



# State of Louisiana

## Department of Environmental Quality



Kathleen Babineaux Blanco  
Governor

Mike McDaniel, Ph.D.  
Secretary

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**Contact:** Tiffany Dickerson  
225-219-3967

### **DEQ Offers Public Records Request Online**

BATON ROUGE - Starting today, filling out a public records request will be easier. The Louisiana Department of Environmental Quality is pleased to offer citizens a new online form for requesting public records from the agency.

To access the form, citizens can visit the DEQ homepage, [www.deq.louisiana.gov](http://www.deq.louisiana.gov), and click the Public Records link. They must enter their request information into the required fields. Once the request is complete they simply click the Submit button. The request will be e-mailed directly to the Records Management staff.

Users completing the online request form will receive a confirmation number to ensure their request has been received and is being processed. Within three days, a member of the Records Management staff will contact the requester to update them on the status of the request.

“This is a positive step toward improving service to our citizens,” said Secretary Mike McDaniel. “We are continually striving to implement innovative and customer-friendly measures to identify the needs of our patrons.”

Before implementing the online form, DEQ conducted a pilot study with frequent requesters of public records. Based on their feedback, modifications were made to the form that allowed for faster and easier usage.

Citizens will still have the option of faxing, mailing or personally delivering their request.

A public record is evidence of a business activity or decision and may exist in any reproducible format. The formats can include paper documents, electronic files, photographs and video.

Last year the Records Management staff processed more than 2,000 requests. In 2004, more than 2,800 citizens visited the DEQ Public Records Center, located on the first floor of the Galvez Building. Citizens can search, retrieve, view and print documents from the Electronic Document Management System, obtain Discharge Monitoring Reports and access color and oversize documents. Staff is available Monday through Friday from 8 a.m. to 4:30 p.m.

For additional information on public records or to complete the online request form visit [www.deq.louisiana.gov/pubRecords/](http://www.deq.louisiana.gov/pubRecords/) or contact (225) 219-3168.