

**NEBRASKA STATE RECORDS BOARD  
MEETING: September 27, 2005**

Nebraska State Capitol  
Room 1507  
Lincoln, NE  
September 27, 2005  
9:00 A.M.

Lincoln Journal Star  
Tuesday, September 20, 2005

**NOTICE OF PUBLIC MEETING**

Notice is hereby given of a public meeting of the Nebraska State Records Board on Tuesday, September 27, 2005 at 9:30 AM in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda, which is kept continually current, will include grant applications from State and Local Agencies, and is available at the office of the Secretary of State for public inspection during regular business hours.  
#3436205 1x Sept 20

**NEBRASKA STATE RECORDS BOARD  
AGENDA**

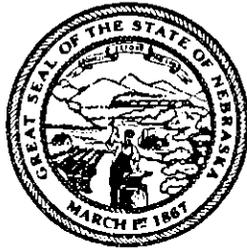
**Room 1507 State Capitol  
September 27, 2005 – 9:30 A.M.**

1. Call to Order, Roll Call
2. Notice of Hearing (09/20/2005 Lincoln Journal Star)
3. Adoption of Agenda
4. Approval of Minutes from May 10, 2005 meeting
5. Chairman's Report
  - a. Executive Director Study/possible PSL increase
  - b. Identity Theft Study/Contract Issues
  - c. Subcommittee Membership Study
  - d. Introduction of new Chief Deputy/General Counsel
6. NIC Management Team Update and Approval
7. Records Management Cash Fund Balance
8. Grant Status Report
9. Report on Reinvested Revenue
10. State Agency Grant Applications
  - a. University of Nebraska – Lincoln Libraries - Nebraska Public Documents Digitization Project (\$23,000.00)
  - b. Board of Barber Examiners - Barber Licensing System Update (\$25,000)
11. Local Agency Grant Applications
  - a. South Sioux City – SSC Electronic Filing System (\$10,000.00)
12. Nebraska.gov General Manager's Report
  - a. Project Priority List--Review and Approve
  - b. Peer Review Report
  - c. Problem Report on Online Filings
  - d. County Website Development
13. Adjournment

- **May**

- **10**

- **2005**



**NEBRASKA STATE RECORDS BOARD**

**MINUTES**

**Meeting of May 10, 2005**

The meeting was called to order by Chairman John Gale at 10:03 A.M. on May 10, 2005, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;  
William Bidrowski;  
David Buelt;  
Jerry Catlett;  
John Curry;  
Brenda Decker, representing the Director of Administrative Services;  
Matt McNair, representing the Attorney General;  
Laureen Riedesel;  
Diane Vicars;  
Kate Witek;  
Scott Yank, representing the State Treasurer.

Not present was:

Lauren Hill, representing the Governor.

The Chairman introduced John Curry, Lincoln, a new member representing the Insurance Industry.

The Chairman announced that the meeting notice had been published in the Lincoln Journal Star on May 5, 2005, and published on the public meetings website.

Mr. Buelt moved to approve the agenda as circulated with one change in the order of an item in #10; motion seconded by Mr. McNair.

Voting For:	Bidrowski	Buelt	Catlett	Curry
	Decker	Gale	McNair	Riedesel
	Vicars	Witek	Yank	

Voting Against: None

Absent: Hill

The motion carried.

Ms. Witek moved to approve the minutes of the meeting of November 23, 2004; motion seconded by Ms. Vicars.

Voting For:	Bidrowski Riedesel	Buelt Vicars	Catlett Witek	Gale
Abstaining:	Curry	Decker	McNair	Yank
Voting Against:	None			
Absent:	Hill			

The motion carried.

Bill Ptacek, Director, Records Management Division, reported the unobligated Nebraska State Records Board cash fund balance was \$617,958.

Mr. Ptacek presented the Grant Status Report for the First Quarter of 2005. Ms. Brenda Decker, CIO, stated she believes most projects for the CIO are on target.

Mr. Ptacek presented the Reinvested Revenue Project Update. Mr. Rod Armstrong, Nebrask@ Online General Manager, indicated that the projects were within budget.

Mr. Armstrong presented the Problem Report on Online Filings. Mr. Armstrong apologized for the problems which occurred with the newly launched lien filing application system in the UCC Division of the Secretary of State's Office. Mr. Gale noted the problem was a series of horrendous oversights and hopes they do not occur again. Mr. Armstrong indicated Nebrask@Online is having an independent code review and will share the results with the Board.

Mr. Ptacek opened discussion of a grant application for \$25,000.00, from the University of Nebraska Rural Initiative. Phyllis Shoenholz, Extension Educator and Dennis Kahl, Extension Educator testified in favor of this application. After discussion, Mr. Catlett moved that this grant be approved; motion seconded by Mr. Buelt.

Voting For:	Bidrowski Decker Vicars	Buelt Gale Witek	Catlett McNair Yank	Curry Riedesel
Voting Against:	None			
Absent:	Hill			

The motion carried.

Mr. Lemon presented a summary of the recommendations by the Contract Operations subcommittee for the local grants before the Board which included Kearney County Enhanced Web Page, Online Property Tax Payment System requested by Buffalo, Clay, Dawson, Hamilton, Pierce and Seward Counties and South Sioux City Electronic Filing System.

Mr. Gale opened discussion of a grant application for \$25,000.00, from Kearney County for Kearney County Enhanced Webpage. Kathy Russell, Highway Superintendent, testified in favor of this application. After discussion, Mr. McNair moved that this grant be approved; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Decker Vicars	Buelt Gale Witek	Catlett McNair Yank	Curry Riedesel
Voting Against:	None			
Absent:	Hill			

The motion carried.

Mr. Gale opened discussion of a grant application for \$25,000.00, from Buffalo, Clay, Dawson, Hamilton, Pierce and Seward Counties for an Online Property Tax Payment System. Jean Sidwell, Buffalo County Treasurer, testified in favor of this application. After discussion, Ms. Vicars moved that this grant be approved as a Reinvested Revenue Project with the right to review the project regarding the fee structure to the public; motion seconded by Mr. Yank.

Voting For:	Bidrowski Decker Vicars	Buelt Gale Witek	Catlett McNair Yank	Curry Riedesel
Voting Against:	None			
Absent:	Hill			

The motion carried.

Chairman Gale called a recess at 11:50 a.m.

Chairman Gale reconvened the meeting at 12:03 p.m.

Mr. Gale opened discussion of a grant application for \$10,000.00 from South Sioux City for an Electronic Filing System. No one was present to testify. After discussion, Mr. McNair moved that this grant be tabled until the next meeting of the Board; motion seconded by Mr. Bidrowski.

Voting For:	Bidrowski Decker Vicars	Buelt Gale Witek	Catlett McNair Yank	Curry Riedesel
Voting Against:	None			
Absent:	Hill			

The motion carried.

Mr. Armstrong presented the Nebraska@ Online General Manager's Report. After discussion, Ms. Decker moved to approve the placement of the website security statement, domain name change to 'Nebraska.gov' and the new Homepage launch, June 1, 2005 after assurance the Homepage design does not conflict with LB242; motion seconded by Mr. McNair.

Voting For:	Bidrowski	Buelt	Catlett	Curry
	Decker	Gale	McNair	Riedesel
	Vicars	Witek	Yank	

Voting Against: None

Absent: Hill

The motion carried.

Mr. Armstrong presented the Nebraska Interactive Peer Review Proposed Methodology. After discussion, Ms. Witek moved to approve the methodology; motion seconded by Mr. Buelt.

Voting For:	Bidrowski	Buelt	Catlett	Curry
	Decker	Gale	McNair	Riedesel
	Vicars	Witek	Yank	

Voting Against: None

Absent: Hill

The motion carried.

Mr. Lemon reported on the Agreement with the State Treasurer regarding ACH (electronic check) Transactions and indicated the agreement has been entered into.

Mr. Lemon presented the Update on Legislation 2005 Legislative Session – LB 525. This legislation has been passed.

Chairman Gale called a recess at 12:40 p.m.

Chairman Gale reconvened the meeting at 1:35 p.m.

Ms. Riedesel and Mr. McNair were absent. Ms. Witek was replaced by Jeanne Herbers.

Chairman Gale called to order the Public Hearing on Protection of Personal Information. Mr. Lemon presented background on the issue. Beverly Neth, Director of the Department of Motor Vehicles, John McGuire, Explore Information Services, and Rod Armstrong presented testimony regarding the recent security breaches involving Choicepoint and Lexis-Nexis, privacy laws and procedures as they relate to Department of Motor Vehicle Records, National developments in the area, and future efforts that might be explored to safeguard personal information.

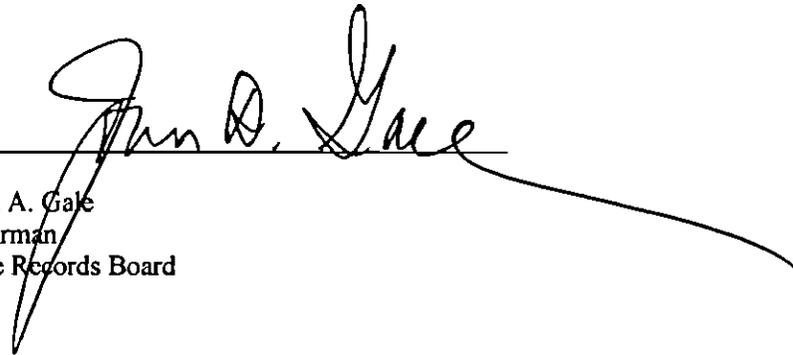
Mr. McNair arrived at 1:45 p.m.

No further business appearing before the Board, Mr. Buelt moved to adjourn; motion seconded by Ms. Vicars.

Voting For:	Bidrowski Decker Vicars	Buelt Gale Yank	Catlett Herbers	Curry McNair
Voting Against:	None			
Absent:	Hill	Riedesel		

The motion carried.

Chairman Gale declared the meeting adjourned at 2:50 p.m.

  
\_\_\_\_\_  
John A. Gale  
Chairman  
State Records Board



## MEMORANDUM

DATE: September 16, 2005

TO: All Agencies, Boards, and Commissions

FROM: Gerry A. Oligmueller, State Budget Administrator 

SUBJECT: 2006 Deficit Budget Requests

Section 81-126 Reissue Revised Statutes of Nebraska, 2003, provides for the Governor to make recommendations to the Legislature as to the deficiency funding requirements of the various agencies, boards, and commissions of State government.

State government is currently in the first calendar quarter of the 2005-2007 biennium. Consequently, there are seven full quarters remaining in your current budget plan for your agency to undertake any necessary management actions that will allow you to operate within the 2005-07 appropriations. A deficit budget request should only be made for extraordinary circumstances that are beyond an agency's control and ability to manage during the 2005-2007 biennium.

In addition to appropriated amounts, agencies should review earmarking, personal services limitations, and other language contained in appropriation measures for the 2005-07 biennium. You should also consider whether transfers or offsetting program adjustments could be made to address deficit situations. Any necessary changes should be submitted with appropriate explanation for consideration as noted for deficit budget requests by **Friday, October 28, 2005**.

It is our desire to eliminate as much paper as possible from the deficit request process. Please check the Budget Division web site at <http://www.budget.ne.gov> on the "Budget Process" page for detailed instructions and electronic forms.

Please direct any questions regarding 2005-07 biennium deficit requests to your assigned budget analyst in the Department of Administrative Services-Budget Division.

Copies of deficit budget requests submitted to the State Budget Administrator by agencies, boards, and commissions will be forwarded to the Legislative Fiscal Office. A copy of Higher Education submittals will be forwarded to the Coordinating Commission for Postsecondary Education.

You must also complete a project proposal form and undergo review by the Nebraska Information Technology Commission for deficit requests for information technology projects. The project proposal form and related instructions are available on the NITC web site: <http://www.nitc.state.ne.us/forms/>. The deadline for submitting project proposal forms to the NITC is no later than **October 28, 2005**.

Thank you very much for your serious attention and timely response to this communication.

**Budget Division • Gerry A. Oligmueller, Administrator**

State Capitol • P.O. Box 94664 • Lincoln, Nebraska 68509-4664 • Phone (402) 471-2526

*An Equal Opportunity/Affirmative Action Employer*

Printed with soy ink on recycled paper.

TO: John Gale, Chairman, Nebraska State Records Board

FROM: Greg Lemon

RE: Technical Support of the State Records Board

DATE: September 23, 2005

### **INTRODUCTION and PURPOSE:**

This memorandum explores the possibility of hiring or contracting for additional technical support for assistance with oversight of the Nebraska.Gov portal and services overseen by the State Records Board. This assistance could include analysis of the feasibility and cost of proposed projects, and oversight of ongoing projects to identify sources of problems or delays in implementation or operation.

### **HISTORY**

The Nebraska State Records board was given authority over the Nebraska.Gov (then known as Nebrask@Online) by LB590, passed in 1997. Section 7 of the bill, codified at Neb. Rev. Stat. 84-1205.01, provides for a technical advisory committee of the State Records Board.

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 Department of Administrative Services, and a representative from the computer services group of the Legislative Council.

Although this technical committee was created and members appointed after the passage of LB590, it has not been active for a number of years, and the limited duties that it performed have been assumed by the technical panel of the NITC, which reviews NSRB Grant requests.

LB590A (1997) also included \$35,000 annually in personal services limitation (PSL) for staffing of the NSRB. Although some of this PSL was allocated to existing staff who spent time on administration of the Board, including the Chief Deputy Secretary of State and administrative support, there has not been a person hired to work specifically on the Board matters since the passage of the bill.

### **POSSIBLE DUTIES**

Oversight and reporting of progress of Nebraska.Gov projects involves communications and review of those involved in the project, which usually includes Nebraska Interactive (contract administrator of Nebraska.Gov) personnel and agency or local government personnel for whom

the project is being completed. The incumbent in the position would be of particular use in instances where a project is delayed or is not operating correctly. Many times in such instances agency representatives indicate fault on the part of the network administrator and the network administrator expresses concerns about technical difficulties or delays on the agency end. Without a technical background it can be difficult to pinpoint the problem.

In addition, there is also a need to understand the complexity and resources that are needed for a project when making decisions about allocation of resources and priorities. Although Nebraska Interactive has done their own assessments in this area, it would be useful to have someone make an independent review as well. Such a position could be useful to the Board and any subcommittees charged with prioritizing projects.

### **HOURS and RATE**

Although certainly a rough guess, workload for such a position would certainly be variable depending upon what projects were currently being undertaken, but could vary between 10-40 hours a month. Competency does not come cheaply in the IT world, for a contractor with the necessary skills in this area hourly pay would probably be somewhere in the range of \$75 to \$100 plus an hour. For an employee hourly rates could be significantly lower, but benefits and overhead would add to the cost.

### **JOB SKILLS**

The person or contractor chosen for this position should have broad experience and a degree in the information technology field with extensive knowledge and training in web interfaces and relational databases.

### **OPTIONS**

There are a number of options which could be pursued in providing additional technical expertise and oversight to the State Records Board:

1. Use the Technical Panel of the State Records Board

Advantages: Already provided for in statute, little or no cost

Disadvantages: This group is not currently active, members would have conflicting workload and priorities, members might often be associated with the agency encountering the problem.

2. Use of a dedicated staff member of the State Records Board

Advantages: PSL and budget authority provided in statute, Board would have direct control over duties and direction of the person so appointed, person could be picked whose skills specifically match the criteria.

Disadvantages: Variable workload, unless other duties were assigned and other budget resources were allocated for this position it would be difficult to find someone qualified who would want to fill the position on a part time basis.

### 3. Use of Contractual Services

Advantage: Board would have direct control over duties and direction of the contractor, contractor could be picked whose skills specifically match the job criteria. Variable hours less of a problem with a contractor. Easier to try on an interim basis and analyze costs and benefits of this support service to the NSRB.

Disadvantages: Contract rate sometimes higher than employee pay, although given the part time nature of the duties this may be a wash. Contractor may have other jobs/priorities.

**TO: John A. Gale, Chairman, Nebraska State Records Board**

**FROM: Greg Lemon**

**RE: Privacy and Security Update**

**DATE: September 23, 2005**

**BACKGROUND:**

On February 16, 2005, Choicepoint, one of the largest information resellers in the country, reported that it had sold information to third parties who had fraudulently identified themselves as legitimate users of the information.

As a result of this leak government records, including social security numbers and drivers license numbers of over 144,000 United States citizens were improperly released and to date hundreds of people have been identified as victims of identity theft as a result of this misappropriation of information.

Choicepoint is notifying and offering free credit checks and credit report monitoring and other services to those whose information was compromised. Has upped credentialing requirements, esp. for small businesses, and has changed how they sell information, requiring a specific consumer transaction or existing customer relationship before releasing information. The notification that Choicepoint is providing is not required in any states except for California.

This was followed in March by a report of personal information theft from a subsidiary of Lexis Nexis which would ultimately be revealed to involve over 300,000 people, as well as a reported loss of data by the Bank of America potentially affecting over 1,000,000 individuals has brought this issue to national attention. These recent events have brought a high level of attention to this matter including a hearing held by the Senate banking committee in March and the House Financial Services Committee soon thereafter.

According to the United States Postal Service Postal Inspector's Office almost ten million Americans were victims of identity theft last year. Cost estimates of identity theft vary widely from \$5 Billion to over \$50 Billion per year.

**CURRENT STATUS:**

The background information listed above was presented at the Public Hearing on the Protection of Personal Information held at the Nebraska State Records Board meeting on May 10, 2005. The most sensitive records set which is disseminated by Nebraska.Gov was identified at that hearing as the Department of Motor Vehicles Driver's and Vehicle Title records.

Although these records are protected by state law enacted pursuant to Federal requirements (Neb. Rev. Stat. 60-2901 et. seq., popularly known as the Privacy Act") this law does not prevent their widespread distribution to large information clearinghouses, insurance companies, and other entities with a right to access the information or a permissible use for the information under the law.

The Department of Motor Vehicles has proposed additional language in the agreement between the DMV and the State Records Board. The proposal would put a positive obligation on the contract network administrator (Nebraska Interactive, LLC) to notify DMV in case of any breach of security and also to notify the parties whose information was inappropriately accessed or released of such breach. This proposal was made on or about the time of the last Records Board meeting. Nebraska Interactive declined to approve of the DMV proposal and little was done on the matter between the time of the last Records Board meeting and the present. However, I have contacted both legal counsel at the Department of Motor Vehicles and new management at Nebraska Interactive and they have indicated that they will pursue the matter further.

### **LEGISLATIVE RESOLUTION 140 (2005)**

In response to the privacy and security issues raised by the Choicepoint and other security breaches in the winter and spring of 2005 Senator Baker of the Nebraska Unicameral Legislature introduced Legislative Resolution 140. LR 140 is an interim study resolution to examine security issues regarding the dissemination and resale of motor vehicle and personal information. The resolution was referred to the Transportation and Telecommunications Committee, the text of the resolution is shown below:

"PURPOSE: To examine the State of Nebraska's current laws and procedures regarding the dissemination or sale of motor vehicle records disclosure, personal information and other citizen information in electronic format. Recent highly publicized misappropriations of information by national information resellers have compromised the safety and security of citizens. The purpose of this study is to determine if current laws and practices strike an appropriate balance between providing access to information for legitimate business uses and limiting access for illegitimate uses, to analyze developments in this area, and to make recommendations as necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE NINETY-NINTH LEGISLATURE OF NEBRASKA, FIRST SESSION:

1. That the Transportation and Telecommunications Committee of the Legislature Shall be designated to conduct an interim study to carry out the purposes of this resolution and shall request input from the Nebraska State Records Board and the Department of Motor Vehicles in reviewing the subject matter of this study.
2. That the committee upon the conclusion of its study make a report of its findings, together with its recommendations, the Legislative Council or Legislature. "

No interim hearings on this resolution have been scheduled by the Transportation, Senator Baker's office has indicated that they would be willing to accept input from the Records Board on how they might proceed with the study.

#### **PROPOSED FEDERAL LEGISLATION:**

The following federal bills have been introduced directly relating to the privacy and security issue. Most in reaction to the Choicepoint and other security breaches in the spring of 2005.

#### **Comprehensive Identity Theft Prevention Act (Schumer) S. 768**

Sets limits on the sale, and notification requirements in case of unauthorized acquisition of sensitive personal information. With certain exceptions, prohibits the solicitation, sale, purchase, use, and access to SSNs. Establishes an Office of Identity Theft within the FTC to enforce this Act.

4/12/2005 Referred to Senate committee. Status: Read twice and referred to the Committee on Commerce, Science, and Transportation.

#### **Identity Theft Protection Act (Smith) S. 1408**

Directs FTC to promulgate regulations to require covered entities to develop and implement information security programs. Requires notification in cases of security breaches affecting 1,000 individuals or more. Allows consumers to request a security freeze on their credit report. Prohibits soliciting SSNs unless there is a specific use for which no other identifier can reasonably be used, the display of SSNs on employee IDs, and granting inmates access to SSNs. Allows State Attorney Generals to bring civil action on behalf of its residents for violations of this Act. Preempts state actions relating to provisions of this Act. Establishes an Information Security Working Group to develop security best management practices.

7/28/2005 Senate committee/subcommittee actions. Status: Committee on Commerce, Science, and Transportation. Ordered to be reported with an amendment in the nature of a substitute favorably.

#### **Personal Data Privacy and Security Act (Specter) S. 1332**

Grants individuals the right to access and establishes procedures for correcting information collected by data brokers. Requires businesses collecting personally identifiable information to develop and publish a data privacy and security program. Prohibits the display and purchase of SSNs without prior voluntary consent, their display on government issued checks, granting access to inmates, and limits their use in commercial transactions. Requires evaluation and audit of security and privacy policies of government contractors. Enhances criminal penalties for ID theft, and appropriates \$25 million a year for grants to State and local governments for enforcement purposes.

7/1/2005 Read the second time. Placed on Senate Legislative Calendar under General Orders. Calendar No. 151.

**Notification of Risk to Personal Data Act (Feinstein) S. 751**

Requires persons and Federal agencies that own, license or collect personal information to notify individuals whose information was obtained by an unauthorized person. Requires entities possessing but not owning or licensing such data, to notify the information owner in case of unauthorized acquisition. Federal agencies are exempt for national security and law enforcement purposes.

7/21/2005 Senate committee/subcommittee actions. Status: Committee on the Judiciary. Date of scheduled consideration. SD-226. 9:30 a.m.

**Consumer Identify Protection Act (Pryor) S. 1336**

Grants individuals the right to place a security freeze on their credit report at no cost, thereby limiting third parties' access to such personal information. Requires consumer reporting agencies to notify consumers when they have disclosed frozen account information to third parties. Allows private right of civil action for violations of this Act.

6/29/2005 Referred to Senate committee. Status: Read twice and referred to the Committee on Commerce, Science, and Transportation.

**Notification of Risk to Personal Data Act (Bean) HR. 1069**

Requires financial institutions where a breach of personal information is reasonably believed to have occurred to notify affected customers, consumer reporting agencies, the information clearinghouse established by the FTC under this Act, and law enforcement agencies. Entities maintaining personal information on behalf of financial institutions would be required to notify the financial institution in case of security breach. Requires consumer reporting agencies to place a fraud alert on individuals affected by a security breach. Authorizes State Attorneys General to bring civil actions in Federal district court to enforce this Act on behalf of the residents of the State. Directs the FTC to establish and maintain a clearinghouse to collect and analyze information required under this Act.

5/13/2005 Referred to House subcommittee. Status: Referred to the Subcommittee on Financial Institutions and Consumer Credit.

TO: John Gale, Chairman, Nebraska State Records Board

FROM: Greg Lemon

RE: Technical Support of the State Records Board

DATE: September 23, 2005

### **INTRODUCTION and PURPOSE:**

This memorandum explores the possibility of hiring or contracting for additional technical support for assistance with oversight of the Nebraska.Gov portal and services overseen by the State Records Board. This assistance could include analysis of the feasibility and cost of proposed projects, and oversight of ongoing projects to identify sources of problems or delays in implementation or operation.

### **HISTORY**

The Nebraska State Records board was given authority over the Nebraska.Gov (then known as Nebrask@Online) by LB590, passed in 1997. Section 7 of the bill, codified at Neb. Rev. Stat. 84-1205.01, provides for a technical advisory committee of the State Records Board.

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 Department of Administrative Services, and a representative from the computer services group of the Legislative Council.

Although this technical committee was created and members appointed after the passage of LB590, it has not been active for a number of years, and the limited duties that it performed have been assumed by the technical panel of the NITC, which reviews NSRB Grant requests.

LB590A (1997) also included \$35,000 annually in personal services limitation (PSL) for staffing of the NSRB. Although some of this PSL was allocated to existing staff who spent time on administration of the Board, including the Chief Deputy Secretary of State and administrative support, there has not been a person hired to work specifically on the Board matters since the passage of the bill.

### **POSSIBLE DUTIES**

Oversight and reporting of progress of Nebraska.Gov projects involves communications and review of those involved in the project, which usually includes Nebraska Interactive (contract administrator of Nebraska.Gov) personnel and agency or local government personnel for whom

the project is being completed. The incumbent in the position would be of particular use in instances where a project is delayed or is not operating correctly. Many times in such instances agency representatives indicate fault on the part of the network administrator and the network administrator expresses concerns about technical difficulties or delays on the agency end. Without a technical background it can be difficult to pinpoint the problem.

In addition, there is also a need to understand the complexity and resources that are needed for a project when making decisions about allocation of resources and priorities. Although Nebraska Interactive has done their own assessments in this area, it would be useful to have someone make an independent review as well. Such a position could be useful to the Board and any subcommittees charged with prioritizing projects.

### **HOURS and RATE**

Although certainly a rough guess, workload for such a position would certainly be variable depending upon what projects were currently being undertaken, but could vary between 10-40 hours a month. Competency does not come cheaply in the IT world, for a contractor with the necessary skills in this area hourly pay would probably be somewhere in the range of \$75 to \$100 plus an hour. For an employee hourly rates could be significantly lower, but benefits and overhead would add to the cost.

### **JOB SKILLS**

The person or contractor chosen for this position should have broad experience and a degree in the information technology field with extensive knowledge and training in web interfaces and relational databases.

### **OPTIONS**

There are a number of options which could be pursued in providing additional technical expertise and oversight to the State Records Board:

1. Use the Technical Panel of the State Records Board

Advantages: Already provided for in statute, little or no cost

Disadvantages: This group is not currently active, members would have conflicting workload and priorities, members might often be associated with the agency encountering the problem.

2. Use of a dedicated staff member of the State Records Board

Advantages: PSL and budget authority provided in statute, Board would have direct control over duties and direction of the person so appointed, person could be picked whose skills specifically match the criteria.

Disadvantages: Variable workload, unless other duties were assigned and other budget resources were allocated for this position it would be difficult to find someone qualified who would want to fill the position on a part time basis.

### 3. Use of Contractual Services

Advantage: Board would have direct control over duties and direction of the contractor, contractor could be picked whose skills specifically match the job criteria. Variable hours less of a problem with a contractor. Easier to try on an interim basis and analyze costs and benefits of this support service to the NSRB.

Disadvantages: Contract rate sometimes higher than employee pay, although given the part time nature of the duties this may be a wash. Contractor may have other jobs/priorities.

STATE RECORDS BOARD  
RECEIPTS & EXPENDITURES FY2005/06  
BU 9128677 FUND 20931

9/22/2005

	JUL	AUG	SEP-TO-DATE
TOTAL RECEIPTS	\$425,498	\$394,304	\$315,481
TOTAL EXPENDITURES	(\$414,246)	(\$437,135)	(\$278,140)
PROFIT(LOSS)	\$11,252	(\$42,831)	\$37,341
FUND BALANCE	\$778,824	\$735,993	\$773,334

## Grant Project Status Report Third Quarter, 2005

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Amount Not Spent To Date	Completion Date
Chief Information Officer	Business Portal Phase II	2/15/2002	\$25,000	\$5,461.75	<i>Completed</i>
Chief Information Officer	Citizen's Portal (Phase II approved 6/24/2003)	5/20/2002	\$25,000	\$0.00	<i>Completed</i>
Chief Information Officer	Education Portal	5/20/2002	\$25,000	\$15,000	<i>Completed</i>
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$25,000	April, 2006
UNL-Center for Applied Rural Innovation Connecting NE	Access eGovernment	7/8/2003	\$25,000	\$804.89	<i>Completed</i>
Chief Information Officer	Interactive Licensing Phase II	9/18/2003	\$25,000	\$0.00	<i>Completed</i>
Chief Information Officer	Interactive Licensing Phase III	4/28/2004	\$25,000	\$0.00	<i>Completed</i>
Chief Information Officer	Public Meeting Calendar Upgrade	4/28/2004	\$15,000	\$3,000	<i>Completed</i>
Chief Information Officer	Business Forms Search Upgrade	4/28/2004	\$16,500	\$10,200	July, 2005
Department of Natural Resources	Geospatial Data Clearinghouse	4/28/2004	\$25,000	\$19,248.10	<i>Completed</i>
DAS Personnel	Online Job Application	11/23/2004	\$25,000	\$25,000	January, 2006
UNL - Rural Initiative	Basic e-Government & Access 2-Government Training	5/10/2005	\$25,000	\$25,000	July, 2006
Kearney County	Kearney County Enhanced Web Page	5/10/2005	\$25,000	\$25,000	April, 2006
<b>TOTALS</b>			\$306,500	\$153,714.74	

## Reinvested Revenue Status Report Third Quarter, 2005

Project Description	Date Awarded	Original Amount	Amount Not Spent to Date	Completion Date
Google Search Engine	11/23/2004	\$25,000	\$21,017	
Local Portal/Services Integration	11/23/2004	\$50,000	\$0.00	<i>Completed</i>
One-Stop Business Registration	11/23/2004	\$75,000	\$75,000	
Online License Renewals	11/23/2004	\$25,000	\$25,000	
1040N Income Tax Filing	8/25/2004	\$59,200	\$14,600	
Online Property Tax Payment System - Seward Co.	5/10/2005	\$25,000	\$25,000	
<b>TOTALS</b>		\$259,200	\$160,617	



## **Reinvested Revenue Project Update Nebraska Interactive DBA Nebraska.gov – September 2005**

### ***Background:***

In its 2003 contract proposal to the State Records Board, Nebraska Interactive identified a number of proposed projects for which reinvested revenue might provide financial support. The Board approved allocation of reinvested revenue for several of these projects. The following is a status report as of August 31, 2005.

### **-- Reinvested Revenue Projects --**

#### **1. Google Search Appliance**

***Purpose:*** Improve search engine for locating government information and services by participating in the NIC Inc. license agreement for the Google search appliance.

***Status:*** The Nebraska.gov portal currently utilizes an instance of the Google search appliance which has been installed at the NIC Central Data Center (CDC). The Google search engine searches all web sites within the Nebraska.gov, ne.gov and state.ne.us domains, as well as other known aliases such as neded.org (Dept. of Economic Development). The appliance is also being utilized by four state agencies and one Nebraska county at no cost.

The board has allocated \$25,000 for reimbursement for the license costs incurred during 2005.

#### **2. Local Portal/Services Integration**

***Purpose:*** Improve access and marketing of local government online applications; identify opportunities for sharing code among local jurisdictions; provide integration with state government online applications such as one-stop business registration.

***Status:*** The initial version of the local portal was launched in conjunction with the redesigned Nebraska.gov portal on June 1, 2005. With the implementation of the local portal, Nebraska.gov is in the process of consulting with the various local government organizations to enhance and market the local portal.

\$50,000 in reinvested revenue was allocated to this project. This amount was billed and received in full in the month of August.

#### **3. One-Stop Business Registration:**

***Purpose:*** Promote economic development by making it easier to conduct business with state and local government.

***Status:*** The one-stop business registration application is currently in the pre-project planning stage. The scope of the project has been defined as developing a basic system that directs users to the correct agencies and forms for general business registration. Due to various limitations associated with a fully-integrated system, this solution is preferred at the present time.

**Status Report – State Records Board Grants to the CIO  
Date of Last Revision: September 22, 2005**

**A. Business Portal Phase II**

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Forms Inventory Database Maintenance Strategy	Completed	\$1,000	\$0
Training for Businesses and Development Professionals	<ul style="list-style-type: none"> <li>• 10 meetings held to date</li> <li>• Promotional materials published</li> <li>• Lincoln B to B trade show – 10/7/03</li> <li>• Omaha trade show – 10/14/03</li> <li>• Target Completion Date: Shift remaining funds (\$281.75) to Forms Automation</li> </ul>	\$3,718.25	\$281.75
Interactive Licenses (3)	<ul style="list-style-type: none"> <li>• EMT (Sept 2003) – done</li> <li>• Well Drillers (fall 2003) – done</li> <li>• Water Operators (10/1/03) – done</li> </ul>	\$7,500	\$0
Forms Automation	<ul style="list-style-type: none"> <li>• Completed: 20 forms for Secretary of State, 10 forms for Board of Public Accountancy, 260 forms for HHSS;</li> <li>• Completed: 29 forms for Dept of Ag, 26 forms for Labor, 11 forms for Tourism, 5 forms for NEMA, and 2 forms for Attorney General.</li> <li>• Completed: 27 forms for Dept of Ag, 4 forms for Attorney General, 5 for Brand Committee, 7 for Court Admin, 2 for Electrical Div., 11 for DEQ, 4 for Fire Marshal, 26 for MVILB, 2 for State Patrol, 1 for State Treasurer</li> <li>• Completed: 39 for Workers Comp, 6 for Agriculture, 1 for Fire Marshal, and 2 for Liquor Control.</li> <li>• Completed: 70 forms for Public Service Commission (July 2004); 15 pages for Secretary of State (August 2004)</li> <li>• Completed: 3 forms for Electrical Division and 1 form for Attorney General (Oct. 2004)</li> <li>• Completed: 15 pages for Banking &amp; Finance (Nov 2004)</li> <li>• Completed: Banking and Finance (54 forms), Health &amp; Human Services (21 forms) – January 2005.</li> <li>• Target Completion Date: Close out this grant. Agencies will be charged for any further work.</li> </ul>	\$7,320	\$5,180
	Overall Completion Date: <b>December 31, 2004</b>		
<b>Totals</b>	<b>COMPLETED – UNEXPENDED FUNDS SHOULD BE LAPSED</b>	\$19,538.25	\$5,461.75

## B. Citizen's Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Portal Web Site (www.ne.gov/citizen)	Completed	\$5,000	\$0
Self-Registered E-mail	<ul style="list-style-type: none"> <li>Central website and subscription service for agency newsletters, information releases, and e-mail lists (May 30, 2004) (Completed November 2004)</li> <li>Automatic notification of changes to Public Meeting Calendar (www.ne.gov) -- Done</li> <li>Meeting with Agency PIOs will be held in mid to late September to present central website and subscription service in the context of an overall marketing strategy.</li> </ul>	\$1,500  \$3,500	\$0  \$0
Enhancements to campaign finance information searches	Target completion date is June 30, 2004, but is dependent on Accountability and Disclosure's schedule. Update, August 2004: The Commission will not implement major system changes until after the elections. Estimated implementation date is January 2005.	\$10,000	0
Enhanced Legislative Bill Tracking System	Target completion date within 6 months of approval by Legislature's Executive Board <ul style="list-style-type: none"> <li>Target Completion Date: December 1, 2004</li> </ul>	\$5,000	0
	Overall Completion Date: <b>January 1, 2005</b>		
Totals	<b>COMPLETED</b>	\$25,000	0

## C. Education Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Portal Web Site (www.ne.gov/education)	Completed	\$5,000	\$0
Statewide application for admission to all higher education institutions	Education Council has gathered admissions forms from all institutions. Initial list of common elements has been identified. Initial application has been completed. <ul style="list-style-type: none"> <li>Target Completion Date: Project Terminated</li> </ul>	\$5,000	\$5,000
Information technology training calendar	Work on the training calendar is completed. It will be shown to the Education Council on May 20 <sup>th</sup> . If they approve, this project is complete and can be closed out. <ul style="list-style-type: none"> <li>Target Completion Date: May 20, 2005</li> </ul>	\$0	\$5,000
Searchable database of education courses, programs	Waiting for information on what might be available from other sources		

	• Target Completion Date: Project Terminated	\$0	\$5,000
	Overall Completion Date: May 20, 2005		
Totals	<b>THE REMAINING PROJECTS HAVE BEEN TERMINATED, AND THE UNEXPENDED FUNDS SHOULD BE LAPSED.</b>	\$10,000	\$15,000 (only \$5,000 more will be spent)

**D. Interactive License Renewal (First Grant) – Completed**

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Dentists	Completed and in operation	\$5,000	\$0
Dental Hygienists	Completed and in operation	\$5,000	\$0
Pharmacists	Completed and in operation	\$5,000	\$0
Medical Nutrition Therapists	Completed and in operation	\$5,000	\$0
Physical Therapists	Completed and in operation	\$5,000	\$0
Totals	<b>COMPLETED</b>	\$25,000	\$0

**E. Payment Portal -- Completed**

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Payment module for credit card and electronic check processing	The payment portal went live in January 2003 with credit card processing for license renewals. The electronic check module is complete.	\$12,500	\$0
Enhanced Shopping Cart Feature	Completed	\$10,000	\$0
Automated general ledger transmission tool	Completed	\$2,500	\$0
Totals	<b>COMPLETED</b>	\$25,000	\$0

**F. Interactive License Renewal (Second Grant) – Completed**

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
HHSS -- Podiatrists	• Target Date: April 1, 2004 (live as of March 1)	\$2,500	
HHSS – Veterinarians	• Target Date: April 2004 (Live as of March 8)	\$2,500	
HHSS – Respiratory Care	• Target Date: March 15, 2004 (done 3/29)	\$2,500	
HHSS – Chiropractitioners	• Target Date: August 2004 (done 6/30)	\$2,500	
HHSS – Optometrists	• Target Date: August 2004 (done 6/30)	\$2,500	
HHSS – Occupational Therapists	• Target Date: August 2004 (done 6/30)	\$2,500	
Fire Marshal- Fireworks Distributors, Jobbers & Retailers	• Target Date: April 15, 2004	\$2,500	
Osteopathic Physician	• Target Date: 9/01/04	\$2,500	

Osteopathic Physician & Surgeon	• Target Date: 9/01/04	\$2,500	
Physician	• Target Date: 9/01/04	\$2,500	
Totals	Overall Completion Date: September 1, 2004	\$25,000	\$0

### G. Interactive License Renewal Grant (Third Grant -- \$25,000)

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Fire Marshal—Grain Elevators	Target Date: November 2005		
Fire Marshal Fireworks Display Permit	Target Date: (Completed March 2005)	\$2,500	
Audiologist	12/1/04 (Completed 11/8/04)	\$2,500	
Speech-Language Pathologist	12/1/04 (Completed 11/8/04)	\$2,500	
Cosmetologist	12/31/04 (Completed 11/15/04)	\$2,500	
Cosmetology Instructor	12/31/04 (Completed 11/15/04)	\$2,500	
Hearing Aid Instrument Dispenser & Fitter	12/31/04 (Completed 10/31/2004)	\$2,500	
Nursing Home Administrator	12/31/04 (Completed 11/15/04)	\$2,500	
Environmental Health Specialist	1/1/05 (Completed November 2004)	\$2,500	
Psychologist	1/1/05 (Completed November 2004)	\$2,500	
Physician Assistant	July 2005	\$2,500	
Totals	<b>COMPLETED</b>	\$25,000	

### H. Public Meeting Calendar Upgrade (\$15,000)

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Project Charter	6/15/2004	\$1,500	
Systems Requirements	6/30/2004	\$3,500	
System Design	7/15/2004 (completed November 2004)	\$2,000	
System Implementation	8/31/2004 (completed March 2005)	\$5,000	
Marketing Plan Development	8/31/2004		\$2,400
Project Closure	9/30/2004		\$ 600
Totals	<b>THE MARKETING EFFORT WAS NOT COMPLETED BY THE REVISED TARGET DATE OF JUNE 15, 2005, AND THE UNEXPENDED FUNDS SHOULD BE LAPSED.</b>	\$12,000	\$3,000

### I. Business Forms Search Upgrade (\$16,500)

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Project Charter	6/15/2004	\$1,500	0
Systems Requirements	7/15/2004	\$3,300	0
System Design	7/31/2004	\$1,500	0
System Implementation	9/30/2004		\$4,900

Marketing Plan Development	9/30/2004		\$4,700
Project Closure	10/31/2004		\$ 600
Totals	Overall Completion Date: <b>July 15, 2005</b> <b>THIS PROJECT STILL HAS MERIT AND A RENEWED EFFORT SHOULD BE MADE TO FINISH WHAT HAS BEEN STARTED.</b>	\$6,300	\$10,200

Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board Grant Application  
Project Title: Nebraska Public Documents Digitalization Project  
Agency: University of Nebraska - Lincoln Libraries

Resolution passed by the Technical Panel on June 7, 2005:

The Technical Panel, having reviewed the grant application entitled "Nebraska Public Documents Digitalization Project ", 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.

May 17, 2005

State Records Board  
Suite 2300, State Capitol  
PO Box 94608  
Lincoln, NE 68509-4608

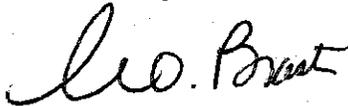
Dear Madame or Sir,

On behalf of the Katherine L. Walter, the Board of Regents of the University of Nebraska is pleased to submit a proposal to your agency for the Nebraska Public Documents Digitalization Project.

The proposal has been administratively approved on behalf of the Board of Regents by the appropriate University officials as evidenced by my signature on this letter of transmittal.

Questions regarding the technical aspects of this project should be directed to Ms. Walter at 402/472-3939. Administrative or fiscal questions should be directed to me at 402/472-3780. We look forward to the response from the State Records Board.

Sincerely,



Norman O. Braaten  
Director, Pre-Award Development and  
Authorized Official

Enc.

cc: Ms. Walter

**Title: Nebraska Public Documents Digitalization Project**  
**Applicant: University of Nebraska-Lincoln Libraries**  
**Date: 13 May 2005**

**Granting Agency: Nebraska State Records Board**

## **I. Grant summary:**

1. **Name of agency:** University of Nebraska-Lincoln Libraries
2. **Brief description of project:** The University of Nebraska-Lincoln Libraries requests funds to complete digitization of *Nebraska Public Documents* from 1891-1956. This set includes agency annual reports and other documents critical to the information needs of the citizenry. The *Nebraska Public Documents* are not widely available, not indexed, and in fragile condition.
3. **Grant request amount:** \$23,000
4. **Will there be a fee for accessing records associated with this project:** No.
5. **If yes, provide statutory reference or authorization:** Not applicable.

## **II. Grant detail:**

1. **Please describe the project in detail.**

*Nebraska Public Documents*, a publication comparable to the federal U.S. *Serial Set* but for the State of Nebraska, is a publication that is not widely available, often in fragile condition, and not indexed. Despite its historical nature, it is a publication used for research on various topics of interest to the citizenry.

In the mid-1990s, the New York Public Library received funds from the National Endowment for the Humanities to microfilm 1891-1956 as part of a larger project to preserve documents of various states. The material is still not indexed, and the reels cannot be borrowed. Recently, the Nebraska Library Commission, the University of Nebraska at Omaha, the University of Nebraska-Lincoln, and the Nebraska State Historical Society met to discuss problems in providing access to the *Nebraska Public Documents*. None of our institutions has a complete set, and none of the institutions is able to provide meaningful reference services associated with the materials because of the lack of indexing.

Based on this situation, the Nebraska Library Commission has granted the Nebraska State Historical Society \$10,000 to purchase copies of the 116 reels of microfilm from the New York Public Library, and granted the University of Nebraska-Lincoln Libraries \$23,000 towards half of the digitization efforts, which are estimated to cost \$56,000, based on an average price of \$0.40 per image for 116,000 images. Upon digitization of the microfilm, UNL will produce a free searchable, public interface for the digitized images, will host the digitized content on a server in the University Libraries, and commits to backing up and migrating data on a regular basis.

This grant proposal will match the Nebraska Library Commission's commitment to UNL, thus allowing UNL to complete the digitization of the microfilm.

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

Digitization of the *Nebraska Public Documents* will benefit the citizenry of the state, corporations, governments, and other entities. Access will be available to anyone around the world with access to the Internet. Examples of the uses abound, however. One example is the ability to track data on polio outbreaks in Nebraska, which is reported in inconsistent ways. Sometimes information is in tables and other times it is buried in narrative accounts. A researcher for a law firm recently used the documents to identify issues relating to water law. Another researcher was able to confirm the existence of early baseball teams at the State Penitentiary. A number of the early reports demonstrate that the Governor's speeches were translated into Czech. To expound further, state agencies will benefit from digital versions of their historic annual reports. Some do not have copies of older reports inhouse, and this project will make such documents easily accessible. The uses, as evident from these few examples, are varied and wide.

**3. Timeline for implementation.** The initial project, funded by the Nebraska Library Commission, will be completed by June 2006. We anticipate that the project funded by the Nebraska State Records Board will be completed by December 2006. Incrementally, implementation is expected to progress as follows:

Digitization services RFP developed for scanning and OCR by Walter and UNL Purchasing Dept. July/August 2005.

Decision made regarding successful bid in August 2005. Begin sending existing reels sent for digitization immediately.

Purchase of remaining reels from NYPL in late August/early Sept. 2005.

Ship remaining reels to digitization services provider in November 2005. (Assumes that NYPL will take around 60 days to create remaining reels).

Begin receiving digital files back from contractor in December 2005, and begin quality control checks and encoding of files.

Quality control checks and file encoding will continue throughout 2006.

**4. Agency contribution to project.** As noted above, the Nebraska Library Commission has provided seed monies for the project to both the Nebraska State

Historical Society and the University of Nebraska-Lincoln, totaling \$33,000. In addition, UNL agrees to host the online content, to develop metadata and a search interface as part of its Electronic Text Center responsibilities, and to sustain the digitized content. The University of Nebraska at Omaha is leading efforts to identify public documents that may have been missed during New York Public Library's microfilming efforts to ensure that there are no gaps in state holdings. In the event paper materials are found that supplement the microfilm, a preservation microfilming project will be planned.

5. **Has this project ever been submitted as a budget request.** No.

6. **Does the project require additional statutory authority.** No.

7. **Why is grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?** The cost of providing online access to the *Nebraska Public Documents* is significant, but worthwhile. UNL commits to sustain the online text for the long-term as described later in this proposal.

8. **Please describe how this project will enhance the delivery of state agency services or access to those services.** Citizens of the state cannot now easily access information found in the *Nebraska Public Documents*. Information used by citizens ranges from genealogical evidence to significant longitudinal data on issues pertinent to the State of Nebraska. By digitizing the microfilm, creating a digital site for the data, developing a user-friendly interface with a sophisticated XML searching capability, and developing a migration plan for sustaining the data long-term, the project will provide significant access to the public—both in Nebraska and around the world.

9. **Please describe how this project will**

- **Improve the efficiency of agency operations:** Access to a digital version of the *Nebraska Public Documents* will help the Nebraska Library Commission, the Nebraska State Historical Society, and the University of Nebraska system provide reference services to citizens. None of our agencies currently has a complete run of the documents, and so providing reference is difficult at best. In addition, the fact that the set is not indexed creates significant difficulties in tracking needed information.

- **Facilitate collaboration among state agencies:** Two state agencies are among the group collaborating on the project. As noted, the Nebraska Library Commission has pledged funds for the Nebraska State Historical Society to purchase the preservation microfilm for digitization, and the Nebraska State Historical Society has agreed to loan the film to the University of Nebraska-Lincoln for digitization.

- **Facilitate collaboration between state agencies and other public institutions:** The Nebraska Library Commission, the Nebraska State Historical

Society, and the University of Nebraska at Omaha have taken this opportunity to begin an inventory to determine which institutions hold various years of the set and how complete the sets are. So far, it is clear that no institution holds all of the set. The University of Nebraska-Lincoln does not own the set at all, but is able to contribute thanks to its significant investment in digital scholarship. The UNL Libraries already owns XML search engine software, has the ability to store large amounts of online data, and has committed to long-term digital storage of the *Nebraska Public Documents*.

- **Support public/private partnerships in the delivery of public services:**  
Not applicable.

### **III. Technical information**

1. **Describe the hardware, software, and communications needed for this project and explain why these choices were made.** UNL Libraries has the server storage capacity, XML search engine software, and the staff to maintain the data digitally for the long-term. The digitization of the microfilm will be outsourced to a reliable vendor, such as Crowley Micrographics, First BPO, Heritage Microfilms, or OCLC Digital and Preservation Services, based on the University's state bid process. Once the data files are received, the UNL Libraries' Electronic Text Center staff will ensure that the files are complete; develop a web site for presentation of the data; work with other UNL Libraries' departments to prepare the data for searching; and will maintain the data on a fast server and associated software for searching and data manipulation, such as a SunFire V240, Tamino 4.211, Apache 2.054 (64-bit), Tomcat 4.1.3; and/or a SunFire 880, Tamino 4.2.11, Apache 2.043 (64-bit for Tamino) and Apache 2.050 (32-bit), Tomcat 4.1.3, PHP 4.3.7, my SQL 4.0.2.

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

**Conformity with generally accepted industry standards. Project which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.** The University of Nebraska-Lincoln Libraries will bid for the digitization services, following the Research Libraries Group's (RLG's) *Guidelines and Tools* developed in concert with the Digital Library Federation, and the *NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Resources and Management of Cultural Heritage Materials*. See [http://www.rlg.org/en/page.php?Page\\_ID=555](http://www.rlg.org/en/page.php?Page_ID=555) and <http://www.ninch.org/programs/practice>. These are in compliance with State of Nebraska guidelines.

The set will be cataloged on OCLC using MARC or Dublin Core records, and the documents will be marked up in eXtensible Markup Language (XML) to permit sophisticated searching. Documents will be presented on the web using XSLT stylesheets. For examples of similar sites, see the UNL Libraries Electronic Text Center pages at <http://etc.unl.edu>. See the section on Digital Projects.

**Compatibility with existing institutional and/or statewide infrastructure.** The digital product will meet international standards. By following standards, and by encoding data in eXtensible Markup Language (XML), we will be contributing to the development of a state digital library that can be used through any state agency, public library, or internet connection in citizens' homes or businesses.

**Reliability, security, and scalability (future needs for growth or adaptation).** The data will be presented in a non-proprietary format. UNL Libraries regularly backs up its data, and performs security checks. Sites created in the UNL Libraries are scalable to ensure that any future needs are anticipated.

3. **Describe how technical support will be provided.** The University Libraries' Electronic Text Center and Computing Operations & Research Services (CORS) will collaborate to provide technical support. The Electronic Text Center is responsible for creation of the public interface, for creating and/or correcting metadata, for specifying file naming conventions, and for working with UNL Purchasing Dept. on creation of the bid document. CORS will be responsible for data storage, back-up, and for developing the search engine using existing Tamino software.

#### **IV. CONTACT INFORMATION, SIGNATURE**

**Contact person for any questions regarding this application:** Katherine L. Walter, Chair, Digital Initiatives & Special Collections (DISC), University of Nebraska-Lincoln, 29 Love Library, Lincoln, NE 68588-4100  
**Phone #:** (402) 472-3939 **Email:** kwalter1@unl.edu

Signed this 17<sup>th</sup> day of May, 2005

Agency Director *N. O. Braaten*  
Norman O. Braaten, Director, Pre-Award Development.  
Please return to:

State Records Board  
Suite 2300, State Capitol  
PO Box 94608  
Lincoln, NE 68509-4608

Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board Grant Application

Project Title: Barber Licensing System Update

Agency: Board of Barber Examiners

Resolution passed by the Technical Panel on September 13, 2005:

The Technical Panel, having reviewed the grant application entitled "Barber Licensing System Update", 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.

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

John Gale  
Chairman  
(402) 471-4070  
<http://www.nol.org>



**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 Board of Barber Examiners

2. Title of project Barber Licensing System Update

**3. Brief Description of Project**

Convert the existing Barber Licensing System from the obsolete and unsupported Windows 3.1 operating system and dBase database platform to the widely used and supported Windows/MS Access environment.

3. Grant request amount \$ 25,000.00

4. Will there be a fee for accessing records associated with this project? NO\*

Additional charges are assessed for the production of listings and labels. The authority to charge these fees is given in (71-219).

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

## II. Grant Detail

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

This project would convert the existing system functions and features to the generally accepted and supported Windows environment using Access as the database. As such, present system function remains and only the hardware and software deployed are changed.

See attachment (Exhibit A) on system functionality.

Existing hardware was purchased in August of 1993 and the current application was developed and implemented in March of 1995. Current hardware/software are no longer supportable.

### 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 Board of Barber Examiners will benefit from the information available from a more stable, reliable and supported system, which contains all licensee information. All individuals and businesses licensed through the Board of Barber Examiners (barbers, instructors, shop and school owners) will be better served by the proposed systems update.

### 3. Timeline for implementation (specific completion date must be provided, grant funds

lapse if not expended prior to completion date).

Implementation is expected to be completed by January 1, 2006. A conversion will occur as soon as possible to minimize the risk of continued operation of a non-supported system.

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

Computers, software, printers and balances due to IMServices, in excess of the \$25,000 will be funded from the Boards budget.

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

NO: As a cash funded agency, sufficient monies have not been available to complete this project. This Grant is the only known source of available funds to accomplish this implementation.

### 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?**

Project costs for Information Technology labor and materials are quite high and well beyond the financial abilities of the Board. As previously explained, this system project must be completed to assure proper, needed, and ongoing services to board clientele. The new system will be maintained by in-house technical users and IMServices personnel assuring ongoing performance.

**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)**

This project will enhance delivery of licensing services by:

- ° Providing a stable source of information to the Board and its employees.
- ° Stabilizing services provided and required by statutes.
- ° Providing accountability to the public and our licensee whom we serve.
- ° Providing the foundation for expanded and enhanced delivery, including the opportunity to place forms and applications on the internet.

**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)**

Existing services provided by the Board can only be maintained if a stable, reliable system is in place. Therefore, this project will allow all existing efficiencies, collaboration and partnerships to be maintained and/or enhanced.

The Board of Barber Examiners has been and will continue to be focused on the needs and expectations of the client. The redevelopment of this application will position the Board to enhance and improve its operation and better meet the needs of the client.

**III. Technical Information**

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

Reference to: IMServices quote and suggestions marked as Exhibit B

**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).**

No technical issues.

3. Describe how technical support will be provided.

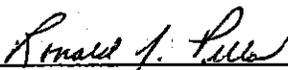
In-house technical users and IMServices personnel.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Ronald J. Pella

phone # 471-2051 E-mail barbers@barbers.state.ne.us

Signed this 1 day of August, 2005

  
\_\_\_\_\_  
Agency Director

Please Return to:

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

## Possible Barber System Screens

Attached are possible screens for the new Barber Licensing system. Please review and provide any suggestions or comments – any fields you may want moved around, or fields left off, or fields not needed, or any other changes. These are just mock-ups, so any changes can be easily made at this time.

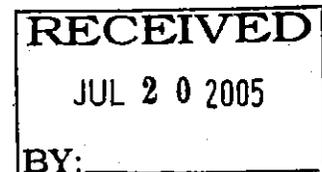
**The actual screens may vary somewhat from these mockups, but they are designed to give you an idea of what the screen will look like.**

The grey squares indicate command buttons.

We have attempted to leave space so changes can be noted on this document. We have also tried to retain some of the current system look and feel in order to make this new system easier to use.

System will ask for confirmations on deletes before deletes actually occur. If user answers no, then no deletes will occur.

Main Menu .....	2
Inquire, Add, Edit, Delete Menu .....	3
Barber Lastname Inquire, Add, Edit, Delete Screen .....	4
Barber License Number Inquire, Add, Edit, Delete Screen .....	5
Instructor Last Name Inquire, Add, Edit, Delete Screen .....	6
Instructor Lic Number Inquire, Add, Edit, Delete Screen .....	7
Shop Name Inquire, Add, Edit, Delete Screen .....	8
Shop License Number Inquire, Add, Edit, Delete Screen .....	9
School Name Inquire, Add, Edit, Delete Screen .....	10
School License Number Inquire, Add, Edit, Delete Screen .....	11
Report and Label Writer Menu .....	12
Print Letters and Process Licenses Menu .....	13
Process Renewal Notices .....	14
Test Printer Alignment .....	15
Barber Renewal Forms .....	16
Instructor Renewal Forms .....	17
Assistant Instructor Renewal Forms .....	18
Shop Renewal Forms .....	19
School Renewal Forms .....	20
Process Restore Notices for Barbers and Instructors .....	21
Print Late Letters for Shops .....	22
Print Renewal Report .....	23
Process License Payments .....	24
Process License Payments (cont'd) .....	25



## Main Menu

### Barber Board Data Processing System Main Menu

1. Inquire, Add, Delete, Edit Licensees
2. Print Reports and Labels
3. Print Letters and Process Licenses
4. Quit

Option:

Enter

Quit

**Inquire, Add, Edit, Delete Menu**

**Barber Board Data Processing System**

**Inquire, Edit, Delete Menu**

1. Barber Lastname
2. Barber by License Number
3. Instructor/Asst. Instructor by Lastname
4. Instructor/Asst. Instructor by License Number
5. Shop by Shop Name
6. Shop by License Number
7. School by Name
8. School by License Number
9. Quit Inquiries

Option:

Name:

License Number:

# Barber Lastname Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – Barber Last Name

License Number:

Last Name:  First:

Paycode:  Renewal/Receipt No.:

Address 1:

Address 2:

City:  St  Zip

Phone: ( ) -

Route Number:

Active/Inactive:  Late/Restore/Other:

Violations:

Lic Type:  Year:  Issue Date:  Last Rating:

Next would take you to the next lastname, previous to the previous lastname.

Some fields may have security lockout. This may be discussed further. Do we need violation fields?

# Barber License Number Inquire, Add, Edit, Delete Screen

**Barber Board Data Processing System – Barber License Number**

License Number:

Last Name:  First:

Paycode:  Renewal\Receipt No.:

Address 1:

Address 2:

City:  St  Zip

Phone: ( ) -

Route Number:

Active/Inactive:  Late/Other:  Restore/Other:

Violations:

---

Lic Type:  Year:  Issue Date:  Last Rating:

Next would take you to the next license number, previous to the previous license number.

# Instructor Last Name Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – Instructor Lastname

License Number:

Last Name:  First:

Paycode:  Renewal/Receipt No.:

Address 1:

Address 2:

City:  St  Zip

Social Security/Federal Number:

School Number:

Active/Inactive:  Late/Restore/Other:

Violations:

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

---

Lic Type:  Year:  Issue Date:  Last Rating:

P\_F\_NS:  Lic Fee Pd:  Exam Fee Pd:

# Instructor Lic Number Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – Instructor Lic Number

License Number:

Last Name:  First:

Paycode:  Renewal\Receipt No.:

Address 1:

Address 2:

City:  St  Zip

Social Security/Federal Number:

School Number:

Active/Inactive:  Late/Other:  Restore/Other:

Violations:  Board Review  
Compliance  
Re-Inspection  
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type:  Year:  Issue Date:  Last Rating:

P\_F\_NS:  Lic Fee Pd:  Exam Fee Pd:

# Shop Name Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – Shop Name

License Number:

Last Name:

First:

Renewal/Receipt No.:

Address 1:

Owner Licensee?:  Yes  
 No

Address 2:

City:

St

Zip

Phone: ( ) -

Route Number:

Active/Inactive:

Late/Other:

Restore/Other:

Violations:

Board Review  
Compliance  
Re-Inspection  
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type:  Year:  Issue Date:  Last Rating:

P\_F\_NS:  Lic Fee Pd:  Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

# Shop License Number Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – Shop License Number

License Number:

Last Name:  First:

Renewal/Receipt No.:

Address 1:  Owner Licensee?:  Yes  
 No

Address 2:

City:  St  Zip

Phone: (  ) -

Route Number:

Active/Inactive:  Late/Restore/Other:

Violations:  Board Review  
 Compliance  
 Re-Inspection  
 Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type:  Year:  Issue Date:  Last Rating:

P\_F\_NS:  Lic Fee Pd:  Exam Fee Pd:

# School Name Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – School Name

License Number:

Last Name:

First:

Renewal No.

Address 1:

Address 2:

City:

St

Zip

Phone: ( ) -

Active/Inactive:

Late/Other:

Restore/Other:

Violations:

Board Review  
Compliance  
Re-Inspection  
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type:

Year:

Issue Date:

Last Rating:

P\_F\_NS:

Lic Fee Pd:

Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

# School License Number Inquire, Add, Edit, Delete Screen

## Barber Board Data Processing System – School License Number

License Number:

Last Name:

First:

Renewal No.

Address 1:

Address 2:

City:

St

Zip

Phone: ( ) -

Active/Inactive:

Late/Other:

Restore/Other:

Violations:

Board Review  
Compliance  
Re-Inspection  
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type:  Year:  Issue Date:  Last Rating:

P\_F\_NS:  Lic Fee Pd:  Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

## Report and Label Writer Menu

### Barber Board Data Processing System Report and Label Writer Menu

#### License Types

Barber = B

Instructors/Assistants = I

Schools = SC

Shops = SH

Reports or Labels (R or L) ?

Order:

Alpha = A

Route = R

Violation = V

School = S

License Number = L

Zipcode = Z

Active, Inactive, or Both? (A, I, or B)

Late, Restore, or Other? (L, R, or O)

Omit License Number? (Y or N)

Violation Type:

Route Number:

Enter

Return to Main Menu

Reports to be printed include:

Board of Barber Examiners: Barber Listing

Board of Barber Examiners: Instructor and Ass. Listing

Board of Barber Examiners: School Listing

Board of Barber Examiners: Shop Listing

We will need a copy of all the reports, at least a page or two in order to be sure to be sure that we have the same fields and same order.

## Print Letters and Process Licenses Menu

### Barber Board Data Processing System Print Letters and Process Licenses Menu

1. Process Renewal Notices for Barbers and Instructors
2. Process Late Letters for Shops
3. Process Restore Letters
4. Print Renewal Notice Report
5. Process License Payments
6. Renewal Listing Report
7. Public listing Report
8. Labels

Option:

Type (B, I, S, SCH):

Enter

Return to Main Menu

We will need copies of these reports and letters to be sure we program them correctly.

## Process Renewal Notices

<b><u>Barber Board Data Processing System</u></b> <b><u>Process Renewal Notices</u></b>		
Year to Process Licenses for:		<input type="text"/>
<input type="button" value="Enter"/>	<input type="button" value="Return to Prev Menu"/>	<input type="button" value="Test Printer Alignment"/>

When the year is advanced, everyone who is Active will be marked as Inactive. They will remain inactive until the renewals are printed.

This function will automatically reset everybody to Active.

## Test Printer Alignment

### **Barber Board Data Processing System** **Test Printer Alignment**

Please put license forms in printer now to test alignment .

Test Printer Alignment

Return to Prev Screen

Proceed with Renewals

Pressing TEST PRINTER ALIGNMENT will print out 1 license filled with XXXXX in proper positions. This can be pressed multiple times until alignment is correct.

When alignment is correct, click on PROCEED WITH RENEWALS to continue the renewal process.

## Barber Renewal Forms

### Barber Board Data Processing System Barber Renewal Forms

Have labels been printed? (Y or N)

Last Renewal Notice Number:

Number of copies of labels:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See barbnew.prg)

If labels have not been printed, specified sets of labels in alpha order will be printed for all active licensees.

Barber licenses are printed from this screen.

We will also need a copy of the labels and label size to be sure it is programmed correctly.

## Instructor Renewal Forms

### Barber Board Data Processing System Instructor Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See instrnew.prg)

Instructor licenses are printed from this screen.

## Assistant Instructor Renewal Forms

### Barber Board Data Processing System Assistant Instructor Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See instrnew.prg)

Assistant Instructor licenses are printed from this screen.

## Shop Renewal Forms

### Barber Board Data Processing System Shop Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See shopnew.prg)

Shop licenses are printed from this screen.

Print different form letters for licenses and no licensees. These will be in separate lists, each in alpha order. Labels will be printed in same order.

## School Renewal Forms

### Barber Board Data Processing System School Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See schnew.prg)

School licenses are printed from this screen.

## Process Restore Notices for Barbers and Instructors

<b><u>Barber Board Data Processing System</u></b> <b><u>Process Restore Notices</u></b>	
Year that License Fee was Not Received:	<input type="text"/>
Have labels been printed?	<input type="text"/>
<input type="button" value="Enter"/>	<input type="button" value="Return to Prev Menu"/>

If labels have not been printed, this screen will print one set of labels in alpha order for all inactive and restore licensees for barbers and instructors. (Is this only for shops? Need to look at who all gets letters.)

This form will also print a form letter (see page 3 of babsys4) to all the people who need to have licenses restored. There are the form letters for both barbers and instructors.

Do we need to a report of people who have been inactive 4 or more years?

## Print Late Letters for Shops

<b><u>Barber Board Data Processing System</u></b>	
<b><u>Print Late Letters for Shops</u></b>	
Year that License Fee is Late:	<input type="text"/>
Have labels been printed?	<input type="text"/>
<input type="button" value="Enter"/>	<input type="button" value="Return to Prev Menu"/>

If labels have not been printed, this screen will print one set of labels in alpha number order for all inactive and late shops.

This form will also print a form letter (see page 6 of babsys4) to all the shops that are late in paying their fees and relicensing.

## Print Renewal Report

### Barber Board Data Processing System Print Renewal Report

Are you sure you want to renew licenses?

Click on YES to proceed with Renewal process.

YES

Return to Prev Menu

We will need a copy of this report.

## Process License Payments

### Barber Board Data Processing System Process License Payments

Are you sure you want to proceed?

Click on YES to proceed with Processing license payments.

YES

Return to Prev. Menu

This will be done for Barbers, Instructors, Shops, and Schools.

Would you want a report to show all records updated?

(See barbsys4 page 9.)

Process License Payments (cont'd)

**Barber Board Data Processing System**  
**Process License Payments**

License Number to be Paid:

First:  Last:

Shop Name:

The Deposit Slip is now ready to be printed.  
Please insert paper into the printer.  
Please click on Ready to PRINT when paper is inserted.

Ready to Print

Return to Prev Menu

This will be done for Barbers, Instructors, Shops, and Schools.

We will need a copy of this report.

(See barbsys4 page 9.)

(See payment)

## Barber Commission Estimate

This estimate is to convert the existing DBASE program to ACCESS.  
Existing data and tables will be converted.  
Functionality will be rewritten in ACCESS.

### Existing Main tables

Tablename	Hours	Cost
BARBER	4	\$200
INSTR	4	\$200
SHOP	4	\$200
SCHOOL	4	\$200
STUDENT	4	\$200

Tables should convert fairly easily. However, it will take some time and effort to set up the indexes and relationships correctly.

### System Generated Data Files

Tablename	Hours	Cost
BARBRPT	2	\$100
INSTRRPT	2	\$100
SHOPRPT	2	\$100
SCHRPT	2	\$100
STUDRPT	2	\$100
RESTFIL	2	\$100
RENFILE	2	\$100
SHOPLATE	2	\$100
RENRP	2	\$100
DEPFILE	2	\$100

These appear to be report files. The current system is using these to capture data for reports.

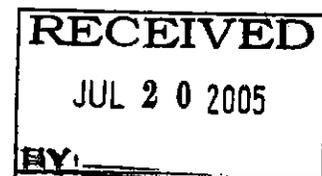
### Program Functionality

<b>Main Menu</b>	8	\$400
1. Inquire on Licensees		
2. Add, Delete, Edit Licensee Records		
3. Print Reports and Labels		
4. Print Letters and Process Licenses		
5. Quit		

<b>1. Inquire on Licensees Menu</b>	16	\$800
-------------------------------------	----	-------

Menu to allow inquiring, edit, deletes of following:

1. Barber Lastname
2. Barber by License Number
3. Instructor/Asst. Instructor by Lastname
4. Instructor/Asst. Instructor by License Number
5. Shop by Shop Name
6. Shop by License Number
7. School by Name



- 8. School by License Number
- 9. Student by Last Name Not being Converted

Screens need to be able to move forward and backward between records.

Barber Inquiry	32	\$1,600
Instructor Inquiry	32	\$1,600
Shop Inquiry	32	\$1,600
School Inquiry	32	\$1,600

**2. Report and Label Writer Menu** 40      \$2,000

<b>3. Print Reports and Labels</b>	8	\$400
Renewal Notices	24	\$1,200
Test Alignment Screen	8	\$400
Barber Renewal Forms	24	\$1,200
Instructor Renewal Forms	24	\$1,200
Assistant Instructor Renewal Forms	24	\$1,200
Print Renewals and Form Letters	40	\$2,000
School Renewal Forms	24	\$1,200
Restore Notices	24	\$1,200
Late Letters for Shops	40	\$2,000
Renewal Report	32	\$1,600
Process Licensing Payments	32	\$1,600
Labels	24	\$1,200
Public Listing	24	\$1,200

Total:	584 Hours
Estimated Cost:	\$29,200.00

Reports, Labels, and forms are included in the screen estimates making them appear higher than you would expect.

All work is time and materials. If the estimate is larger than the actual work needed, then only the time needed will be billed.

A new computer, monitor, and possibly a printer should be purchased for this system. The new computer should include a writable CD or extra USB ports for a backup solution. This is not included in this estimate.

Technical Panel  
of the  
Nebraska Information Technology Commission

**Project Review**

Type of Review: State Records Board - Local Government Grant Application  
Project Title: SSC Electronic Filing System  
Applying Entity: City of South Sioux City

Resolution passed by the Technical Panel on February 8, 2005:

The Technical Panel, having reviewed the grant application entitled "SSC Electronic Filing System", finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project. However, the Technical Panel recommends a closer examination of the use of existing hardware. We are concerned that as usage increases the existing systems and bandwidth might not be sufficient to keep up with demand.
- The technical elements can be accomplished within the proposed time frame and budget.

Paul Young

M. Disapproved

2:

(Buell)

(Curry)



"Paul Young"  
<PYoung@eti-get-there.com>

To: <bill.ptacek@email.state.ne.us>  
Subject: South Sioux City Records Grant

05/04/2005 08:18 AM  
Please respond to PYoung

This e-mail is in reference to the public access to records it details out how the general public could access records.

The City of South Sioux City will embed a web link automatically directing to an area that will allow the general public to text search projects and paperwork such as: Council Minutes, Ordinances, Grants, and Agreement Files once they are ready for public access and review.

An example of this is set up by typing the IP address 24.116.61.139 and using the user name: ssc and password: ssc.

Paul Young<?xml:namespace prefix = o ns = "urn:schemas-microsoft-com:office:office" />



"Greg Lemon"  
<glemon@mail.state.ne.us>  
>

To: "Bill Ptacek" <bill.ptacek@email.state.ne.us>  
Subject: FW: Grant Application

02/23/2005 11:01 AM

FYI, Greg

Greg Lemon  
Chief Deputy Secretary of State  
Suite 2300, State Capitol  
Lincoln, NE 68509  
402 471-4070

"Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer much, because they live in the gray twilight that knows not victory nor defeat." Teddy Roosevelt

-----Original Message-----

**From:** Greg Lemon [mailto:glemon@mail.state.ne.us]  
**Sent:** Wednesday, February 23, 2005 11:01 AM  
**To:** 'cfoust@southsiouxcity.org'  
**Subject:** Grant Application

The City of South Sioux City Grant Application was reviewed by the operations subcommittee of the State Records Board on Friday February 18, 2005. The subcommittee makes recommendations to the full Board on grant funding.

The subcommittee voted to recommend that the application not be funded.

The reason state was that the grant funds were requested to develop and application which would be used for internal access of records, while the grant criteria state's that it must be used for public access to government records.

The recommendation of the subcommittee is non-binding, and so you have the following options:

Proceed with the grant application as submitted which would be heard at the next regularly scheduled State Records Board Meeting (date not yet set)

Proceed with the grant application and modify it to include more information or a revised plan that includes public access to records

Withdraw to either submit or not submit at a later date.

Call if questions, thanks

Greg Lemon  
Chief Deputy Secretary of State  
Suite 2300, State Capitol  
Lincoln, NE 68509  
402 471-4070

“Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer much, because they live in the gray twilight that knows not victory nor defeat.” Teddy Roosevelt



December 30, 2004

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

To Whom It May Concern:

Enclosed please find an application for the State Records Board Grant to Improve Access to Public Information.

If you have any questions, please contact me at (402) 494-7504.

Sincerely,

Constance J. Foust  
City Clerk/HR Officer



City of South Sioux City, Nebraska  
1615 First Avenue, South Sioux City, Nebraska 68776-2245  
Phone: 402-494-7500 Fax: 402-494-7527 TTD: 402-494-7500 ext 339  
[www.southsiouxcity.org](http://www.southsiouxcity.org)



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

John Gale  
Chairman  
(402) 471-4070  
<http://www.nol.org>



**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 this application and any accompanying materials.

**I. Grant Summary**

1. Name of entity applying for grant City of South Sioux City, NE

2. Title of project SSC Electronic Filing System

**3. Brief Description of Project**

Purchase of an electronic filing system for City and public access to records.

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

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 No

**NSRB Grant Application**

Page 2

**II. Grant Detail**

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

See attached

**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 beneficiary of this service will be all City of South Sioux City departments with future expansion to allow Public access through the City website.

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

Six months from award of grant

**4. Subdivision contribution to project (labor, equipment, etc.)**

Computers

Server

Labor: each department will provide staff to scan and electronically file documents.

Equipment/software maintenance

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

\$10,000 has been included in the 2004-05 budget. Minimum cost of this project would be \$15,000 not including the City's contribution to the project.

**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?**

Because of current decreases in revenues, grant money would assist in completing this project.

The expense for sustaining this service will be included in the City's 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)**

Offices of the City of South Sioux City are currently located in various locations. Each department has files for its department. No master file system is available. To increase efficiency, an electronic filing system will allow all departments to access all file documents from their location and the Public to access records through the City's website. The Public currently has access through the City's website to agendas and minutes of the City Council and Committees. Such documents are listed by date. The electronic filing system would allow City personnel and the public to access records by word recognition and export to PDF, Word, Excel and other formats.

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

Currently, the master file is kept in the project leader's department. If a file is needed, it is necessary to contact the specific department handling the project to receive the file or a copy of any documents needed. Access to an electronic filing system with OCR capabilities will allow quick access to information thus providing more efficient service. It will also reduce the cost of making and storing multiple copies.

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

N/A

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

This project will be completed through the efforts of City personnel, the software provider and the City's computer technical support provider.

**11. Does the project involve the licensing, permitting or regulation of businesses, 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 regulation system.**

No

### **III. Technical Information**

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

Input and Scanning Software – each site.

Optical Character Recognition of entire documents – only one needed. Provides capability to convert entire data groups of documents, or selected documents to full text data. This conversion facilitates full-text searching capabilities.

Document scanner – each site.

Retrieval and Display Software – based on concurrent usage.

The City would utilize current computers.

**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 adaptation).**

The City would purchase a system with security features to allow the public to access records that meet State of Nebraska standards but not have access to confidential records (ie. Personnel records).

**3. Describe how technical support will be provided.**

City personnel will handle minor problems. The City contracts with a local computer technical support company to provide service on equipment and software. The software provider will provide software telephone and onsite support.

**Project Description:**

The City of South Sioux City would purchase an electronic filing system to be used by City departments. These departments are located in various sites throughout the South Sioux City area.

The current plan is to locate the electronic filing system scanning stations at City Hall, Public Works and the Police Department. Other departments would be added in the future. To achieve this goal, the following system would be needed:

**Input and Scanning Software** – each site.

**OCR Flow** – one unit. Provides capability to convert entire data groups of documents, or selected documents to full text data. This conversion facilitates full-text searching capabilities.

**Document scanner** – each site.

**Retrieval and Display Software** – based on concurrent use.

The City would utilize current computers. Each site would provide City personnel to scan and electronically file documents. No additional staff would be added. Such a system would give departments immediate access to records thus improving efficiency of local government operations. Future plans include allowing public access to records through the City website.

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

We have read the access clause requirements and any application built with grant funds will comply.

**IV. CONTACT INFORMATION, SIGNATURE**

Contact person for any questions regarding this application **Constance J. Foust**

Phone #**402-494-7504** E-mail **cfoust@southsiouxcity.org**

Signed this 30 day of December, 2004.

  
Signature

Mayor  
Title

**Please Return to:**

**State Records Board  
Suite 2300, State Capitol  
P.O. Box 94608  
Lincoln, NE 68509-4608  
ATTACHMENT 1**

# GENERAL MANAGER'S REPORT

August 2005



[www.nebraska.gov](http://www.nebraska.gov)

Brian Stevenson, General Manager

Nebraska.gov

301 So. 13<sup>th</sup> St., Ste. 301

Lincoln, NE 68508

Phone: 402-471-6582

FAX: 402-471-7817

Email: [brian@nebraska.gov](mailto:brian@nebraska.gov)

## CONTENTS

<u>REPORT</u>	<u>PAGE #</u>
Financial Report	3
Technical Project Update	4
Marketing Report	5
New/Outstanding Issues	6

	Month Ended	Month Ended	Year to Date	Year to Date
	8-31-05	8-31-04	8-31-05	8-31-04
Gross Revenue	\$467,276.00	\$365,865.00	\$3,258,044.00	\$2,844,385.00
COR Paid to NSRB	\$11,893.00	\$11,084.00	\$92,461.00	\$82,558.00
COR Paid to Agencies	\$238,996.00	\$211,442.00	\$1,585,091.00	\$1,637,997.00
COR other	\$1,455.00	\$1,879.00	\$11,797.00	\$13,954.00
Total Cost of Revenue	\$252,344.00	\$224,405.00	\$1,689,349.00	\$1,734,509.00
Gross Profit	\$214,933.00	\$141,460.00	\$1,295,695.00	\$1,109,876.00
Operating Expenses	\$120,967.00	\$106,915.00	\$904,894.00	\$805,527.00
Operating Income (Loss)	\$93,966.00	\$34,545.00	\$390,801.00	\$304,349.00
Other Income (Expense)	\$0.00	\$0.00	\$2,329.00	\$644.00
Net Pre-Tax Income (Loss)	\$93,966.00	\$34,545.00	\$393,130.00	\$304,933.00
Provision for Income Tax	\$37,656.00	\$13,460.00	\$157,536.00	\$118,722.00
Net After-Tax Income (Loss)	\$56,310.00	\$21,085.00	\$235,594.00	\$186,271.00
Variance from Plan	\$27,526.00	\$9,607.00	\$55,664.00	\$76,051.00
<b>Revenue Contribution (August 2005)</b>				
Dept. of Motor Vehicles (Batch Drivers Records)				20.52%
Dept. of Motor Vehicles (Interactive & Other Services)				43.07%
Secretary of State Services (Interactive/Batch)				12.43%
Other (Subscriptions, Connect Time, Special Projects, etc.)				23.98%
<b>Balance Sheet (8-31-05):</b>				
Current Assets			\$1,068,880.00	
Fixed Assets			\$12,502.00	
Other Assets			\$12,490.00	<b>\$1,093,872.00</b>
Current Liabilities			\$191,484.00	
Stockholder's Equity			\$902,388.00	<b>\$1,093,872.00</b>

## August 2005 Technical/Project Highlights

For further details or additional information, please contact:

Trent Bills, Director of Development  
Nebraska.gov  
402.471.7813  
[tbills@nebraska.gov](mailto:tbills@nebraska.gov)

- Work continues on migrating web sites and agency applications to the new NIC Central Data Center in Ashburn, Virginia. The migration was approved by the State Records Board and will mean improved service and security to Nebraska.gov customers and partners.
- The Nebraska Chamber of Commerce, in conjunction with Nebraska.gov, launched a redesigned web site and an email submission application in early August. This project was completed under a fixed-price arrangement.
- The Agri-tourism conference registration form was launched at the end of August.
- Physicians assistant and physicians assistant supervisor HHS license renewals 8/4
- The Liquor Control Commission's web site was launched on August 15<sup>th</sup>. The redesigned web site also includes a data interface search tool developed by Nebraska.gov. This database search facilitates licensee searches by law enforcement and private individuals. The project was funded through a fixed-price arrangement.
- Approval is pending on several projects, including:
  - Professional license renewals for physician's assistants and physical therapists for Health & Human Services;
  - New web site design for Rock County;
  - New web site design for Cuming County;
  - New web site design for Merrick County;
  - New web site design for the Nebraska Investment Council;
  - Vehicle Tax Estimator for DMV;
  - New web site design for the Coordinating Commission for Postsecondary Education;
  - New web site design and architecture for the Nebraska Community Colleges System;
  - New web site design and architecture for the Accountability and Disclosure Commission;
  - Real Estate agent licensing; and

## **August 2005 Marketing Highlights**

For further details or additional information, please contact:

Trevor Bair, Director of Marketing  
Nebraska.gov  
402.471.2154  
[trevor@nebraska.gov](mailto:trevor@nebraska.gov)

- Launched the Redesign of the Liquor Control Commission Site.
- Provided the Nebraska Chamber of Commerce and Industry an E-mail template incorporating their new design.
- Continued work with the Nebraska Investment Council on their first web site.
- Continued work with Nebraska Board of Public Accountancy's Member's Only Site
- Provided Nebraska Travel and Tourism with an Online Registration for their 2005 AgriTourism Workshop.
- Began discussions with Real Estate Appraisers Board web site redesign.
- Attended a 3 day marketing workshop at our sister portal, accessIndiana.
- Presented at the monthly Lincoln Chamber of Commerce breakfast and networking session.
- Provided training for the Nebraska Community College Association.
- Provided training and web site maintenance and/or discussed possible online application with several counties, including: Buffalo, Chase, Clay, Cuming, Dawson, Dundy, Howard, Kimball, Red Willow, Saunders, Seward and York counties.
- Presented at the Nebraska Transportation
- Continued working with the Nebraska Department of Environmental Quality to assess their web needs.
- Met with current and potential users of Bill Tracker to discuss possible enhancements.
- Met with staff from Property Assessment & Taxation to discuss a possible project to provide online access to property records.

## **New/Outstanding Issues**

- We have made a selection for the open software developer position. Several strong applicants applied for this position and we expect to have someone in place by the first week of September.
- CDC Migration
  - Pending:
    - 25 Web sites
    - Department of Revenue Application (Awaiting Testing)
    - State Employment Application
  - Other states that are completely hosted in the NIC Central Data Center (CDC) in Ashburn, Virginia.
    - Alabama, Vermont
  - Other state that are partially hosted in the NIC CDC
    - Iowa, Kentucky & Oklahoma
  - Two additional states expected in 2006
  - Payment engine Hosting: Nearly all NIC states
  - Advantages to hosting with the NIC CDC.
    - Network: Tier 4 Facility providing 99.995% availability.
    - Power: Two separate feeds, surge suppression, 4 separate UPS systems, 4 days backup power on site.
    - Cooling: physically diverse cooling tower cells
    - Servers: Complete N+1 Redundancy.
    - Maintenance: 4 hour hardware replacement, 24X7 Support,
    - Security:
      - Physical: Security Guards, Mantraps, Palm Scans and Keys
      - Virtual: clustered & load balanced firewalls & intrusion detection systems.
- County Web site Project Update
  - See Nebraska.gov County Web site Project Status Update Attachment

Respectfully Submitted,

Brian Stevenson  
 General Manager, Nebraska.gov

**Nebraska.gov County Web Site Project.**  
**Status Update: 9/27/05**

**Complete**

County government web sites have been implemented in the following Nebraska counties.

Antelope Banner Blaine Boone Box Butte Burt Butler Cedar Chase Cherry Cheyenne Clay Colfax Custer Dawes Dawson* Deuel Dixon Dodge Dundy Frontier Gage Garden Garfield Gosper Hamilton Hitchcock Holt Hooker Howard	Jefferson Johnson Kearney Keith Keya Paha Kimball Knox Lincoln Loup Morrill Nance Nemaha Nuckolls Otoe Pawnee Perkins Pierce Polk Red Willow Richardson Saline Saunders Sherman Sioux Stanton Thayer Valley Washington Webster York
---	--

\* Clerk of the District court only

**Pending**

The following Nebraska county web sites are awaiting final approval from the designated county officials.

Cuming  
Rock  
Merrick  
Fillmore\*

\*Fillmore County has elected to postpone the launch of their web site.

**Not Participating**

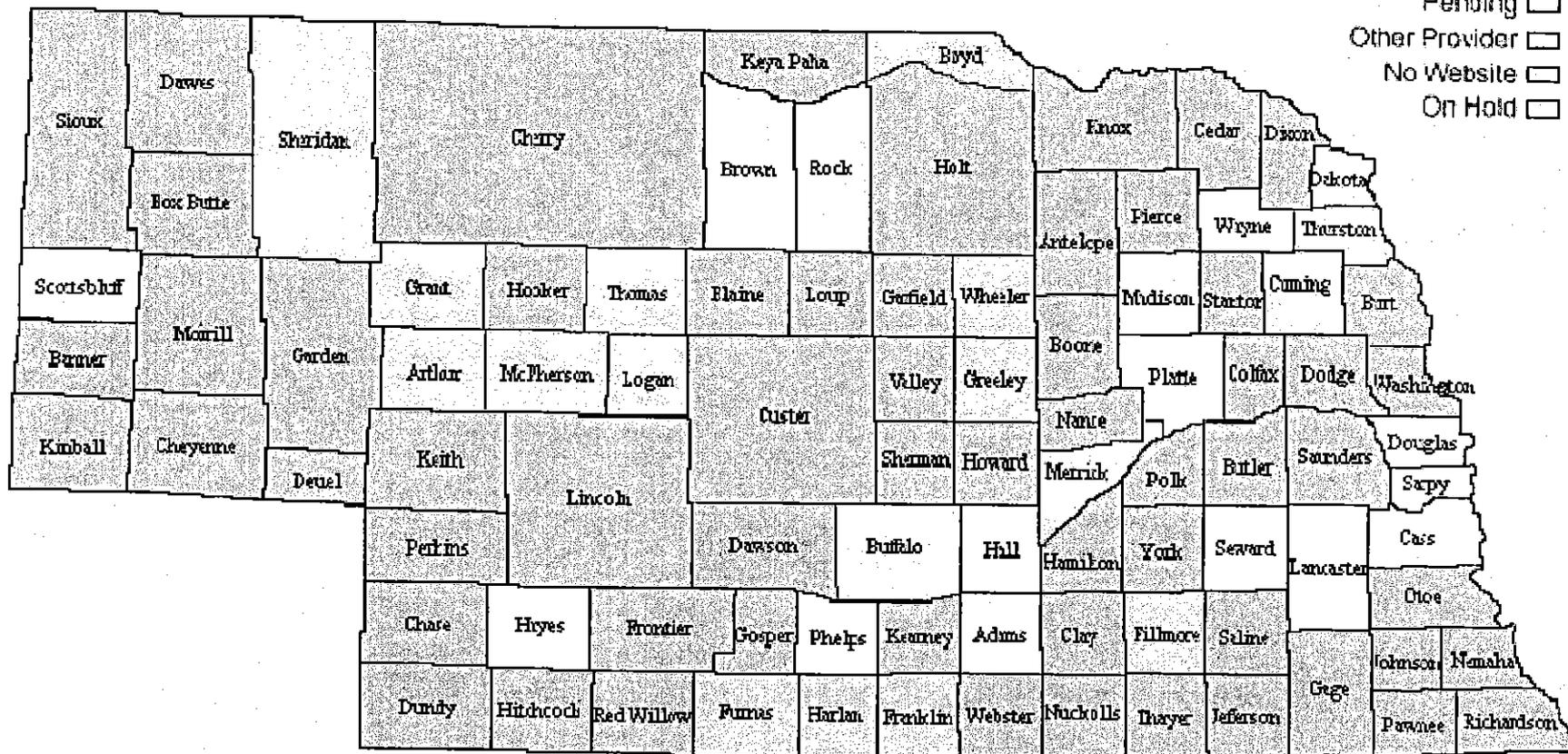
The counties listed below have chosen to not participate in the Nebraska.gov county project or, have voluntarily elected to develop their own web sites.

Adams	Lancaster
Arthur	Logan
Boyd	Madison
Brown	McPherson
Buffalo	Phelps
Cass	Platte
Dakota	Sarpy
Douglas	Scottsbluff
Franklin	Seward
Furnas	Sheridan
Grant	Thomas
Greeley	Thurston
Hall	Wayne
Harlan	Wheeler
Hayes	



# Nebraska County Website Progress

- Nebraska gov
- No Longer with Nebraska gov
- Clerk of the District Court Only
- Pending
- Other Provider
- No Website
- On Hold



**Nebraska.gov County Web Site Project.**  
**Status Update: 9/27/05**

**Complete**

County government web sites have been implemented in the following Nebraska counties.

Antelope	Jefferson
Banner	Johnson
Blaine	Kearney
Boone	Keith
Box Butte	Keya Paha
Burt	Kimball
Butler	Knox
Cedar	Lincoln
Chase	Loup
Cherry	Morrill
Cheyenne	Nance
Clay	Nemaha
Colfax	Nuckolls
Custer	Otoe
Dawes	Pawnee
Dawson*	Perkins
Deuel	Pierce
Dixon	Polk
Dodge	Red Willow
Dundy	Richardson
Frontier	Saline
Gage	Saunders
Garden	Sherman
Garfield	Sioux
Gosper	Stanton
Hamilton	Thayer
Hitchcock	Valley
Holt	Washington
Hooker	Webster
Howard	York

\* Clerk of the District court only

**Pending**

The following Nebraska county web sites are awaiting final approval from the designated county officials.

- Cuming
- Rock
- Merrick
- Fillmore\*

\*Fillmore County has elected to postpone the launch of their web site.

**Not Participating**



The counties listed below have chosen to not participate in the Nebraska.gov county project or, have voluntarily elected to develop their own web sites.

Adams	Lancaster
Arthur	Logan
Boyd	Madison
Brown	McPherson
Buffalo	Phelps
Cass	Platte
Dakota	Sarpy
Douglas	Scottsbluff
Franklin	Seward
Furnas	Sheridan
Grant	Thomas
Greeley	Thurston
Hall	Wayne
Harlan	Wheeler
Hayes	



## Nebraska.gov Project Status Report - 9/27/05

Completed Projects				
Agency	Project Description	Completion Date	Type of Payment	
Arts Council	eGrants System Upgrades and Enhancements		Fixed Cost	
Attorney General	Consumer Vulnerability Survey		Fixed Cost	
Attorney General	Internet Safety Web Site Design	06/29/05	Fixed Cost	
County Project: Burt County	Web Site Design and Hosting	07/06/05	Fixed Cost	
Crime Commission; LETC	Law Enforcement Training Center Web Site Redesign and Training		Appropriation	
Health & Human Services	Online License Renewal: Medical Nutrition Therapists	06/20/05	Fixed Cost	
Health & Human Services	Online License Renewal: Physician's Assistant		Fixed Cost	
Nebraska Chamber of Commerce	Web Site Redesign		Grant	
		08/01/05	Non-Fee	

Projects Pending Approval:						
Agency	Project	Date Received	Resource Requirement	Type of Payment	Target Date	Percent Complete
Accountability & Disclosure Comm.	Web Site Redesign: Redesign web site navigation and graphics.	01/24/05	Moderate	Non-Fee	09/01/05	95%
Chief Information Officer	Business Portal Upgrade: Upgrades to Forms Inventory database and portal architecture.	01/02/04	High	Grant		95%
County Project: Rock	Web Site Design: New design for county site with navigation and graphics.		Moderate	Approp.		90%
Community College System	Web Site Redesign: Redesign web site navigation and graphics.	02/02/05	Moderate	Non-Fee	08/31/05	80%
Health & Human Services	Online License Renewal: Physical Therapy	04/25/05	High	Fixed Cost	10/01/05	90%
Investment Council	Web Site Design: New design for agency that does not currently have a site; with navigation and graphics.	01/02/04	Moderate	Non-Fee		80%
	<i>Comment: Project on hold while agency decides on design</i>					
	<i>Comment: Agency has decided to proceed with site pending signing of Agreement. (12-15-2004)</i>					
Liquor Control	Licensee Search: Web Interface & Search of IMS licensee status database.	03/01/05	Moderate	Fixed Cost	09/15/05	95%
Motor Vehicles	Vehicle Tax Estimator: Online site for user to access to determine approximate motor vehicle tax on cars and trucks at registration.	01/02/04	High	Non-Fee	10/30/05	85%
Revenue	Sales Tax Upgrade: Annual upgrades and necessary changes to sales tax application.	06/01/04	Moderate	Trans. Fee		95%
Postsecondary Coord Commission	Web Site Graphics Redesign	07/05/05	Moderate	Non-Fee		95%

Projects Underway:						
Agency	Project	Date Received	Resource Requirement	Type of Payment	Target Date	Percent Complete
Administrative Services: Personnel	State Employment Application Upgrade: Improvements and additions to online state employment application.	09/01/04	Very High	Fixed Cost	01/02/06	30%
Chief Information Officer	Forms Automation (as they are requested)	03/15/01	High	Grant	Ongoing	Ongoing
Chief Information Officer	One-Stop Business Registration: Online site for business to access all information necessary to register and do business in Nebraska.	04/28/04	Extremely High	Reinv. Rev.		10%
County Property Tax Consortium	Online Payment of Property Taxes	05/10/05	Extremely High	Trans. Fee	12/01/05	20%
County Project: Cumina	Web Site Design: New design for county site with navigation and graphics.		Moderate	Approp.	10/29/05	95%
County Project: Merrick	Web Site Design: New design for county site with navigation and graphics.	01/02/04	Moderate	Approp.	10/04/05	50%
Environmental Quality	Web Site Design Assistance & Consulting	06/01/05	High	Fixed Cost	10/03/05	95%
Fire Marshal	Grain Permits: Online application for Grain Storage permits and credit card payment.	11/01/03	High	Conven. Fee	10/15/05	50%
Insurance	Company and Producer Online Search	10/20/04	Moderate	Non-Fee	12/15/05	10%
Motor Vehicles	Insurance Database	10/15/04	High	Non-Fee	Ongoing	Ongoing
Motor Vehicles	Specialty Plate Ordering: Ability to check availability of message plates and order online with credit card/ACH payment.	01/02/04	High	Unknown	09/30/05	25%
Natural Resources	Water Well Drilling Application Templating: Provide applicant with templated sections to expedite application for	08/08/04	Moderate	Fee	10/30/05	50%
Public Accountancy	License Renewals: Online system for license renewals including database conversion, continuing education, credit card payment.	09/24/04	High	Fee	05/01/06	40%
Real Estate Commission	License Application: Online application for real estate agent and/or broker license.	09/01/03	Moderate	Fee	10/01/05	90%
Revenue	Form 1040NS Upgrades and Revisions	08/02/05	High	Grant	09/30/05	15%

*M. Approved*

Projects Requested:						
Agency	Project	Date Received	Resource Requirement	Type of Payment	Target Date	Percent Complete
Accountability & Disclosure Comm.	Enhancements to Lobbyist Report Form D Filing: Add Multiple Lobbyists	07/26/05	Moderate	TBD		0%
Court of Industrial Relations	Opinions Search: Password-Protected Search of Supreme Court & Appeals Court opinions on CIR cases	07/28/05	Moderate	TBD		0%
Fire Marshal	Online Comment Form	07/29/05	Moderate	Fixed Cost		0%
Fire Marshal	Employees Only Password-Protected Section of Web Site	07/20/05	Low	Fixed Cost		0%
Fire Marshal	Online Searchable Fireworks Database	07/20/05	Moderate	Fixed Cost		0%
Health & Human Services	Online License Renewal: Water Operators	04/25/05	High	Fixed Cost	11/01/05	0%
Health & Human Services	Online License Renewal: Well Drillers	04/25/05	High	Fixed Cost	11/01/05	0%
Health & Human Services	Online License Renewal: Emergency Medical Services	04/25/05	High	Fixed Cost	11/01/05	0%
Motor Vehicles	Drivers' License Reinstatement: Online application for reinstatement of drivers' license and credit card payment; add information to record.	02/01/02	High	Conven. Fee		0%
Motor Vehicles	CDL Third-Party Testing Online Reporting System Enhancement: Add ability to cut and paste comments from overt/covert audit.	12/23/04	Moderate	Non-Fee		0%
Property Assessment & Taxation	Place PAT Counties Property Records Information Online and Searchable.	07/12/05	High	Unknown		0%
Revenue	Online Sale of Tax Permits: Online application for tax permit and credit card payment.	01/02/04	High	Trans. Fee		0%
Revenue	Form 1040N Upgrades and Revisions	08/02/05	High	Grant	12/15/05	0%
Secretary of State/IRS	Federal Tax Lien Filings: Online filing of IRS tax liens in conjunction with Secretary of State's Office.	04/15/04	High	Unknown		0%
Secretary of State	Corporate Annual Report Filings		High	Unknown		0%
Secretary of State	EFS Filing	02/02/02	High	Trans. Fee		0%

Projects On Hold:						
Agency	Project	Date Received	Resource Requirement	Type of Payment	Target Date	Percent Complete
Chief Information Officer	Ed Portal IT Training Calendar: Calendar of IT training classes, seminars and workshops posted by institutions & agencies. <i>Comment: Change in priority of project resulting in revised due date and conforming this project with rewrite of Public Meeting Calendar.</i>	06/01/03	High	Grant	12/31/05	95%
Counties: Fillmore County	Web Site Design: New design for county site with navigation and graphics. <i>Comment: No response from county regarding design forced due date to be revised.</i>	11/01/03	Moderate	Approp.	11/30/05	25%
Governor's Office	Online Budget Estimator Tool for Citizens	04/14/05	Moderate	Non-Fee		95%
Health & Human Services	Redesign & Enhancements to HHS-SICA Web Site	11/10/04	Moderate	Fixed Cost		75%
Motor Vehicles	Vehicle Registration Renewals: Online renewal of motor vehicle registration and credit card/ACH payment.	01/02/04	Extremely High	Trans. Fee		0%
Motor Vehicles	Commercial Plate Search <i>Comment: Returned to "Hold" status at agency's request. (May 27, 2005)</i>	06/15/03	High	Fee		0%
Motor Vehicles	Drivers' License Renewals: Online renewal of drivers' license and credit card/ACH payment. <i>Comment: Moved to "Hold" status at agency's request. (May 27, 2005)</i>	01/02/04	Extremely High	Trans. Fee		0%

Possible Future Projects:						
Agency	Project	Date Received	Resource Requirement	Type of Payment	Target Date	Percent Complete
Abstractors Board	License Renewals: Online filing of application for license renewal with credit card payment.	10/01/03	High	Fee		
Account. & Disclosure	Campaign Statement Filings: Online system to allow campaign/candidate committees to file online.		High	Fixed Cost		
County Project: Brown	Web Site Design: New design for county site with navigation and graphics.		Moderate	Approp.		
Fillmore County	Online Permits: Application for local permits with credit card payment.		High	Trans. Fee		
Health & Human Services	Web Site Redesign		Very High			
Health & Human Services	Water Standards: Online application for water well and/or septic system inspections.	08/24/04	Moderate			
Historical Society	Photo Image Database: Online search of photo image database with payment for search results via credit card.		Very High	Non-Fee		
Revenue/SOS	State Tax Lien Filings: Online system to do state tax lien filing in conjunction with two state agencies.		High			
Secretary of State	UCC Amendments Filing		Very High			
State Patrol	Criminal History Search System: Online search for criminal history with credit card payment.		Extremely High	Fee		

Agency/Customer	Problem or Issue	Date Identified	No. of Instances	Situation & Severity (Low, Moderate, High)*	Steps Taken	Date Addressed	Status	Contact
DMV - Motor Vehicle Records (MVR)	Problem with MVR record format point-to-point requests	05/17/05	1	High - MVR records without a license status were being incorrectly not printed instead of being printed as a blank space throwing off the record format by a byte.	Bug was fixed in test environment and submitted to customers for testing. Testing was concluded and system rolled into production next business day.	Thu. May. 28 13:34:00 CDT 2005	Closed	Pfister, Bills
DMV - Motor Vehicle Records (MVR)	No record found screens for different point-to-point search types were different.	05/24/05	1	Medium - A small bug was introduced with the 519 code merge between development & production.	Fix was corrected & tested and rolled into production on the same day.	Thu. May. 26 14:35:59 CDT	Closed	Pfister, Bills
DMV - Title, Lien and Registration (TLR) Searches	TLR service is locked up.	06/20/05	1	High - TLR Service was locked up	System was restarted to correct the problem, downtime was minimal	Mon. Jun. 20 10:26:30 CDT	Closed	Bills
All	Applications and websites hosted by Nebraska.gov down.	07/25/05	1	High - At approximately 16:55 the Central Data Center's (CDC) primary NFS server failed, also as the same time, the automated failover to the backup did not work. The fiber interface card in the primary NFS server appears to have been faulty and was preventing the backup system from taking control of the drives.	The primary server was shut down manually at which point the backup was able to take control of the drives and resume normal operations. All services were restored by 17:35.	Tue. Jul. 26 8:31:10 CDT <i>40 min</i>	Closed	Bills
All	Applications and websites hosted by Nebraska.gov down.	08/17/05	1	High - CDC networking problem caused both MySQL and Oracle databases to attempt to fail over to the backup system. Due to a network configuration error both database servers attempted to fail over to the backup but were unable due to a misconfiguration.	The network configuration error was identified and corrected within :05 minutes.	Thu. Aug. 18 16:45:11 CDT <i>5 min.</i>	Closed	Bills
DMV - Drivers License Records (DLR)	Application down	08/31/05	1	High - The password has expired for the dmrv300 and dmrv200 accounts after 30 days. As a result, the system cannot access the mainframe.	IMS reset the password. Downtime was limited to :30 minutes.	Wed. Aug. 31 8:16:26 CDT	Closed	Bills

\*Low Severity = Isolated Impact, affecting a small number of users or transactions

\*Moderate Severity = Affecting multiple systems and/or a moderate number of users

\*High Severity = Widespread impact affecting entire system access or a large portion thereof and a high number of users