

# MEETING AGENDA

## Technical Advisory Committee to the State Records Board

April 11, 2008  
2:00 p.m. – 3:00 p.m.  
Executive Building - 5th Floor Conference Room  
521 S 14th Street  
Lincoln, Nebraska

### AGENDA

Meeting Documents: Click the links in the agenda  
or [click here](#) for all documents (xx Pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [January 7, 2008](#)
4. Grant Reviews\*
  - a. Nebraska State Historical Society – [Digital Archives and Records Center Impementation Study](#)
  - b. Nemaha County Assessor – [Nemaha County Digitizing Maps/records and enhanced Web Page](#)
5. Other Business
6. Adjourn

\* Denotes action items.

(The Committee will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice posted to the [Nebraska Public Meeting Calendar](#) on April 4, 2008  
Agenda posted to the NITC Website on April 4, 2008.

## MEETING MINUTES

### Technical Advisory Committee to the State Records Board

Monday, January 7, 2008  
1:00 p.m.  
Executive Building - 5th Floor Conference Room  
521 S 14th Street  
Lincoln, Nebraska

### ***PROPOSED MINUTES***

#### **MEMBERS PRESENT:**

Brenda Decker, CIO, State of Nebraska  
Richard Brown, Legislative Council

#### **ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Ms. Decker called the meeting to order at 1:07 p.m. Roll call was taken. A quorum was present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on December 26, 2007. The meeting agenda posted to the NITC Website on December 21, 2007. A copy of the Nebraska Open Meetings Act was available in the meeting room.

#### **PUBLIC COMMENT**

There was no public comment.

#### **APPROVAL OF MINUTES - [October 16, 2007](#) and [December 6, 2007](#)**

Mr. Brown moved to approve the minutes as presented. Ms. Decker seconded the motion. Roll call vote: Decker-Yes and Brown-Yes. Results: Yes-2 and No-0. Motion carried.

#### **GRANT REVIEWS**

##### **City of Bellevue – [City of Bellevue Information Accessibility Project](#)**

Randy Critzer with the City of Bellevue was available to answer questions. Members asked questions about the following topics:

- Accessibility. Mr. Critzer indicated they would have to look into the topic further.
- Format of the information. Mr. Critzer indicated the files would be image files, such as JPEG or PDF.
- Costs. Mr. Critzer indicated they have a quote for \$8495 for the equipment.
- Online public access. Mr. Critzer indicated they end goal was to make post the documents on a publicly available website, but they would start with internal access.

#### **Ms. Decker moved the following resolution:**

The committee, having reviewed the grant application entitled “City of Bellevue

Information Accessibility Project”, finds that:

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

Mr. Brown seconded. Roll call vote: Decker-Yes and Brown-Yes. Results: Yes-2 and No-0. Motion carried.

### **Nebraska Library Commission – [Nebraska Memories On the Road](#)**

Beth Goble of the Library Commission was available by phone if needed. Members discussed the grant application.

#### **Mr. Brown moved the following resolution:**

The committee, having reviewed the grant application entitled “Nebraska Memories On the Road”, finds that:

- The project is technically feasible.
- The only proposed technology to be purchase with this grant -- a laptop computer -- is appropriate for the project.
- Because the scope of the project is unknown, the appropriateness of the time frame and budget are unknown.

Ms. Decker seconded. Roll call vote: Decker-Yes and Brown-Yes. Results: Yes-2 and No-0. Motion carried.

### **OTHER BUSINESS**

There was no other business.

### **ADJOURNMENT**

The meeting was adjourned at 1:40 p.m.

The meeting minutes were taken by Rick Becker of the Office of the CIO.

Nebraska State  
Records Board  
440 So. 8<sup>th</sup>, Suite 210  
Lincoln, NE 68508

John Gale  
Chairman  
(402) 471-2745



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

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

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

### I. GRANT SUMMARY

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

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

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

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

### II. GRANT DETAIL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**a. Improve the efficiency of agency operations:**

**b. Facilitate collaboration among state agencies:**

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

**d. Support public / private partnerships in the delivery of public services:**

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

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

### III. TECHNICAL DETAIL

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

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

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

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

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

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

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

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

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

### IV. CONTACT INFORMATION, SIGNATURE

**Contact person for any questions regarding this application:** Andrea Faling

**Contact phone number:** 471-4785

Contact email address: bun@nebraskahistory.org

Signed this *14<sup>th</sup>* day of *March*, *2008*  
*Signed*

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

Please Return to:

Nebraska State Records Board  
440 So. 8<sup>th</sup>, Suite 210  
Lincoln, NE 68508

## Cost Sheet

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

Estimated Costs:

\*Travel - \$4000

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

The costs will cover the following services:

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

# State of Nebraska

## Feasibility Study



**Digital Archives Feasibility  
Study for Nebraska  
Government**

**Nebraska State  
Historical Society**

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

John W. Carlin, Former Archivist of the United States

### **Executive Summary:**

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

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

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

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

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

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

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

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

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

**NEMAHA COUNTY ASSESSOR**  
**AUBURN, NEBRASKA**  
**68305**

RECORDS MANAGEMENT  
DIVISION

FEB 11 2008

RECEIVED

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

**PHONE: 274- 3820**  
JANA SMITH, DEPUTY

February 8, 2008

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

Re: Nebraska State Records Board  
Electronic Technology Grant

Dear Mr. Gale:

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

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

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

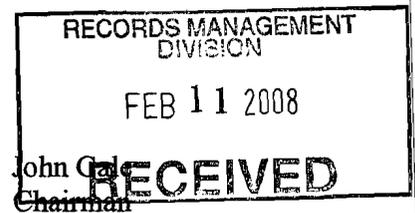
Sincerely



Lila Gottula  
Nemaha County Assessor

Enclosure (7)

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



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

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

**I. GRANT SUMMARY**

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

## II. GRANT DETAIL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No

### **III. TECHNICAL INFORMATION**

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

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

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

- Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security, and scalability (future needs for growth or adaptation).

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

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

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

3. Describe how technical support will be provided.

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

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

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

**IV. CONTACT INFORMATION, SIGNATURE**

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

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

Signed this 8th day of February, 2008

  
Signature

Nemaha County Assessor  
Title

**Please Return to:**

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

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

## Grant Application Attachments

### II Grant Detail

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

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

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

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

Vendor Quotes for:

Nemaha County Assessor/ State Records  
Board Grant Application:

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

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

## Nemaha County Assessor

# Fax

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

**From:** LILA GOTTULA, NEMAHA CO  
ASSESSOR

**Fax:** 402-471-2406

**Pages:** 4 (INCLUDING COVER PAGE)

**Phone:**

**Date:** 04/08/2008

**Re:**

**CC:**

**Urgent For Review Please Comment Please Reply Please Recycle**

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

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

LILA GOTTULA



# TerraScan Inc.

Customized Information Management Solutions

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

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

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

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

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

<<Acceptance>> X

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

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Thanks!**

**Lila Gottula**

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

Lila,

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

Let us know either way.

Thanks,

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



## Pricing Information

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

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

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