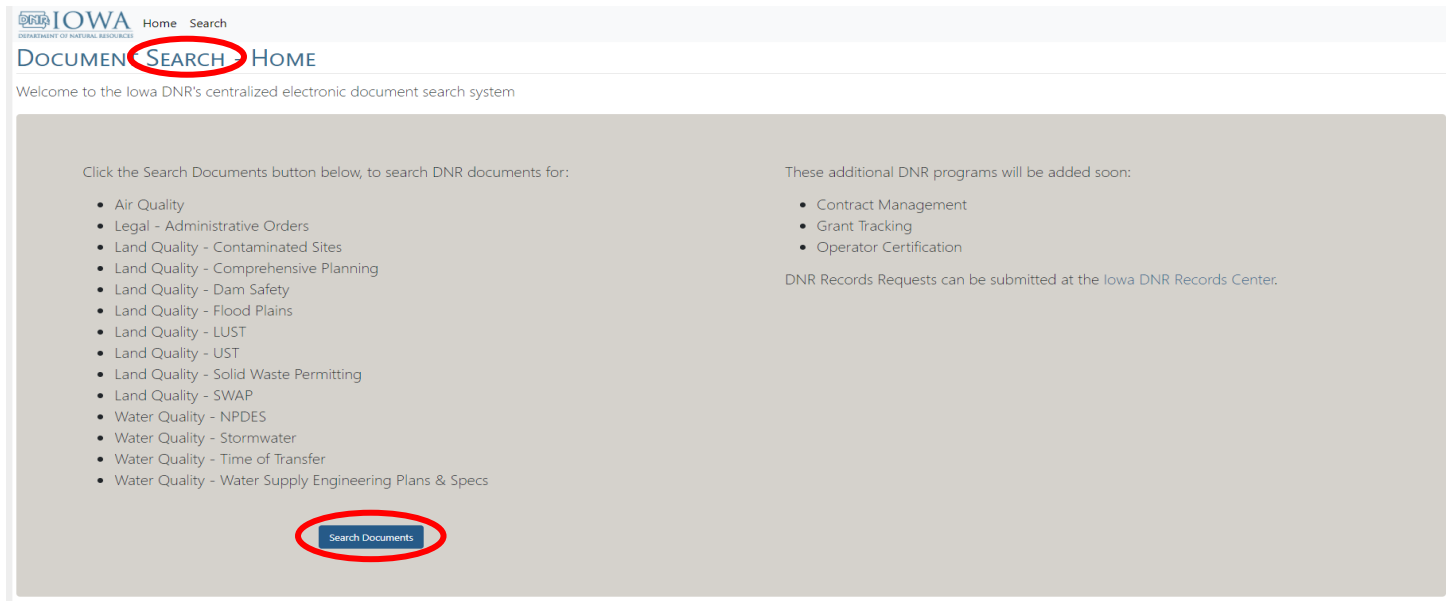# USER'S GUIDE
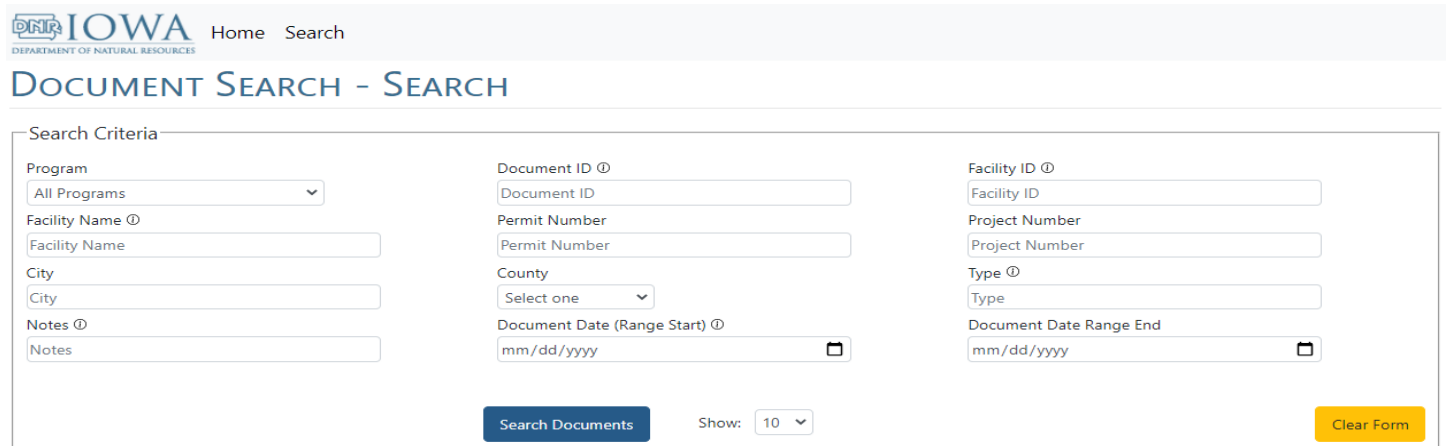# DNR'S ELECTRONIC RECORDS DOCUMENT SEARCH

Background

Document Search is a web-based interface that allows users to quickly and easily access the records information contained in OpenText. OpenText was selected by the Office of the Chief Information Officer (OCIO) as the enterprise solution for electronic records content management. The Iowa Department of Natural Resources (DNR) applied for and received an IowaACCESS grant to implement such a system to improve the public and internal access to its electronic documents. The records may be accessed at https://programs.iowadnr.gov/documentsearch/.
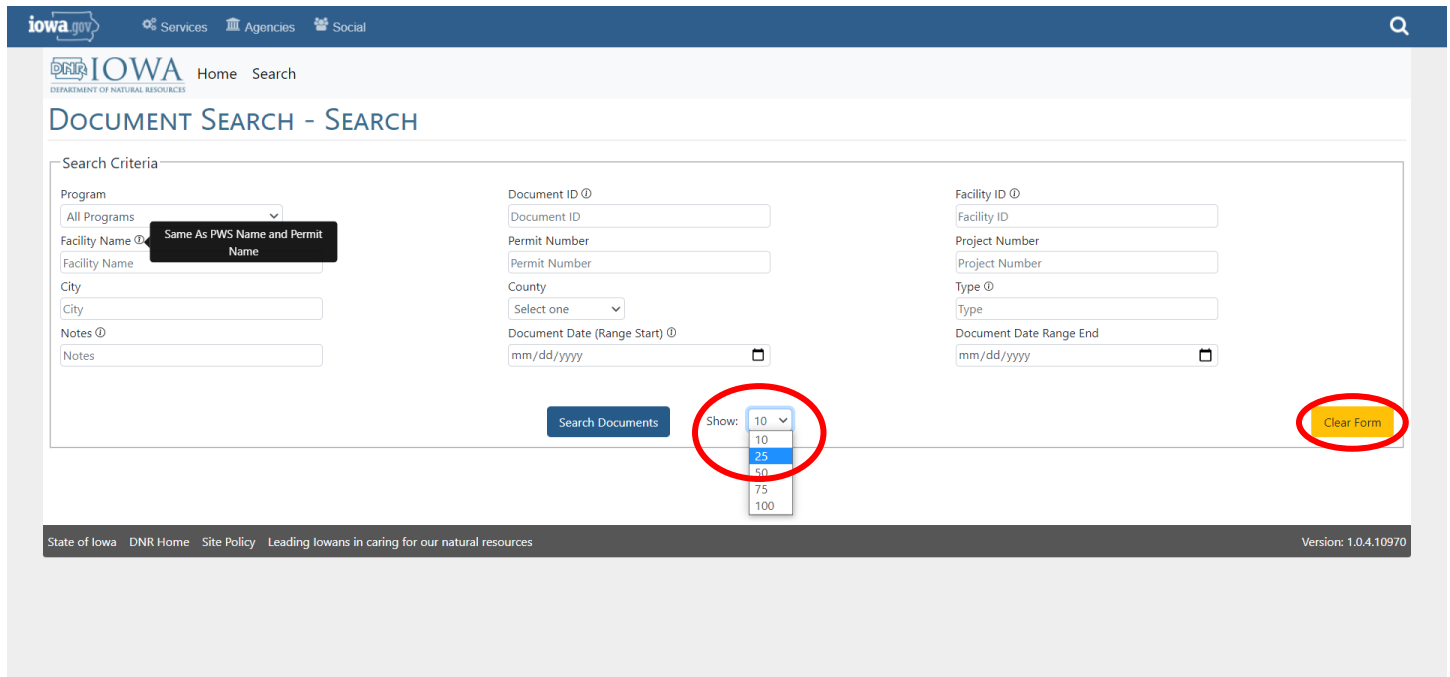
Document Search - Home

The main page lists the currently available records type. More programs and documents are being added frequently. Below is an example of the home page. The search feature is available by clicking "Search Documents" below or using Search in the header.

The search criterion form will open as shown below. The form is used to assist with searching by a specific program area or across program areas. The program areas will include all the options on the home page.

Information tooltips are available on many of the fields and are designated by the icon, ⓘ. Hovering over the icon will open a box with explanations of the information found in that field. The number of results per page can be increased. Use the "Clear Form" feature between search entries to clear the search form (Note: the previous search results will remain until another search is run).
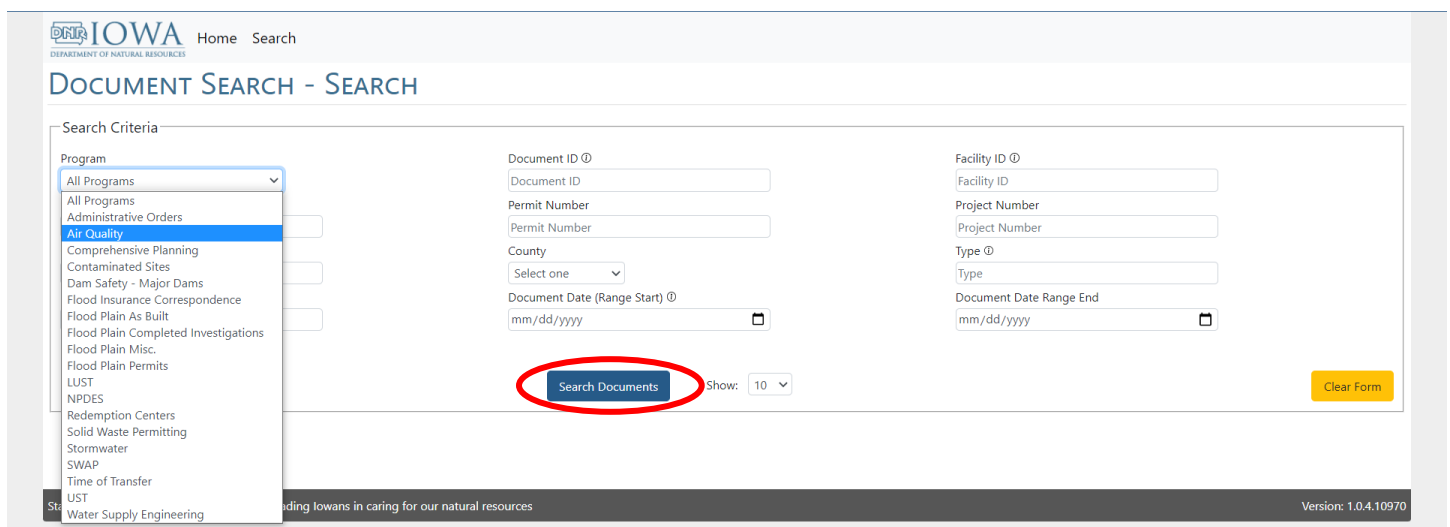

Tips for Searching for Files

To narrow the search by program area, select a program in the Program dropdown. If no program is selected, it will search across all programs. If the search criterion is unknown, leave the search criteria fields blank and click the "Search Documents" button. Partial search criteria can be entered as applicable and results should return all records with that criteria. Click on the "Document Name" text to view a document.

Example #1: Program Search Option

Select the desired topic from the drop-down menu and click "Search Documents" or hit enter.

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A portion of the results is shown below. The quantity of records is shown in the top corner of the search results. The default sort of the data is by Document Name.

Click on the headers to resort the data. The same search results as above are listed below but sorted by Facility ID. The search results, not the records, may be exported and downloaded in Microsoft Excel. To view a record, click on the text of the Document Name. The file is downloaded in PDF format.

Example #2: Narrow the search within Air Quality Sub-Programs

Below is an example of the Air Quality Sub-Program search feature. Select "Air Quality" under Program and the desired sub-program under Air Quality Sub-Programs. The current Sub-Programs are shown below.

An example of the construction permit sub-program search is below.

Search Results 2 Records found

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 07-01-087_2021.pdf	Construction Permits	07-01-087_2021	10/14/2021	Collection of Air Permits	VR10152021	07-01-087	04-A-734-P4	JOHN DEERE PRODUCT ENGINEERING	21-235	WATERLOO	BLACK HAWK
View RV117222.pdf	Construction Permits	RV117222	9/1/2021	Rescind	0	93-03-002	0	DAIRICONCEPTS L.P.	0	ALLERTON	WAYNE

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Example #3: Business/Facility Search

A search may be made on a business or facility name by entering the name in the Facility Name field. By not selecting a Program, the search will provide results across all DNR records relating to the search criteria. Facilities change their names over time. To be thorough, search by all known names or use a different identifier.

To narrow the search results, select another Program field such as "Air Quality."

Example #4: Facility ID Number Search

A facility search can be performed by using a Facility ID number as shown below. Please note that the dashes (00-00-000) are essential for the search to produce results.

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View TA114363.pdf	Title V Operating Permit	TA114363	1/7/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114365.pdf	Title V Operating Permit	TA114365	6/1/2016	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114382.pdf	Title V Operating Permit	TA114382	3/26/2018	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114384.pdf	Title V Operating Permit	TA114384	4/12/2017	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114386.pdf	Title V Operating Permit	TA114386	11/13/2017	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA116189.pdf	Title V Operating Permit	TA116189	4/1/2020	Application	0	07-01-091		John Deere Engine Works	92-1318	Waterloo	BLACK HAWK
View TA114361.pdf	Title V Operating Permit	TA114361	5/16/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114364.pdf	Title V Operating Permit	TA114364	1/17/2019	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114366.pdf	Title V Operating Permit	TA114366	4/18/2016	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK
View TA114381.pdf	Title V Operating Permit	TA114381	1/22/2018	Application	0	07-01-091		John Deere Engine Works		Waterloo	BLACK HAWK

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Example #5: Project Number/EIQ Number Search

A construction permit project search can be performed by using a Project Number in the Project Number field as shown below. Please note that the dash (00-000) is required for the search to produce results.

A Title V operating permit project search can be performed by using an EIQ number in the Project Number field as shown below. Please note that the dash (00-0000) is required for the search to produce results.

Example #6: Document Type

A search can be performed on document types. Below is a screenshot of the main page. The search is under Type.

Selecting "Air Quality" in the Program field as an example, a search can be refined using a Document Type listed below in the Type field. Note: A Document Type has to be entered into this field; there is no drop-down menu.
Example: After selecting "Air Quality" in the Program field and entering "Correspondence" in the Type field, all correspondence document types for all Air Quality sections will be returned. The search can be further refined by also selecting an applicable program from the drop-down options in the Air Quality Sub-Programs field.

Air Quality Section	Document Types	Air Quality Section	Document Types
Asbestos	Notification		Correspondence
	Inspection		Inspection
	Notice of Violation		MACT Report
	Enforcement Action		Portable Relocation
	Correspondence		TV Certification
	Training Fires - Demolition Burns		Start-up
	Complaint		Variance
	Bridges		Notice of Violation
	Outreach	Minor Source Emissions Inventory Questionnaire	MSEIQ
Construction Permits	Application	Miscellaneous	Correspondence
	DNR Letter	Title V Operating Permit	Misc
	Determination Letter		Permit Package
	Draft Permit		Fee Doc
	Engineering Evaluation		Inventory
	Final Permit		Application
	Correspondence	Small Source Operating Permit	Application
	Modeling	Stack Testing	Observe Form
	PBR		Opacity Form
	Rescind		CEMS Report
	CI Engine Registration		Correspondence
	SI Engine Registration		DNR Review
	Grain Elevator		Protocol
	Collection of Air Permits		Reports
	Group of Identical Air Permits		Summary
Compliance	Administrative Order		Work Request
	Compliance Certification	Voluntary Operating Permit	Misc.
	Complaint		Permit Package
	Excess Emission		Application

Records Requests
For general questions or trouble with the Document Search page, contact Angie Clark at angie.clark@dnr.iowa.gov or 515-689-9149. More records information is available at https://www.iowadnr.gov/Records.

If the information you are looking for is not available, you can submit a Records Request at https://iowaopenrecords.nextrequest.com/requests/new or by emailing DNR.Records.Request@dnr.iowa.gov.