

Document DNA – Dam Safety Files

https://dna1.documentdna.com/index.jsp?URL_CONTEXT=/iowadnr

Login ID: DamSafetyPublic

Password: dsdocna2

Searching for files:

Once you have logged on, click “Dam Safety Files”, this will take you to the search screen. Enter search criteria in the appropriate field(s) and click “Search”. If search criterion is unknown, leave the search criteria fields blank and click “Search”.

When searching, the wildcard function can only be used as suffix. [i.e. William* and not *William]

The screenshot shows the search interface of the IowaDNR website. It includes a search bar, a navigation menu, and a search criteria form with fields for Doc #, NID #, Dam Name, Document Date, Document Type, Status, Document Description, Retention Series, Box #, and DCN. A 'Search' button is located at the bottom right of the form.

Viewing a document:

Click on the “View Image” icon of the document you want to open.

The screenshot shows the search results page. A table lists search results with columns for Actions, Doc #, NID #, Dam Name, Document Date, Document Type, Status, and Document Description. An arrow points to the 'View Image' icon in the Actions column of the first row.

Actions	Doc #	NID #	Dam Name	Document Date	Document Type	Status	Document Description
	33	IA00033	ORIENT LAKE	04/03/1969	PLANS	PRE-APPROVAL	DRAINAGE AREA MAP STREAM PROFILE
	34	IA00033	ORIENT LAKE	04/04/1969	PLANS	PRE-APPROVAL	RESERVOIR AREA
	178	IA00077	LAKE SUNDOWN	11/27/1973	PLANS	POST CONSTRUCTION	CLANCY-MOFFATT DRAINAGE
	179	IA00077	LAKE SUNDOWN	11/08/1975	PLANS	POST CONSTRUCTION	SUNDOWN LAKE GROUND ELEVATIONS
	180	IA00077	LAKE SUNDOWN	01/01/1971	PLANS	PRE APPROVAL	BASE MAP COPIED FROM TOPOGRAPHIC
	181	IA00077	LAKE SUNDOWN	01/01/1971	PLANS	PRE APPROVAL	DAM X SECTION
	182	IA00077	LAKE SUNDOWN	01/01/1971	PLANS	PRE APPROVAL	BORING LOGS 2
	183	IA00077	LAKE SUNDOWN	01/01/1971	PLANS	PRE APPROVAL	BORING LOGS 1

If the document does not appear, be sure to “allow pop-ups” from the website. This can be done by right clicking the message bar that appears towards the top of the screen.

Faxing and Emailing from DocDNA:

To fax or email a document, click “Fax” or “Email” at the top of the screen. Follow the instructions on the screen, fill out the appropriate fields. (To, Subject, Comments, etc...) and click “Send”. This function is not available for documents larger than 500 pages.

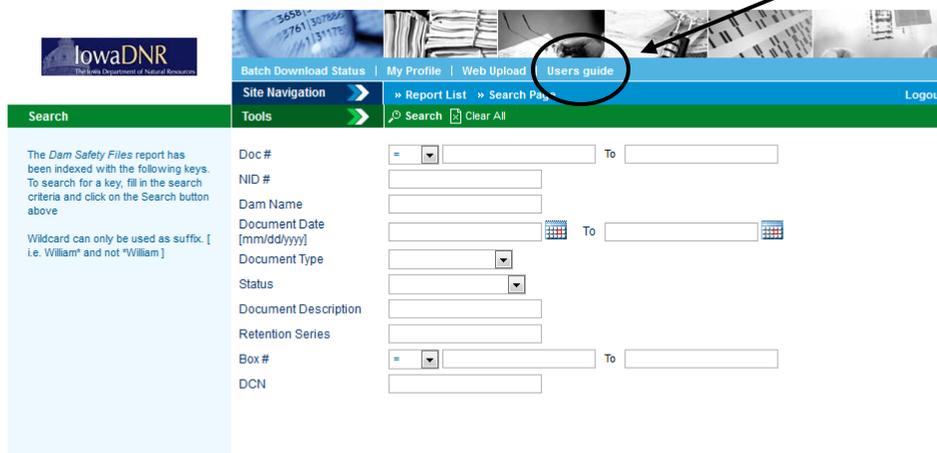
Printing from DocDNA:

To print the current page, click the “Print” icon. To print the entire document follow the instructions above regarding “To view all pages of a document” before clicking the “Print” icon. *Note:* These instructions may vary depending on the Internet browser.

Adobe Acrobat Reader:

<https://get.adobe.com/reader/>

There are many other options and functions of the website. For more information or additional guidance for the functions above, please refer to the Users Guide (<https://dna1.documentdna.com/dnamanual/UserManual42b.pdf>).



The screenshot shows the IowaDNR website's search interface. The top navigation bar includes links for "Batch Download Status", "My Profile", "Web Upload", and "Users guide" (circled in blue with an arrow). Below the navigation bar is a search form with various input fields and a search button. The search form includes fields for Doc #, NID #, Dam Name, Document Date, Document Type, Status, Document Description, Retention Series, Box #, and DCN. A search button and a "Clear All" link are also visible.

If you have any questions regarding document retrieval, please feel free to contact Angie Clark at 515-725-8301 or angie.clark@dnr.iowa.gov

If you have any questions regarding the content of the Dam Safety files, please feel free to contact Jon Garton at 515-725-8360 or jonathan.garton@dnr.iowa.gov or Casey Welty at 515-725-8330 or casey.welty@dnr.iowa.gov.