Public Records Information
FACT SHEET

PUBLIC ACCESS

Louisiana's Public Records law was enacted to give any person the right to inspect, copy, reproduce, or obtain a reproduction of any public record, except those protected from disclosure by legal exemptions and exclusions (e.g., business proprietary, personal privacy, and investigative documents). DEQ's *Procedures for Public Record Requests* is found in LAC 33:I.23 and is based on Louisiana's *Public Records Act* which is found in LA R.S. 44:1-41.

RESOURCES AVAILABLE

Public Records Centers are available at DEQ headquarters and in each DEQ regional office throughout Louisiana. Between 8:00 AM and 4:30 PM, Monday through Friday, Public Records staff is available to assist with any questions or concerns. Help guides are available in the Public Records Centers, as well as on the Electronic Document Management System (EDMS) Help page. Users may also e-mail their questions to publicrecords@la.gov.

DEQ employees and visitors of the Public Records Center may search, retrieve, view and print all records in the EDMS, except confidential files. Users may research facility files by Agency Interest (AI) name or number, description, address, document date or type, as well as other index values. The public may also access the EDMS online at http://www.deq.louisiana.gov/edms. Online access includes documents dated after January 1, 2000, except for some asbestos, lead and radiation related documents.

RECORDS REQUESTS

Requests for DEQ records can be made using the online request form at http://www.deq.louisiana.gov/prr. Requesters may also submit their requests by fax, postal mail, or in-person delivery using the *Public Record Request Form* (DEQ Form ISD-0005-01).

SEARCH, REVIEW AND COPY CHARGES

Standard rate printing is available for 25 cents per page. Requests for free or reduced rate copies must be made using a *Certification for Free or Reduced Rate Form* (DEQ Form ISD-0005-02). DEQ's *Uniform Fee Schedule* can be found in LAC 33:I:23.2309 and is based on Louisiana's *Uniform Fee Schedule for Copies of Public Records*, which can be found in LAC 4:I:3. There is no charge to search for or review the documents. Checks and money orders are accepted for all charges, and exact change is accepted for amounts under five dollars.

DEQ PUBLIC RECORDS INFORMATION

It is DEQ's policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. DEQ will contact you within three working days upon receiving your request for public records. For more details, go to http://www.deq.louisiana.gov/pubrecords.

SUBMITTING A REQUEST

Public Records Requests may be submitted online at http://www.deq.louisiana.gov/prr. Alternatively, requesters may deliver requests in person to the Public Records Center, or mail or fax request forms to:

Records Management
Office of Management and Finance
Louisiana Department of Environmental Quality
P.O. Box 4303
Baton Rouge, LA 70821-4303
fax: (225) 219-3175
phone: (225) 219-3168 or (225) 219-3172