



Submitting Requests for CDs FACT SHEET

HOW DO I REQUEST RECORDS ON A CD?

Requesters may submit a Public Records Request for documents to be saved to a Compact Disc (CD). Documents from the Electronic Document Management System are then downloaded and saved to a CD. This is recommended for requesters that want a large number of documents stored on a CD for future use. Requesters interested in having documents transferred to a CD should complete the online Public Records Request Form at www.deq.louisiana.gov/prr.

WHAT ARE THE ADVANTAGES TO HAVING RECORDS ON A CD?

Delivering public records on CD is beneficial to both the requester and DEQ. Not only is the CD more portable than bulky paper copies, but it may also significantly reduce copy fees. Public Records Center staff can fulfill requests more quickly since tasks such as printing, packaging documents, and mailing large parcels are eliminated. Most importantly, the documents on the CD are indexed for easy retrieval.

Additionally, another remarkable advantage to delivering records on CD is a simplified certification process. Once the CD is created,

records cannot be altered or deleted. Therefore, requesters requiring a certification that records are true and correct copies of the official records can be assured that a CD signed by the Custodian of Records has not been altered.

WHAT ARE THE MINIMUM SYSTEM REQUIREMENTS FOR THE CD READER?

When requested documents are copied to a CD, a free reader module is included. The reader allows manipulation of the documents being viewed. Each CD also includes an overview of the features and uses of the reader module. Minimum requirements for the CD reader are as follows: Pentium 133 MHz, 100 MB available hard disk storage, Microsoft Windows 95/98 or NT 4.0 with Service Pack 5 or later, Internet Explorer 4.0 or greater, 32 MB memory, VGA display of 800 x 600, and a mouse or compatible pointing device, CD-ROM Reader.

WHO CAN I CONTACT FOR HELP?

For more information, visit our Public Records Internet site at www.deq.louisiana.gov/pubrecords. You may also e-mail us at publicrecords@la.gov or call (225) 219-3168.