presents some unique challenges in the quest for growth. In order to increase revenues, our portal looks for new online services to enhance citizens and business access to Nebraska government online; then targets those agencies to encourage them to automate their business processes. The industry proves there is room for growth in Nebraska; however, we know that the most significant growth can only come from a diverse portfolio of services. Through brainstorming sessions and more interaction with our partners, and other state portals, Nebraska.gov is confident that we can drive this business and increase revenues.

The Nebraska.gov Vision

Nebraska.gov creating "W.A.N.T." to improve and increase services, efficiencies and revenues

Nebraska.gov's 2008 Vision is to create "W.A.N.T." By being **Willing, Accountable, Necessary and Trustworthy** to our partners and the citizens and businesses of Nebraska, we will reassure and re-establish to the State of Nebraska why we are the best partner.

Nebraska.gov's 2008 Goals and Strategies

With each coming year, Nebraska.gov continues to focus and shift our priorities as we analyze each previous year in detail. In 2008 we will continue to closely track not only our existing service on a monthly basis but also do extensive research on market potential for new applications. Through tracking adoption rates, revenue and user feedback on a monthly basis, we will ensure we are addressing our partners best interests and also our users.

Nebraska.gov continues to work at not only improving current processes and efficiencies but also pioneering innovative services and applications to increase revenue. In the 3rd and 4th quarters of 2007, we went through a laborious process of researching and identifying key areas of improvement in order to be absolutely necessary to our partners, identify market potential and become more efficient.

Goal: Secure and increase current NSRB revenue streams by increasing online use adoption by 10%

Strategies:

1. UCC Electronic Filings – Although this application saw a 4.02% increase in revenue from 2006 to 2007, only 60% of UCC filings were completed online. Nebraska.gov will work closely with the SOS office to identify possible ways to increase online adoption to 80%.
2. UCC Amendments – This new application was launched in December 2007. We will work closely with the SOS office to

increase the adoption rate.

3. On-line professional License Renewals – Adoption for these types of applications has been low and a key reason is agencies continue to mail out paper forms at renewal time. Nebraska.gov has worked closely with these agencies to identify licenses which are not required to mail the applications to increase adoption.
4. Single use policy for DMV records ensuring current and accurate information to our customers. Implementing this policy may increase DMV revenues by as much as 5%.

Goal: Launch 8 new NSRB revenue share applications

Strategies:

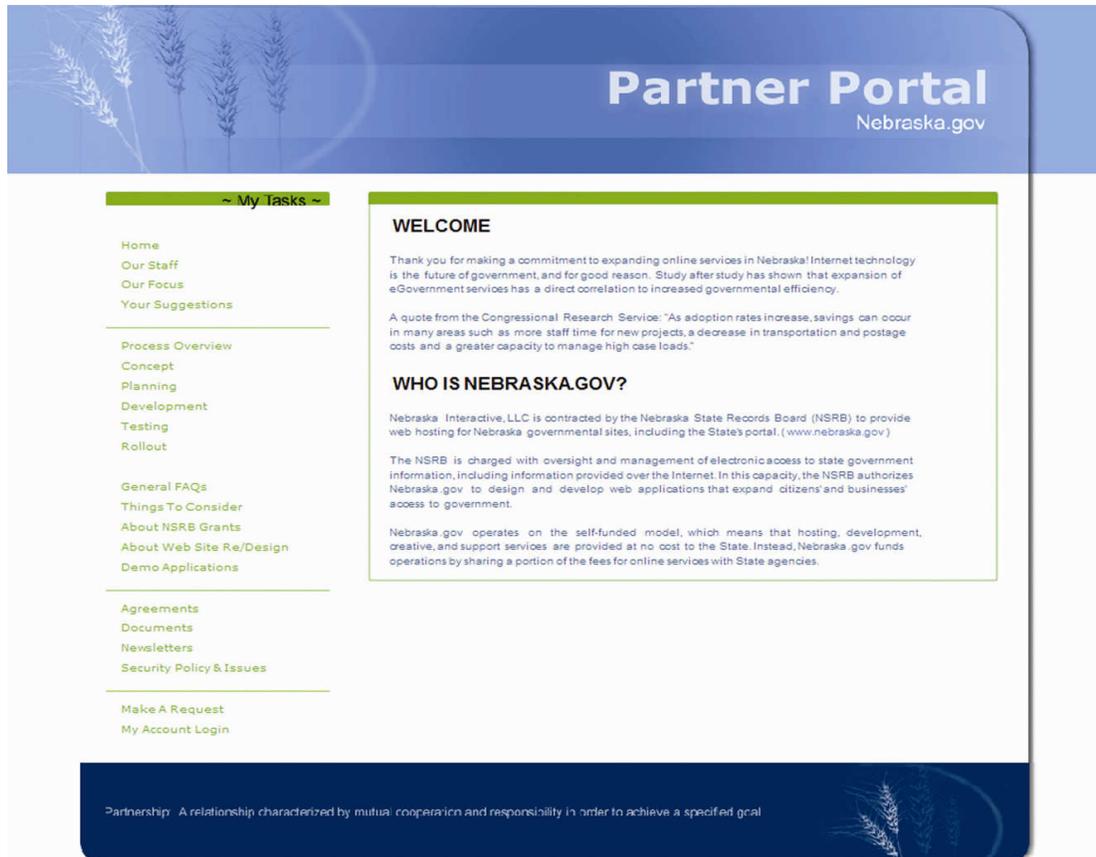
1. Drivers License Reinstatements - This new online service has a market potential of approximately 50,000 reinstatements a year. Nebraska.gov will work closely with the DMV to evaluate monthly adoption to ensure maximum revenue potential.
2. EFS Continuations and Terminations – Nebraska.gov and the office of the Secretary of State have a plan to get the word out to users when the new service is available; Efforts to identify market potential and marketing strategies will then be on-going.
3. DMV Online Message Plates – This new online service has a market potential of approximately 10,000 transactions per year. This is a new breed of services provided Nebraska.gov. Providing a service to constituents not required by statute. This is expected to raise the number of users for non-subscriber accounts to be managed.
4. Electrical Permits - The new administrative functions will assist the Nebraska State Electrical Division to receive and disburse permits to homeowners and contractor more effectively.
5. Bi Annual business Filings continues to be a priority. Working with the Secretary of State's Office for a scheduled launch in the 4th quarter of 2008.
6. International Fuel Tax Agreement (IFTA) Quarterly payments are paid by Motor Carriers who transport cargo across the State of Nebraska.
7. Department of Natural Resources water well decommissions will increase the success the department has had with their permitting system.
8. International Registration Plan ensures Motor Carriers have the proper credentials for Nebraska.

Goal: Solidify existing relationships & build new relationships

It is essential that Nebraska.gov strengthens existing relationships and looks to build new relationships in order to provide new opportunities for online services that will benefit the state of Nebraska and its citizens.

Strategies:

- **Add New Business Development position** – In order to best serve the state of Nebraska, we have learned that Nebraska.gov has to be exceptionally proactive in our pursuit to build relationships that will pave the road for new and innovative services that serve the constituents of Nebraska. By adding this Business Development position, we will aggressively seek out opportunities to build effective and efficient applications online. The Business developer will have monthly goals to achieve concerning bringing in new revenue generating applications, marketing events and coordination for applications, acquiring new business contacts and closely tracking metrics for revenue generating applications to watch trends.
- **Host Nebraska.gov eGovernment Partner Event** – This eGovernment event will help facilitate the re-introduction of Nebraska.gov to all State agencies, employees and Legislators; focusing on the value that our public-private partnership brings to the State of Nebraska. The event will include agencies displaying and presenting information regarding their current applications.
- **Launch an Online Partner Portal** - The primary focus of the partner portal is to be an online source of information for Nebraska.gov partners. It will include application demos, current Nebraska.gov documentation, and links for partners to send their requests online applications online. Below is a screen shot of the portal:



Goal: Strategic vision of the state of Nebraska

In order to be the best partner possible, Nebraska.gov needs to be proactive in facilitating forums of communication and education that help our partners succeed in their technology objectives.

Strategies:

- **Get involved and be a contributor** through organizing partner events, launching a partner portal, sending out new and improved information on our processes and methodology.
- **Participate and seek input** from the Nebraska Information Technology Commission (NITC), the Nebraska State Records Board (NSRB) and the Chief Information Officer, to better understand how Nebraska.gov’s can be better used as a resource to enable the state to achieve its strategic vision.

Nebraska.gov Portal Manager – Nebraska Interactive, LLC

Nebraska Interactive, LLC (NI) is a wholly owned subsidiary of NIC Inc.

Staffing Profile

NI provides dedicated staff with expertise in infrastructure services in a host of platforms, consulting and application configuration services in a multitude of development architectures.

To support *Nebraska.gov*, NI is staffed at the management level with a General Manager, Director of Marketing and Portal Operations and Director of Development. As the work effort matures and grows with *Nebraska.gov*, NI will work with the State to determine staffing levels for support positions, including additional Developers, Project Managers and others.

Currently the NI staff includes one (1) lead software and application developer, one (1) senior software and application developer, two (2) software and application developers, one (1) creative design web developer, two (2) project managers, one (1) Business Analyst, one (1) customer support representative and one (1) administrative assistant/customer support.

Descriptions of the key personal positions are found below:

General Manager

The General Manager has the overall responsibility to provide strategic leadership and direction for overall operations related to the e-Government projects. The General Manager acts as a liaison to the State for NI and oversees the overall progress and implementation of the projects. The General Manager interfaces directly with the Nebraska State Records Board.

Director of Marketing and Portal Operations

The Director of Marketing and Portal Operations, who reports to the General Manager, is responsible for recommending and executing the market development strategies for specific applications and the overall usability design of the Web site. In conjunction with the General Manager, this individual is responsible for all fiscal operations associated with the applications and for the day-to-day activities. The Director of Marketing and Portal Operations is also responsible for customer service, project management and customer relationship management.

Director of Development

The Director of Development, who reports to the General Manager, is responsible for leading and assisting the Design and Technical Teams in the execution of individual projects. The primary responsibilities of the Director of Development include providing end to end product management of all eGovernment services, developing application and product specifications with state agencies and other customers, leading of designing, coding, and testing of software and network system and supervising, directing and leading of additional software developers.

The *Nebraska.gov* 2008 Technical Architecture

As with any great architecture, Nebraska.gov's is built on a strong foundation. Over twelve years ago, Nebraska Interactive, LLC. started providing Internet services and Government information to the citizens and business of Nebraska. Nebraska Interactive, LLC. built and maintained a reliable network at no cost to the State of Nebraska through its self funded model. Nebraska Interactive, LLC. is funded by transaction fees charged for a small number of business-to-government online service that are approved by the state. Nebraska Interactive, LLC. shares a percentage of this net portal revenue generated with the Nebraska State Records Board (NSRB). This revenue share provides the NSRB to grant funds to State and local agencies to support the continued growth of eGovernment. Since 2000 the Nebraska State Records Board has awarded over 1.2 million dollars in grants from this 10% revenue share.

Nebraska Interactive, LLC. works with NICUSA, Inc. to provide a state-of-the-art facility specifically designed to securely host government web applications. This facility is a very cost effective solution for government agencies desiring a secure location to handle state internet applications. Benefits of using the NICUSA, Inc. Central Data Center (CDC) include:

- The facility is staffed around the clock 24/7/365
- All network connections are redundant and use best in class equipment
- Backup power is provided via redundant power sources, batteries, and massive generators
- A physically secure facility protected by the latest in Bio-security technology.
- Large bandwidth output and throttling capabilities.

Nebraska Interactive, LLC. works closely with the NICUSA, Inc. technical operations team who has over 200 years of combined experience. Together we are committed to building and supporting a centralized, technical architecture with in depth focus on industry standards and best practice for secure, electronic data processing. The technical operations team leverages cutting edge technology through two world class AT&T hosted Tier-4 Internet data-centers. A secure and redundant environment provides Nebraska with a CyberTrust certified secure site, and enterprise database solutions in a highly-available Real Application Cluster (RAC) Architecture.

As a greater number of citizens depend upon government services being available at any time of day or night, it is critical to use an application hosting site that is designed specifically for government web applications. The NICUSA, Inc. CDC offers Nebraska the reliability, scalability, security and skill for mission critical services. AT&T itself provides 24x7x365 proactive monitoring and management services, with in-region network operations and customer support centers.

The information held by government agencies is among the most sought after by identity thieves. NICUSA, Inc. takes security extremely seriously. Accordingly, the NICUSA, Inc. CDC has been designed from the ground up with security in mind. Keeping public information secure is the absolute top priority for the NICUSA, Inc. CDC. No other hosting provider protects and manages more government web applications than NICUSA, Inc.

Today by leveraging economies of scale Nebraska.gov is;

- A CyberTrust-certified secure site

- PCI/DSS Annually and quarterly compliant
- Able to conduct application security scanning for all our applications
- Leading edge technologies such as Web Defend firewall appliance to protect sensitive data
- Monitored by Tripwire which constantly monitors the system for changes

The Central Data Center (CDC) is hosted at the AT&T Internet Data Center (IDC) located in Ashburn, VA. It is the primary hosting site with majority of our investment and bandwidth. The CDC's secondary AT&T IDC is located in Allen, TX and serves primarily as a Disaster Recovery (DR) warmsite. These facilities provide world class IDC services and are classified as a "Tier IV" facilities under the guidelines set forth by the National Uptime Institute. The definition for a Tier-IV facility follows:

"Tier IV is composed of multiple active power and cooling distribution paths, has redundant components, and is fault tolerant, providing 99.995% availability for power, and internet connectivity up to the customer managed system entry point (i.e. router)."

In 2004 Nebraska Interactive made a conscious effort to leverage economies of scale to respond to the increased demand of on-line government services. The greatest ongoing demand is for bandwidth. As recently as January of 2006 the Average data transferred from Nebraska.gov was over 11 Gigabytes per day. Since 2006 we have seen a 5% increase in bandwidth use each year. In January 2008 we recorded a bandwidth average at 16.20 Gigabytes per day, which is a 55% increase from January 2007. Hosting with the CDC, Nebraska.gov has a guaranteed bandwidth with features such as bandwidth bursting, which allows Nebraska.gov to increase our bandwidth up to 100MBps to serve temporary needs such as election time.

Metrics

In 2007, 48,565,235 hits were received on Nebraska.gov from 4,160,873 unique hosts. Users were able to browse 64,939 content pages supported by Nebraska.gov, as well as all the other great content supported by the State of Nebraska.

Nebraska Interactive partners with 34 State agencies, to provide 168 custom applications built and maintained locally here in Lincoln. There are 113 non-revenue generating applications, providing information and valuable services to the public. There were 8,498,809 transactions conducted through 55 transaction fee services.

When the public conducted these transactions, they were processed on average in 1.26 seconds. All of the Nebraska.gov services were available to the public 99.71% of the time.

Technical details of Nebraska Interactive

Software Languages;

JAVA, PERL, PHP, Python and .NET

Operating Systems Platforms/Hardware

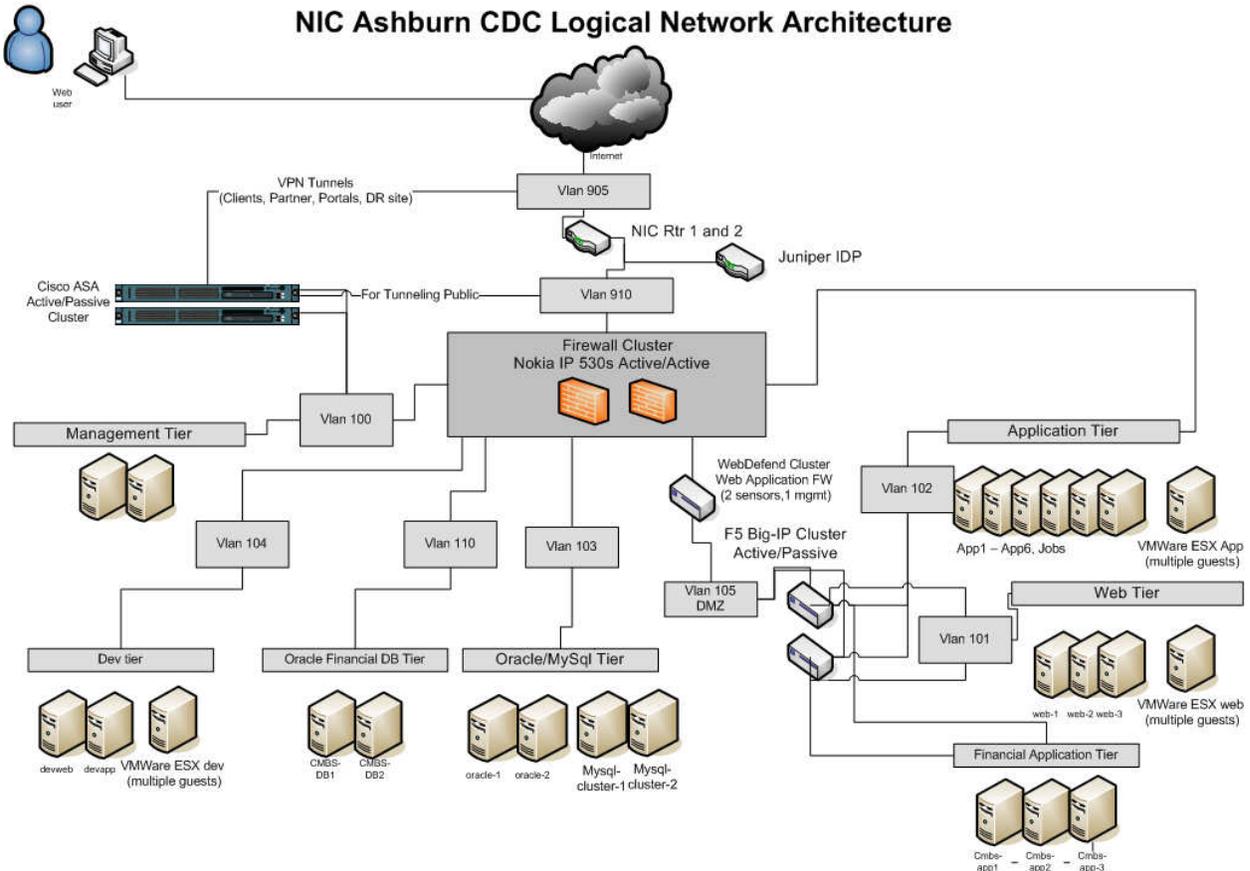
Sun enterprise servers, sun storage SCSI, NAS & Fiber attached storage, Dell Enterprise Servers, VMware ESX Server, Solaris 10 x86, Linux, MySQL, SQL Server, Sun & EMC Storage, Clarion SAN & Replication, CISCO, F5, Nokia, Checkpoint, Juniper devices, Recover Point EMC SAN Replication.

Staffing

Nebraska Interactive has 13 dedicated staff members located in Lincoln, who have access to more than 400 employees who work for NICUSA, Inc. in technology, financial, legal, marketing and sales.

Nebraska.gov is served by

3 Front end web servers and 3 application servers and 2 clustered database servers (totaling 4 database servers). Additional job servers are utilized for managing processes and monitoring. Web application firewalls for 7 layer application security for port 80 and 443 traffic.



Nebraska.gov Technical Plan

For 2008, Nebraska.gov has defined the following technical goals for the portal:

Goal: Broaden the skill set of our development

Broaden the skill set of our development staff to include Java application development. Java continues to be a stable and cross platform development language used by Nebraska and other states. In order to enable Nebraska.gov to leverage components and applications utilized by this framework we need to expand the skill set of our development staff.

Strategies:

1. Books and online tutorials to educate our developers.
2. Develop internal tools and libraries to help facilitate the use of java within our own environment.
3. Identifying and scheduling projects so a few key developers will have the ability to learn and use java.
4. Once experience is gained by some of the developers have them help train the remaining developers.

Goal: Use more common/standard development methodology

Introduce and use a common framework(s) and associated libraries. The benefits will include quicker development time, simplify maintenance, and will be able to hire employees already familiar with the tools.

Strategies:

2. Identify common framework(s) that will best fit our needs.
3. Develop plan for projects so each developer will be able to develop using the framework.

Goal: Increase Automation of server processes

Identify and automate manual processes wherever possible and practical. Our development staff is often distracted and interrupted from their application development efforts by simple support requests for existing production

applications. Simple maintenance activities like updating a database and managing usernames/passwords can add up to a substantial amount of work when they're being done for dozens of applications.

Strategies:

- **Identify opportunities for automation** by creating a formal process for handling support requests; we will get a better understanding of the frequency and amount of work involved in fulfilling these requests.
- **Include automation analysis** in the planning phase for new projects. This will reduce the support required for new applications by identifying and implementing automation components as part of the initial project development

Nebraska.gov Services

Expertise in eGovernment

Nebraska.gov offers state and local government entities the expertise to automate routine, time-consuming tasks into interactive web-enabled applications. The applications are intended for use by citizens, businesses, to save taxpayer dollars as well as streamlining government processes.

Services provided through the Network Manager include:

Project Management

NI works in cooperation with state and local governments to identify services that, when Web-enabled, can provide maximum benefit to agencies and their constituents. Project opportunities may be initiated by agency request, by customer demand or by inspiration from a successful service being provided by other eGovernment portals including, but not limited to the 20 other NIC managed sister state portals. Opportunities are analyzed to determine potential benefits to the agency and its customers as well as technical feasibility. Once identified, services are prioritized and added to the development queue. Generally, there are at least twelve new Web services in various stages of development. Effective project management ensures that all phases of the application development life cycle – project definition, project planning, project execution and project closeout – are performed successfully and on schedule.

Web Application Development

NI has a team of dedicated, talented Web application developers experienced in eGovernment. Rapid, effective development and deployment is critical to the partnership's operations and financial model. Resource and cost overruns are not covered by the taxpayer and the Network Manager earns nothing until taxpayers derive real benefit from a working application. This provides stable ground for a partnership whose highest priority is being responsive to agency needs while maximally pleasing citizens and businesses.

Web Site and Application Maintenance

A significant portion of the NI technical team's effort is devoted to ongoing maintenance of the Nebraska.gov Web site, state agency web sites and individual applications. This includes modifications to existing services at an agency's request or made necessary by changes in back-end systems; upgrades of applications to improve performance; and updates to the Web site.

Web Site and Application Hosting

NI has invested in an infrastructure that provides maximum "up-time" for Nebraska.gov services. Dedicated servers host state Web applications that interface with back-end systems. A secure socket layer (SSL) server is also utilized to encrypt private information such as customer credit card transactions. NI, in cooperation with the NIC Technical Solutions team, continues to actively seek ways to improve overall reliability and operability to support the growing needs of the state of Nebraska.

Marketing

Even the best Web applications are useless if no one knows about them, which is why marketing is a key component to the success of each of Nebraska.gov's online services. NI utilizes a variety of marketing strategies to drive adoption of Web services. Most marketing

efforts are geared to business users, who realize significant savings in time and money by conducting state business via the Web. The Network Manager delivers the Nebraska.gov message to businesses through trade shows, direct mailings and some trade publication advertising. In addition, NI consults with state agencies to provide promotional materials, branding and information to help agency staff promote their own Web services.

Training

Training is also an effective marketing tool that is utilized by NI staff for agencies to become more familiar with Nebraska.gov services. This occurs not only during Web application development, but is an ongoing effort as agency staff turnover and Nebraska.gov services evolve. Customer training, through trade group and agency-sponsored seminars, is also conducted to help users gain a comfort level with "self-service" via the Web.

Customer Service

An effective Help Desk is vital to the operation of the state portal. When a customer encounters a question while using a state service, assistance is only a phone call, email or online chat away. NI's customer service representatives are well versed in all Nebraska.gov services and are able to assist customers knowledgeably and quickly. When necessary, customers may be referred to an application developer or Project Manager to resolve more complex questions.

Account Management

Because Nebraska.gov is a self-funded portal, several of its services involve the collection of money from customers. Money collected is a combination of agency statutory fees and enhanced access fees. Statutory fees collected through Nebraska.gov subscriber accounts are remitted to the NSRB on a monthly basis, along with a report detailing transaction activity. Accounts are billed by NI monthly for any services used and NI assumes the burden of collection. Regardless of customer collection status, state funds are always remitted to the NSRB as scheduled. To enable credit card transactions, NI utilizes authentication and fund-capturing services, maintains a merchant account with the state credit card vendor and covers all banking fees. Statutory fees collected via credit card transactions are remitted immediately to the agency.

Nebraska.gov's 2008 Marketing Plan

We have also identified it would be beneficial for our partners to be provided with additional tools and knowledge in order to help guide their pursuit to build successful online applications for the citizens of Nebraska. We continue to foster this momentum in creating efficient and effective services for the state of Nebraska that will increase revenues for our partner and for Nebraska.gov. Below are highlights of key goals and strategies we have put in place to make 2008.

Marketing Mission Statement

Nebraska.gov's 2008 mission is to serve the people of Nebraska and our partners by delivering improved marketing solutions for current and new services that directly influence increased adoption rates, increase awareness and increase revenue.

Market Potential

Over the past two years Nebraska.gov has been doing extensive research on each of our current and potential services in order improve our business and grow profits. First, we have been leveraging our foundation and strongest asset, our other 20 NIC states. By collaborating with other portals, we identify key applications for citizens and businesses that would benefit the State of Nebraska. Second, through monitoring, user adoption and corresponding revenue in 2007 on all our current services, we are able to identify any applications which have additional market potential to be realized. Our focus not only needs to be on creating new revenue generating applications, but also reviving existing applications as this is a perfect way to generate additional revenue without having to expend a large amount of resources. Much of our 2008 marketing plan includes working very closely with agencies and their existing applications where the numbers have decreased. By focusing on key areas to improve efficiency and/or reviving marketing campaigns and we will help these agencies to implement the changes that best suit their offices, and lead to increased adoption.

As part of our commitment to the above goals, we have added a new business development position to our marketing team. With this new position, we will have one person directly focused on helping us to fully realize our mission to increase adoption rates, awareness and revenue. In addition, this person will also proactively seek state and local relationships that have been idle for quite some time or not realized at all. In addition, we will also explore and build relationships with community and private organizations to promote eGovernment services and to drive traffic to the portal.

In 2008, Nebraska.gov's marketing staff will also spend a substantial amount of time working with the various Agencies, Boards, Associations and Legislators to educate them on the value of the portal, the self-funded model, and the expansion of eGovernment services. This strategy is designed to promote the realized benefits of Nebraska.gov across all levels of government in Nebraska. Key Strategies and projects included are:

- **Partner Packets** - These informational packets will include a clear background on the private-public partnership and the self-funded model.

- **Project Process Binders** – These informational binders will include a descriptive guideline of Nebraska.gov’s project processes from start to finish.
- **Nebraska.gov eGovernment Partner Event** – This eGovernment event will help facilitate the re-introduction of Nebraska.gov to all State agencies, employees and Legislators; focusing on the value that our public-private partnership brings to the State of Nebraska. The event will include agencies displaying and presenting information regarding their current applications.
- **Legislators Packets** – These informational packets will include a background on Nebraska.gov, current online applications and marketing pieces.
- **Online Partner Portal** - The primary focus of the partner portal is to be an online source of information for Nebraska.gov partners. It will include application demos, current Nebraska.gov documentation, and links for partners to send their requests online.
- **Implementation of Customer Relationship Management software** – This application will help Nebraska.gov’s customer relationship management. It will allow Nebraska.gov to manage all aspects of partner and customer relationships.
- **Bi-Monthly Project Status Reports** – In order to keep communications with partners’ constant, Nebraska.gov will further continue the practice of providing project status reports to partners with current projects on the 1st and the 15th of every month.
- **Monthly NSRB Newsletters** – Communication with partners and Nebraska.gov Board members is also a primary focus of 2008. Monthly newsletters to NSRB members will keep our board members informed on our current achievements and future projects.

Nebraska.gov has also identified areas to improve internal education, collaboration and awareness. We realize that if we empower our team with more information and how their individual goals align with our business, ultimately we will have more dedicated and willing members to help our company succeed. In line with this idea, we have implemented weekly standup meetings in order to allow management and staff to collaborate on all Nebraska.gov business and projects. The meetings allow every member of the Nebraska.gov staff to stay up-to-date on the progress of current projects and also share in the excitement of new application deployments. It also creates a proactive environment by reviewing our cyclical service changes and leveraging the experience of senior staff members. Also added to internal discussions are up to date monthly revenue numbers on any applications that may have decreased or significantly increased. Through making our team aware of these numbers, they are able to take a personal interest in their direct applications and agencies and start immediate research and contact with agencies about any significant changes in revenue and possible ways to prevent or sustain these changes.

Nebraska.gov’s partner perceptions are our ultimate measure of success. Through reintroducing Nebraska.gov’s value with partner packets and educating our partners on our project processes, partners will be able to understand and trust that our team’s interest is focused on not just satisfying their expectations, but exceeding them. Implementation of post project surveys will also allow partners to provide us with valuable feedback from which we can learn to better serve them.

2008 Marketing Goals

Below are some of our key marketing goals to achieve success in 2008.

Goal: Reaching out to Agencies who participated in NSRB Survey

Having strong partner relationships is vital to Nebraska.gov's success. Nebraska.gov will continue to reach out to all agencies that participated in the NSRB survey and build on these strong relationships by work closely with each agency on elements that need improvement.

Goal: Increase Public Awareness and Adoption of Online Services

Interactive eGovernment services are the priority of the state portal. Nebraska.gov intends to build upon the already established online services and expand into more eGovernment service offerings. Public awareness and adoption of new and existing online services will be optimized through agency collaboration, joint marketing efforts, and the building upon media relationships.

Applications targeted to increase awareness and adoption through press releases, flyers, radio announcements and possible media:

- UCC Filings
- UCC Amendments
- DMV Reinstatements
- DMV Specialty Plates
- Governor's Wellness Award
- Courts E-Filing
- NADC B-7 and B-4 Online Campaign Filings
- Business 1 Stop
- DNR Water Well Decommissions

Additional objectives in increasing awareness also includes the following:

- a) **Develop Agency Co-Marketing Plans:** Collaboration between agencies and Nebraska.gov is essential when promoting online services. Nebraska.gov will present marketing recommendations to the agencies and then work in collaboration to decide upon the best marketing tactics to adopt. Refer to the executed marketing campaigns detailed above for examples.
- b) **Industry Specific Marketing:** There are several industries, such as lawyers, bankers and insurance agents that have found significant value in eGovernment state portal offerings over the years. By marketing specifically to industries that have previously derived value from the state web portal, this will expand local and national public recognition and ultimately increase awareness and adoption rates. Media exposure through press releases, award recognition, association memberships are all tactics already used are intended to be built upon. Direct marketing efforts to specific industries will also

prove very beneficial for new and existing online services. This past year, a direct email marketing effort to auto dealers was proven to increase awareness and adoption to the Salesperson Licensing service.

- c) **Build Media Relationships:** News releases and press events have proven to be a valuable method of increasing awareness and adoption rates to online services at many NIC portals as a whole. For example, last year a news release that announced the Court Case Searches was picked up by several local and national media outlets. New releases will continue to be developed and distributed to announce each new application and any important milestones. NIC's relationships with local and national media will continue to be a strong focus to promote the Nebraska.gov and the state's success in its eGovernment portal initiatives. NIC uses a first class business wire online posting report that illustrates which media outlets have picked up our press releases.

Goal: Promote Nebraska.gov's value to our state partner/agencies

Nebraska.gov recognizes that sustained and increasing success comes from building and maintaining a strong and solid foundation with our partners. We have identified strategic areas that will improve shared knowledge to partners about who we are, what we do and why we do it so well.

- Increase Partner Awareness-
 - Launch of NEW Partner Portal website
 - Hold regularly scheduled partner meetings
 - Distribute Partner Packets- Meet with Agency Directors who we currently work with and Agencies that we do not currently work with and review or define who Nebraska.gov is and what we can do for them.
 - Monitor usage of Partner Portal and any feedback/requests received through it.

Goal: To be included in the State Agencies Budget Plans for 2009

Nebraska.gov needs to be proactive in facilitating forums of communication and education that help our partners succeed in their technology objectives.

In 2008, we will plan and organize a Nebraska.gov Partner Event, on behalf of Nebraska State Records Board and use the contacts to organize 2009 planning meetings. This will be a Nebraska eGovernment event provided for all the Nebraska State Agencies and their employees.

Goal: Commit resources to marketing the State of Nebraska's e Government Services

When the citizens of Nebraska learn more about the value of eGovernment services and that new services actually exist online, user adoption will increase and this is beneficial for our state partners and Nebraska.gov.

In order to achieve this, Nebraska.gov will:

- Evaluate current and future services as mentioned in the business plan and identify market potential and adoption statistics and increase Marketing efforts. This may include advertisements, surveys, mailing pieces, etc...
- *Plan and organize* the 2nd Annual Show Your Nebraska Spirit Art Contest. This Contest proved to be a big success its first year and got Nebraska.gov's and the Secretary of State's websites and services in from on schools and families.
- *Plan and Organize the Nebraska.gov Partner Event* that will include the following Agencies:
 - Department of Motor Vehicles
 - Secretary of State
 - Administrative Office of the Courts
 - Board of Public Accountancy
 - Board of Engineers and Architects
 - Nebraska Commission for the Blind and Visually Impaired
 - Nebraska Brand Committee
 - State Electrical Division

Goal: To increase efficiencies in the day to day operations of the State

When the state's operations become more efficient, the state saves money and can focus their budget on new avenues.

Nebraska.gov will:

- Utilize cost avoidance calculations to assist agencies in the benefits of online services.
- Measurement: Working with partners to gather current costs of paper transactions, will assist agencies to find realized savings.

Goal: Continue to build new websites and website redesigns for our partners

As technology changes, so does the use of websites and best practices for websites. With that in mind, Nebraska.gov has the following websites and redesigns scheduled to launch in 2009.

Projected 2008 Websites & Redesigns

- Nebraska State Records Board
- Nebraska.gov Partner Event Site
- Nebraska Volunteer Service Commission
- Foster Care Review Board
- Department of Motor Vehicles
- Nebraska.gov Partner Portal
- Nebraska Deaf and Hard of Hearing
- Nebraska Association of Transportation Providers
- Nebraska.gov Portal
- Nebraska Board of Banking and Finance
- Administrative Office of the Courts
- Board of Engineers and Architects
- Department of Revenue
- BPA Backend Admin Integration
- NADC Online B7 Form
- State Electrical Division

2008 Nebraska.gov Marketing Schedule

The marketing scheduled is intended to be a *guide* for potential marketing activities in 2008. The goal of our marketing schedule is to help augment our mission and goals as outlined above and in the Business and Marketing Plan. Through increased marketing efforts as pointed out in the marketing schedule, these activities will help expose Nebraska.gov's commitment to launching effective, efficient e-government services to the citizens and businesses of Nebraska.

Marketing Effort	Key Marketing Tasks
January	

Accenture Awards	Submit Award nominations
2008 Legislative Caucus & Annual Meeting	Business Developer to attend Sponsored by the Nebraska Chamber of Commerce & Industry
Drivers License Reinstatements Marketing	New Service – Will work with DMV on press release, advertising and promotional ideas -Possible Media Event with Douglas County Courts
Bill Tracker Marketing	Press Release
Online Message Plate Ordering Marketing	New Service – Will work with DMV on press release, advertising and promotional ideas
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Online Campaign Statement Filing Marketing	Press Release
NLCC Online Excise Tax Reporting System	Press Release
2008 Nebraska Spirit Art Contest sponsored by the Secretary of State	Send out email reminders to K-5 th grade principles/teachers
Legislator Packets	Create and send out Information Packets for all the State Legislators about Nebraska.gov and our services
Partner Portal Launch	Send information in newsletters and internal agency mailing
February	
E-Gov Awards	Submit Award nominations
Electrical permits	Launch of upgraded Service – Will work with SED on press release, advertising and promotional ideas
2008 Nebraska Spirit Art Contest sponsored by the Secretary of State	Send out email reminders to K-5 th grade principles/teachers and send out Press Release through SOS
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
March	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Nebraska.gov eGovernment Partner Event	Organize and facilitate Nebraska.gov eGovernment Partner Event Press Release
2008 Nebraska Spirit Art Contest	Contest begins March 3 rd . Nebraska.gov to review and select top 25 submissions.

sponsored by the Secretary of State	
April	
NASCIO Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Court Document eFiling	New Service – Will work with AOC on press release, advertising and promotional ideas
Water Well Decommissioning	New Service – Will work with DNR on press release, advertising and promotional ideas
2008 Nebraska Spirit Art Contest sponsored by the Secretary of State	Contest continues through May 2. Nebraska.gov to review and select top 25 submissions.
DMV Portal Redesign	Press and Media event that includes Reinstatements, Specialty Plates, New DMV portal website redesign and future DMV projects.
May	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
941N	Create and distribute marketing pieces to promote adoption
2008 Nebraska Spirit Art Contest sponsored by the Secretary of State	All entries must be received by May 2 nd and narrowed down to 25 submissions. Nebraska.gov and SOS will select finalist for public voting which begins May 12 – May 23 rd . Press Release will be sent out through SOS office. Finalist artwork to be displayed in the capitol rotunda. On May 26, winners will be announced via Press Release sent out through the Secretary of State's office.
June	
2008 Nebraska Spirit Art Contest sponsored by the Secretary of State	Winner's ceremony held in Governor's hearing room. Capitol tour given and lunch served in the Governor's mansion.
Best of the Web	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
EFS Continuations and Terminations	New Service – Will work with SOS on press release, advertising and promotional ideas
July	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals

August	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Business One Stop Phase II	Solicit promotion of the following applications by the Governor's office:
September	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
October	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Nebraska.gov Online Services	Promote Nebraska.gov services through various marketing initiatives
Marketing Event	Attend the Buy the Big 'O' Show and promote new and existing applications
November	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
NBPA Online License Renewals and Continuing Education	<ul style="list-style-type: none"> • Direct Marketing Campaigns • Print Materials/Direct mail
SOS Corporation Filings	Create and distribute marketing pieces to promote adoption
December	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals

Promotional Strategies

A marketing campaign will be constructed for each of these services using some or all of the following marketing methods:

- Public Service Announcements
- Billboard
- Trade Shows
- Promotional partnerships with partners
- Radio Actualities
- Give-aways such as pens with Nebraska.gov logos
- "New Services" on the portal homepage
- Portal News Room
- News releases
- Radio Advertising
- Speaking Engagements
- Newspaper – ads, Eagle News to Use section
- Association affiliations
- Print Materials/Direct mail
- Webmaster Resource Center Articles
- State wide calendar of events
- "Featured Sites" on the portal homepage
- Direct Marketing Campaigns
- Cable Government access channels

Nebraska.gov
The Official Website of Nebraska

2007 State of the Portal

Presented by

Brent Hoffman
General Manager

4/28/2008

Agenda

- Portal Facts
- Current Staff
- Current Services Provided
- The Daily Business
- Customer Service
- Items for Future Review
- Take Aways

Portal Facts

Total number of active applications: 168

- New in 2007: 14
- Number of fee-generating applications: 55
- Number of free applications: 113

Total number of Web sites hosted: 167

- New in 2007: 9

Total number of active subscriber accounts: 2,919

- New in 2007: 473

Total number of active subscriber log-ins: 9,043

- New in 2007: 961

Nebraska.gov Staff

Current staff: **13**

- Marketing & Operations:
 - 1 General Manager
 - 1 Director of Marketing & Portal Operations
 - 1 Business Development Analyst
 - 2 Project Managers
 - 1 Customer Support
 - 1 Office Administrator
- Creative Services:
 - 1 Creative Services
- Development:
 - 1 Director of Development
 - 4 Software Developers

Current Services offered by Nebraska.gov

- Project management
 - establish & maintain partner relationships
 - management of projects
 - artifact gathering
 - maintain communication
 - establish meeting schedules for projects
 - create partner contracts, participate in audits
 - State committee participation
 - application testing
- Business development
 - create marketing materials & news releases
 - media & PIO relations
 - attend conferences, meetings, & summits promoting services
 - track adoption
 - prepare award submittals
 - conduct focus groups
 - editing of portal and portal services content
 - create & monitor surveys
 - State committee participation
 - application testing

Current Services offered by Nebraska.gov

- Development & System administration
 - design and develop Web-based applications
 - provide ongoing technical support & maintenance to Nebraska.gov-created applications
 - change management
 - host Web sites
 - ensure security policies are adhered to
 - create, maintain, & test disaster recovery processes
 - process billing
 - participate in financial and security audits
 - State committee participation
 - application testing

Current Services offered by Nebraska.gov

- Creative services
 - design Web sites
 - create site and application architecture
 - ensure usability and accessibility standards implemented
 - design prototype and demo of applications
 - conduct user testing & focus groups
 - maintenance of service demos, portal, and portal enhancements
 - Web site maintenance training
 - site advising
 - State committee participation
 - application testing

Current Services offered by Nebraska.gov

- Account management
 - create accounts
 - provide account management
 - provide customer support
 - process billing, chargebacks and refunds
 - participate in audits
 - manage contracts
- Customer Service
 - respond to phone, e-mail, & LiveChat requests
 - establish & manage e-mail distribution lists
 - provide technical & user support for Nebraska.gov-developed applications
 - account & billing support
 - application testing

Resource Allocation

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Audits

Each year the Nebraska.gov portal participates in audits that ensure the various requirements of the portal are being met. Such audits include:

- NSRB contractual audit
- NIC Contract audit
- CyberTrust quarterly audit
- NIC security quarterly audit
- Price Waterhouse Cooper Sarbanes Oxley audit
- Monthly PCI/DSS security scans
- Quarterly PCI/DSS security scans

Maintenance

Each area of the staff, i.e., customer support, project management, creative services, and development play a role in maintenance. Tasks associated with maintenance include:

- Issues
- Project Change Requests
 - Application changes
 - Database changes
 - System changes
 - Network changes
 - Security changes
- Rewrites
- Software upgrades and updates
- Hardware upgrades and updates
- Database updates
- Security scans and patches
- Help Center training

Issues

Issues or 'Bugs' are entered into our incident tracking tool. These require attention by a developer or creative designer. These are a 'fix' to a problem, not a major change or enhancement.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2006	64	146	144	145	129	82	68	60	29	37	49	23
2007	36	45	46	36	46	35	33	32	37	49	48	22

There was a -52% decrease in the number of issues reported in 2006 after moving over to the CDC.

A 13% increase comparing September to year end.

Changes

- Changes occur when the production environment must be changed. This includes but is not limited to; applications, databases, network and security

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2006	37	87	143	109	94	64	58	65	37	37	22	26	779
2007	35	31	23	25	24	13	18	20	16	26	16	8	255

Maintenance Activity

The following compilation of maintenance does not include customer support, security scans, and meetings that are required as part of the maintenance with each project.

Type of Maintenance	2007
Issue Tracking	465
Application Changes	232
System Changes	10
Network changes	9
Security Changes	3
Database Changes	8
Total	725

Partners & Services

Partners with the greatest number of services and correlating non-DMV revenue

* After State Revenues and NSRB share

Partner	Total Services	Fee	Free	Gross Revenue
(NREC) Real Estate Commission	30	16	14	\$753
(SOS) Secretary of State	23	15	8	\$287,348
(DMV) Department of Motor Vehicles	14	8	6	\$67,022
(NDOR) Department of Revenue	12	4	7	\$48,082
Courts	11	2	9	\$462,069

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Maintenance Statistics

Partners having the greatest number of reported issues

	2007
(SOS) Secretary of State	70
(DMV) Motor Vehicles	31
Courts	23
(SED) Electrical Division	19
(SFMO) State Fire Marshal	17

Applications having the greatest number of reported issues

	2007
(SOS) Rules and Regulations	52
(DMV) CDL third party testing	21
(Courts) Justice	18
(SFMO) Firework	16
(DNR) Water Well Registrations	12

Project Resource Allocation

	Hours	Cost Avoidance
(SOS) Secretary of State	2087	\$156,581
Courts	1113	\$83,475
(NADC) Accountancy and Disclosure Commission	536	\$40,256
(NBPA) Board of Accountancy	718	\$53,850
(NLCC) Liquor Control Commission	530	\$39,750
Total cost avoided for 2007		\$373,912

	Hours	Cost Avoidance
(SOS) UCC Amendments	1156	\$86,700
Courts- Online Judge Scheduling	387	\$29,025
(NADC) Online Campaign Statement Fillings	385	\$28,875
(NLCC) Online Excise Tax Reporting System	382	\$28,650
(BPA) Integrated Data System	340	\$25,500
Total cost Avoidance for 2007		\$198,750

Partners receiving the greatest resources for new projects & current application maintenance

New projects receiving the greatest resources

*Hourly rate is based on \$75.00

Services

Top Five Non-DMV Revenue-Generating Services

** After State revenues and NSRB share*

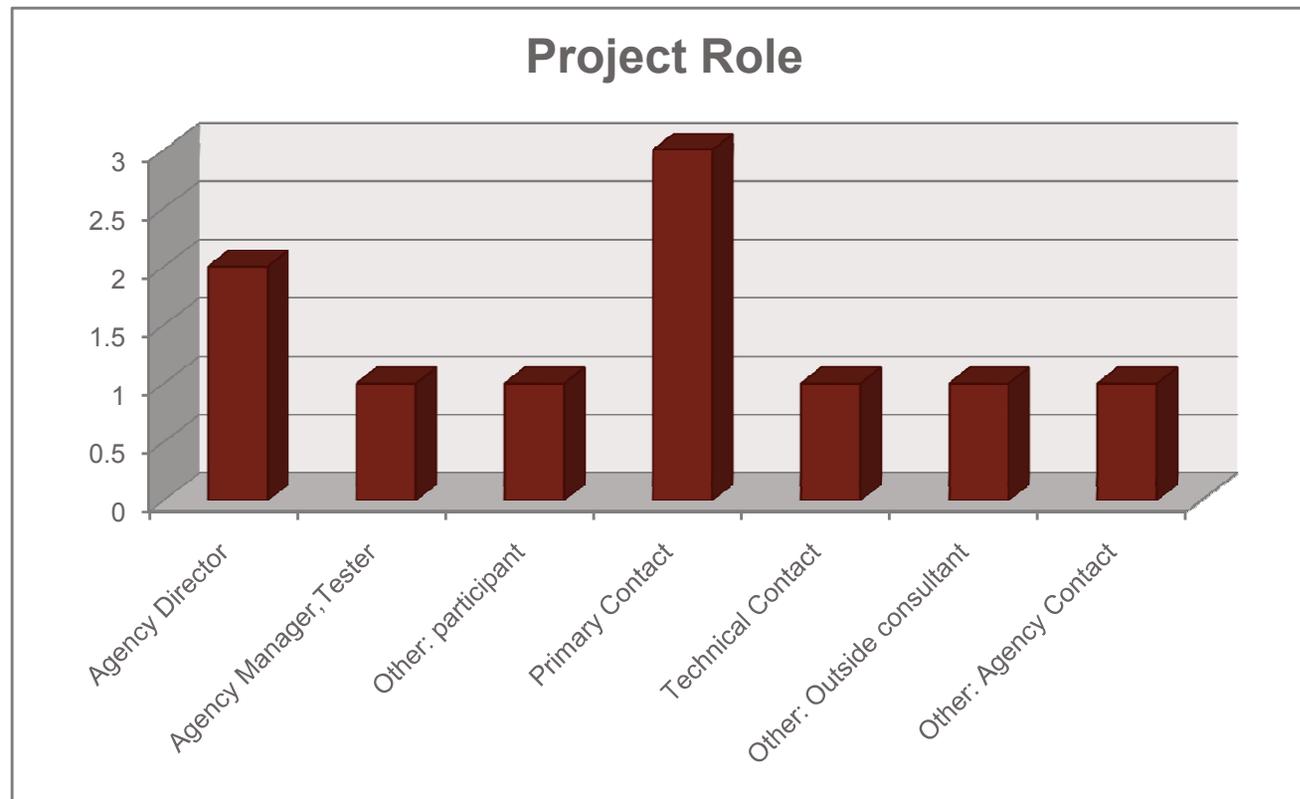
Application	Gross Revenue
Court Record Searches	\$462,069
UCC Search-inter	\$118,595
Vehicle Titles, Liens and Registrations	\$67,022
UCC fillings-inter	\$56,944
UCC search-batch	\$42,289

2007 Customer Service

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2007 Post Project Survey Results

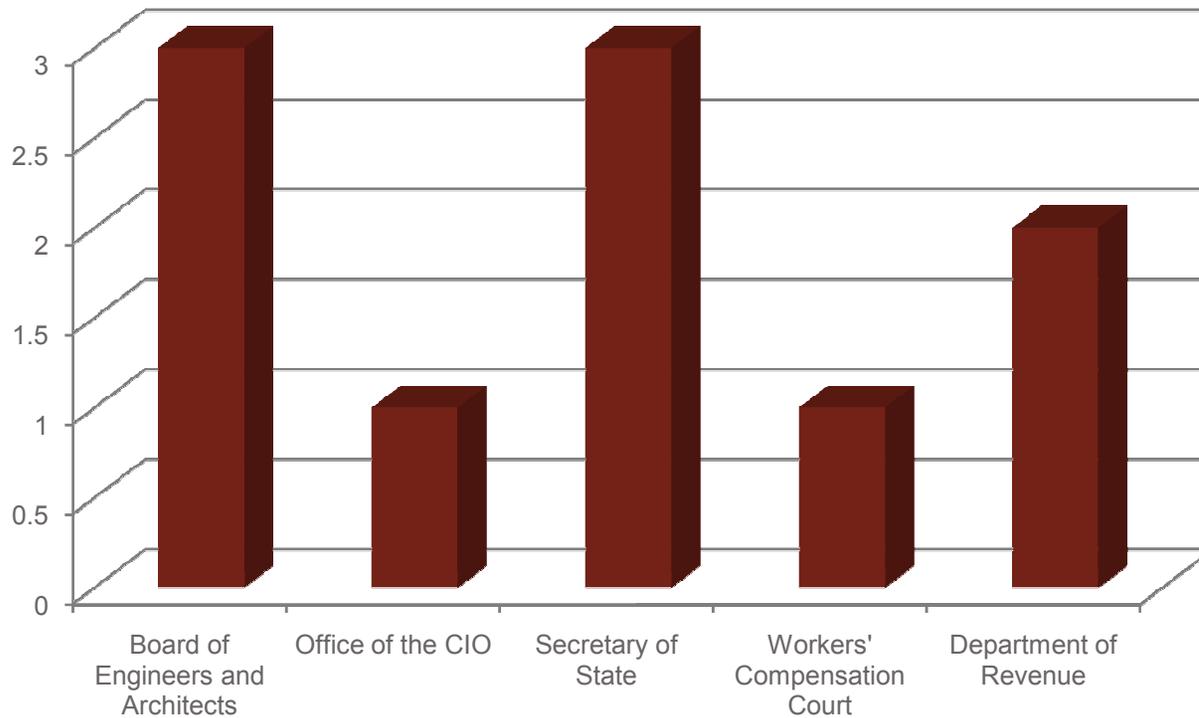
Nebraska.gov implemented a Post Project Survey beginning in September 0f 2007. There were 10 submissions of this survey.



4/28/2008

2007 Post Project Survey Results

Agencies Participating

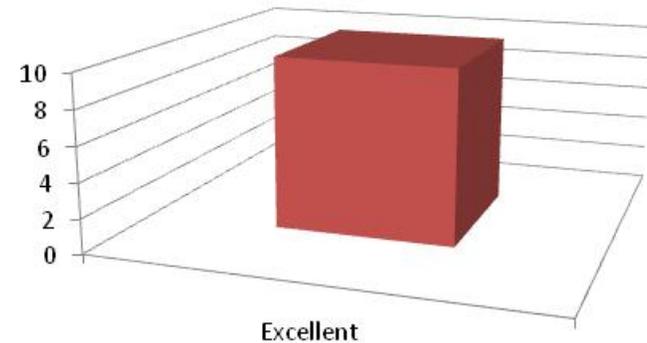


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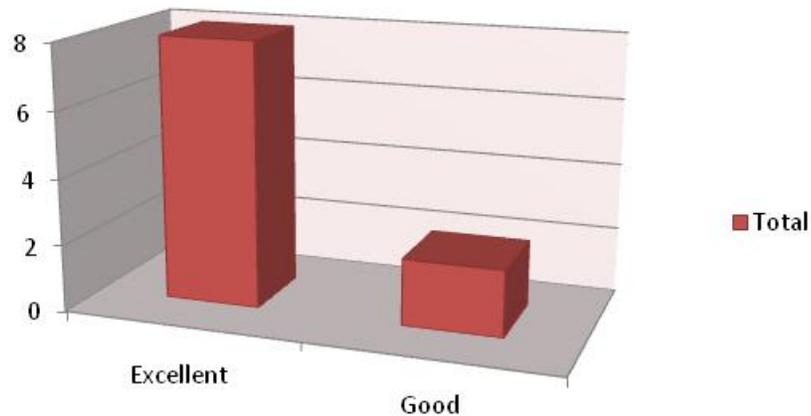
2007 Post Project Survey Results

Treated respectfully
by Nebraska.gov staff

Treated Respectfully by Nebraska.gov
Staff



Understood Project Process



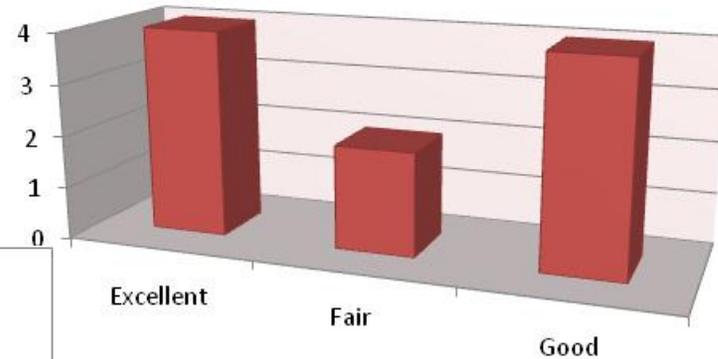
Understood project
process

4/28/2008

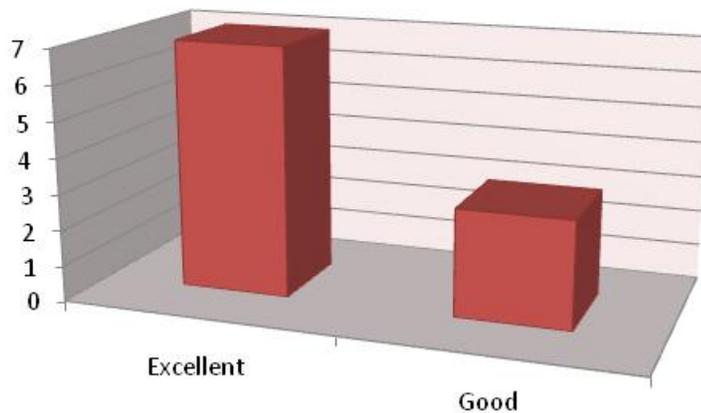
2007 Post Project Survey Results

As involved in the process as wanted to be

Were you involved in the process as you wanted to be



Kept informed in a timely manner

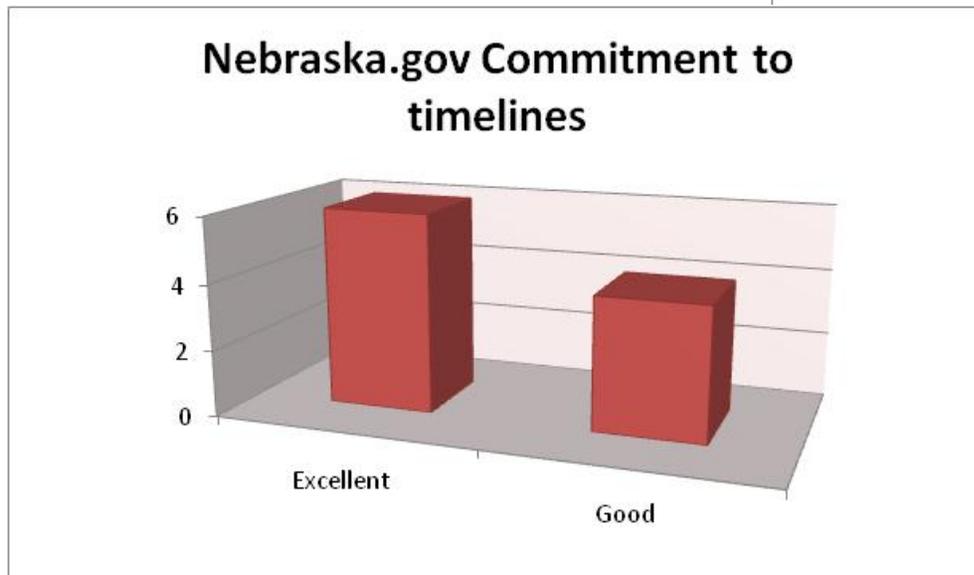


Kept informed of project's process

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2007 Post Project Survey Results

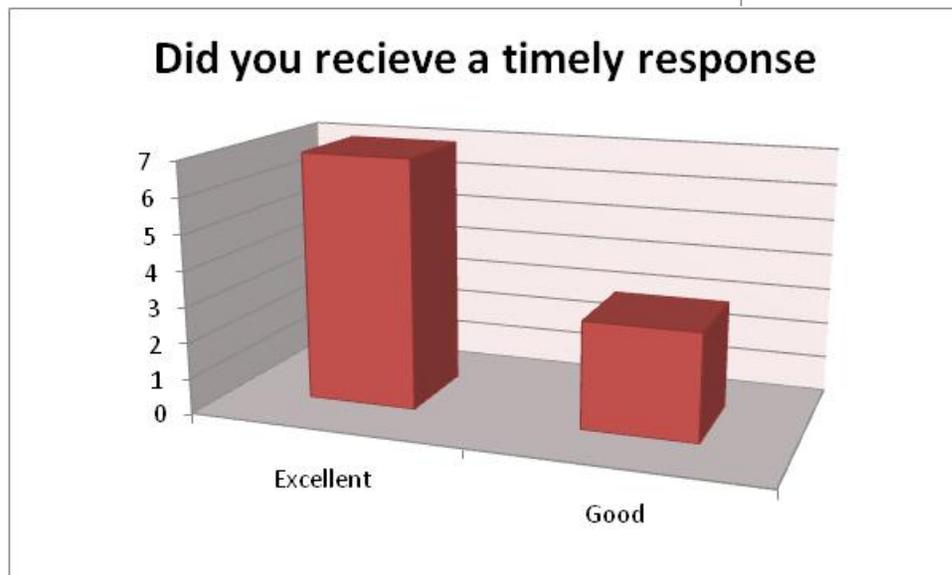
Quality of customer service received



Nebraska.gov met commitments to project timelines

2007 Post Project Survey Results

Quality of the product

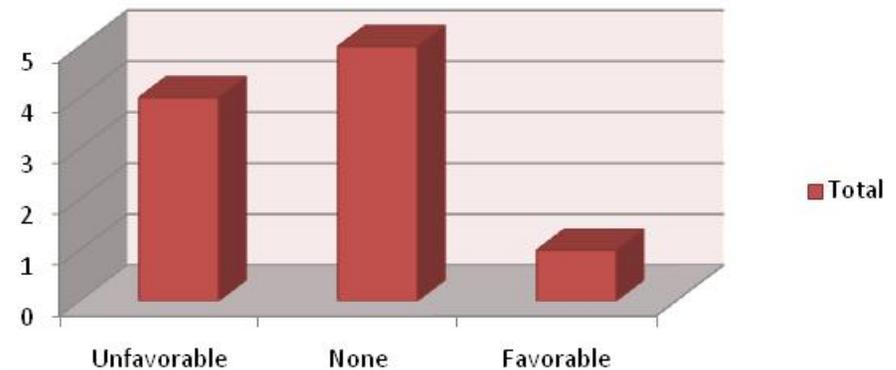


Timely responses of Nebraska.gov staff to requests/messages

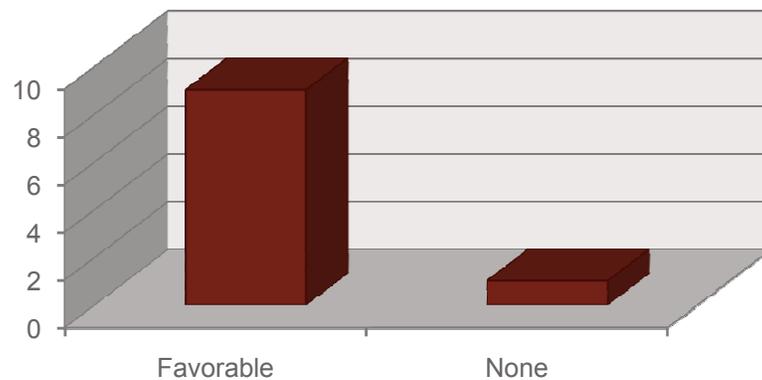
2007 Post Project Survey Results

What were your impressions of Nebraska.gov before working with us?

Impression Before working with Nebraska.gov



Impression after working with Nebraska.gov

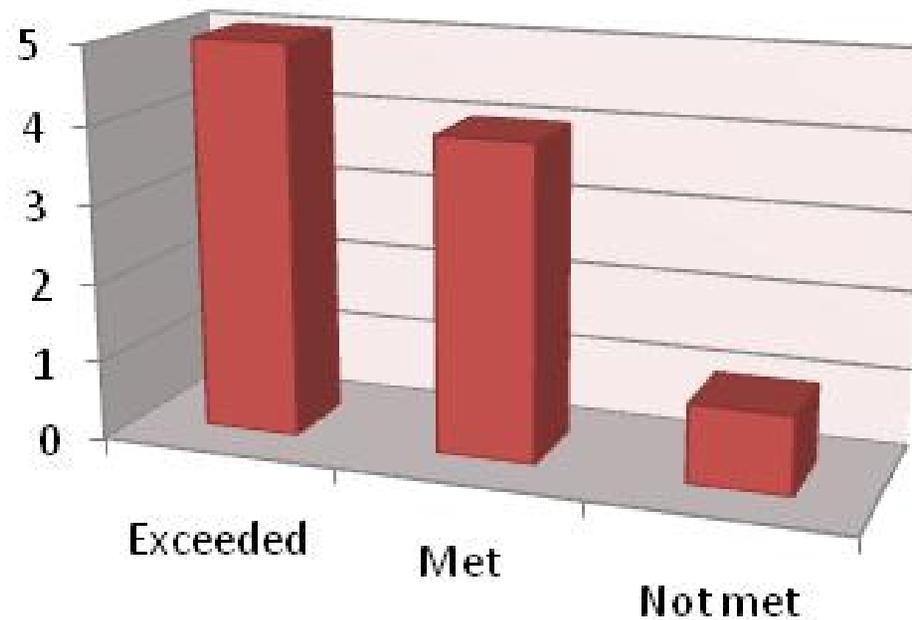


What were your impressions of Nebraska.gov after working with us?

4/28/2008

2007 Post Project Survey Results

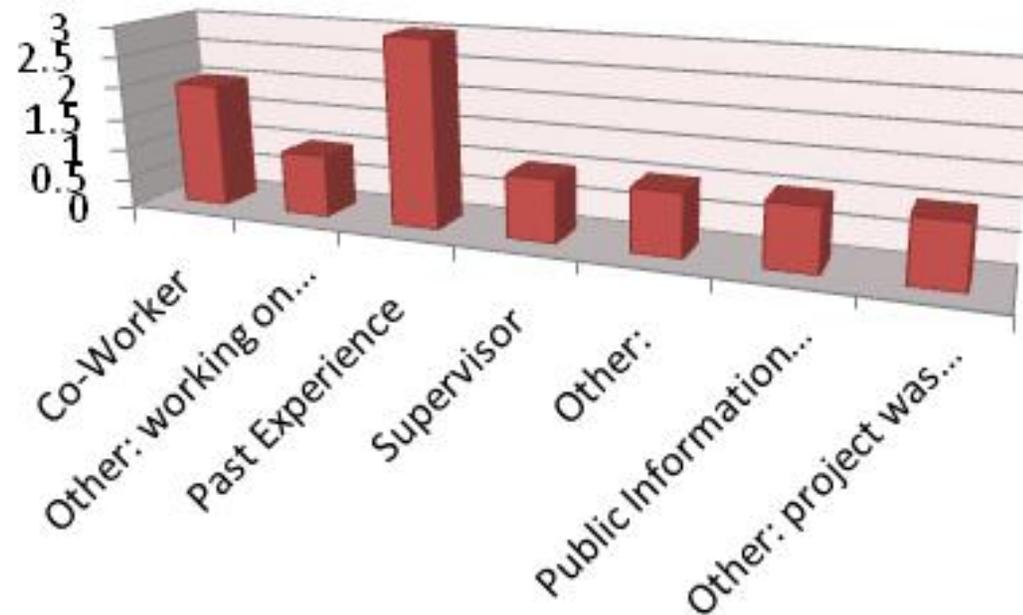
Neraska.gov met your expectations



4/28/2008

2007 Post Project Survey Results

How did you learn about Nebraska.gov



2007 Post Project Survey Comments

“We worked specifically with Jennifer Rasmussen and Theresa Ramos. I can't think of even one negative thing to say. They are top notch all the way.”

“I have worked with a lot of computer teams and not uncommonly get feedback of "we know more than you". I got none of this from you. I am impressed with your service!”

“Based upon information which was shared with me from the past I was sort of dreading, probably not looking for a very positive experience but with our current communication lines improved, in my perspective I found this to be a beneficial, very productive experience with staff in tune to our wants and needs, open to our input and I feel a very worthwhile product has been put on-line for our secured transaction amendment filers and I am looking forward to working on the EFS project in the near future.”

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2007 Post Project Survey Comments

“In past years, we did not get very good service. The new administration has completely turned the agency around. I would recommend them to anyone.”

“I was impressed and after getting to know them, I felt confident in their ability, understanding of a wide variety of agency activities, and competence in the finished project. They were very good to work with.”

Items to Discuss at Future Board Meetings

- How we can leverage our Board connections to work with new partners and/or new opportunities with existing partners.
- Ensuring that revenue projects continue to support the need for portal expansion as well as maintenance.
- Additional ways to streamline our internal business processes to continue to find efficiencies.
- Re-evaluate the current services the portal provides to see if some are out-dated or unused or if we need to revisit the fee structures.

Take Aways

- Nebraska.gov has a great deal of opportunity to grow the services available on the portal.
- Our partners continue to have growing and complex needs.
- The Nebraska.gov staff is committed to providing excellent service and meeting the needs of our partners in the most efficient manner possible.