

**NEBRASKA STATE RECORDS BOARD
MEETING: September 3, 1998**

Nebraska State Capitol
Room 1507
Lincoln, NE
September 3, 1998
1:30 P.M.

SCOTT MOORE
SECRETARY OF STATE

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STATE OF NEBRASKA

NEBRASKA STATE RECORDS BOARD AGENDA 1507 STATE CAPITOL September 3, 1998 - 1:30 P.M.

1. Call to Order, Roll Call
2. Approval of minutes from June 24th meeting
3. Records Management Cash Fund Balance
4. Michael Winkle--Executive Director, Nebraska Information Technology Commission
5. FY1999-2000; 2000-2001 Biennial Budget Request
6. Government Online--Progress Reports
 - A. Local Government Information Network--Craig Schroeder
 - B. Public Terminal Pilot Project--Greg Lemon
7. Access to Premium Services by State Employees--Update
8. Miscellaneous Matters
9. Schedule Next Meeting
10. Adjournment



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of June 24, 1998

The meeting was called to order by Chairman Scott Moore at 1:37 P.M. on June 24, 1998, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following board members were present:

Scott Moore, Chairman;
Lorelee Byrd, representing the State Treasurer;
John Dale;
Jeanne Raznick;
Kim Robak, representing the Governor;
Craig Schroeder;
Don Stenberg.

Not present were:

John Breslow;
Jeff Funk;
Terry Harder;
Karen Kilgarin;
Mark Sutko.

Mr. Moore noted that notice of hearing for the meeting was published in the June 17, 1998, Lincoln Journal-Star.

The minutes of the meeting of March 23, 1998, were considered. Ms. Robak moved that the minutes be approved as circulated; motion seconded by Mr. Dale.

Voting For:	Byrd Robak	Dale Schroeder	Moore Stenberg	Raznick
Voting Against:	None			
Absent:	Breslow Sutko	Funk	Harder	Kilgarin

The motion carried.

Jeff Funk and Karen Kilgarin arrived at the meeting.

Greg Lemon, Deputy Secretary of State, introduced and discussed current and past monthly beginning cash balance of the State Records Board account in the Records Management Cash Fund. Mr. Lemon indicated that fluctuations in the balance for the months of April and May were due to changes in the way the funds were transferred. The June, 1998 balance was \$192,697.

Sam Somerhalder, Nebrask@ Online Manager, demonstrated the new features of Nebrask@ Online.

Ms. Kilgarin was excused.

The Chairman introduced additional State Agency Internet Guidelines relating to outside links on state agency webpages. After discussion, Ms. Robak moved that the proposed guidelines as amended by discussion of the group be adopted and added to the guidelines adopted at the March 23rd meeting; motion seconded by Mr. Funk.

Voting For:	Byrd Raznick	Dale Robak	Funk Schroeder	Moore Stenberg
Voting Against:	None			
Absent:	Breslow	Harder	Kilgarin	Sutko

The motion carried.

Ms. Kilgarin returned.

Lorelee Byrd provided an update on the state's credit card contract and discussed credit card usage for state government services via the Internet. It was noted that the Health and Human Services Vital Statistics Division was working with Nebrask@ Online to allow ordering of birth and death records over the internet with a credit card.

The issue of Access to premium services for no charge by state employees was discussed. Ms. Robak moved to give chairman Moore authority to give agencies free access to premium services upon application by the agency according to procedures to be developed by Records Board staff; motion seconded by Mr. Funk.

Voting For:	Byrd Moore Stenberg	Dale Raznick	Funk Robak	Kilgarin Schroeder
Voting Against:	None			
Absent:	Breslow	Harder	Sutko	

The motion carried.

The Board discussed the issue of requirements of submission of paper publications to the Nebraska Publications Clearinghouse. Mr. Rod Wagner of the Nebraska Library Commission explained the current role of the publications clearinghouse. It was noted that the Clearinghouse serves two purposes, public access to information and archival storage. Ms. Robak noted that the current law on submitting

publications is drafted very broadly and probably widely ignored. The Board agreed that the issue needed further study given the rapid development of new methods of information storage and transfer.

The Board discussed the issue of uses of State Records Board Cash Fund monies to enhance electronic access to government information. Chairman Moore and Mr. Schroeder stated their intent to bring more detailed proposals to the next meeting of the Board.

Ms. Robak was excused from the meeting.

Ms. Kilgarin was excused from the meeting.

Mr. Lemon mentioned that it would be appropriate for the Board to review the budget for the next biennium prior to its submission to the Governor and Legislature. It was mentioned that the state's new chief information officer and executive director of the NITC should be invited to address the Board at the next meeting.

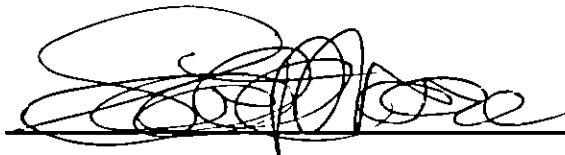
Mr. Moore stated that the next meeting of the Board would be the afternoon of Aug. 26, 1998.

Mr. Schroeder moved the meeting be adjourned; motion seconded by Ms. Byrd.

Voting For:	Byrd	Dale	Funk	Moore
	Raznick	Schroeder	Stenberg	
Voting Against:	None			
Absent:	Breslow	Harder	Kilgarin	Robak
	Sutko			

The motion carried.

The Chairman declared the meeting adjourned at 3:46 P.M.



Scott Moore
Chairman
State Records Board

Records Management

Cash Fund-Records Board

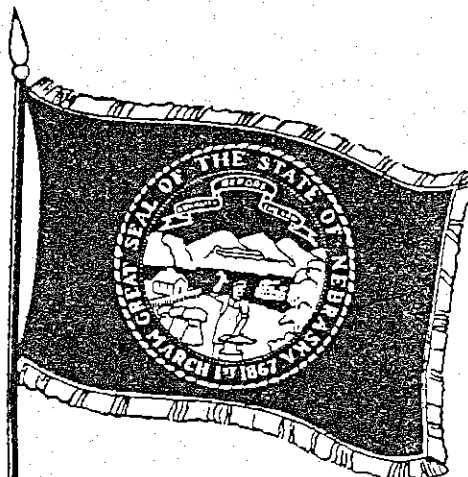
As of Sept 1, 1998

Monthly beginning cash balance

Jun-97	\$1,023
July	\$9,761
Aug	\$20,525
Sept	\$44,422
Oct	\$65,453
Nov	\$84,819
Dec	\$91,339
Jan-98	\$110,133
Feb	\$129,437
Mar	\$152,483
Apr	\$308,797
May	\$112,201
June	\$192,697
July	\$204,592
Aug	\$382,229
Sept	\$157,987

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STATE OF NEBRASKA

TO: Nebraska State Records Board Members
FROM: Scott Moore, Secretary of State
RE: Next Meeting
DATE: August 28, 1998

Enclosed please find State Records Board revenue and expenditure projections for the current fiscal year and the next two fiscal years. The deadline for submitting agency budget requests to the Legislature and Governor is September 15th. The budget request will be used to determine the appropriation level for the Board for the next two fiscal years covering the period of July 1, 1999 to June 30, 2001.

Significant increases in drivers license record request volume are pushing both revenue and expenditures from the State Management Cash fund up over the next three fiscal years. Projections from the Department of Motor Vehicles predict a growth rate of 7% per year over the next two fiscal years.

Given this scenario coupled with the way the contract with Nebrask@ Interactive is structured, the requested appropriations for the next two-year budget period will have need to increase to meet the terms of the contract. In fact, current year expenditures are projected to come within 3% or \$30,000 of or available allotment for expenditure. The current year scenario has two significant ramifications: 1) Expenditures will have to be closely monitored to make sure we don't need to go in for a deficit appropriation; and 2) If a deficit is not requested there is little, or no additional spending authority available for projects which require expenditures beyond current contractual obligations.

I am submitting for the Board's approval a budget request which allows the Board maximum flexibility to spend the revenue generated from the network over the next two fiscal years. I have some concerns about the rapid rise in the appropriation level. However, you may recall that Records Board expenditures are a line item in the Secretary of State's budget, and I feel this approach is the proper one for a couple of reasons. I see no reason to limit the Board's ability to expand the services to the public provided by the network, and additionally, I feel that the Board's membership of elected officials and representatives of the public is accountable and can be entrusted with the responsibility of making spending decisions involving the fund.

STATE RECORDS BOARD CASH FUND PROJECTED BALANCES

FY1996-97 (Actual)

Receipts	\$7,462
Expenditures	0
Fund Balance	7,462

FY1997-98 (Actual)

Receipts	\$1,036,694	
Expenditures***	(840,632)	Appropriation 938,500
Fund Balance	203,524	

FY1998-99 (Projected)*

Receipts	\$1,114,216	
Expenditures***	(1,003,185)	Appropriation 938,500
		Reappropriation 97,868
Fund Balance	314,554	Total Allotment 1,036,368

FY1999-00 (Projected)**

Receipts	\$1,192,212	
Expenditures***	(1,073,400)	Budget Request \$1,625,578
Fund Balance	433,366	

FY2000-01 (Projected)

Receipts	\$1,275,660	
Expenditures***	(1,148,544)	Budget Request \$1,836,142
Fund Balance	560,482	

* Based on first two months actual receipts and expenditures

** Based on 7% growth rate per DMV projections

*** Assumes no additional projects or contract changes

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STATE OF NEBRASKA

TO: Nebraska State Records Board Members

FROM: Scott Moore, Secretary of State

RE: Public Terminal Pilot Project

DATE: September 3, 1998

As discussed at the last meeting, I have done further research on the idea of putting a public terminal at remote locations throughout the state. The following information represents an update on how the project might be structured.

SCOPE OF PROJECT:

The proposed public terminal pilot project would involve putting public access kiosks in 3-5 remote locations throughout the state. The kiosks would have touch screens and a simplified menu of Nebrask@ Online information with the most requested services easily accessible. The Kiosks would also be equipped with a printer and located in the county courthouse, allowing citizens to conduct state business at the same location the conduct local government business.

COST OF PROJECT

Each kiosk would cost in the range of \$10,000 to \$15,000. Additionally there would be a monthly charge for a dedicated internet access line (\$80-\$100 month for a dedicated 56K line, varies by location). Additional cost would be for development of the screens used, maintenance and, over time, equipment replacement costs.

AGENCIES REQUESTING PREMIUM ACCESS

9/3/98

AGENCY NAME	# of Users	Driver's Lic.	Title & Reg.	UCC	Corporate	Court of App.	Sales Permits
Accountability & Disc.	4			Yes	Yes		
Agriculture Dept.	12	Yes	Yes		Yes	Yes	
Attorney General	12	Yes	Yes	Yes	Yes	Yes	
CIR	2					Yes	
Corn Board	2	Yes					
DAS-emp. rel.	1					Yes	
DAS-Risk Man.	1					Yes	
Education-Voc. Rehab	1	Yes					
Legislative Research	5				Yes	Yes	Yes
Public Acctnty. Bd.	1	Yes	Yes	Yes	Yes	Yes	Yes
Public Ad. Commission	7	Yes	Yes	Yes	Yes	Yes	Yes
Public Service Co.	5	Yes					
Revenue	36	Yes	Yes	Yes	Yes	Yes	
Rural Dev. Co.	2	Yes	Yes	Yes	Yes	Yes	Yes
Supreme Ct.	12	Yes	Yes			Yes	
Water Resources	1	Yes					
TOTAL 16 Agencies	104	11	7	6	8	11	4