



Searching the EDMS FACT SHEET

WHAT IS THE EDMS?

EDMS stands for Electronic Document Management System. 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. Employees and members of the public can search and retrieve documents stored in the EDMS via a custom web portal available at select DEQ offices.

HOW CAN I START SEARCHING THE EDMS?

Members of the general public may visit the Public Records Center, Galvez Building, Room 127, Baton Rouge, LA to search, retrieve, view, and print public records in the EDMS. Office hours are between 8:00 AM and 4:30 PM, Monday through Friday. For more details, go to www.deq.louisiana.gov/pubrecords.

WHAT RECORDS ARE AVAILABLE IN THE EDMS?

All Agency Interest (AI)-related records are available in the EDMS. This includes all complaints, inspections, permits, and correspondences.

WHAT SEARCH OPTIONS ARE AVAILABLE?

The EDMS allows users to search for an AI number using the AI Lookup feature, date range, document types and their corresponding subdocument types, as well as by media, division, or TEMPO Activity Number. Users can also search by Document ID, which is a specific ID number assigned to every individual document in the EDMS.

WHAT TYPES OF HELP ARE PROVIDED?

The EDMS offers enhanced help features for retrieving DEQ public records. Links to online help, an introductory tutorial, and a Frequently Asked Questions page are available. Users can also submit their questions or comments to edmsquestions@la.gov.

WHO CAN I CONTACT FOR HELP?

Questions or comments may be submitted to edmsquestions@la.gov. More information may also be found on the Public Records Internet site at www.deq.louisiana.gov/pubrecords.