Electronic Document Management System
FACT SHEET

WHAT IS THE EDMS?

EDMS stands for Electronic Document Management System. The EDMS is a key component of the Louisiana Department of Environmental Quality's Integrated Data Management System. The EDMS is DEQ's electronic repository of official records that have been created or received by DEQ. All DEQ employees are responsible for ensuring official records are routinely submitted to the EDMS.

HOW CAN I START SEARCHING THE EDMS?

Members of the public may search the EDMS on the Internet at http://edms.deq.louisiana.gov. The public may also visit the Public Records Center, Galvez Building, Room 127 to search, view, and print public records in the EDMS. Public Records Centers are also available in each DEQ Regional Office located throughout the state. Office hours are 8:00 AM to 4:30 PM, Monday-Friday.

WHAT RECORDS ARE AVAILABLE IN THE EDMS?

The EDMS contains all official records that have been created or received by DEQ. From any location outside of DEQ's offices, members of the public can access records dated after July 1, 2005, except for radiation related documents. To access all records in the EDMS, visit one of the Public Records Centers throughout the state or submit a Public Records Request form.

WHAT SEARCH OPTIONS ARE AVAILABLE?

The EDMS allows users to search for an Agency Interest (AI) number using the AI Lookup feature, and to search for documents by description, date range, document types and their corresponding document subtypes, as well as by media or division. Users can also search by Document ID, which is a specific ID number assigned to every document in the EDMS.

WHAT TYPES OF HELP ARE PROVIDED?

The EDMS offers enhanced help features for retrieving DEQ public records. Under the Help menu, users can access help guides and a list of Frequently Asked Questions. They can also visit the Getting Started page to download features to optimize their EDMS experience. Users can also submit questions or comments through the Contact Us link.

WHO CAN I CONTACT FOR HELP?

Questions or comments may be submitted by using the Contact Us link in the EDMS, or by sending an e-mail to edmsquestions@la.gov. For additional information, call (225) 219-5337 or toll free (866) 896-5337. Users may also visit the Public Records Internet site at www.deq.louisiana.gov/pubrecords.