

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

**John Gale**  
Chairman  
(402) 471-8606  
<http://www.nol.org>



## **APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION**

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 Department of Natural Resources
2. Title of project Surface Water Records Scanning
3. Brief Description of Project

The Department will hire contract staff to scan and code surface water appropriation files and display them over the web.

3. Grant request amount \$ 25,000
4. Will there be a fee for accessing records associated with this project? No
5. If yes, provide any statutory reference or authorization for the fee \_\_\_\_\_

**II. Grant Detail**

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

See attached.

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

Department staff both inside and outside the Lincoln office, attorneys, consultants, and individuals will be able to complete records searches on these records.

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**3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)** One year from date funded-July 2005.

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**4. Agency contribution to project (labor, equipment etc.)** The Department would provide the equipment and the internet ports. \_\_\_\_\_

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

No, it was such a costly project before, but now we have the equipment and the IT capabilities.

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

No

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**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?**

We need to be able to hire someone to do the job. Hopefully it will be completed in a year.

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As new files are added, we have sufficient staff to maintain the system.

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**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)**

We often are asked by attorneys or other public to do research of files. These files may be 100 years old and are very large.

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This is time consuming and low priority for us. This way a Scottsbluff attorney can do their own research over the internet.

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**9. Please describe and provide supporting documentation for 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)**

1. This project would provide desktop accessibility to approximately 9,000 files for all of our staff.

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We have staff in 7 different locals across the state. This will stop the copying and mailing of files between offices.

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2. This project will allow other agencies that work with water, such as Department of Ag, DEQ, and the University to have access to our information.

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3. Natural Resources Districts, NRCS, Risk Management Agency, USBR, and others all need information on surface water rights from time to time.

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When we have large lawsuits, it is very difficult for attorneys, consultants, and other appropriators across the state to come in and look at our

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files. It is also difficult for staff as we have had to monitor sometimes to make sure that documents are not withdrawn

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from files, or that when files are copied, everything is returned in place. This project would make such information available to everyone.

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**III. Technical Information**

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

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

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

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### **III. Technical Information**

1. Except for the additional storage and management devices noted above, the infrastructure for this project will rely upon the existing server hardware, software, and communications capabilities available at NDNR.
2. Tech standards and guidelines -
  - a. Web access, ftp, FGDC metadata standards, ESRI conformity/ compliance
  - b. Compatibility with existing NDNR and/or statewide infrastructure
  - c. Reliability, security, and scalability –NDNR has capability to back up server and data;
3. NDNR applications developers and information technology services personnel have significant training and experience in the development, operations and maintenance of geographic information, geospatial datasets, and related systems. These personnel are willing and able to extend their support to the deliverables of this project.

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

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**IV. CONTACT INFORMATION, SIGNATURE**

**Contact person for any questions regarding this application** \_\_\_\_\_

**phone #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_

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

**Please Return to:**

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

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## SURFACE WATER SCANNING PROJECT PROPOSAL

The Department of Natural Resources has approximately 9,000 surface water appropriations on record. The files date back as far as 1895. An appropriation file may be just a few sheets of paper, or may be large enough to fill a file drawer. The files consist of correspondence, legal documents, field reports, dam inspections, maps, applications, orders.

This project would allow the Department to hire a contract person or persons to take these files, scan them, create pdfs, code them, and then display all this information on our existing surface water website.



**Susan France**

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**From:** Jeff Hogan [jhogan@dnr.state.ne.us]

**Sent:** Thursday, March 25, 2004 2:59 PM

**To:** Rex Gittins; sfrance@dnr.state.ne.us

**Subject:** surface water scans

Hardware required to store and disseminate the surface water document scans. The following hardware will support both the documents and the maps. It will also conform with the current and future network structure.

2 nas storage \$2200 each	\$4400
1 production storage	
1 web dissemination	
5 backup tapes \$60 each	\$300
Total	\$4700