



Searching the EDMS FACT SHEET

WHAT IS THE EDMS?

EDMS stands for Electronic Document 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?

DEQ employees can search the EDMS by visiting <http://edms.deq.louisiana.gov>, or from within DEQ at <http://edms>. When outside of DEQ, employees must login using their Windows username, including the domain, (i.e. alpha\joe_s) and password.

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 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 SHOULD I DO IF I FIND SOMETHING MISFILED?

Upon finding a misfiled document in the EDMS, click the Report Document Error link in the EDMS document viewer. Alternatively, e-mail requests for corrections to documentcorrections@la.gov. Include the Document ID, AI number, and any additional information necessary. If a scanned document(s) cannot be retrieved or if scanning was incomplete, e-mail documentcorrections@la.gov for help in resolving the problem so that the document(s) can be found in the future.

WHAT RECORDS ARE AVAILABLE IN THE EDMS?

The EDMS contains AI-related records that have been created or received by DEQ.

HOW DO I SUBMIT DIGITAL FILES?

Digital files consist of documents saved as any file type, such as PDF, JPEG, or Word. To submit digital files to the EDMS, compose an e-mail containing the AI number, division, media, date to index by, document type and subtype, and a description of up to 200 characters. Attach the file(s) to be added to the EDMS to the e-mail and send to digitalfiles@la.gov. An e-mail may contain more than one file, but must contain the above indexing information for each file.

WHAT TYPES OF HELP ARE PROVIDED?

The EDMS offers enhanced help features for retrieving DEQ 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 <http://www.deq.louisiana.gov/pubrecords>.