

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, July 12, 2005 - 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents:

Click the links in the agenda
or [click here](#) for all documents (XXX KB - XX pages)

1. Remarks from Lt. Governor Sheehy, Chair of the NITC
2. Roll Call and Meeting Notice
3. Public Comment
4. Approval of Minutes* - [June 7, 2005](#)
5. Standards and Guidelines
 - Recommendation to the NITC*
 - [Geospatial Metadata Standard](#) | [Comments Received \(1\)](#)
 - Requests for Exemption*
 - [Commission on Public Advocacy \(E-mail Standard for State Government Agencies\)](#)
 - [Department of Roads \(Identity and Access Management Standard\)](#)
6. Technical Panel Charter - [Draft Revision](#)
7. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group
 - CAP
 - Security Work Group
 - Statewide Synchronous Video Network Work Group
8. Other Business
9. Next Meeting Date

Tuesday, August 9, 2005 - NITC Councils and Technical Panel Joint Meeting
10. Adjourn

* Denotes Action Item

NITC and Technical Panel Websites: <http://www.nitc.state.ne.us/>

Meeting notice posted to the NITC Website: 10 JUN 2005

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): 10 JUN 2005

Agenda posted to the NITC Website: 8 JUL 2005

TECHNICAL PANEL

Nebraska Information Technology Commission
Tuesday, June 7, 2005, 9:00 a.m.
University of Nebraska-Lincoln, Varner Hall
3835 Holdrege, Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Mike Beach, Nebraska Educational Telecommunications Commission
Brenda Decker, Chief Information Officer, State of Nebraska
Steve Henderson, Department of Administrative Services, State of Nebraska
Kirk Langer, Lincoln Public Schools
Walter Weir, University of Nebraska

MEMBERS ABSENT: Christy Horn, University of Nebraska, Compliance Officer

CALL TO ORDER, ROLL CALL, AND MEETING NOTICE

Mr. Weir called the meeting to order at 9:10 a.m. The meeting notice was posted to the Nebraska Public Meeting Calendar and the NITC web sites on May 3, 2005 and that the meeting agenda was posted to the NITC web site on June 3, 2005. Five members were present at the time of roll call.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Mr. Beach moved to approve the [April 12, 2005 Minutes](#) as presented. **Mr. Henderson** seconded. Roll call vote: Beach-Yes, Decker-Yes, Henderson-Yes, Langer-Yes, and Weir-Yes. Results: 5-Yes, 0-No. Motion carried.

STANDARD GUIDELINES – WEB BRANDING AND POLICY CONSISTENCY

Rick Becker, Government I.T. Manager

The standard has been out for 30-day public comment. There was some discussion regarding accessibility and adherence to the standard.

Ms. Decker moved to recommend the [Web Branding and Policy Consistency Standard](#) to the NITC for final review and approval. **Mr. Henderson** seconded. Roll call vote: Weir-Yes, Langer-Yes, Henderson-Yes, Decker-Yes, and Beach-Yes. Results: 5-Yes, 0-No. Motion carried.

STANDARD GUIDELINES – SECURITY STATEMENT – STATE OF NEBRASKA HOMEPAGE

Rick Becker, Government I.T. Manager

The State of Nebraska homepage does not currently have a security statement. Only [one comment](#) was received.

Mr. Henderson moved to recommend the [Security Statement-State of Nebraska Homepage Standard](#) to the NITC for final review and approval. **Mr. Beach** seconded. Roll call vote: Henderson-Yes, Langer-Yes, Weir-Yes, Beach-Yes, and Decker-Yes. Results: 5-Yes, 0-No. Motion carried.

STANDARD GUIDELINES – E-MAIL STANDARD FOR STATE GOVERNMENT AGENCIES (REVISED)

Rick Becker, Government I.T. Manager

The current standard was adopted a year ago. A revision was needed to reflect a new basic e-mail product. Another change was the exception process that is now the responsibility of the Technical Panel. Mr. Weir recommended the following wording for section 5.2 "Agencies/entities utilizing an application, other than a supported Web browser, to access Basic E-mail accounts are responsible for installation, support, and security of the applications." Mr. Weir also recommended adding "instant messaging" to the definition in section 3.2.

Mr. Langer moved to recommend the [E-Mail Standard for State Government Agencies](#) to the NITC for final review and approval. Ms. Decker seconded. Roll call vote: Langer-Yes, Weir-Yes, Beach-Yes, Decker-Yes, and Henderson-Yes. Results: 5-Yes, 0-No. Motion carried.

STANDARD GUIDELINES – GEOSPATIAL METADATA STANDARD (SET FOR PUBLIC COMMENT)

Larry Zink, GIS Steering Committee

Mr. Zink distributed copies of Deuel County's SSURGO Soils FGDC metadata as an example. Metadata is data about data. Most people relate this with GIS data. Mr. Zink stated that the real problem with metadata is lack of documentation of the numerous variables and assumptions of the datasets. When an agency staff member develops data they are often the only ones who know the "how" and "what" of the data. And when that person leaves the agency, so does their specialized knowledge. The national standard is also included in the proposed standard. The proposed standard will set some structure for all agencies to follow. For the definition of geospatial data, map coordinates were used. The GIS Steering Committee has approved the standard to be forwarded to the Technical Panel and NITC. Questions were entertained.

Mr. Langer moved to post the [Geospatial Metadata Standard](#) for the 30-day comment period. Mr. Henderson seconded. Roll call vote: Weir-Yes, Langer-Yes, Henderson-Yes, Decker-Yes, and Beach-Yes. Results: 5-Yes, 0-No. Motion carried.

PROJECT REVIEWS – STATE RECORDS BOARD NEBRASKA PUBLIC DOCUMENTS DIGITALIZATION PROJECT – UNIVERSITY OF NEBRASKA-LINCOLN LIBRARIES

The University of Nebraska would like to bring records that are currently stored in the New York Library back to campus to be digitized. The records are in "reel" form. The UNL-Libraries has the equipment and expertise to get it done but need added financial resources to complete the project.

Mr. Henderson moved that the Technical Panel, having reviewed the State Records Board grant application entitled [Nebraska Public Documents Digitalization Project-University Of Nebraska-Lincoln Libraries](#) and based on the technical information provided, 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.

Ms. Decker seconded the motion. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, Decker-Yes, and Beach-Yes. Results: 5-Yes and 0-No. The motion was carried.

DISCUSSION – TECHNICAL PANEL CHARTER

Members discussed the [Technical Panel Charter](#). Discussion on the Chief Information Officer and the representative from the Department of Administrative Services was tabled until a statutory change is made. Mr. Becker will begin developing a revised draft. Members were asked to send their suggestions as to who should have authority to nominate members and length of term and/or term limits.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (AS NEEDED)

CAP, Brenda Decker. The group is meeting today. Agenda items include NOC and the network and LB689.

Security Work Group, Steve Henderson. The work group held a meeting to discuss reorganization ideas. Another meeting will be held within the next couple of weeks.

Statewide Synchronous Video Network Work Group, Mr. Beach. The most important issue at hand is scheduling. With the passing of LB689, a meeting will be planned soon.

OTHER BUSINESS

Ms. Decker alerted the panel to the following bills that passed during this legislative session:

LB 645 (*Brashear, Dw. Pedersen*) Prohibit an agency or political subdivision of the state from providing certain

telecommunications services. A study on broadband issues will be conducted and the Broadband Services Task Force is created. The members shall be appointed as follows:

- Three members appointed by the Executive Board of the Legislative Council;
- Six members appointed by the Governor, of whom one member shall be appointed from each congressional district and shall represent consumers and three members shall be appointed on an at-large basis;
- Three members of the Public Service Commission;
- Three members of the Nebraska Power Review Board or their designees; and
- Three members of the Nebraska Information Technology Commission or their designees.

The membership appointments must be made by September.

LB 343 (*Baker*) Change and eliminate provisions of the Nebraska Public Safety Wireless Communication System Act. The Division of Communications will now be statutorily responsible for wireless and public safety communications.

NEXT MEETING DATE, TIME, LOCATION AND ADJOURNMENT

The next meeting of the NITC Technical Panel will be held on Tuesday, July 12, 2005, 9:00 a.m. at the University of Nebraska-Varner Hall, 3835 Holdrege Street, Lincoln, Nebraska.

In lieu of the regularly scheduled September 13th Technical Panel meeting, members were asked to consider meeting on September 16th for the NITC meeting with the Education Council.

On August 9th, the Technical Panel will hold a collaborative meeting with the Community, Education and State Government Councils.

Ms. Decker moved to adjourn. Mr. Langer seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:30 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

The Technical Panel of the NITC is seeking comments on this draft standard. Submit comments by July 11, 2005 to rbecker@notes.state.ne.us.



Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Geospatial Metadata Standard

Category	Data and Information Architecture
Title	Geospatial Metadata Standard
Number	XX-XXX

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input checked="" type="checkbox"/> All..... Standard <input type="checkbox"/> Excluding Not Applicable <input checked="" type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Standard <input checked="" type="checkbox"/> Other: Public Entities - Other public entities developing or acquiring geospatial data not supported by state funding Guideline Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of <u>NITC Technical Panel</u> . Guideline - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: June 7, 2005 Draft Date Adopted by NITC: Other:

1.0 Standard

All state agencies and entities that receive state funding used, directly or indirectly, for geospatial data development or maintenance should ensure that geospatial data it collects, produces, maintains, or purchases and which is used for policy development, implementation, or compliance review is documented with metadata compliant with the latest version of the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata.

1.1 Steps/Timeline for Implementation

- a. State agencies and other applicable state funded entities shall institute procedures for complying with standard for new geospatial data development or acquisition upon adoption of standard by the NITC.
- b. State agencies shall complete initial listing of existing, applicable geospatial data holdings within three months of the adoption of standard by NITC.
- c. State agencies shall complete meta-lite documentation of existing, applicable geospatial data holdings within six months of the adoption of standard by NITC.
- d. State agencies shall complete FGDC-compliant documentation of existing and applicable geospatial data holdings within 12 months of the adoption of standard by NITC.

2.0 Purpose and Objectives

The purposes of this standard is to preserve the public's investment in geospatial data, to save public resources by avoiding unnecessary duplication of expensive geospatial data acquisition, to minimize errors through inappropriate application of geospatial data, and to facilitate harmonious trans-agency public policy decision-making and implementation through the use of shared geospatial data.

2.1 Background

Broadly defined, geospatial data is any data that includes locational or positional information about features in the dataset. Geospatial data provides the data foundation for applications of Geographic Information System (GIS) technology.

The development and maintenance of geospatial data is usually the most expensive component in the implementation of GIS technology. In most cases, this high initial investment is justifiable because of the powerful capabilities of the technology and the fact that, if appropriately maintained, the data will be useful for a very long period, and in many cases, for a wide range of applications.

Most geospatial datasets include numerous variables and assumptions. Knowledge and understanding of the implications of these variables is a key to the appropriate utilization of that data. Without appropriate documentation, this specialized knowledge usually resides only in the memory of the GIS specialist(s) who developed the original data. Because of the power of the technology, GIS analysis is increasingly being used to develop and implement a wide range of public policy. In many cases, these public policy applications endure long past the availability of the GIS-specialist(s) who developed one or more of the original geospatial datasets upon which the public policy and its subsequent implementation are based. Without appropriate documentation of a geospatial dataset

assumptions and variables, it may be difficult for an agency to determine the appropriate use of a dataset after the GIS specialist who originally created the data is no longer available. Without this documentation, it may also be difficult to appropriately maintain the dataset and therefore maintain the value of the original public investment in the data. In the case of a legal challenge to a public policy or its implementation, for which geospatial data application is integral, it may be difficult to defend that application if the original data developer is no longer available and the dataset was not appropriately documented.

Due to the relatively high costs of developing and maintaining many geospatial datasets, it is important that public investments in this data are undertaken in a manner to maximize the long-term return on these public investments. Appropriately documenting a dataset is one way to ensure a dataset's long-term usability. It is also a key to enabling the use of that dataset for multiple applications by multiple users. Without documentation, it is difficult for other users within the same agency, in other state agencies, or other public entities at various levels of government to be confident they are appropriately utilizing a geospatial dataset.

One of the great strengths of GIS technology is the ability to integrate and analyze disparate data based on its common or adjacent location. GIS has evolved to be a mainstream technology, used for a very wide range of applications, highly integrated with other information technology, and employed by users with a wide range of technical expertise and knowledge. As GIS has evolved, users now routinely access geospatial data, via the Internet, from multiple sources and integrate that data with other geospatial data and make public policy decisions based on analysis of the interaction of those datasets. Only when a geospatial dataset is adequately documented is it prudent to incorporate that data into a GIS analysis.

To address this wide range of concerns and needs for geospatial data documentation, the Federal Geographic Data Committee (FGDC) has worked with a wide spectrum of geospatial data users to develop a national standard for documenting geospatial data. This standard is known as the Content Standard for Digital Geospatial Metadata (CSDGM). This standard has gone through a couple revisions and will be reviewed and updated as necessary.

2.2 Objectives

This standard requiring the documentation of geospatial data with standardized metadata has the following objectives:

- 2.2.1. Preserve public investment in data collection/development beyond the tenure or availability of the original data developer.
- 2.2.2. Preserve the background geospatial information used to justify and make public policy decisions and preserve the information needed to guide appropriate implementation of those decisions beyond the tenure of a particular data developer.
- 2.2.3. Save public resources by facilitating the sharing of expensive geospatial data among public agencies or sub-divisions of agencies and avoid the costly duplication of developing similar geospatial datasets.
- 2.2.4. Minimize problems and potential liability the might be caused by the inappropriate use of undocumented geospatial data.

- 2.2.5. Facilitate harmonious, trans-agency public policy decision-making and implementation by enabling multiple agencies and levels of government to access and appropriately use common geospatial datasets and thereby make it more likely that intersecting public policy decisions, across levels of government, will be based on the same information.

3.0 Definitions

3.1 Geospatial Data

A term used to describe a class of data that has a geographic or spatial nature. The data will usually include locational information (latitude/longitude or other mapping coordinates) for at least some of the features within the database/dataset.

3.2 Metadata

Data describing a GIS database or data set including, but not limited to, a description of a data transfer mediums, format, and contents, source lineage data, and any other applicable data processing algorithms or procedures.

3.3 Metadata-lite

A subset of the full FGDC-compliant metadata (data title, data subject matter, map projection, geographic extent, data owner and access information, etc.) used primarily for the purposes of cataloging and enabling the use of automated search tools to find and access available geospatial data. Does not fully document the dataset's variables, assumptions or development process that is commonly needed to guide appropriate use. An online metadata-lite development tool is available through the Nebraska Department of Natural Resources website.

3.4 Content Standard for Digital Geospatial Metadata

A comprehensive national metadata standard developed and adopted by the Federal Geographic Data Committee (FGDC) under the authority of Executive Order 12906, "Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure," which was signed on April 11, 1994, by President William Clinton. Section 3, Development of a National Geospatial Data Clearinghouse, paragraph (b) states: "Standardized Documentation of Data, ... each agency shall document all new geospatial data it collects or produces, either directly or indirectly, using the standard under development by the FGDC, and make that standardized documentation electronically accessible to the Clearinghouse network." This standard is the data documentation standard referenced in the executive order. Since its initial development, this metadata content standard has undergone revision as deemed necessary by the FGDC, and will like undergo further revisions in the future.

4.0 Applicability

4.1 State Government Agencies

All State agencies are required to comply with this standard.

4.2 State Funded Entities

Entities that are not State agencies but receive State funding, directly or indirectly, for geospatial data development (i.e. Legislative appropriations, Enhanced Wireless 911 Fund, Infrastructure Fund, etc.) are required to comply with this standard.

4.2 Exemption

Exemptions may be granted by the Nebraska Geographic Information System Steering Committee (or NITC Technical Panel) upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Nebraska Geographic Information System Steering Committee (or NITC Technical Panel). Requests should state the reason for the exemption.

Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The GIS Steering Committee (or Technical Panel) will consider the request and grant or deny the exemption. A denial of an exemption by the GIS Steering Committee (or Technical Panel) may be appealed to the NITC.

5.0 Responsibility

5.1 NITC

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (N.R.S. 86-516 §6)

5.2 State Agencies

Each state agency will be responsible for ensuring that geospatial data developed, maintained, or purchased and which is used for policy development, implementation, or compliance review with be documented consistent with this standard.

5.3. Granting Agencies and Entities

State granting or fund disbursement entities or agencies will be responsible for ensuring geospatial metadata documentation requirements are included in requirements and regulations related to fund disbursements.

6.0 Related Documents

6.1 Content Standards for Digital Geospatial Metadata

http://fgdc.er.usgs.gov/metadata/meta_stand.html

Geospatial Metadata Standard

Comment 1

----- Forwarded by Larry Zink/DASDOC/NEBRLN on 06/13/2005 11:01 AM -----



"Scott Richert"
<srichert@co.lancaster.ne.us>
>
06/13/2005 10:12 AM

To <lzink@notes.state.ne.us>
cc
Subject RE: Nebr. Geospatial Metadata Standard Posted for Review

Larry,

I looked over the Geospatial Metadata Standard and found it a well written and well reasoned document. Did you put that together?

I only wish we could get some of our county agencies (i.e., planning) to put together some metadata.

Scott

Scott E. Richert, GISP
Lancaster County Assessor/Register of Deeds
555 South 10th Street
Lincoln NE 68508
Fax: 402.441.8759
Phone: 402.441.6899
Email: srichert@co.lancaster.ne.us
#####

Nebraska Information
Technology Commission
STANDARDS AND GUIDELINES

Geospatial Metadata Standard

Category **Data and Information Architecture**

Title **Geospatial Metadata Standard**

Number **XX-XXX**

Applicability

State Government Agencies

All..... **Standard**

Excluding **Not Applicable**

State Funded Entities - All entities

receiving state funding for matters

covered by this document..... **Standard**

Other: Public Entities- Other

public entities developing or

acquiring geospatial data not

supported by state funding **Guideline**

Definitions:

Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of NITC Technical Panel.

Guideline - Adherence is voluntary.

Status Adopted Draft Other:_____

Dates

Date: June 7, 2005 Draft

Date Adopted by NITC:

Other:

Prepared by: Nebraska GIS Steering Committee for consideration by Technical Panel of the Nebraska Information Technology Commission

Authority: Neb. Rev. Stat. § 86-572(2c), 86-516(6)

<http://www.nitc.state.ne.us/standards/>

The Technical Panel of the NITC is seeking comments on this draft standard. Submit comments by July 11, 2005 to

rbecker@notes.state.ne.us.

Nebraska Information Technology Commission

Standards and Guidelines

DRAFT Geospatial Metadata Standard Page 2 of 5

1.0 Standard

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Most geospatial datasets include numerous [attributes and parameters that relate to data variables, methodologies](#) and assumptions. Knowledge and understanding of the implications of these variables is a key to the appropriate utilization of that data. Without appropriate documentation, this specialized knowledge usually resides only in the memory of the GIS specialist(s) who developed the original data. Because of the power of the [GIS](#) technology, [GIS geo-spatial](#) analysis is increasingly being used to develop and implement a wide range of public policy. In many cases, these public policy applications endure long past the availability of the GIS-specialist(s) who developed one or more of the original geospatial datasets upon which the public policy and its subsequent implementation are based. Without appropriate documentation [of attributes and parameters of a geospatial dataset](#)

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[Including](#) assumptions and variables, it may be difficult for an agency to determine the appropriate

use of a dataset after the GIS specialist who originally created the data is no longer available. Without this documentation, it may also be difficult to appropriately maintain the dataset and therefore maintain the value of the original public investment in the data. In the case of a legal challenge to a public policy or its implementation, for which geospatial data application is integral, it may be difficult to defend that application if the original data developer is no longer available and the dataset was not appropriately documented.

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2.2.3. Save public resources by facilitating the sharing of expensive geospatial data among public agencies or sub-divisions of agencies and avoid the costly duplication of developing similar geospatial datasets.

2.2.4. Minimize problems and potential liability the might be caused by the inappropriate use of undocumented geospatial data.

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Standards and Guidelines

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2.2.5. Facilitate harmonious, trans-agency public policy decision-making and implementation by enabling multiple agencies and levels of government to access and appropriately use common geospatial datasets and thereby make it more likely that intersecting public policy decisions, across levels of government, will be based on the same information.

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3.2 Metadata

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4.0 Applicability

4.1 State Government Agencies

All State agencies are required to comply with this standard.

4.2 State Funded Entities

Entities that are not State agencies but receive State funding, directly or indirectly, for geospatial data development (i.e. Legislative appropriations, Enhanced Wireless 911 Fund, Infrastructure Fund, etc.) are required to comply with this standard.

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Standards and Guidelines

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4.2 Exemption

Exemptions may be granted by the Nebraska Geographic Information System Steering Committee (*or NITC Technical Panel*) upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Nebraska Geographic Information System Steering Committee (*or NITC Technical Panel*). Requests should state the reason for the exemption.

Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The GIS Steering Committee (*or Technical Panel*) will consider the request and grant or deny the exemption. A denial of an exemption by the GIS Steering Committee (*or Technical Panel*) may be appealed to the NITC.

5.0 Responsibility

5.1 NITC

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (N.R.S. 86-516 §6)

5.2 State Agencies

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5.3. Granting Agencies and Entities

State granting or fund disbursement entities or agencies will be responsible for ensuring geospatial metadata documentation requirements are included in requirements and regulations related to fund disbursements.

6.0 Related Documents

6.1 Content Standards for Digital Geospatial Metadata

http://fgdc.er.usgs.gov/metadata/meta_stand.html

Rick Becker

From: Jim Mowbray [jmowbray@ncpa.state.ne.us]
Sent: Tuesday, February 08, 2005 11:20 AM
To: info@cio.state.ne.us
Cc: ron.ritchey@hhss.ne.gov

To Whom It May Concern:

Pursuant to Email Standards 4.2 we are requesting an exemption. The reason for the exemption is unique and specific to this agency.

The Nebraska Commission on Public Advocacy is not a typical state agency in terms of our documents being a part of the public domain. We represent individual clients who are charged with criminal offenses. Our staff consists of six attorneys, two support staff and one investigator. The attorneys and staff are regulated by the Code of Professional Responsibility which mandates that all attorney/client communications are strictly confidential. Those communications include any written correspondence either by word documents or email communications. No one from outside this office can view or have access to those confidential communications in any form or manner. If these attorney/client communications were to be disclosed the attorney's in this agency would be subject to discipline and could lose their license to practice law.

If our email is stored on the state's servers then access is possible by someone other than the staff of this agency, which would violate Canon 4 of the Code of Professional Responsibility. It is no different than when we store our closed files off site, we must insure that no one has access to these files. I realize that other agencies have attorneys working for them, and they use the state system, but that is different from this office, because they do not have an individual client, they represent the State of Nebraska, not a private client. In other words, to the best of my knowledge, we are the only agency that has attorneys' who represent individual private clients.

I contacted the Federal Public Defender for the State of Nebraska and asked him how the federal government deals with this issue. He told me that they too have an email standard similar to the State's, but what they do is put the two or three servers that handle the public defenders' offices emails on site in one of the public defender's offices. That way, the emails are not off site, and no one has access to them except the staff of the public defender system.

I realize that there may other options, that you may feel would work, however, unless the option is putting a state server in this office, the only alternative is to make our in house server our mail server.

If you should have any questions, or need to discuss this further, please contact me.

James R. Mowbray
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Nebraska Commission on Public Advocacy
P.O. Box 98932
Lincoln, NE 68509
402-471-7778

NITC - Security Architecture
Identity and Access Management Standard

Request for Exemption

The Nebraska Department of Roads has identified two applications that are accessed via the Internet that we are requesting exemption from the 'Identity and Access Management Standard'. The first one is the Nebraska Automated Truck Permit System (NTAPS) and the second is the Highway Condition Reporting System (HCRS).

NTAPS is a customized application, developed for us by a 3rd party, which anyone wishing to acquire an Oversize / Overweight Truck Permit may use. This application allows two types of 'log-ons'; first is the anonymous log-on for those who just want to make an application for a permit and receive it either via fax, e-mail, or printed; the second is one that creates an account (for those individuals or companies that use this application many times) that stores information concerning the company and vehicle information to reduce the data entry process. As the application has an account manager built into it and the application is already in production and would be costly to modify we request an exemption.

HCRS is a customized web application, developed by a 3rd party company, which collects highway condition information and creates a data store. This data store is then used by the Traveler Information Program (TIP) a web application that displays the highway conditions to the public from the Department's web page. The HCRS application has a security already built into it and TIP is available to anyone on the internet. During the next 12-18 months we will be replacing the current version of HCRS with an enhanced and improved version and it would not make sense to revise the current application.

Please feel free to contact me if more information is needed or questions arise.

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Nebraska Information Technology Commission

--Technical Panel Charter--

(Last Revised: ~~June 7, 2004~~July 11, 2005)

1. Introduction

The Technical Panel was created by LB 924 in 1998 as an advisory body to the Nebraska Information Technology Commission (hereafter referred to as "Commission").

2. Purpose

The purpose of this charter is to provide operational guidance to the Technical Panel members, clarify its relationship to the Commission, and to provide general information to all who read the proceedings and recommendations of the Technical Panel.

3. Authority

The Technical Panel of the Nebraska Information Technology Commission is codified at Neb. Rev. Stat. § 86-521. Section 86-521(2) provides:

The technical panel shall review any technology project or request for additional funding recommended to the Nebraska Information Technology Commission including any recommendations by working groups established under sections 86-512 to 86-524. Upon the conclusion of the review of a technology project or request for additional funding, the technical panel shall provide its analysis to the commission. The technical panel may recommend technical standards and guidelines to be considered for adoption by the commission.

4. Commission Mission and Responsibilities (NEB. REV. STAT. § 86-516)

4.1 Commission Mission

"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective." <http://www.nitc.state.ne.us/>

4.2 Commission Responsibilities:

4.2.1 Adopt policies and procedures used to develop, review, and annually update

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a statewide technology plan;

4.2.2 Create a technology information clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;

4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;

4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;

4.2.5 Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state owned or state supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects that directly utilize state appropriated funds for information technology purposes to the process established by NEB. REV. STAT. §§ 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the Commission for comment, review, and recommendations;

4.2.6 Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;

4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;

4.2.8 Make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;

4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund; and

4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects.

5. Technical Panel Mission and Responsibilities

5.1 Technical Panel Mission

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

5.2 Technical Panel Responsibilities

5.2.1 Assist the Commission in developing, reviewing, and updating the statewide technology plan;

5.2.2 Review any technology project or request for additional funding recommended to the Commission including any recommendations by working groups established by the Commission;

5.2.3 Recommend technical standards and guidelines to be considered for adoption by the Commission;

5.2.4 Review requests for funding from the Community Technology Fund, the Government Technology Collaboration Fund, and other requests for funding for technology projects as directed by the Commission; and

5.2.5 Such other responsibilities as directed by the Commission.

6. Membership

6.1 Number of Members

The Technical Panel may include but not be limited to seven members approved by the Commission.

6.2 Representation

6.2.1 One representative from the Nebraska Educational Telecommunications Commission;

6.2.2 One representative from the Department of Administrative Services;

6.2.3 One representative from the University of Nebraska Computing Services Network;

6.2.4 State of Nebraska Chief Information Officer;

6.2.5 Executive Director of the Commission;

6.2.6 One member with expertise in assistive technology;

6.2.7 One member representing K-12 education; and

6.2.8 Other members as specified by the Commission.

6.3 Change in Membership

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~~If a change in membership becomes necessary due to resignation, removal, or change of job status, the agency represented is responsible for nominating or recommending the replacement member to the Technical Panel.~~

6.3 Member Recommendations and Approval

Recommendations for membership on the Technical Panel will be considered: from the agency represented for members in sections 6.2.1 through 6.2.3; from [*** TBD ***] for the member listed in section 6.2.6; and from [*** TBD ***] for the member listed in section 6.2.7.

All members of the Technical Panel must be approved by the Commission.

7. Meeting Procedures

7.1 Chair(s)

7.1.1 A Chair, elected by the members, will conduct the meetings of the Technical Panel, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Panel.

7.1.2 The Chair of the Technical Panel will serve ~~until January 1, 2001; with subsequent~~ a one-year ~~elected terms expiring on term beginning~~ January 1 of each year.

7.2 Quorum and Action Items

An official quorum consists of at least 50% of the members or their alternates. No official voting business may be conducted without an official quorum. Issues shall be decided by a majority vote of the members present.

7.3 Designated Alternates and Non-voting Alternates

Each member of the Technical Panel shall designate one (1) official alternate to be approved by the Commission. This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

7.4 Meeting Frequency

The Technical Panel shall meet not fewer than four times per year (quarterly).

7.5 Open Meeting Laws and Public Notice

7.5.1 Advance Notice

The Technical Panel shall give reasonable advance publicized notice of the time, place, and agenda of each meeting through the use of its web page,

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<http://www.nitc.state.ne.us/>. The agenda will also be available for public inspection during normal business hours at the Office of the CIO-NITC, 521 S. 14th, Suite 301, Lincoln, Nebraska.

7.5.2 Minutes and Voting

The Technical Panel shall keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Technical Panel in open session, and the record shall state how each member voted or if the member was absent or not voting. The roll call shall be called on a rotational basis. Minutes shall be written and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier.

Approved by the NITC on August 30, 1999. Amendments approved by the NITC on April 30, 2002.
Statutory references revised June 7, 2004.