

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, August 14, 2008, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT

Brenda Decker, Chief Information Officer, Chair
Bob Beecham, NDE Support Services
Dennis Burling, Department of Environmental Quality
Randy Cecrle, Workers' Compensation Court
Tom Conroy, OCIO-Enterprise Computing Services
Josh Daws, Secretary of State's Office
Bill Miller, State Court Administrator's Office
Mike Overton, Crime Commission
Terry Pell, State Patrol
Steve Rathje, Department of Natural Resources
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue
Rod Wagner, Library Commission
Bill Wehling, Department of Roads
George Wells, Department of Correctional Services

MEMBERS ABSENT: Mike Calvert, Legislative Fiscal Office; Carlos Castillo, Department of Administrative Services; Pat Flanagan, Private Sector; Dorest Harvey, Private Sector; Lauren Hill, Governor's Policy Research Office; Jeanette Lee, Department of Banking; Butch Lecuona, Department of Labor; Beverly Neth, Department of Motor Vehicles; Jim Ohmberger, Health and Human Services; and Gerry Oligmueller, Budget Office.

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 12 voting members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC Website and [Nebraska Public Meeting Calendar](#) on July 2, 2008. The agenda posted to the NITC Website on August 10, 2008. A copy of the Open Meetings Act was located on the front table.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES* - MAY 8, 2008

Mr. Conroy moved to approve the [May 8, 2008](#) minutes with a correction to a misspelled name. Mr. Miller seconded. Roll call voted: Overton-Abstain, Burling-Yes, Conroy-Yes, Decker-Yes, Sloup-Yes, Daws-Yes, Rathje-Yes, Cecrle-Yes, Scofield-Yes, Wagner-Yes, Miller-Yes, and Wehling-Yes. Results: Yes-11, No-0, Abstain-1. Motion carried.

Mr. Pell arrived at the meeting.

STANDARDS AND GUIDELINES - RECOMMENDATION TO THE TECHNICAL PANEL AND THE NITC* - [NITC 5-202](#): Blocking Email Attachments (Revised)

Mr. Beecham arrived at the meeting.

Steve Hartman indicated that the document included a revised list of attachments which are being blocked by the email system, including a separate listing of those blocked internally. Also, the document is now a standard rather than a guideline.

Mr. Conroy moved to recommend approval of [NITC 5-202: Blocking Email Attachments \(Revised\)](#). Mr. Miller seconded. Roll call vote: Beecham-Yes, Overton-Yes, Burling-Yes, Conroy-Yes, Decker-Yes, Sloup-Yes, Daws-Yes, Rathje-Yes, Cecrle-Abstain, Pell-Yes, Scofield-Yes, Wagner-Yes, Miller-Yes, and Wehling-Yes. Results: Yes-13, No-0, Abstain-1. Motion carried.

STANDARDS AND GUIDELINES - DISCUSSION

Project Status Reporting - [Example](#) AND Enterprise Projects - [Statutes](#)

Mr. Wells arrived at the meeting.

Mr. Becker stated that LB 823, passed during the last legislative session, provides for the NITC to identify "enterprise projects" and requires the NITC to monitor the progress of these projects. The NITC is required to adopt policies to carry out this responsibility. The agenda item today is for members to have input on these topics prior to the drafting of the policies. Members can make suggestions at today's meeting or email Mr. Becker with recommendations. Draft policies will eventually be posted for a 30-day comment period.

With respect to identifying enterprise projects, at this point, the recommendation is to first determine if a project meets the statutory definition. Then have the advisory councils make a recommendation to the NITC as to which projects should be designated as enterprise projects. For project status reporting, the form linked to the agenda was developed for use by the Retirement System project. They have been using it for several months and have indicated that the form is very useful to them. Unless there are recommended changes, this would be the form used for project reporting.

Members questioned whether or not existing projects could be designated as enterprise projects and the types of projects that would be considered. Mr. Becker stated that, as an example, during the last biennial budget review, the NITC asked for some agencies to voluntarily provide project updates. The projects were all large scale, including the University and State College System's SIS projects; Health and Human Services's MMIS and LIMS projects; and the Retirement System project.

Members were asked to send any suggestions to Mr. Becker.

SHARED SERVICES - Email - [Draft Records Retention Policy for Disaster Recovery Back-ups](#)

Mr. Becker stated that the document linked to the agenda was draft language for a records retention series for the disaster recovery data from the enterprise email system. The OCIO worked with the Records Management Division on the draft language. This retention series would be added to Schedule 124, which is the general records retention schedule covering all agencies. Schedule 124 is being used because any potential records contained in the disaster recovery data are agency records not OCIO records. The purpose of the document is to provide a clear retention period for this data, and provide for erasing it after the specified period of time. The data is maintained for disaster recovery purposes only. After discussion today, the Records Management Division will provide the draft to their agency records management contacts for further input prior to publishing the schedule.

Mr. Cecrle asked how long a deleted item would remain in the disaster recovery data. Stan Schmidt stated that after an email is deleted and the user's recycle bin is emptied, the data would remain in a "dumpster" for 14 days which would in turn be part of the disaster recovery data for an additional 14 days for a total of about 28 days. Mr. Burling recommended striking the word "only" and recommended not

using the term "back-up." Members discussed the need to have addition records retention series for other disaster recovery related data.

SHARED SERVICES – Active Directory

Ms. Decker stated that since the council began discussing shared services several years ago, Active Directory has been on the list of potential shared services. In order to move this item forward, there will be a shared services work group meeting to discuss Active Directory issues. The meeting is scheduled for September 10 at 10:00 a.m. in the Executive Building, Lower Level. Ms. Scofield will be sending out a meeting invitation to the council mailing list.

OTHER BUSINESS

Mr. Hartman reminded members that pursuant to the Data Security Standard (NITC 8-102), by October 31, agencies are required to submit a letter signed by the agency director indicating that an inventory of agency data has been performed, the data classified, and appropriate safeguards to protect the data have been taken. The form that needs to be submitted is attached to the standard. If any agency needs assistance, contact Mr. Hartman.

AGENCY REPORTS

Workers' Compensation Court. Mr. Ceclre provided an update on an RFP for managed file transfers.

NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the State Government Council will be held on September 11, 2008, 1:30 p.m. The location will be announced at a later date.

Mr. Miller moved to adjourn. Mr. Conroy seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 2:20 p.m.

Meeting minutes were taken by Rick Becker of the Office of the CIO/NITC.