

**NEBRASKA STATE RECORDS BOARD  
MEETING: May 20, 2002**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
May 20, 2002  
1:30 P.M.



## NEBRASKA STATE RECORDS BOARD

### MINUTES

Meeting of February 15, 2002

The meeting was called to order by Chairman John Gale at 1:33 PM on February 15, 2002, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;  
Don Stenberg;  
Nathan Gilmore, representing the Treasurer;  
Lori McClurg;  
Bill Bidrowski;  
Mark Sutko;  
Diane Vicars;  
Dave Buelt.

Not present were:

Lauren Hill, representing the Governor;  
Kate Witek;  
John Dale;

Chairman Gale welcomed the newest Board Member representing the Media, Diane Vicar.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star on February 2, 2002.

The minutes of the meeting of October 29, 2001, were considered. Mr. Stenberg moved that the minutes be approved as circulated; motion seconded by Mr. Bidrowski.

Voting For:	Buelt	Vicars	Gale	Gilmore
	Bidrowski	McClurg	Sutko	Stenberg

Voting Against: None

Absent: Dale Hill Witek

The motion carried.

Kate Witek arrived at 1:37pm.

Greg Lemon, Deputy Secretary of State, reported on the Records Management Cash Fund - State Records Board balance. Greg also reported on the Grant Status Report. Attorney General Stenberg said their project nearly completed.

Lauren Hill arrived at 1:40pm.

Chairman Gale opened the public hearing on the Request for Approval for Wireless Training Module. Nancy Busch, Assistant Director for Library Commission, appeared in favor of this request. After discussion, Mr. Stenberg moved to approve this request pending criteria being submitted to Secretary of State's office supporting local communities ; motion seconded by Mr. Sutko.

Voting For:	Buelt	Vicars	Gale	Gilmore
	Bidrowski	Witek	Stenberg	Hill
	McClurg	Sutko		

Voting Against: None

Absent: Dale

The motion carried.

The next public hearing is on the Request for Approval for the Business Portal Phase II project. Steve Schafer, Chief Information Officer appeared in favor of this request. This grant would enhance Phase I by supporting continued progress through training, maintenance and forms automation. Rod Armstrong, General Manager for Nebrask@ Online, gave slide presentation of the Business Forms Portal which will be live in a few weeks.

There was discussion in increasing the grant amounts. It was also suggested that this grant approval be in conjunction with the quantity of forms that were completed. Rod also explained that these forms are in three levels of automation: pdf, editable pdf, and html.

After discussion, Mrs. Witek moved to approve this request; motion seconded by Mr. Sutko.

Voting For:	Buelt	Vicars	Gale	Gilmore
	Bidrowski	Witek	Stenberg	Hill
	McClurg	Sutko		

Voting Against: None

Absent: Dale

The motion carried.

Mr. Stenberg made a motion to amend by requiring the contract signed by the CIO's office and NOL be reviewed by the Secretary or State's Office; motion seconded by Mrs. Witek.

Voting For:	Buelt	Vicars	Gale	Gilmore
	Bidrowski	Witek	Stenberg	Hill
	McClurg	Sutko		

Voting Against: None

Absent: Dale

The motion carried

Chairman Gale opened discussion of the approval of Report on Audit Issues. Rod Armstrong, General Manager of Nebrask@ Online, commented on audit. Mrs. McClurg moved to approve the audit; Mr. Sutko seconded it.

Voting For:	Buelt	Vicars	Gale	Gilmore
	Bidrowski	Witek	Stenberg	Hill
	McClurg	Sutko		

Voting Against: None

Absent: Dale

The motion carried

Chairman Gale opened discussion on the 4th Annual E-Government Conference. Greg Lemon, Chief Deputy Secretary of State, stated that in order to book a particular speaker we needed to plan ahead. Don Peterson with Government Technology Magazine would be interested in providing a half day seminar including speakers and lunch at no cost to the State. The other half of the day would be setup like previous years including the IT Fair. Steve Schafer, Chief Information Officer also commented on this speaker. The Board approved of this setup but a motion was not needed.

Ms. McClurg departed from the meeting at 3:30pm.

Chairman Gale designated Mr. Stenberg as Acting Chairman and departed from the meeting at 3:35pm.

Acting Chairman Stenberg opened discussion of the Project Priority List, and Greg Lemon commented on the list. Rod Armstrong, General Manager of Nebrask@ Online, briefly went over the list. After discussion by the Board, Mr. Bidrowski made a motion to approve; Mr. Sutko seconded it.

Voting For:	Buelt	Vicars	Gilmore	Bidrowski
	Witek	Stenberg	Hill	Sutko

Voting Against: None

Absent: Dale, Gale, McClurg

The motion carried

Acting Chairman Stenberg opened discussion NOL s Business Plan 2002. Rod Armstrong, General Manager for Nebrask@ Online went over the plan with a powerpoint presentation. The Board discussed allowing NOL to maintain individual agency s websites. An amendment will be done to the standard agreement with individual agency s choosing this service. It was discussed if the Board will review each of these cases at the quarterly meetings. Mr. Buelt made a motion to allow the Secretary of State s Office to approve these agency contracts; Mr. Bidrowski seconded the motion.

Mr. Gale returned to the meeting at 3:45pm.

Lori McClurg returned to the meeting at 3:50pm.

Mark Sutko left the meeting at 4:00pm.

Voting For:	Buelt	Vicars	Gilmore	Bidrowski
	McClurg	Witek	Stenberg	Hill
	Gale			

Voting Against: None

Absent: Dale Sutko

The motion carried

Dave Buelt left the meeting at 4:10pm.

Chairman Gale opened discussion of the Bills of Interest for 2002, and Greg Lemon commented on the list.

The next Board meeting will be scheduled for May 17th at 1:30pm.

Mrs. Vicars moved that the meeting be adjourned; motion seconded by Mr. Stenberg.

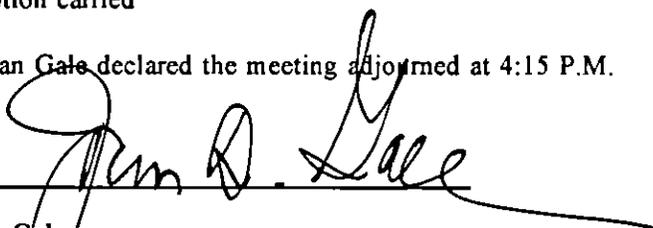
Voting For:	Vicars	Gilmore	Bidrowski	McClurg
	Witek	Stenberg	Hill	Sutko
	Gale			

Voting Against: None

Absent: Dale Sutko Buelt

The motion carried

Chairman Gale declared the meeting adjourned at 4:15 P.M.




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John A. Gale  
Chairman  
State Records Board



## NEBRASKA STATE RECORDS BOARD

### MINUTES

#### Meeting of May 20, 2002

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

The following Board members were present:

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

Not present were:

David Buelt;  
Mark Sutko;  
Diane Vicars.

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

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

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

The motion carried.

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

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

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

The motion carried.

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

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

The motion carried.

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

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

The motion carried.

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

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

The motion carried.

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

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

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

The motion carried.

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

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

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

Voting For:	Bidrowski	Dale	Erickson	Gale
	Gilmore	Schafer	Stenberg	Witek

Not Voting: None

Absent: Buelt Sutko Vicars

The motion carried.

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

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John A. Gale  
Chairman  
State Records Board