

State of Nebraska

Dave Heineman

State Treasurer



State Treasurer's Office Year 2000 Readiness Disclosure

Statements made to the General Public, Banks with State of Nebraska Accounts, Vendors and Suppliers of Information in this Year 2000 Plan are subject to the Year 2000 Information and Readiness Disclosure Act (Public Law 105-271, 112 Statute 2386 Enacted October 19, 1998). The information contained in this Year 2000 Plan is not intended to replace, modify, supplement or supersede any contracts, warranties and/or existing agreements that exist between the Nebraska State Treasurer's Office and any third-part vendors, banks and/or suppliers of information.

The Nebraska State Treasurer's Office has worked very hard over the last three years to ensure that all systems utilized in the Treasurer's Office are equipped to handle the Year 2000 Century Date Change.

To ensure compliance with a new century date, the State Treasurer's Office has taken the following steps to identify, diagnose and correct any potential century date change problems:

1. **Compliance Coordinator** - The Treasurer's Office assigned a Year 2000 Compliance Coordinator who is responsible for identifying any potential Year 2000 problems and putting together a plan of action that will fix or replace any non-compliant elements within the office.
2. **Identification of Mission-Critical Systems** - The Treasurer's Office took a step by step approach trying to identify every mission-critical system that continuation of normal business operation will depend.
3. **End-to-End Approach** - The Treasurer's Office adopted an end-to-end approach of understanding how data comes into the Treasurer's Office, how it is changed, manipulated and used in the Treasurer's Office and how the information leaves the Treasurer's Office to be used by other entities or systems.

4. **Treasury Management and Unclaimed Property Operations** - The Treasurer's Office has implemented a policy of using four digit dates for all systems and operations allowing for accurate calculation and interpretation of all date fields in both the Treasury Management and Unclaimed Property Divisions' Operations.
5. **System Replacement** - The Treasurer's Office has initiated a strategy of replacing only essential components of mission-critical systems allowing the Treasurer's Office to reduce overall cost while maintaining a high level of readiness and service.
6. **Contingency Plan** - Finally, in case of failure of any or all mission-critical systems, the Treasurer's Office has developed an extensive contingency plan that will allow staff to continue operations at a high level of service without major disruption of business-critical information.

I. Compliance Coordinator

State Treasurer Dave Heineman has assigned the task of identifying and correcting all Year 2000 Century Date Change problems to Dave Phipps of his staff. All questions as to system compliance, potential problems or general Information Technology questions can be directed to him at:

<u>Address</u>	<u>Phone</u>
State Treasurer's Office	402-471-2455
Attention: Dave Phipps	
Room 2003, State Capitol	<u>Email</u>
PO Box 94788	dhipps@treasurer.org
Lincoln, Nebraska 68509	

II. Identification of Mission-Critical Systems

The State Treasurer's Office has inventoried all systems that may be affected by the century date change, including servers, server operating systems, PC's, PC operating systems, fax machines, phones, mainframe terminals, printers or other electronic devices.

All software, both commercial and custom, have been identified and tested.

All imbedded chips and hardware have been located and tested. Every PC BIOS was tested. Every electronic device which had a programmable date was tested.

Employees were then asked what systems were absolutely critical for them to continue to function? What would happen if these systems were unavailable after the Year 2000? What processes could be done manually as a temporary solution? What systems would have to be replaced if non-functional?

The employee's answers were then compiled into a master plan that detailed all mission-critical operations and functions so that contingency based plans could be made.

III. End-to-End Approach

The Treasurer's Office looked at all data that enters the office or any systems controlled by the office and all data that left the office or systems controlled by the Treasurer's Office. It was decided that any data entering or leaving the Treasurer's Office would use a four digit date system from that point forward, and would use a "windowing" technique to convert all existing dates to a four digit date standard.

All State Treasurer's Office systems have begun to utilize the four digit date format.

IV. Treasury Management and Unclaimed Property Systems

Ensuring that all incoming date information was in a four digit date format meant coordinating with the Treasurer's four major clearing banks, the State's Information Management Services, the State's Accounting Division and a host of smaller State agencies. The Nebraska Warrant Reconciliation System has been converted to using a four digit date as well. All four clearing banks have changed file formats to contain a four digit date.

The Unclaimed Property System designed by Wagers & Associates in Boulder, Colorado has been fully tested for Year 2000 Compliance and uses a four digit date standard. All Unclaimed Property Diskette Reporting Systems have been changed to comply with the four digit date standard, and all data coming into the Unclaimed Property System has a four digit date.

From Wagers & Associates Web Site:

YEAR 2000 Readiness Disclosure

Wagers & Associates, Inc. represents and warrants that the Licensed Software (Unclaimed Property Management System, UPS2000 and Holder Reporting Software) delivered under Agreement is Year 2000 performance compliant and thus shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations.

The remedies available to CUSTOMER for breach of this warranty shall include prompt repair or replacement of any Licensed Software or part thereof whose non-compliance is discovered and made known to Wagers & Associates, Inc. in writing within ninety (90) days after acceptance.

Sincerely,

Ken Wagers
President

V. System Replacement

The State Treasurer's Office took a great deal of time determining which systems were absolutely critical to the continued operation of the office. The Treasurer's Office took the approach of only replacing critical systems that were non-Year 2000 compliant, and phasing out non-critical systems that would not meet Year 2000 compliance requirements. These systems, which were not deemed mission-critical, were absorbed by other compliant systems, thus reducing overall costs with minimal inconvenience to staff.

While the Treasurer's Office recognized the great importance of total Year 2000 compliance, it also recognizes that costs must be kept at a minimum. Other systems that were Year 2000 compliant were modified to complete other non-critical application functions that were not Year 2000 Compliant.

VI. Contingency Plan

The Treasurer's Office believes all internal systems and functions will be fully 100% Year 2000 Compliant, however, the Treasurer's Office must also rely on other entities (third party vendors, banks and information providers) for information. If these other entity's systems are non-Year 2000 compliant, it could delay or disrupt the information flow to the State Treasurer's Office and prevent mission-critical applications and functions from being performed.

The Treasurer's Office, therefore, has in place a contingency plan that will require a large amount of staff time to manually perform mission-critical applications and functions which are normally automated. Operations by the Treasurer's Office will be minimized to ensure that only business-critical functions are performed, while continuing to provide as high a level of service as possible.

In the event of a mission-critical function or system becoming inoperable, due to internal or external factors, the State Treasurer's Office will work quickly to identify the problem, create a solution and implement a plan of action that will as rapidly as possible repair or replace the non-functioning system or function.