

**NEBRASKA STATE RECORDS BOARD
MEETING: October 12, 2006**

Nebraska State Capitol
Room 1507
Lincoln, NE
October 12, 2006
9:00 A.M.

**NOTICE
OF
HEARING**

Lincoln Journal Star
Tuesday, September 12, 2006

Public Notice

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on **Thursday, October 12, 2006, at 9:00 AM** in Room 1507 of the State Capitol, Lincoln, Nebraska. The agenda, which is kept continually current, will include a **Public Hearing** on the establishment of fees for the use of Nebraska.gov by the Nebraska Department of Motor Vehicles, and is available at the office of the Secretary of State for public inspection during regular business hours.

#4044904 1x Sept. 12

NEBRASKA STATE RECORDS BOARD AGENDA

Room 1507 State Capitol
October 12, 2006 - 9:00 A.M.

1. APPOINTMENTS OF NEW BOARD MEMBERS
 - a. Timothy Loewenstein
 - b. Thomas Freimuth
2. CALL TO ORDER, ROLL CALL
3. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT

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

Public notice of the meeting was given by posting notice in the Lincoln Journal Star on September 12, 2006; on the State of Nebraska's online public meeting calendar; and keeping a current copy of the agenda in the Secretary of State office, listing the date, time and location of the meeting.
5. ADOPTION OF AGENDA
 - a. **Action Item:** Approval of Agenda
6. APPROVAL OF MINUTES
 - a. **Action Item:** Approval of July 20, 2006 meeting
 - b. **Action Item:** Approval of August 23, 2006 meeting
7. AGENCY GRANT APPLICATIONS
 - a. **Action Item:** Nebraska State Historical Society - Digital Archives Feasibility Study - \$25,000
 - b. Webster County Technical Advisory Committee Review
 - c. Polk County Technical Advisory Committee Review
 - d. Johnson County Technical Advisory Committee Review
8. REPORTS
 - a. NSRB - Cash Fund Balance
 - b. Grant Status Report
 - c. Reinvested Revenue Report
 - d. Unused Grant Monies Report
9. CHAIRMAN'S REPORT
 - a. Board Staffing Issues
 - b. Board Appointment Process
10. GENERAL COUNSEL'S REPORT
 - a. **Action Item:** Repeal 2001-2002 Cookie Policy
 - b. NITC Standards and Guidelines for Web Cookie Policy
 - c. Citizen Notification If Breach of Identity (LB876)
11. CONTRACTOR'S REPORT
 - a. Board of Public Accountancy
 - b. DAS - State Personnel
 - c. Johnson County
 - d. Kearney County
 - e. Barber Examiner
 - f. Arts Council

12. NEBRASKA.GOV REPORT'S

- a. General Manager's Report
- b. **Action Item:** Project Status Report
- c. VISA Operating Regulations Update
- d. One-Stop Business Registration Project

13. PUBLIC HEARING ON CONTRACT ADDENDA

- a. **Action Item:** Nebraska Department of Motor Vehicles - Addendum Seven

14. DATES FOR NEXT MEETING

- a. January 11, 2007
- OR
- b. January 16, 2007

15. ADJOURNMENT

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

**APPROVAL
OF
MINUTES**



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of July 20, 2006

M Hill
2 Curry

The meeting was called to order by Chairman John Gale at 9:00 A.M. on July 20, 2006, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present, representing a quorum:

John Gale, Chairman;
William Bidrowski;
Jerry Catlett;
John Curry;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Jeanne Herbers, representing the State Auditor;
Lauren Hill, representing the Governor;
Laurcen Riedesel;
Ron Ross

Not present were:

Diane Vicars

Chairman Gale announced that the meeting notice had been published in the Lincoln Journal Star on July 12, 2006; an affidavit of publication has been received and will be made a part of the record; the Board members have received a copy of the agenda and documents as required by law; that a copy of the open meetings law was available for public review; and that a copy of the agenda and relevant documents were likewise available for public review.

Mr. Bidrowski moved to adopt the agenda; motion seconded by Ms. Hill.

Voting For:	Bidrowski Ross	Curry Gale	Decker Catlett	Herbers Donley	Riedesel Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Mr. Curry moved to approve the April 18, 2006 meeting minutes; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Ross	Curry Gale	Decker Catlett	Herbers Donley	Riedesel Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

William Ptacek, Deputy Secretary of State for Records Management, reported a change would be made to the NSRB Grant Application process. The change will be to an on-line grant application process due to the difficulties recently experienced with timely delivery from the USPS.

Chairman Gale opened a discussion on a grant application for \$17,500.00 by Polk County to enhance their web page. Ms. Linda Anderson, Polk County Assessor, testified on behalf of Polk County. Ms. Donley moved to approve the grant for \$17,500.00 contingent upon approval by the technical committee; motion seconded by Mr. Ross.

Voting For:	Bidrowski Ross	Curry Gale	Decker Catlett	Herbers Donley	Riedesel Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Chairman Gale opened a discussion on a grant application for \$10,000.00 by Johnson County to improve web access to public information. Ms. Cindy Fields, Johnson County Deputy Assessor, testified on behalf of Johnson County. Ms. Herbers moved to approve the grant for \$10,000.00 contingent upon review and approval by the technical committee; motion seconded by Ms. Riedesel.

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	Ross				
Absent:	Vicars				

The motion carried.

Mr. Ptacek reported on the NSRB Cash Fund Balance. Some discrepancies were discovered. Mr. Ptacek will review and revise and email a new report to the Board members.

Mr. Ptacek reported on the Grant Status Report which included an Unused Grant Monies Report. Department of Administrative Services State Personnel Director, Mike McCrory, testified on the Online Job

Application unused grant for \$25,000.00. Due to the continued lack of progress and responsiveness from Nebraska.gov on this project, he requested the grant be used to purchase software (or the development of software) that has connective linkage to NIS (Nebraska Information System). Mr. Ross moved to cancel the current grant and earmark \$25,000.00 for software that has NIS connectivity (linkage); motion seconded by Ms. Hill. After discussion Mr. Ross amended his motion to *change* the existing grant to include the NIS connectivity language, contingent upon the approval of the technical committee. Ms. Hill agreed to the motion amendment.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Ross	Gale	Catlett	Donley	Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Mr. Ptacek opened discussion on the remainder of the unused grant monies. He indicated communication was received by Mr. Dan Sweetwood, Executive Director of the Board of Public Accountancy. The Board of Public Accountancy was awarded a grant in 2003 for \$25,000 for On-line Review of Annual Register & Submission of Applications and Forms. Mr. Sweetwood indicated they are waiting to move forward on this project and a letter outlining the situation will be forthcoming to the Board. Regarding the grant for \$25,000.00 for Kearney County to enhance their web page, Mr. Ptacek indicated Kearney County had not returned his phone calls. Mr. Curry motioned to cancel the Kearney County grant; motion seconded by Ms. Hill. Ms. Donley suggested a letter (possibly certified) be sent to Kearney County indicating their grant would be cancelled if the Board did not hear from them by a specified date. Mr. Curry withdrew his motion; Ms. Hill, indicating a 'strong' letter be sent to Kearney County, withdrew her second of the motion. Ms. Donley volunteered to draft a letter from the Board to Kearney County.

Continuing with the Grant Status Report, Mr. Ptacek opened discussion on the Reinvested Revenue Report. Mr. Ptacek deferred to Mr. Brian Stevenson, Nebraska.gov, for further discussion. Mr. Stevenson reported on the One-Stop Business Registration project for \$75,000.00. He is currently working with Rick Becker of the CIO's Office and will re-present the project scope development proposal as soon as they have concluded their meetings. He indicated the original proposal was not a grant. Mr. Stevenson will be responsible for the documentation. Mr. Ross moved to retain the project funding and await the amended project application to be resubmitted at the October, 2006 NSRB meeting; motion seconded by Mr. Curry.

Voting For:	Bidrowski	Curry	Decker	Herbers	Riedesel
	Ross	Gale	Catlett	Donley	
Voting Against:	Hill				
Absent:	Vicars				

The motion carried.

Mr. Stevenson reported on the On-Line License Renewal project for HHSS. He indicated the HHSS direction has changed due to problems with the LIS system. The system is not being used. He recommended canceling this project. Mr. Catlett moved to cancel the On-Line License Renewal project; motion seconded by Mr. Ross.

Voting For:	Bidrowski Ross	Curry Gale	Decker Catlett	Herbers Donley	Riedesel Hill
Voting Against:	None				
Absent:	Vicars				

The motion carried.

Chairman Gale asked Mr. Stevenson about the three unused grants; Board of Public Accountancy, DAS State Personnel and Kearney County. Mr. Stevenson indicated regarding the Board of Public Accountancy, they are re-evaluating the project and will meet with the Office of the CIO. Regarding the DAS State Personnel project, Mr. Stevenson indicated Nebraska.gov has a job application developed and he was unclear as to the comments made by Mr. McCrory. He indicated he has not heard from Kearney County.

Chairman Gale called a recess at 10:55 a.m.

Chairman Gale reconvened the meeting at 11:13 a.m.

Chairman Gale opened discussion on the Chairman's Report. Mr. Ron Moravec, Chief Deputy Secretary of State, reported on Board staffing issues/contract negotiations regarding an IT person for assistance to the Board. Brian Stevenson, Ron Moravec and the Department of Motor Vehicles will formalize the process to amend the contract with Nebraska.gov to require citizen notification if there is a breach of identity. This process is a result of LB876 which refers to those entities who conduct business in Nebraska.

Chairman Gale opened discussion on the contract proposed for the hiring of William Bidrowski. Chairman Gale explained a revised contract is being reviewed to hire someone to assist the NSRB in design development and business implementation; to act as a project manager to ensure follow-up, tracking and continuity on Board actions. Mr. Gale recommended Mr. Bidrowski for this position since Mr. Bidrowski has professional experience in this area and knows the Board and its functions. Mr. Bidrowski addressed the Board and described his experience in project management. Chairman Gale discussed the position being considered from Ms. Decker's team; a technical analyst who would ensure the projects placed before the Board for consideration meet industry standards. The project manager would work with that person. Chairman Gale explained the NSRB has no budget for hiring staff; however, they may contract for services. Chairman Gale suggested Mr. Bidrowski would fit the needs of this position due to his experience in both the private business world as well as his membership on the NSRB, ensuring continuity in this position and that a one year trial might be appropriate since Mr. Bidrowski's term on the Board will end in 12 months. Some members expressed concern as to what the public perception may be in hiring a Board member. This issue will be addressed at a later Board meeting.

Mr. Ross departed from the meeting at 11:50 a.m.

Chairman Gale opened a discussion on the Peer Review Report and Mr. Stevenson testified.

Mr. Moravec gave the General Counsel's Report. He updated the Board on the NSRB Cookie Policy. The NITC raised the issue and the technical panel adopted a new Cookie Policy. Ms. Decker reported that this issue is on the NITC agenda for formal adoption at their August, 2006 meeting. Mr. Moravec recommended the NSRB adopt the NITC policy.

Mr. Moravec reported on the NSRB grant awarding process. He had a meeting with Gerry Oligmueller, Acting Director, Department of Administrative Services and Paul Carlson, Director of Accounting, Department of Administrative Services. He indicated Mr. Oligmueller and Mr. Carlson said there is nothing wrong with the way the NSRB is currently awarding the grant money. In the grant application, it indicates the grant expires if funds are not used in 12 months from award. Mr. Moravec said the NSRB needs to ensure the 'completion date provision statement' be included in all grants submitted, and if not, Mr. Ptacek should return the grant if altered in any way. Ms. Hill suggested a letter stating the grant was approved and the required completion date be included in that notification as well as the consequences if the money is not used. Mr. Ptacek said he emails the recipients of their successful award and will include this information in these notifications.

Mr. Ptacek announced a Special Meeting of the NSRB will be held on August 23, 2006. The agenda will be the Department of Motor Vehicles Addenda. It will be held via teleconference for Board members unable to attend and will begin at 2:00 p.m. Further instructions will be sent prior to the meeting.

Mr. Stevenson testified on the Nebraska.gov Reports. He announced the addition of two staff members to Nebraska.gov; Ms. Carmen Easley, Director of Marketing and Portal Operations, and Mr. Bruce Rice, Director of Development. Mr. Curry moved to approve Nebraska.gov's hiring and placement of Bruce Rice as its Director of Development, and its hiring and placement of Carmen Easley as its Director of Marketing; motion seconded by Ms. Donley.

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	None				
Absent:	Ross	Vicars			

The motion carried.

Mr. Stevenson presented the Project Status Report. Ms. Hill moved to accept the Project Status Report; motion seconded by Mr. Curry.

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	None				
Absent:	Ross	Vicars			

The motion carried.

Ms. Decker departed from the meeting at 12:55 p.m.

Mr. Stevenson gave a PowerPoint presentation overview of the Payment Card Industry Data Security Standards.

Chairman Gale set the date of the next regular Board meeting for Tuesday, October 17, 2006.

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

Voting For:	Bidrowski Gale	Curry Catlett	Decker Donley	Herbers Hill	Riedesel
Voting Against:	None				
Absent:	Decker	Ross	Vicars		

The motion carried.

Chairman Gale declared the meeting adjourned at 1:10 P.M.

John A. Gale
Chairman
State Records Board



NEBRASKA STATE RECORDS BOARD

Special Meeting/Telephone Conference

MINUTES

Meeting of August 23, 2006

M Deck
2 Herb

The meeting was called to order by Chairman John Gale at 2:00 P.M. on August 23, 2006, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present, representing a quorum:

John Gale, Chairman;
William Bidrowski;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Jeannette Herbers, representing the State Auditor;
Lauren Riedesel.

Present via teleconference were:

Jerry Catlett;
Scott Yank, representing the State Treasurer.

Not present were:

John Curry;
Lauren Hill, representing the Governor;
Diane Vicars;

Chairman Gale announced that in accordance with the Nebraska Open Meetings Law, written materials to be discussed were located in the meeting room and public notice of the meeting was published in the Lincoln Journal Star on July 26, 2006 and on the State of Nebraska's online public meeting calendar listing the date, time and location of the meeting, and that a copy of the open meetings law was available for public review.

Ms. Decker moved to adopt the agenda; motion seconded by Ms. Herbers.

Voting For:	Bidrowski Herbers	Decker Riedesel	Donley	Gale
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Voting Against:	None
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Not voting:	Catlett	Yank
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Absent:	Curry	Hill	Vicars
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The motion carried.

Mr. Bill Ptacek, Deputy Secretary of State for Records Management, introduced the agenda item *Addendum Seven to the Interagency Agreement Between Nebraska Department of Motor Vehicles and Nebraska State Records Board*. Mr. Ptacek deferred to Mr. Brian Stevenson, Nebraska.gov, for further explanation. A discussion regarding the current 'convenience fees' pricing structure by Nebraska.gov and the Department of Motor Vehicles and the structure's compliance with VISA regulations followed. Mr. Yank indicated a resolution of this issue has not been reached. Ms. Donley moved to table a decision on the addendum until the next regular Board meeting; motion seconded by Ms. Decker.

Voting For:	Bidrowski Herbers	Decker Riedesel	Donley	Gale
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Voting Against:	None
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Not voting:	Catlett	Yank
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Absent:	Curry	Hill	Vicars
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The motion carried.

Chairman Gale opened a discussion on *the Independent Contractor Agreement for William Bidrowski*. It was decided a quorum was not present to take action.

Chairman Gale called a recess at 2:40 P.M.

Chairman Gale reconvened the meeting at 2:57 P.M.

Lauren Hill arrived at 2:57 P.M.

Discussion continued on *the Independent Contractor Agreement for William Bidrowski*. It was decided Mr. Bidrowski would step down from the Board and join the audience, being available if his testimony were needed. Mr. Bidrowski left the Board at 3:05 P.M.

Chairman Gale indicated that if the contract were approved, Mr. Bidrowski would resign within 24 hours from the Board. Mr. Ron Moravec, Chief Deputy Secretary of State, testified. Ms. Donley asked if any reporting to the Accountability and Disclosure Commission by Mr. Bidrowski were required. Mr. Moravec said he would verify with the Commission that there was not. Ms. Hill requested the Board be vigilant on monitoring the contract to ensure the \$50,000 cap for a sole source contract is not breached. Ms. Herbers requested the term dates of the contract be revised and a new contract signed by all parties after Mr. Bidrowski resigned from the NE State Records Board. Ms. Hill moved to approve the contract; seconded by Ms. Riedesel.

Voting For:	Decker Herbers	Donley Hill	Gale Riedesel
Voting Against:	None		
Not voting:	Bidrowski	Catlett	Yank
Absent:	Curry	Vicars	

The motion carried.

Mr. Ptacek reminded everyone the next Board meeting is scheduled for Tuesday, October 17, 2006 at 9:00 a.m. in Room 1507 of the State Capitol.

No further business appearing before the Board, Ms. Hill moved to adjourn; motion seconded by Ms. Decker.

Voting For:	Decker Herbers	Donley Hill	Gale Riedesel
Voting Against:	None		
Not voting:	Bidrowski	Catlett	Yank
Absent:	Curry	Vicars	

The motion carried

Chairman Gale declared the meeting adjourned at 3:17 P.M.

John A. Gale
Chairman
State Records Board

GRANT APPLICATIONS

Technical Advisory Committee
to the
Nebraska State Records Board

Grant Application Review

Applicant: Nebraska State Historical Society

Project Title: Digital Archives Feasibility Study

Resolution passed by the Technical Advisory Committee on September 8, 2006:

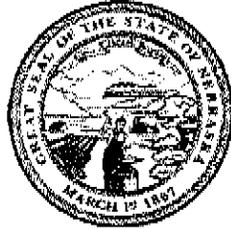
The grant applicant requests funds for a feasibility study. There are no technical elements to be reviewed at this time. Any proposed digital archive solution should comply with NITC standards.

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

- Richard Brown
- Brenda Decker
- Walter Weir

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

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



*-Tony
-Salvador*

*M. Catt
Z. Carr* Approve
Carried

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

State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of agency applying for grant Nebraska State Historical Society
2. Title of project Digital Archives & Records Management Center Feasibility Study
3. Brief Description of Project
This agency (NSHS) is applying for funds to create and develop a plan for the feasibility of a Digital Archives. The study will address this need by assessing the impact of digital technology on government and its citizenry. The Secretary of State's Records Management Division, Office of the CIO and the Nebraska State Historical Society will work with an outside consultant to rethink how and where records will be stored, managed and made accessible. The study will address these issues. (See appendix, Confronting Digital Records: Issues and Dilemmas).
3. Grant request amount \$ 25,000 (See: Cost Sheet)
4. Will there be a fee for accessing records associated with this project? Not at this time
5. If yes, provide any statutory reference or authorization for the fee N/A

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?

The money is needed to explore the possibilities and feasibility of a digital archives. If the feasibility study proves that the digital archives is needed in the state, funding sources will be researched.

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)

The specific objectives for a digital archives are solutions that provide: simple, reliable, persistent methods to capture, identify, index, store, and retrieve digital records for their statutory retention periods or permanently, in the case of archival material; cost-effective means to retain and maintain, through migration processes, the readability and accessibility of the historical record of government in the state.

9. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

The project integrates practical and theoretical work in electronic records management with network-based system development methodologies and business improvement practices.

It will result in tools and models that create opportunities and solve dilemmas:

- Create one central depository for electronic records, therefore solving the issue of durable media.
- Lower costs as expensive filming and transfers are eliminated.
- Counties do not need to invest in back up servers or worry about storing archival data, therefore further eliminating cost.
- Backup and security of essential legal and historical data for continuation of government operations.
- Seamless e-workflow processes recognizing that client agencies are not archivists.
- Easily searchable, accessible, viewable, and printable data.
- Legal compliance for retention of e-records.
- Reduced cost over handling paper.
- The ability to assist geographically dispersed agencies to better serve their customers.
- Be a final repository for all permanent records.

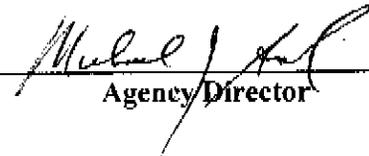
3. Describe how technical support will be provided.

This will be addressed by the feasibility study and take into account what is uncovered in the technical phase of the study.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Salvador Barragan
phone # 402-471-4783 E-mail sbarragan@nebraskahistory.org

Signed this 7th day of Sept, 2006



Agency Director

Please Return to:

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

Confronting Digital Records: Issues and Dilemmas

Salvador Barragan
Curator of Government Records
Nebraska State Historical Society
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<http://www.nebraskahistory.org/>

Abstract

The advent of digital technology has brought new possibilities for government and its citizenry. This has affected all aspects of governing, but none so much as the creation of records. While these new possibilities will allow for greater productivity and efficiencies in records management, government still must confront the issues of storage, accessibility, and preservation. Ironically electronic records may have complicated matters with the difference in their form. This new form must cause the Secretary of State's Records Management Division, Nebraska State Historical Society and the Office of the CIO to rethink how and where things will be stored and managed.

1. Introduction

The Office of the Secretary of State's Records Management Division, and the Nebraska State Historical Society's State Archives Division, are mandated by statute to insure the proper management and safeguarding of public records and to facilitate access to those records. This mandate encompasses a wide range of responsibilities including safeguarding from the destructive effects of all forms of disaster, developing retention schedules, and insuring the maintenance, accessibility, dissemination and security of all state public records, regardless of form.

Responsibilities

The responsibilities of the Secretary of State (Records Management) are found in section 84-1203 of the Records Management Act. In summary the Secretary of State is designated as the State Records Administrator and is mandated to establish and administer, within and for state and local agencies, a records management program which will apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of state

- Should microfilm be the continued durable media or should the state move to digital images as the accepted format?

The Solution

The Secretary of State's Office, Office of the CIO and the Nebraska State Historical Society (NSHS) must work together to form a consensus on electronic records. The current laws include electronic records. The Records Management Act governs electronic records that are permanent. On the technical side, a move towards an electronic archival depository should be explored to aid the Records Management Division, CIO's Office and the NSHS in meeting their legal requirements.²

² See: "Confronting Digital Records: A Systematic Approach." By Salvador Barragan, 2006.

statute to insure the proper management and safeguarding of public records and to facilitate access to those records. This mandate encompasses a wide range of responsibilities including centralizing the archives of the state of Nebraska, developing retention schedules, and insuring the maintenance and security of all state public records, regardless of format.

- If provisions to address permanent records retention are not made when records are permanently created in a digital format, those records can be in jeopardy of being forever lost. The proper infrastructure must be in place to correctly handle all records that are permanent in nature and which are born or converted to digital format. For example: if an agency decides to digitize a permanent record that gets updated on a daily, monthly or yearly basis (exp: Plat Maps) and those records are held for filming until they are transferred to the Archives, there is a possibility that the records will be lost before that filming takes place or at the least, records will have been written over as new corrections are made, ensuring that there is no historical/archival copy being made of the record, before it is altered. If records are in a data format and are Historical, one needs to keep the data in the same manipulative format, not convert it into another medium.
- As technology advances and society becomes paperless, the need to address these issues will be greater, as will the bulk of material that will have to be managed. Now is the time to address this dilemma and not wait until it becomes a crisis.
- If permanent records will be made electronically accessible for a certain retention policy period, will those records be continued in the same medium, or will they be disposed after their financial and administrative retention is met? Will these records be saved in phases (if there are recurring changes) to insure that a historical snapshot is being saved? Another question that arises is, if we make permanent records available electronically to the public, why would we discontinue this practice once those records retain only historical and possibly legal value? Will the public still demand access to those records through the same medium and delivery vehicles?
- Should microfilm and paper continue to be the only accepted durable format for the State of Nebraska?

Why the problem is not already solved or why other solutions are ineffective in one or more important ways

- Who is responsible? This is the question that is currently confounding many people. Should the responsibility of electronic records fall onto IT departments? This is not so much a question of format, than it is of content. As mediums of communication change, content found within these new forms changes very little. As a society we still keep records of permanent value regardless of format. The responsibility of content and how it should be made available still falls back on

Benefits:

- State and local governments could follow existing and familiar rules and processes

Require State and Local Governments to Archive their Electronic Files and Make Them Accessible (Current system)

Description:

Each state and local government agency would need to develop more sophisticated systems and procedures for selecting, preserving, storing and ensuring accessibility to their own electronic records. Paper records, including electronic records converted to paper/film form, could continue to be shipped to and retained at the Records Center and the Nebraska State Archives if there was space.

Major Assumptions:

- Each agency would need to meet the requirements in whatever way they could.
- Agencies could hire a Digital Archivist and possibly one information technology specialist to provide limited assistance and consultation to state and local government agencies.

Risk Factors:

- Each state and local government agency would need to develop sophisticated systems and procedures for selecting, preserving (including conversion of materials to ensure future accessibility and readability), storing and making accessible (via the web or other means) their own electronic records.
- The result would be inconsistent systems, practices and policies throughout state and local governments.
- Without a centralized system, there would be duplication of effort among state and local government agencies.
- There would be limited and difficult access for the public and researchers without a centralized repository, search capability or web access.
- There would likely be a low level of compliance among state and local government agencies, as this would be seen as another unfunded mandate competing with other agency priorities.
- There are not enough archivists or record analysts to monitor or audit records created in a decentralized environment.
- It is not the mission of the creating agency, nor does the staff possess the necessary skills to safe guard and make accessible records of enduring value.

Cost/Benefit Summary:

This alternative has a high cost to benefit ratio.

Costs:

- Staff time in each agency.

- All necessary legacy hardware for conversion would be in place.
- The Nebraska State Digital Archives is fully operational and staffed. Staff members are adequately prepared to handle the anticipated volume, and the volume can be accurately estimated.

Risk Factors:

- The capture and transmittal of electronic records to the Nebraska State Digital Archives would occur before adequate preparation and testing.
- Would require more staff, funding and resources than are currently authorized and available.
- Attempting to convert all records that are currently in some electronic/digital format would require a higher volume and wider array of legacy equipment than might be available initially.
- Would likely overwhelm existing staff and systems and create unrealistic expectations from customer agencies. Subsequent failure to meet those expectations would result in a loss of credibility for the program/agency, and possibly diminished future levels of compliance.

Cost/Benefit Summary:

This alternative has a relatively high cost to benefit ratio in the development stages of the project.

Costs:

- Digital Archives operating expenses, including costs of full staffing, facility related costs, equipment, hardware/software, etc.
- Customer agency costs and staff time for preparing and transmitting electronic records.
- Wide array of legacy equipment.
- Costly adjustments to the system, policies and procedures if needed due to inadequate testing.

Benefits:

- Brings state and local government agencies into compliance sooner.
- Centralized access to the wider range data by the public/researchers would potentially be available sooner.

Develop Digital Archiving System – Phased system implementation
(Preferred Alternative and the same model used by Washington State)

Description:

The selected approach is development of a digital archiving system with implementation phased in over time, using the Washington State Model as best practices model.

Major Assumptions:

- This would be a joint project between the Nebraska Secretary of State's Records Management Division, the Nebraska State Historical Society's State Archives Division and the Office of the CIO.

- Seamless e-workflow processes recognizing that client agencies are not archivists.
- Easily searchable, accessible, viewable, and printable data.
- Legal compliance for retention of e-records.
- Reduced cost over handling paper.
- The ability to assist geographically dispersed agencies to better serve their customers.
- Be a final repository for all permanent records.

Technical Advisory Committee
to the
Nebraska State Records Board

Grant Application Review

Applicant: Webster County Assessor's Office

Project Title: Webster County Tax Sifter Parcel Search

Resolution passed by the Technical Advisory Committee on September 8, 2006:

1. Pursuant to a motion passed by the Nebraska State Records Board on April 18, 2006, the Technical Advisory Committee reviewed this grant application to ensure that it meets NITC standards.
2. The committee finds that the project meets NITC standards.

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

- Richard Brown
- Brenda Decker
- Walter Weir

Technical Advisory Committee
to the
Nebraska State Records Board

Grant Application Review

Applicant: Polk County Assessor

Project Title: Polk County Enhanced Web Page

Resolution passed by the Technical Advisory Committee on August 8, 2006:

The committee, having reviewed the grant application entitled "Polk County Enhanced Web Page", finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.
- The grantee should comply with the following GIS-related standards adopted by the Nebraska Information Technology Commission (<http://www.nitc.state.ne.us/standards/>):
 - Geospatial Metadata Standard
 - Land Record Information and Mapping Standards

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

- Richard Brown
- Brenda Decker
- Walter Weir

Technical Advisory Committee
to the
Nebraska State Records Board

Grant Application Review

Applicant: Johnson County
Project Title: Record & Mapping Accessibility for Use by Public & Governmental Subdivisions

Resolution passed by the Technical Advisory Committee on August 8, 2006:

The committee, having reviewed the grant application entitled "Record & Mapping Accessibility for Use by Public & Governmental Subdivisions", finds that:

- The project is technically feasible.
- The proposed technology -- ArcView -- is appropriate for the project; however, it is unclear if there is adequate technical expertise to complete the project appropriately.
- Based on the information provided, it is unclear if the project's technical elements can be accomplished within the proposed time frame and budget. If this grant is awarded, we would suggest that the Nebraska State Records Board add a condition that the project be coordinated with the GIS Coordinator of the Office of the CIO to ensure that the technical elements, as well as the technical expertise chosen to assist Johnson County will allow the project to be completed successfully.
- The grantee should comply with the following GIS-related standards adopted by the Nebraska Information Technology Commission (<http://www.nitc.state.ne.us/standards/>):
 - Geospatial Metadata Standard
 - Land Record Information and Mapping Standards

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

- Richard Brown
- Brenda Decker
- Walter Weir

IT person

MEMORANDUM OF AGREEMENT

Project Charter

Nebraska State Records Board
Technical Assistance Project

December 6, 2006

MEMORANDUM OF AGREEMENT

1. Name of Project:

Nebraska State Records Board - Technical Assistance Project

2. Project Description and Objectives:

The Nebraska State Records Board ("Board") was created in 1961 as an advisory board to assist the State Records Manager in developing policies and procedures for state and local government records retention. In 1997, LB590 expanded the duties of the Records Board to include oversight and management of electronic access to state government information, including information provided over the internet. Among the major duties of the Board are the authority to contract with a network manager, Nebraska.gov, for access to state government information and the authority to set reasonable fees for access to certain records.

The Office of the Chief Information Officer ("CIO") was created in 1998 to provide policy direction for the use of information technology in Nebraska state government. In 2006, LB 921 expanded the responsibilities of the CIO to include direct oversight of the state's technical operational entities, the Division of Communications and Information Management Services.

This Agreement is between the Board and the Office of the CIO for technical assistance. The Office of the CIO will provide staff support and technical assistance to the Board as detailed in this agreement.

The objectives of this project are:

- (1) To provide the needed technical expertise to assist the Board, on an hourly basis, beginning on the effective date of this agreement;
- (2) To review technical elements of grant applications;
- (3) To review technical elements of Revenue Reinvestment applications;
- (4) To review newly designed and developed applications by Nebraska.gov for projects approved by the Board to assure compliance with the usual and customary standards in the industry for design assessment and evaluation before implementation; and
- (5) To provide staff support for the Board's Technical Advisory Committee established in Neb. Rev. Stat. § 84-1205.01, and the Board's Operations Subcommittee, established by the Board on April 28, 2004.

3. Project Manager:

Rick Becker, Government IT Manager, Office of the CIO

Project Manager Tasks include:

- (1) Providing staff support to the Technical Advisory Committee and the Board's Operations Subcommittee. Duties include: calling meetings of these groups; preparing draft agendas; and preparing reports as appropriate.
- (2) Coordinating technical reviews of grant applications for the Technical Advisory Committee.
- (3) Coordinating other ad hoc technical reviews and technical analyses at the direction of the Project Sponsors.
- (4) Reporting to the project sponsors and their designated representatives regarding the activities performed under this agreement.

4. Project Sponsors:

John A. Gale, Chairperson of the State Records Board
Brenda Decker, CIO, State of Nebraska

5. Billing Information:

The IMServices Division within the Office of the CIO uses a system of Billing Accounts, Job Codes and Work Orders for authorizing work and tracking costs for specific projects.

An existing billing account, or job code and work order can be used, or new accounts or systems can be established.

All costs will be billed on an hourly basis. The project manager will be billed at the rate of Senior Applications Developer. Other types of positions and billable rates include:

Position	FY2007 Rates	FY2008 Rates
Desktop Support	48.00	60.00
Applications Developer	56.00	60.00
Senior Applications Developer	67.00	70.25
Lead Applications Developer	74.00	81.25
Data Networks Advanced Problem Resolution	74.00	81.25

6. Budget:

Total annual costs associated with this project are not to exceed \$50,000.

7. Term:

This project will have a term of one year from January 1, 2007 through December 31, 2007, with the option of annual renewals.

8. Resources Required:

Project Manager
Technical Analysts

Part time 5%-10% (1-2 days per month)
Part time 5%-30% (1-6 days per month)

Technical Analysts will vary depending on the technical review required. Analysts will usually be employees of the Office of the CIO; however, depending on the expertise required, analysts from other agencies or entities may be called upon to assist in the reviews.

9. Steering Committees:

Work on this project and under this Agreement will be guided by the two existing State Records Board committees: the Technical Advisory Committee and the Board's Operations Subcommittee, under the supervision of the State Records Board and its Chairperson.

10. Project Assignments:

The Secretary of State as the State Records Administrator and Chairperson of the State Records Board shall have the sole discretion to decide, under authority of the State Records Board, when a Technical Assistance Project shall begin, its nature, and when it shall terminate. The Chairperson shall also have the authority to approve for payment the billing statements submitted by the Project Manager for all services rendered under this Agreement.

APPROVAL OF MEMORANDUM OF AGREEMENT

The signatures below indicate a binding commitment to, and approval of, the contents of this Memorandum of Agreement and to its successful completion.

John A. Gale, Chairperson
Nebraska State Records Board

Date: _____

Brenda L. Decker, Chief Information Officer
State of Nebraska

Date: _____

Approved by the State Records Board at its regular meeting on January __, 2007.

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"> • 10 meetings held to date • Promotional materials published • Lincoln B to B trade show – 10/7/03 • Omaha trade show – 10/14/03 • Target Completion Date: Shift remaining funds (\$281.75) to Forms Automation 	\$3,718.25	\$281.75
Interactive Licenses (3)	<ul style="list-style-type: none"> • EMT (Sept 2003) – done • Well Drillers (fall 2003) – done • Water Operators (10/1/03) – done 	\$7,500	\$0
Forms Automation	<ul style="list-style-type: none"> • Completed: 20 forms for Secretary of State, 10 forms for Board of Public Accountancy, 260 forms for HHSS; • 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. • 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 MVII.B, 2 for State Patrol, 1 for State Treasurer • Completed: 39 for Workers Comp, 6 for Agriculture, 1 for Fire Marshal, and 2 for Liquor Control. • Completed: 70 forms for Public Service Commission (July 2004); 15 pages for Secretary of State (August 2004) • Completed: 3 forms for Electrical Division and 1 form for Attorney General (Oct. 2004) • Completed: 15 pages for Banking & Finance (Nov 2004) • Completed: Banking and Finance (54 forms), Health & Human Services (21 forms) – January 2005. • Target Completion Date: Close out this grant. Agencies will be charged for any further work. 	\$7,320	\$5,180
	Overall Completion Date: December 31, 2004		
Totals	COMPLETED – UNEXPENDED FUNDS SHOULD BE LAPSED	\$19,538.25	\$5,461.75

B. Citizen's Portal

Deliverables	Status and Comments	Expended To Date	Funds Remaining
Portal Web Site (www.ne.gov/citizen)	Completed	\$5,000	\$0
Self-Registered E-mail	<ul style="list-style-type: none"> Central website and subscription service for agency newsletters, information releases, and e-mail lists (May 30, 2004) (Completed November 2004) Automatic notification of changes to Public Meeting Calendar (www.nc.gov) -- Done 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. 	\$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"> Target Completion Date: December 1, 2004 	\$5,000	0
	Overall Completion Date: January 1, 2005		
Totals	COMPLETED	\$25,000	0

C. Education Portal

Deliverables	Status and Comments	Expended To Date	Funds Remaining
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"> Target Completion Date: Project Terminated 	\$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 th . If they approve, this project is complete and can be closed out. <ul style="list-style-type: none"> Target Completion Date: May 20, 2005 	\$0	\$5,000
Searchable database of education courses, programs	Waiting for information on what might be available from other sources		

	<ul style="list-style-type: none"> Target Completion Date: Project Terminated 	\$0	\$5,000
	Overall Completion Date: May 20, 2005		
Totals	THE REMAINING PROJECTS HAVE BEEN TERMINATED, AND THE UNEXPENDED FUNDS SHOULD BE LAPSED.	\$10,000	\$15,000 (only \$5,000 more will be spent)

D. Interactive License Renewal (First Grant) – Completed

Deliverables	Status and Comments	Expended To Date	Funds Remaining
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	COMPLETED	\$25,000	\$0

E. Payment Portal -- Completed

Deliverables	Status and Comments	Expended To Date	Funds Remaining
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	COMPLETED	\$25,000	\$0

F. Interactive License Renewal (Second Grant) – Completed

Deliverables	Status and Comments	Expended To Date	Funds Remaining
HHSS -- Podiatrists	<ul style="list-style-type: none"> Target Date: April 1, 2004 (live as of March 1) 	\$2,500	
HHSS -- Veterinarians	<ul style="list-style-type: none"> Target Date: April 2004 (Live as of March 8) 	\$2,500	
HHSS – Respiratory Care	<ul style="list-style-type: none"> Target Date: March 15, 2004 (done 3/29) 	\$2,500	
HHSS – Chiropractitioners	<ul style="list-style-type: none"> Target Date: August 2004 (done 6/30) 	\$2,500	
HHSS – Optometrists	<ul style="list-style-type: none"> Target Date: August 2004 (done 6/30) 	\$2,500	
HHSS – Occupational Therapists	<ul style="list-style-type: none"> Target Date: August 2004 (done 6/30) 	\$2,500	
Fire Marshal- Fireworks Distributors, Jobbers & Retailers	<ul style="list-style-type: none"> Target Date: April 15, 2004 	\$2,500	
Osteopathic Physician	<ul style="list-style-type: none"> 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	COMPLETED	\$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	THE MARKETING EFFORT WAS NOT COMPLETED BY THE REVISED TARGET DATE OF JUNE 15, 2005, AND THE UNEXPENDED FUNDS SHOULD BE LAPSED.	\$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: July 15, 2005 THIS PROJECT STILL HAS MERIT AND A RENEWED EFFORT SHOULD BE MADE TO FINISH WHAT HAS BEEN STARTED.	\$6,300	\$10,200

REPORTS

N S R B.

Cash Fund

Balance

Grant Project Status Report Fourth Quarter, 2006

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Amount Not Spent To Date	Date of Last Activity
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$20,006	July, 2005
Chief Information Officer	Business Forms Search Upgrade	4/28/2004	\$16,500	\$0.00	<i>Completed</i>
DAS Personnel	Online Job Application	11/23/2004	\$25,000	\$25,000	November, 2004
UNL - Rural Initiative	Basic e-Government & Access 2-Government Training	5/10/2005	\$25,000	\$19,817	June, 2006
Kearney County	Kearney County Enhanced Web Page	5/10/2005	\$25,000	\$25,000	May, 2005
Board of Barber Examiners	Barber Licensing System Update	9/27/2005	\$25,000	\$8,789	July, 2006
University of Nebraska - Lincoln Libraries	NE Public Documents Digitalization	9/27/2005	\$23,000	\$23,000	September, 2005
Merrick County	Digitizing of Merrick Co Records	1/26/2006	\$25,000	\$25,000	January, 2006
Real Estate Appraiser Board	Redesign of Website & Appraiser Database	4/18/2006	\$25,000	\$10,744	July, 2006
Webster County Assessor's Office	Webster County Tax Sifter Parcel Search	4/18/2006	\$3,000	\$3,000	April, 2006
Polk County Assessor's Office	Polk County Enhanced Web Page	7/20/2006	\$17,500	\$17,500	July, 2006
Johnson County (PENDING)	Record & Mapping Accessibility	7/20/2006	\$0.00	\$0.00	July, 2006
TOTALS			\$235,000	\$177,856	

Reinvested Revenue Status Report Fourth Quarter, 2006

Project Description	Date Awarded	Original Amount	Amount Not Spent to Date	Date of Last Activity
Google Search Engine	11/23/2004	\$25,000	\$11,927	June 30, 2006
One-Stop Business Registration	11/23/2004	\$75,000	\$75,000	November 23, 2004
Online Property Tax Payment System - Seward Co.	5/10/2005	\$25,000	\$25,000	May 10, 2005
TOTALS		\$125,000	\$111,927	

Unused Grant Monies Report September, 2006

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Amount Not Spent To Date	Date of Last Activity
University of Nebraska- Lincoln Libraries <i>Contact them.</i>	NE Public Documents Digitalization	9/27/2005	\$23,000	\$23,000	September, 2005
Bd. Of Public Accountancy	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$20,007	September, 2005
DAS Personnel	Online Job Application	11/23/2004	\$25,000	\$25,000	November, 2004
Kearney County	Kearney County Enhanced Web Page	5/10/2005	\$25,000	\$25,000	May, 2005
<u>REINVESTED REVENUES</u>					
One-Stop Business Registration		11/23/2004	\$75,000	\$75,000	November, 2004
TOTALS			\$173,000	\$168,007	



Dave Heineman
Governor

STATE OF NEBRASKA

OFFICE OF THE GOVERNOR
P.O. Box 94848 • Lincoln, Nebraska 68509-4848
Phone: (402) 471-2244 • gov.heineman@gov.ne.gov

Appointment Process For Boards and Commissions

Each of the 225 boards and commissions has different qualifications, district requirements and number of members. About 75 of the boards require confirmation of appointees by the Legislature.

The boards, commissions, committees and councils are listed in two ways - alphabetically and by the month that the terms expire. This list is available on our web site and will be updated soon to list the January - June appointments.

If someone is interested the form can be filled out electronically by going to the state's web site @ www.nebraska.gov - At that site, click on the link to the Governor's Office on the right side of the home page. When you get to the Governor's web page, click on the link to the left side that says "Contact the Governor". That will take you to a link for the on-line appointment form. The form can also be requested from our office and mailed or faxed back.

Once all of the forms for a specific board are submitted to our office, they are reviewed and organized by the positions open due to the expiration of a term or the resignation of an appointee. Careful attention is given to statutory requirements outlining membership by specific representation, geographic distribution or political affiliation. If appointments are still pending past the expiration date of the terms, members continue to serve until they are reappointed or replaced by a new appointee.

After the information is assembled, a memo is prepared for the Governor. I then request a meeting with the Governor and Chief of Staff to visit about the appointments. When the Governor has decided, I call the applicants who have been selected to confirm that they are still available and willing to serve. Other applicants not selected receive a follow-up letter from the Governor thanking them for applying and stating that their applications will be kept in the file for future consideration.

Certificates are prepared and mailed to the appointees with copies to the Agency responsible for the board or commission.

GENERAL COUNSEL'S REPORT



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Web Cookie Standard

Category	E-Government Architecture
Title	Web Cookie Standard
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input checked="" type="checkbox"/> All Standard <input type="checkbox"/> Excluding Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: Not Applicable
	Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Technical Panel of the NITC. Guideline - Adherence is voluntary.

Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date Adopted by NITC: August 4, 2006

1.0 Standard

Nebraska.gov and state agencies may use cookies to store user information subject to the following:

1.1 Permanent Cookies

- 1.1.1 Will not contain personal identifying information (e.g. names, date of birth, social security number, hint answers).
- 1.1.2 May be used to save personalized web site settings (e.g. font size, color, text type, etc.).
- 1.1.3 May include an expiration date if appropriate.

1.2 Session Cookies

- 1.2.1 Will be erased when a user's web browser session ends or the user logs out of the application.
- 1.2.2 Will only be accessible to the specific application(s) in use.

1.3 Any use of cookies can be made known to the user through the use of appropriate browser settings.

1.4 The Web Cookie Standard is available on the State Portal.

2.0 Purpose and Objectives

The purpose of this standard is to establish guidance for the use of web cookies on web sites, web pages, and web applications created by State of Nebraska agencies, boards and commissions.

3.0 Definitions

3.1 Web Cookie

Any technique of saving state or tokens stored on a user's computer to be exchanged between a web browser and a web server is considered a cookie (an example of an additional type of cookie is a PIE - Persistent Identification Element).

3.2 Web Page

A document stored on a server, consisting of an XHTML file and any related files for scripts and graphics, viewable through a web browser or the World Wide Web. Files linked from a web page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not web pages, as they can be viewed without access to a web browser.

3.3 Web Site

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group or organization.

3.4 Web Application

An application that is accessed with a web browser over a network such as the Internet or an intranet.

4.0 Applicability

This standard shall apply to all State of Nebraska agencies, boards and commissions.

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Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Web Cookie Standard

Category	E-Government Architecture
Title	Web Cookie Standard
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input checked="" type="checkbox"/> All..... Standard <input type="checkbox"/> Excluding Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: Not Applicable
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Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date Adopted by NITC: August 4, 2006

CONTRACTOR REPORT

November, 2006 - End of Month Report (EOM)

✓ **Board of Public Accountancy**

Progress has been on-going with a soft launch late last month. It is now on the Secretary of State website with the message:

New Service
CPA Online Reporting

Glen Norton, Nebraska.gov programmer gave this project the extra time and determination necessary to make some changes and meet the schedule. It has the earmarks of a real team effort.

✓ **State Personnel Division - DAS**

The RFP is a little behind schedule which is not unusual. I have received a rough draft for my own information and it looks like it will be sometime in January until it's released.

7 **IMS - Brenda Decker**

We discussed the protocol procedures when working with ~~IMS~~ personnel and NIS connectivity. Brenda plans to hire a contractor (Rich Becker?) to work with me on various projects when necessary.

No activity on this Agency/project

✓ **Barber Examiners**

Things are progressing very well and it appears the project is back on track. IMS has been very attentive with on-site visits and phone follow-up. My concern has lessened to where I now feel Ron Pella and Dixie have a confidence level to continue testing on their own.

Ne.gov

As it turned out the State of Idaho's program we considered using for a model was not feasible. Idaho's requirements and method of license renewal were different enough to where it was easier to create our own.

Deb Pester

State Records Board

Date: 10/5/06

Agency: Board of Public Accounting

Contact(s) Dan Sweetwood – Brian Stevenson – Carman Easley

Inquiry date(s) 9/8 – 9/13 - 9/26

Background:

At the outset the Board of Public Accountancy wanted to start with license renewal with CPE credits second. BPA reversed the order to develop CPE (Continuing Professional Education) first. There had been changes in NE.gov personnel that led to a loss of communication between both parties which required replicating previous conversations. There were no functional specifications that had been documented. This led to inaccurate expectations from both parties that contributed to further delay.

At times representatives from both parties were not able to coordinate schedules which further delayed the progress,

Summary:

The project is in the late stages of testing. BPA members Dan Sweetwood, Doug Skilcs and, JoKel have reviewed the final changes with a launch date set for 10/13/06.

*Launch date: 10/13/06
Meeting 11/30*

State Records Board

Date: 10/6/06

Agency: DAS- State Personnel Division

Contact(s) Mike McCrory – Vickie Logan

Inquiry date(s) 9/27 –10/6/06

Background:

The original grant was approved on 11/04. There were a number of meetings with Nebraska On-line over a 9 month period. The project stalled partially because of Nebraska On-Line staff changes and the scope of the project was larger than anticipated. At the July NSRB meeting the Board recommended DAS resubmit the grant to include it had the connectivity with NIS.

Summary:

DAS has an applicant tracking system RFP in rough draft form and expects to release it in the next 30 days.

State Records Board

Date: 10/5/06

Agency: Johnson County

Contact(s) Karen Koehler

Inquiry date(s) 9/27 – 9/29

Background:

The project will allow software to connect information such as maps, documents and property records that can be shared by emergency or law enforcement and other agencies.

Summary:

They have been making progress with TerraScan/ASI, Inc. located in Lincoln. They will begin training this month although the entire project will take until the end of 2007. They plan to provide access to the Emergency Manager, Sheriff Dep't., County Roads and Register of Deeds.

I have received confirmation from TerraScan that they are in compliance with the NITC standards pertaining to this project.

Hold Funds...

M. Loe

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GIS coordinator must state that the standards have been met.

State Records Board

Date: 10/5/06

Agency: Kearney County

Contact(s) Kathy Russell

Inquiry date(s) 10/4

Background:

The grant was approved in May, 2005 however as of 9/06 there have not been any requests for grant monies.

Summary:

They are meeting with the county board and working with GIS Workshop in Lincoln on enhancing their webpage i.e., more options, searches, etc. They should be submitting invoices from the vendor in the next 30 days.

State Records Board

Date: 10/5/06

Agency: Board of Barber Examiners

Contact(s) Dixie Horn

Inquiry date(s) 9/27 – 10/5

Background:

In late 2005 a meeting between IMS staff and Ron Pella was held to discuss the project timetable. It was generally agreed that the system would be functional in the Jan./Feb. 06 timeframe. It appears there may have been some miscommunication regarding functionality requirements.

Summary:

They are disappointed because this was scheduled to be operation by March 06. It's too late to process renewals for this year as the renewal deadline is June 30th. There have been some recent improvements. Laurie Schlitt (IMS) has cleared up some of the annoying error messages and the system is showing signs of being easier to use.

State Records Board

Date: 10/6/06

Agency: Nebraska Arts Council

Contact(s) Kathleen Kuszak

Inquiry date(s) 9/27 –10/6/06

Background:

They receive approximately 350 to 400 applications annually from tax exempt organizations to support art projects. The system allows grant applications to be processed on their website eliminating the need to re-input the information from the applicant's hard copy.

Summary:

The e-grant project is finished and they are very happy. They have received favorable comments from the users regarding ease of use, user acceptance, etc.

NEBRASKA.GOV

REPORT



General Manager's Report

July 2006 – October 2006



Brian Stevenson, General Manager
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Financial Reports 3

- August 2006 Financial Report 3
- August 2006 Revenue Contribution Report 3
- August 2006 Balance Sheet 4

Agreement Requests 4

- Nebraska Community College Association 4

Problem Report 5

Hot Topics 6

- Launched Applications 6
 - Nebraska Commission of Industrial Relations – Secured Appeals Search 6
 - Nebraska Department of Natural Resources – Water Well Registration Templates 6
 - Nebraska.gov – Enterprise Survey Creation Tool 6
 - Nebraska Volunteer Service Commission – AmeriCorps Program Training Needs Assessment – Member & Staff Surveys 6
- Updated Applications 7
 - Nebraska Commission of Industrial Relations – Reporter Search 7
 - Nebraska Department of Natural Resources – Water Wells 7
 - Nebraska Division of Travel and Tourism – Online Conference Registrations (Re-Deployment & Updates) 7
 - Nebraska Real Estate Commission – Online Renewals 7
- Launched Web sites 8
 - Nebraska Chamber of Commerce – Leadership Nebraska 8
 - Secretary of State – Learning Communities Coordinating Council 8

Operational Issues and Highlights 9

- Nebraska Board of Public Accountancy (NBPA) – CPE, Licensing & JoKel 9
- Visa Operating Regulations – Charging Fees through the Portal 9

Technical Update 11

Marketing Highlights 12

Financial Reports

August 2006 Financial Report

	Month Ended 8/31/2006	Month Ended 8/31/2005	Year to Date 8/31/2006	Year to Date 8/31/2005
Gross Revenue	\$418,400.00	\$467,276.00	\$3,381,163.00	\$3,258,044.00
COR Paid to NSRB	\$11,943.00	\$11,893.00	\$96,438.00	\$92,461.00
COR Paid to Agencies	\$241,002.00	\$238,996.00	\$1,927,355.00	\$1,858,102.00
COR Other	\$735.00	\$1,455.00	\$6,727.00	\$11,797.00
Total Cost of Revenue	\$253,680.00	\$252,343.00	\$2,030,520.00	\$1,962,349.00
Gross Profit	\$164,720.00	\$214,933.00	\$1,350,643.00	\$1,295,695.00
Operating Expenses	\$125,546.00	\$120,967.00	\$955,291.00	\$904,894.00
Operating Income (Loss)	\$39,174.00	\$93,966.00	\$395,352.00	\$390,801.00
Other Income (Expense)	\$1,871.00	\$0.00	\$13,221.00	\$2,329.00
Net Pre-Tax Income (Loss)	\$41,045.00	\$93,966.00	\$408,573.00	\$393,130.00
Provision for Income Tax	\$16,456.00	\$37,656.00	\$163,741.00	\$157,536.00
Net After-Tax Income (Loss)	\$24,589.00	\$56,310.00	\$244,832.00	\$235,594.00
Variance from Plan	\$17,057.00	\$28,784.00	\$140,783.00	\$179,930.00

August 2006 Revenue Contribution Report

Revenue Contribution	8/31/2006	
Dept. of Motor Vehicles (Batch Drivers Records)		26.57%
Dept. of Motor Vehicles (Interactive & Other Services)		47.21%
Secretary of State Services (Interactive/Batch)		10.63%
Other (Subscriptions, Connect Time, Special Projects, etc.)		15.59%

August 2006 Balance Sheet

Balance Sheet	8/31/2006			
Current Assets			\$1,236,457.00	
Fixed Assets			\$12,973.00	
Other Assets			\$10,501.00	\$1,259,931.00
Current Liabilities			\$42,080.00	
Stockholder's Equity			\$1,217,849.00	\$1,259,929.00

Agreement Requests

Nebraska Community College Association

Project: *Web site Maintenance*

Nebraska.gov respectfully submits and request the Interagency Agreement and an addendum to the Interagency Agreement be approved by the State Records Board. This agreement is for content management and will allow Nebraska.gov to assess a \$50.00 per hour fee for maintenance of the Nebraska Accountability and Disclosure Commission Web site. This contract has been sent to Chairman Gale for approval.

Problem Report

NETWORK

Agency/ Customer	Problem or Issue	Date occurred	No. of Instances	Situation & Severity (Low, Moderate, High)	Steps Taken	Date Addressed	Status	Contact
IMS	VPN Connectivity	07/20/2006	1	At approximately 8:45am we experienced a VPN connectivity issue between the Central Data Center and the State. This service interruption caused all data connections between Nebraska.gov and the state to be unavailable.	IMS was contacted at 9:00am once the problem was tracked down to the VPN Connection. Further contacts were made at 9:30am & 10:00am. We received a status call at 10:30 with an indication that IMS was now looking into the emergency ticket that was created at 9:00am. System connectivity was restored at 11:15am. The IMS firewall was restarted and the rules in place for our connection were not restored properly.	07/20/2006	Closed	Bruce Rice
Nebraska.gov	Local Web server Intermittent problems	August 2006	3	There were a handful of web sites that requested not to be moved to the CDC in Ashburn, Va. The server that hosts these web sites began having intermittent problems in August that caused these sites to be unavailable for short periods of time.	Nebraska.gov staff was able to track the issues down to a problem with the raid controller. This issue has been fixed and we were able to get IMS to elevate the need to implement the web servers that are to take over the hosting of these web sites. We are working with IMS staff to get these sites moved over to the new servers that are now in place.	On going	Migration in Progress.	Bruce Rice

Hot Topics

Launched Applications

Nebraska Commission of Industrial Relations – Secured Appeals Search

Nebraska.gov implemented a secure search utilizing the Google search appliance which provides the ability for subscribers to search the NCIR appeals. This is the first secured search using Google to-date.

http://www.ncir.ne.gov/appeals/search_appeals.htm

Nebraska Department of Natural Resources – Water Well Registration Templates

The Nebraska Department of Natural Resources has launched a new function for their water well registrations. This allows frequent filers to create templates for water wells that are often registered. This enhancement is expected to save the users a great deal of time.

<http://www.dnr.ne.gov/docs/groundwat.html>

Nebraska.gov – Enterprise Survey Creation Tool

Nebraska.gov implemented an enterprise survey tool that can now be leveraged by any requesting agency. This survey tool will allow Nebraska.gov to quickly create surveys so government agencies can request feed back from constituents. These surveys will also be leveraged on new application launches to provide a conduit for feedback specific to each application so that improvements can be made over time.

Nebraska Volunteer Service Commission – AmeriCorps Program Training Needs Assessment – Member & Staff Surveys

The Nebraska Volunteer Service Commission (NVSC) launched two new surveys utilizing the survey creation tool. These two surveys will provide the NVSC with much needed feedback regarding training needs for the AmeriCorps program.

<https://www.nebraska.gov/survey/ameriCorpsMember.php>
<https://www.nebraska.gov/survey/ameriCorpsStaff.php>

Updated Applications

Nebraska Commission of Industrial Relations – Reporter Search

Nebraska.gov Implemented a secure search utilizing the Google search appliance which provides the ability for subscribers to search the NCIR Reporter. This was done in conjunction with the Appeals search which was new functionality.

http://www.ncir.ne.gov/ncir_reporter.htm

Nebraska Department of Natural Resources – Water Wells

The Water Well application was updated to resolve system bugs.

http://www.ncir.ne.gov/ncir_reporter.htm

Nebraska Division of Travel and Tourism – Online Conference Registrations (Re-Deployment & Updates)

The application was updated and re-deployed allowing the Nebraska Division of Travel and Tourism to accept online conference registrations for their upcoming 2006 Nebraska Travel Conference.

<https://www.nebraska.gov/NEDED/dedtnt/>

Nebraska Real Estate Commission – Online Renewals

Application was updated and redeployed for current renewal period.

http://www.ncir.ne.gov/ncir_reporter.htm

Launched Web sites

Nebraska Chamber of Commerce – Leadership Nebraska

<http://www.leadershipnebraska.com/>

THE STATE CHAMBER'S
LEADERSHIP NEBRASKA

Home
History
Background
State Board
Calendar
Forms

Welcome

"The qualities of leadership are universal: they are found in the poor and rich, the humble and the proud, the common individual and the brilliant; they are qualities that suggest paradox rather than pattern. But whenever found, leadership makes things happen."
-Anonymous

"I will prepare and some day my chance will come."
Abraham Lincoln
16th president of US (1809 - 1865)

THE STATE CHAMBER

Home | History | Background | State Board | Calendar | Forms

Secretary of State – Learning Communities Coordinating Council

<http://www.leadershipnebraska.com/>

 **Nebraska Secretary of State**

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Home » Coordinating Council of the Learning Community of Douglas and Sarpy Counties

[Agenda](#) | [Members](#) | [Minutes](#) | [Public Notice](#) | [State Statutes](#) | [By Laws](#) | [Public Comment](#)

NOTE

Operational Issues and Highlights

Nebraska Board of Public Accountancy (NBPA) – CPE, Licensing & JoKel

Nebraska.gov staff has been working with the NBPA to complete three separate projects. These projects are Continuing Professional Education (CPE), Online License Renewals and their backend operations system known as JoKel.

Much progress has been made with the CPE submissions application. Functional Specifications were agreed upon and the application has been completely developed. The requested functionality was delivered for final testing to NBPA on September 1st. During the final testing process it was discovered that a board member had expected additional functionality that was not communicated as part of the agreed upon requirements.

These changes to the requirements have been documented and partially implemented and the application was again delivered for final testing. Three of the additional five functionality requirements were seen as functionality that would not impede the launch of the application and could be done at later time. We are awaiting a response to confirm that the application can be launched without the three new functionality requirements. We expect final approval to launch the application on October 13th. This will be dependant upon the NBPA decision to allow the application to be launched as is.

Also, during the meeting on October 13th we will deliver a draft of the functional requirements and application prototype to NBPA for the online Licensing application.

Visa Operating Regulations – Charging Fees through the Portal.

During the last Records Board Meeting, held to gain approval of the Department of Motor Vehicles Drivers License Reinstatements contract addendum, it was reported by Scott Yank from the State Treasurers office that First National Bank of Omaha (FSBO) had determined that fees for portal services could no longer be charged consistent with past practices. The reason for this determination was due to one of the Visa Operating Regulations. The regulation in question is as follows:

“A merchant that charges a convenience fee must ensure that it is a flat or fixed amount, regardless of the value of the payment due.”

We have had difficulty getting all parties involved on a conference call due to both scheduling conflicts as well as investigations into why this determination has been made. We have offered to have

these discussions with the State Treasurers office and FSBO, however, FSBO feels very strongly that Visa does need to be present during this discussion in order to find resolution to this matter. We currently have a conference call scheduled for October 24th to discuss this issue with the State Treasurers office, FSBO, NICUSA and the state portal.

At this time we do not have any reason to believe that the State of Nebraska is charging fees that violate any of the Visa Operating Regulations. The misunderstanding has seemed to revolve around the usage and definition of the term "convenience fee" as it appears in the Visa Operating Regulations and Nebraska Statue.

We will continue to be in contact with Chairman Gale's office as we learn more on the status of this issue.

Technical Update

For further details or additional information, please contact:

Bruce Rice, Director of Development
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- Work continues on migrating web applications to the NIC Central Data Center in Ashburn, Virginia. DAS has had the remaining application moved in September. Now ITS is able to move the web site to their web servers. There are only three sites remaining, DAS, NEO, and the Ethanol-Gec site.
- Nebraska.gov rolled out the NCIR Appeals Search on 8/22/2006. Nebraska.gov updated the NCIR Reporter Search to use Google on 8/22/2006.
- Implemented a complete re-write of the Justice Search system. This will simplify adding in Instant access when we move forward with it.
- Did extensive code audits on php scripts throughout our site and agency sites hosted by us. This was done to allow us to turn off a global setting within our servers that is known to have security concerns.
- Nebraska.gov rolled out a survey tool. This allows us to quick deploy new surveys for agencies. It is currently being used by the Nebraska Volunteer Service Commission for two surveys.
- Work continues on the new licensing and continued education system for the Board of Public Accountancy.
- Work has been done to updates to the Water Well Registration application.
- Work has been done to update and fix issues with the State Electrical Board's Contractor permits and Homeowner permits applications.
- We have been working on a complete site re-design for the Nebraska Judicial Branch. This is an extensive re-design with a new look and information re-organization.

Marketing Highlights

For further details or additional information, please contact:

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July

- Met with Board of Public Accountancy (BPA) on various occasions to review and confirm the 3 ongoing projects. Confirmed priority will be first, Online Continuing Education (CPE), then, Online License Renewals and thirdly, the JoKel backend system.
- Functional Specifications completed for the CPE project for BPA.
- Met with Secretary of States office to discuss project on their website redesign
- Launched search upgrade functionality for the Commission of Industrial Relations
- Met with Travel and Tourism to discuss Online Conference Registrations
- Completed development on search enhancement for Department of Insurance
- Made advancements in the web redesign for the Administrative Office of the Courts
- Hired 2 project managers and Office Manager for Nebraska.gov
- Met with the Nebraska State Fire marshal's office to discuss various projects they would like to pursue

August

- Launched Online Conference Registrations for Travel and Tourism
- Met with Chamber of Commerce to discuss the Chamber's Leadership Nebraska website and PDF applications project
- Met with Department of Natural Resources to discuss the development and updates to the Template project.
- Made significant progress to the Water Well Templates and started the testing stage of the water well templates.

- Concept document created and signed by the Liquor Commission for the License Renewal Project.
- Created functional specifications for the Liquor Commission for the License Renewal Project.
- Started the testing phase for the online survey for the Commission on the Status of Women.
- Spoke with York County and set up meeting to discuss website.
- Began process of specifying functionality for the Nebraska Real Estate Commission on-line applications for Broker and Salesperson License
- Met with Governor's Policy and Research office to discuss changes to Rules and Regulation Tracking website and ushered through concept phase
- Provided website maintenance for Foster Care Review Board

September

- Rollout - Chamber's Leadership Nebraska website/Applications went LIVE.
- Met with the Commission of the Deaf and Hard of Hearing to discuss website redesign.
- Changes made based on the feedback from Women's Commission to the online survey for the Commission on the Status of Women.
- Completed development on BPA online CPE. In testing phase.
- Made changes to the Nebraska Energy Office CGI files.
- Sent Commission of the Deaf and Hard of Hearing web templates for the website redesign project.
- Met with Department of Natural Resources and HHSS to discuss the upcoming Pump Install and Decommission Forms project.
- Spoke with Assistive Technology Partnership to discuss the hosting project.
- Met with Liquor Commission to discuss what information they want on the FTP report.
- Initiated discussion with Commission of the Deaf and Hard of Hearing about a new project, Interpreter License Renewals.
- Continued with the functional specifications for the Liquor Commission License Renewals.

- Continued with the concept phase for the Public Service Commission's Broadband Service Provider Database project.
- Developed/launched two surveys on-line for the Nebraska Volunteer Service Commission
- Finished concept phase for search upgrade for the Board of Engineers and Architecture
- Met with Department of Revenue to begin preparations for 2006 on-line tax filing
- Finished concept phase for Art's Council Artists' Directory image additions
- Finished planning phase for Nebraska Real Estate Commission on-line applications for Broker and Salesperson License
- Created a new section on the Secretary of States Web site for new board Learning Communities
- Updated and released on-line renewal applications for Nebraska Real Estate Commission
- Continue testing and development of new facilities search interface with Health and Human Services



Nebraska.gov Project Priority Report for Thursday, October 05, 2006

Project Name	Status	Phase	Concept		Planning		Development		Testing		Rollout		Launch	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
HHSS DNR - Water Well Decommissioni	Open	Concept	10/4/2006											
LCC - Online License Renewals	Open	Concept	2/7/2006	8/24/2006	8/25/2006									Resources have been assigned. FS is being drafted and are working with agency for requirement definition.
HHSS DNR - Pump Install online registra	Open	Concept	10/4/2006											Working on Cost estimate for agency.
Justice - Credit Card access enhance	Open	Concept	10/5/2006											PM is beginning concept document.
Nebraska Community College Assoc. Re	Open	Planning	9/26/2006		10/5/2006									PM working with Creative Service Rep to create prototypes
Engineer & Architects - Online Search U	Open	Planning	8/30/2006	9/12/2006	9/12/2006									PM working on functional specs
BPA - License Renewals	Open	Planning			7/1/2006									BPA has requested that License Renewals take precedence over the JoKe' system.
County Project - Kearney County Redesi	Open	Planning	8/7/2006	8/14/2006	8/15/2006									Design in progress; Pending to make a couple of changes requested by County and waiting for images County is sending
FCRB - Web site Redesign	Open	Planning	8/29/2006	9/1/2006	9/1/2006									Board is looking at 6 designs and may need CMS training
NPSC - Online Broadband Search	Open	Planning	9/12/2006	9/27/2006	10/2/2006									PM working on functional specs.
SOS - Rules and Regulations Upgrade a	Open	Planning	7/3/2006	8/31/2006	9/1/2006									Pending signoff of functional spec from SOS
SOS - UCC Amendments	Open	Planning	7/25/2006	7/26/2006	7/27/2006									Working with SOS to create Functional Requirements. Application flow has been documented and approved.
NREC - Online License Applications	Open	Planning	8/18/2006	8/18/2006	8/18/2006									Pending signoff of functional spec from NREC.

M Vic
& Don
Approve

Project/Title	Status	Phase	Concept		Planning		Development		Testing		Rollout		Launch	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
County Project - Thayer County Web site	Open	Development					3/27/2006	5/15/2006						We are still awaiting response from partner regarding design prototype. Project will likely be suspended for lack of movement.
Justice - Web site Redesign	Open	Development	2/16/2006	5/1/2006	5/2/2006	7/14/2006	7/17/2006							Design prototype approved by partner. Development of templates completed. Currently working on migrating their site content. They are also helping with this process.
BPA - Integrated Data System (JoKel)	Open	Development					4/11/2005							BPA has requested that both Continued Education and License Renewals take precedence over the JoKel system. Dates for the JoKel system will be re-evaluated post CE & License Renewals.
NCDHH - Web Redesign	Open	Development	9/6/2006	9/11/2006	9/11/2006	9/21/2006	9/25/2006							Have created prototype web site for review by agency. Project is pending NCDHH to confirm prototype to move forward
DMV - Online Drivers Exam Upgrades	Open	Development			9/5/2006									Currently waiting on updated questionnaire list from DMV
DMV - Drivers License Reinstatements	Open	Development			2/6/2006	9/15/2006	9/18/2006		11/1/2006		11/20/2006			Gained approval on functional specifications on 9/15/2006
Arts Council - Enhancements to artist dir	Open	Development	8/24/2006	9/12/2006	9/13/2006	9/27/2006	9/28/2006							Prototype sent to agency for review
SOS - Student Election Site	Open	Development					7/24/2006							Working on development changes
County Project - York County Web site R	Open	Development	8/15/2006	8/30/2006	9/4/2006	9/7/2006	9/8/2006							Pending York County to confirm prototype to move forward
DOI - Company and Producer online sea	Open	Testing	11/29/2005	3/6/2005	12/5/2006	4/21/2006	7/12/2006	8/1/2006	8/2/2006					Have turned over redesigned search for testing and Agency has requested additional changes.
County Project - Hamilton County Web site	Open	Testing					11/17/2005	12/16/2005						Design Prototype sent, waiting on partner approval.
BPA - Continuing Education	Open	Testing					7/1/2006	8/15/2006	9/1/2006		10/16/2006		10/1/2006	BPA has requested that Continued Education take precedence over the JoKel system.
NWC - Online Women's Employment Sur	Open	Testing	5/1/2006	5/25/2006	5/25/2006	6/15/2006	6/16/2006	7/17/2006	7/18/2006					Currently testing Womens Commission Survey. Commission has requested multiple rounds of revisions to survey.
Revenue - 1040 & 941 Yearly Changes	Open	Maintenance					9/25/2006				12/15/2006		12/15/2006	Making Changes for 2006 Tax year in preparation for redeployment in December.
		Development					11/14/2005							Project has been suspended. DAS has decided to go a different direction.

Project Name	Status ID	Phase ID	Concept		Planning		Development		Testing		Rollout		Launch	Notes	
			start	finish	start	finish	start	finish	start	finish	start	finish			
NCIR - Search Engine Upgrades	Complete	Maintenance	1/30/2006	2/1/2006	2/1/2006		7/5/2006	8/1/2006	8/1/2006	8/15/2006	8/15/2006	8/23/2006	9/4/2006	Utilizing the Google appliance to provide secure search. Currently creating templates for results of search.	
HHSS DNR - Water Well Drilling Templat	Complete	Maintenance										10/2/2006	10/2/2006	10/2/2006	Application Launched on 10/2/2006
NVSC - Online Survey	Complete	Maintenance	8/23/2006	9/1/2006	8/25/2006	9/6/2006	9/7/2006	9/8/2006	9/7/2006	9/15/2006	9/11/2006	9/18/2006	9/18/2006	Launched online survey.	
SOS - Learning Communities Web site	Complete	Maintenance												Creative Service Rep created and launched web pages and working on update	

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	07/20/05	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	Conver. 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		95%
					12/31/05	
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
Abstracters 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		

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.		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.					
	<i>Comment: Project on hold while agency decides on design</i>	01/02/04	Moderate	Non-Fee		80%
	<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.					
Chief Information Officer	Forms Automation (as they are requested)	08/01/04	Very High	Fixed Cost	01/02/06	30%
Chief Information Officer	One-Stop Business Registration: Online site for business to access all information necessary to register and do business in Nebraska.	03/15/01	High	Grant	Ongoing	Ongoing
County Property Tax Consortium	Online Payment of Property Taxes	04/28/04	Extremely High	Reinv. Rev.		10%
County Project: Cuming	Web Site Design: New design for county site with navigation and graphics.	05/10/05	Extremely High	Trans. Fee	12/01/05	20%
County Project: Merrick	Web Site Design: New design for county site with navigation and graphics.		Moderate	Approp.	10/29/05	95%
Environmental Quality	Web Site Design Assistance & Consulting	01/02/04	Moderate	Approp.	10/04/05	50%
Fire Marshal	Grain Permits: Online application for Grain Storage permits and credit card payment.	06/01/05	High	Fixed Cost	10/03/05	95%
Insurance	Company and Producer Online Search	11/01/03	High	Conven. Fee	10/15/05	50%
Motor Vehicles	Insurance Database	10/20/04	Moderate	Non-Fee	12/15/05	10%
Motor Vehicles	Specialty Plate Ordering: Ability to check availability of message plates and order online with credit card/ACH payment.	10/15/04	High	Non-Fee	Ongoing	Ongoing
Natural Resources	Water Well Drilling Application Templating: Provide applicant with templated sections to expedite application for	01/02/04	High	Unknown	09/30/05	25%
Public Accountancy	License Renewals: Online system for license renewals including database conversion, continuing education, credit card payment.	08/08/04	Moderate	Fee	10/30/05	50%
Real Estate Commission	License Application: Online application for real estate agent and/or broker license.	09/24/04	High	Fee	05/01/06	40%
Revenue	Form 1040NS Upgrades and Revisions	09/01/03	Moderate	Fee	10/01/05	90%
		08/02/05	High	Grant	09/30/05	15%



Concept Document: Grant Continuation

CIO - Nebraska One Stop Business Registration Portal

Project Manager: Brian Stevenson

Email: brian@nebraska.gov

Voice: 402.471.6582

Fax: 402.471.7817

Date: 9/01/2006

*Advertising on website?
Run/John check quality*



Table of Contents

Partner Information..... 3

Project Overview 3

Current Solution 3

Proposed Solution – Statement of Scope..... 4

Target Audience..... 4

Pricing Structure..... 4

Current Technical Environment..... 5

Additional Deliverables..... 6

Approval..... 7

Document Revision History

Version	Date Sent to Client	Date Received from Client	Comments
1			
2			
3			



Partner Information

Partner Description

The Office of the CIO has Statutory oversight responsibilities for the Division of Communications and Information Management Services. This places both the operational and policy setting authority under one agency directed by the Chief Information Officer.

Partner Primary Contact Information

Partner Executive Sponsor Contact Information

Contact Name	Contact Title	Phone	Fax	Email
Rick Becker	Office of the CIO and NITC	402.471.7984		Rick.becker@nitc.ne.gov

Project Overview

In order to do business in Nebraska, business entities must obtain various licenses and permits and must submit filings such as income or unemployment taxes to various government agencies. Currently, there is no central online point of access from which a business can learn about and complete all the various forms and processes necessary to do business in Nebraska. Nebraska would like to create an online environment that will allow its citizens to learn about which of these business processes they must complete prior to doing business in the state.

It is understood that not all of the business processes will be fully automated as part of this project. The intent of this project is to assemble the information required to inform citizens of the processes that are required, allow these users to keep track of their progress online & collect common data elements that can be shared with other applications to pre-populate online applications with information that can be leveraged within their process.

Special attention will be paid to the sensitive nature of the information being provided by Nebraska citizens and businesses and how that information can be shared between various participating agencies.

Current Solution

Currently the Nebraska.gov web portal contains a business portal. Within the business portal there is a link to a large amount of information regarding starting a business in Nebraska. Unfortunately this information is not organized in a way that is intuitive to site visitors. Each of the business processes required the necessary agencies are completed by the user individually with nothing to link them together. Most of these processes are paper based.



Proposed Solution – Statement of Scope

Project Scope:

This project is intended to both organize the existing information located on the Nebraska.gov business portal starting a business section (<http://www.nebraska.gov/index.phtml?section=business>) as well as create an online tool that will accomplish the following:

- 1.) Direct users to the appropriate business processes required for the business type they are registering.
- 2.) Allow users to enter and save data pertaining to their business.
- 3.) Allow users to track their progress throughout the business registration process.
- 4.) Allow agencies to share common data elements. These elements will be used to pre-populate online business processes allowing for an increased ease of use for the end user.
- 5.) Allow agencies to obtain information about businesses that are starting in Nebraska. (NOTE: the information gathered will not be used for marketing by any entity).

Constraints:

- 1.) Required common data elements from multiple agencies
- 2.) Some business processes are not currently automated
- 3.) Shared data elements must be scalable for future additions
- 4.) Terminology between multiple agencies varies

Assumptions:

- 1.) Agencies will cooperate with Nebraska.gov to determine data elements
- 2.) Agencies will agree on methods used for sharing data
- 3.) Agencies will agree on common data elements
- 4.) State Security Policies will be adhered to for data sharing (authentication and authorization)

Target Audience

There are two primary target audiences for the Nebraska One Stop Business Registration Portal. Each of the target audiences will have varied needs and requirements.

- 1.) General Public – The general public will use the system as a way to gain knowledge of the processes required to start a business in the state of Nebraska. It is assumed that these users will not be well versed on state government. They will likely not know which agency to contact for each business process required for successful business registration with the state. This audience will likely be setting up a business entity from start to finish on a single business.
- 2.) Law Firms – Law firms are hired by many businesses for the purpose of setting up a business entity. It is assumed that these law firms will be familiar with state government and the business processes required for successful business registration with the state. This audience will likely require the ability to manage multiple in progress business registrations.

Pricing Structure

This project is currently being managed as a Reinvested Revenue project through the Nebraska State Records Board (NSRB). This project was approved in November 2004. It is recommended that the grant be re-submitted to NSRB in an effort to ensure the NSRB is aware of the pending expense and forward progress of the project.



Original NSRB Grant:			
Project Name	Date Awarded	Original Amount	\$'s Invested to date
One-Stop Business Registration	11/23/2004	\$75,000	\$0.00

Updated Proposed Grant:				
Detail	Date Requested:	Estimated Hours	Amount Requested	\$'s invested to date
Data Element Comparison:	10/12/2006	25	\$2,500	\$0.00
Re-organization of Current Business Portal Information:	10/12/2006	50	\$5,000	\$0.00
Functional Specifications for Business Registration Tracking Application:	10/12/2006	75	\$7,500	\$0.00
Development of Business Registration Tracking Application (Collection Process):	10/12/2006	150	\$15,000	\$0.00
Development of Business Registration Tracking Application (Web service Data Sharing):	10/12/2006	75	\$7,500	\$0.00
Testing & Rollout of Business Registration Tracking Application:	10/12/2006	50	\$5,000	\$0.00
Ongoing Maintenance of application:	10/12/2006		\$0.00	\$0.00
TOTALS:		400	\$42,500	\$0.00

NOTE: There will be no charges assessed for usage of this online application. The estimated figures are

Current Technical Environment

1. Are there one or more internal-facing applications in place for this service?
 Yes No

If yes, please answer these related questions:

On which system architecture does it/they reside?

- Mainframe Midrange Standalone Other

What technologies are/were used to build the internal-facing application(s)? N/A

2. Is there a database to hold records related to this service? Yes No

If yes, what type of database (i.e. DB2, Oracle, MS SQL, proprietary, other, none)?

Where does the data reside?



Agency Division of Information Technology Other

Who supports the database?

Agency Division of Information Technology Other

Can you provide us with the database schema?

Yes No

Approximately how many records are in the database?

3. Is any of the following sensitive personal information collected or stored in the database or presented to users? (Please check all that apply)

	Collected from user	Stored in database	Presented to users	Transmitted to 3 rd Party
First and last name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security/Tax ID Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Driver License Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit/debit card number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank account number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Deliverables

Nebraska.gov will deliver the following:

- Education on latest Web protocol items, such as accessibility compliance, Web usability standards
- Marketing assistance for agency services
- Secure hosting of service/application within the Nebraska Interactive Central Data Center (CDC) environment
- 24 hours a day; 7 days a week technical support for the AOC
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800 number support.

PAYMENT STATEMENT SUMMARY
November 30, 2006

TO: State of Nebraska
Nebraska State Records Board
c/o Secretary of State's Office
Room 2300, State Capitol
Lincoln, NE 68509-4608

FROM: Nebrask@ Online
301 S. 13th, Suite 301
Lincoln, NE 68508

PERIOD COVERED:
October 1 - October 31, 2006

Deposits by Nebrask@ Online

Mid-Month ()	\$20,000.00
Month End ()	\$406,604.39

Total Deposits for Period Covered **\$426,604.39**

Payments to State Agency Accounts and Nebraska Interactive

Department of Motor Vehicles:

General Fund (9243002.471111)	\$159,781.62
Cash Fund (9243071.471111)	\$22,825.95
Cash Fund (9243072.471122)	\$3,771.80

Secretary of State:

UCC Cash Fund (9038900.471100)	\$59,729.71
Corp. Cash Fund (9065100.471100)	\$4,535.24

Supreme Court (20540.224200) **\$9,163.10**

Department of Natural Resources

Cash Fund (25550.224200)	\$0.00
Cash Fund (26600.224200)	\$0.00

Dept. of Health & Human Services (22001.224200) **\$0.00**

Nebraska State Records Board (9128677.471100) **\$11,673.17**

Nebraska Interactive, Inc. (#149401153270 @ 104000029) **\$155,124.01**

Total **\$426,604.39**

Transaction Services Not Subject to the 10% Split with the Nebraska State Records Board

Service/Volume Processed	No. of Records	Fee per Record	Total Revenue	Agency Share	NSRB Share
Corporate Bi-Monthly Batch Service	0	\$300.00	\$0.00	\$0.00	\$0.00
Corporate Weekly Batch Service	9	\$300.00	\$2,700.00	\$1,350.00	\$1,350.00
UCC Bi-Monthly Batch Service	0	\$0.00	\$0.00	\$0.00	\$0.00
UCC Weekly Batch Service	14	\$300.00	\$4,200.00	\$2,100.00	\$2,100.00
Racing Commission License Renewals	0	2% of Fee	\$0.00	\$0.00	\$0.00
Court Records (Justice) Per Record	83,131	\$0.00	\$49,678.60	\$8,313.10	\$41,565.50
Court Records (Justice) Monthly	17	\$300.00	\$5,100.00	\$2550.00	\$4,250.00
Electrical Permits	0	2% of Fee	\$0.00	\$0.00	\$0.00
UCC Bulk Images	2	\$500.00	\$1,000.00	\$500.00	\$500.00
Sales Tax Filings	0	\$0.25	\$0.00	\$0.00	\$0.00
Income Tax Withholding Filings (941H)	0	\$0.25	\$0.00	\$0.00	\$0.00
Health Practitioner Lists	187	Variable	\$3,170.00	\$0.00	\$3,170.00
Health Practitioner Lists Bulk	5	Variable	\$3,710.00	\$0.00	\$3,710.00
BITracker (1-3 eProfiles)	0	\$0.00	\$0.00	\$0.00	\$0.00
BITracker (4-10 eProfiles)	0	\$100.00	\$0.00	\$0.00	\$0.00
BITracker (11-30 eProfiles)	0	\$250.00	\$0.00	\$0.00	\$0.00
BITracker (Unlimited eProfiles)	0	\$300.00	\$0.00	\$0.00	\$0.00
SUBTOTAL			78,388.60	13,413.10	66,945.50

Other Revenue Not Subject to the 10% Split with the Nebraska State Records Board

Other Revenue/Adjustments	Number	Fee per Item	Total Revenue	NSRB Share
Grants/ Special Projects			\$50.00	\$50.00
Subscriptions - New	31	\$0.00	1,500.00	1,500.00
- Renewals	168	\$0.00	8,400.00	8,400.00
- Well Registration	0	\$0.00	\$0.00	\$0.00
Time - \$0.12/minute	0	0.12	\$0.00	\$0.00
Billing Minimums/Adjustments	0		1,525.65	1,525.65
SUBTOTAL			\$12,025.65	\$12,025.65

TOTAL GROSS REVENUE	\$448,341.50
AGENCY SHARE	\$262,634.76
NSRB SHARE	\$11,873.17
NEBRASKA INTERACTIVE SHARE	\$174,833.57

Payment Statement
November 30, 2008

TO: Nebraska State Records Board
c/o Secretary of State's Office
Room 2300, State Capitol
Lincoln, NE 68509-4608

FROM: Nebraska@Online
301 S. 13th, Suite 301
Lincoln, NE 68508

PERIOD COVERED: October 1 - October 31, 2008

Transaction Services Subject to the 10% Split with the Nebraska State Records Board

Service/Volume Processed	No. of Records	Fee per Record	Total Revenue	Agency Share	NR Gross Share	NSRB Share (10%)	NR Share (90%)
DLR - Batch	27,058	\$3.00	\$81,174.00	\$54,132.00	\$27,066.00	\$2,706.60	\$24,359.40
DLR - Monitoring Fee	360,488	\$0.06	\$21,629.28	\$14,419.52	\$7,209.76	\$720.98	\$6,488.78
DLR - Interactive	57,026	\$3.00	\$171,078.00	\$114,052.00	\$57,026.00	\$5,702.60	\$51,323.40
TLR - Interactive	8,234	\$1.00	\$8,234.00	\$3,293.60	\$4,940.40	\$494.04	\$4,446.36
TLR - Set-up Fee	0	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TLR - Special Request Form	12	\$50.00	\$600.00	\$480.00	\$120.00	\$12.00	\$108.00
TLR - Vol. Over 2,000/Run	7	\$18.00	\$126.00	\$70.00	\$56.00	\$5.60	\$50.40
Letters of Good Standing	498	\$4.30	\$2,137.80	\$1,246.00	\$1,891.80	\$189.18	\$1,702.62
Certificate of Good Standing Orders	124	\$18.00	\$2,232.00	\$1,240.00	\$99.00	\$0.00	\$99.00
Corporate Monthly Batch Service	4	\$400.00	\$1,600.00	\$1,600.00	\$1,600.00	\$160.00	\$1,440.00
Corporate Special Request	18	\$15.00	\$270.00	\$142.80	\$142.50	\$14.25	\$128.25
Corporate Images (1st 500)	588	\$0.45	\$265.00	\$133.00	\$99.00	\$0.00	\$99.00
Corporate Images (500+)	5,013	\$0.45	\$2,255.85	\$1,654.28	\$801.58	\$80.16	\$721.42
UCC Interactive Searches	7,319	\$4.50	\$32,935.50	\$25,618.50	\$7,319.00	\$731.90	\$6,587.10
UCC Monthly Batch Service	1	\$400.00	\$400.00	\$400.00	\$400.00	\$40.00	\$360.00
UCC Special Request	138	\$2.00	\$276.00	\$138.00	\$138.00	\$13.80	\$122.20
UCC Search By Debtor Location	8	\$15.00	\$120.00	\$60.00	\$60.00	\$6.00	\$54.00
UCC Filings	3,543	\$8.00	\$28,344.00	\$23,888.00	\$5,456.00	\$531.45	\$4,924.55
UCC Images (1st 300)	300	\$0.45	\$135.00	\$135.00	\$90.00	\$0.00	\$90.00
UCC Images (300+)	10,887	\$0.45	\$4,899.15	\$3,592.71	\$1,306.44	\$130.64	\$1,175.80
EFS Interactive Searches	1,168	\$4.50	\$4,559.00	\$3,837.00	\$1,168.00	\$116.80	\$1,051.20
EFS Special Request	0	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales/Use Tax Permit Lists	15	\$5.50	\$82.50	\$0.00	\$82.50	\$8.25	\$74.25
Real Estate Commission Services	0	2% of Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Engineers & Architects License Renewal	0	5% of Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Well Regulations	278	2% of Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Fuels Tax Filing	0	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1042HS (Short Form) Filings	0	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1042H (Long Form) Filings	0	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL			\$365,957.34	\$249,229.08	\$116,731.68	\$11,673.17	\$105,058.51

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 4.2.11, 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 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 17th 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

CONTRACT ADDENDA

*Contingent: Resolution of VISA issue
 Documentation from VISA
 Letter to SGS from St. Treasurer*

*M. Lee
 & Hank*

**Addendum Seven
 to the
 Interagency Agreement Between
 Nebraska Department of Motor Vehicles
 and
 Nebraska State Records Board**

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

Project: Online Driver License Reinstatements

Price: This application will be funded through a transactional revenue model. Pricing is as follows:

DMV Statutory Reinstatement Fee	Convenience Fee (CC)	Nebraska.gov Transaction Fee	Total End User Fee Paid.
\$50.00	1.25	\$1.00	\$52.25
\$75.00	\$1.90	\$1.00	\$77.90
\$125.00	\$3.25	\$1.00	\$129.25

Terms: Nebraska.gov will process the total of all transactions through the state selected credit card merchant. These funds will be deposited on behalf of the DMV. Nebraska.gov will submit an invoice to the Nebraska Department of Motor Vehicles for the total amount of the Nebraska.gov Transaction Fee's collected at the close of each month. Terms of payment are net 45 days.

By: _____
 Beverly Neth
 Nebraska Department of Motor Vehicles

Date: _____

By: _____
 Authorized Officer
 Nebraska State Records Board

Date: _____