

State Government Digital Preservation Profiles

Nebraska LA

July 2006

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Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **archives and records management** units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)

STATE PROFILES CONTACT

G. Brian Burke, Project Manager
Center for Technology in Government
University at Albany, SUNY

Section 1. Responding Unit(s)

Name of state or territory.

Nebraska

Name and affiliation of individual(s) who responded on behalf of the state or territory.

Andrea Faling, Nebraska State Historical Society

Beth Goble, Nebraska Library Commission

This profile includes information provided by the following units for this state:

- Library
- Archives

Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).	X				
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

Other standards and the units with authority over setting them.

We suggest that you contact Brenda Decker, Chief Information Officer, for the state's Information Management Services policies at bdecker@notes.state.ne.us.

Additional information.

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

Technical Infrastructure - Standards and Guidelines and Planning and Project Management

Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.		X			
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.				X	
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).				X	
Access (e.g., search engine).		X			
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

No information provided

Additional information.

No information provided

Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

Other standards and the units with authority over setting them.

No information provided

Additional information.

Suggest you contact Mitch McCartney, Clerk of the legislature's office at mmcartney@unicam.state.ne.us.

Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

Other services provided and the units that provide them.

No information provided

Additional information.

No information provided

Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

Other standards and the units with authority over setting them.

No information provided

Additional information.

Suggest you contact Janice Walker, State Court Administrator at 402-471-2764.

Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

Other services provided and the units that provide them.

No information provided

Additional information.

No information provided

Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Nebraska e-docs alerting service

SHORT DESCRIPTION:

Nebraska Publications Clearinghouse, service of the Nebraska Library Commission, downloads or scans selected Nebraska state agency publications, applies stable URLs, catalogs print and digital versions, and provides alerts to depository libraries and others interested that include OCLC numbers and URLs. Files are broken down to TIFF images and FTPD to State Records Management Division for burning to preservation microfilm using Kodak Archive Writer. CD copies provided to depositories upon request. All docs are linked from a Web site.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.nlc.state.ne.us/docs/shippinglists/edocsalerts.html>

<http://www.nlc.state.ne.us/docs/pilot/pilot.html>

CONTACT FOR THIS ACTIVITY:

Beth Goble, Government Information Services Director, Nebraska Library Commission
1200 N St. Suite 120, Lincoln, NE 68508
bgoble@nlc.state.ne.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Nebraska Public Documents Project

SHORT DESCRIPTION:

The Nebraska Public Documents are a collection of reports of Nebraska constitutional officers and state agencies spanning 1870 to 1956. They are owned by several Nebraska libraries, but not readily accessible to the public. The oldest volumes are in poor condition. The Digitization Project is a collaborative effort to produce digital versions of the Public Documents, and to create a public, freely accessible Web site linking to the digitized documents.

Progress to Date:

- * The Partners have met several times since January 2005 and have remained in email contact.
- * The Partners agreed to discuss level of involvement in the project with their directors and investigate Nebraska funding sources such as the State Records Board, NITC, and Nebraska State Bar Association.
- * The Partners learned that New York Public Library had microfilmed the 1890-1956 portion of the collection. Several rolls were borrowed for evaluation for digitization potential and compared with contents of the print volumes owned by NLC and NSHS. The quality was deemed good enough for digitization.
- * The Partners agreed that the 116 rolls of film should be purchased from NYPL at \$80 per roll so that it would be available in Nebraska regardless of whether funding was available for digitization. Permission was obtained from New York Public Library to digitize the film without paying use fees in addition to the purchase price.
- * In April 2005 the Library Commission awarded a grant of \$10,000 to the Historical Society to purchase the film. After the digitization project is completed the Historical Society will store the microfilm permanently.
- * UNL will take the lead in having the microfilm digitized and will host the Web site. A roll of film will be sent to two vendors to test which one to select for digitizing. In April the Library Commission awarded a grant of \$23,000 to Love Library at UNL to begin the digitization phase.
- * A master spreadsheet of the holdings of the project partners who own print volumes (NLC, NSHS, UNO) has been created. UNL is now checking it against the New York Public Library microfilm to identify material not on the film. For example there are several 'unofficial' volumes that contain Governor's messages translated into foreign

languages such as Czech, Swedish and German.

* \$23,000 has been granted by the Library Commission to the UNL Love Library. Potential digitization vendors have been identified and will be sent test reels. The funds will be used to digitize approximately half of the microfilm.

* Katherine Walter drafted a grant proposal for \$23,000, which was submitted to the State Records Board in May. The grant was awarded to UNL Love Library at the Board's September 27th meeting.

Completing the Project

* The \$23,000 State Records Board will enable UNL to have the remaining microfilm reels digitized.

* The Partners will contribute additional resources or seek additional funding to complete the project.

- UNL will contribute staff resources and server space for the creation and maintenance of the Web site.
- The State Historical Society will microfilm reports not on the NYPL microfilm.
- This additional microfilm will also need to be digitized.
- The microfilm reels will be kept by the State Historical Society for permanent preservation and backup access.

* The partners will create catalog records for their online library catalogs. The digitized collection will be linked to from partners' Web sites.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

In process. Web site not created yet.

CONTACT FOR THIS ACTIVITY:

University of Nebraska-Omaha: James Shaw

University of Nebraska- Lincoln: Katherine Walter

Nebraska State Historical Society: Andrea Faling, Cindy Drake

Nebraska Library Commission: Beth Goble

Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.		X	
Select and appraise state government information in digital form.	X		
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).	X		
Negotiate and make agreements with key stakeholders to preserve digital information.		X	
Acquire state government information in digital form for holdings.			X
Manage state government information in digital form (metadata, reformatting, etc.).			X
Manage the ingest of digital information into a repository.		X	
Manage the long-term storage of digital information in a repository.		X	
Develop mechanisms to monitor the long-term usability of state government information in digital form.		X	
Make state government information in digital form accessible to users.			X
Produce a disaster and recovery planning for state government information in digital form.		X	
Manage copyright, security, and other legal issues of relevance to state government digital information.			X
Other (See below).			

Other training needed for digital preservation capability.

No information provided

Additional information on existing training programs.

No information provided

Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Directories and other items continuously updated.

email (guidelines exist but not necessarily followed).

Web sites (guidelines exist but not necessarily followed).

Many other reports, documents posted and removed from Web sites when there is no print equivalent.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Lack of awareness of requirements.

Large volume of information - lack of staff for appraisal, management of material that could/should be saved.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Hired new Government Records Archivist, March 2006.

Examples of government digital information that was not preserved and is no longer accessible.

Older online editions of the Nebraska Blue Book. Some annual reports that were created digitally.

Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

Aware of state's Enterprise Architecture efforts.

Yes

Involved in state's Enterprise Architecture efforts.

No

Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.

No information provided

Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.

See earlier response/link.

Section 7. Additional Thoughts or Comments

There are several other people in Nebraska State Government that know more about this subject and these people should be consulted. Contact information provided throughout survey.