

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

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



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

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

I. Grant Summary

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

2. Title of project SSC Electronic Filing System

3. Brief Description of Project

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

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

4. Will there be a fee for accessing records associated with this project? No

5. If yes, provide any statutory reference or authorization for the fee No

II. Grant Detail

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

See attached

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

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

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

Six months from award of grant

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

Computers

Server

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

Equipment/software maintenance

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

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

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

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

The expense for sustaining this service will be included in the City's budget.

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

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

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

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

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

N/A

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

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

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

No

III. Technical Information

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

Input and Scanning Software – each site.

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

Document scanner – each site.

Retrieval and Display Software – based on concurrent usage.

The City would utilize current computers.

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

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

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

3. Describe how technical support will be provided.

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

Project Description:

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

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

Input and Scanning Software – each site.

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

Document scanner – each site.

Retrieval and Display Software – based on concurrent use.

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

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

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

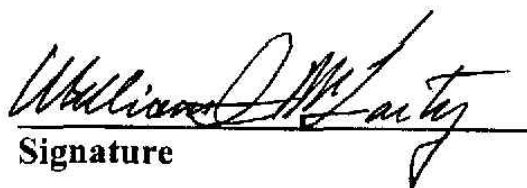
IV. CONTACT INFORMATION, SIGNATURE

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

Phone #402-494-7504

E-mail cfoust@southsiouxcity.org

Signed this 30 day of December, 2004.


Signature

Mayor
Title

Please Return to:

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