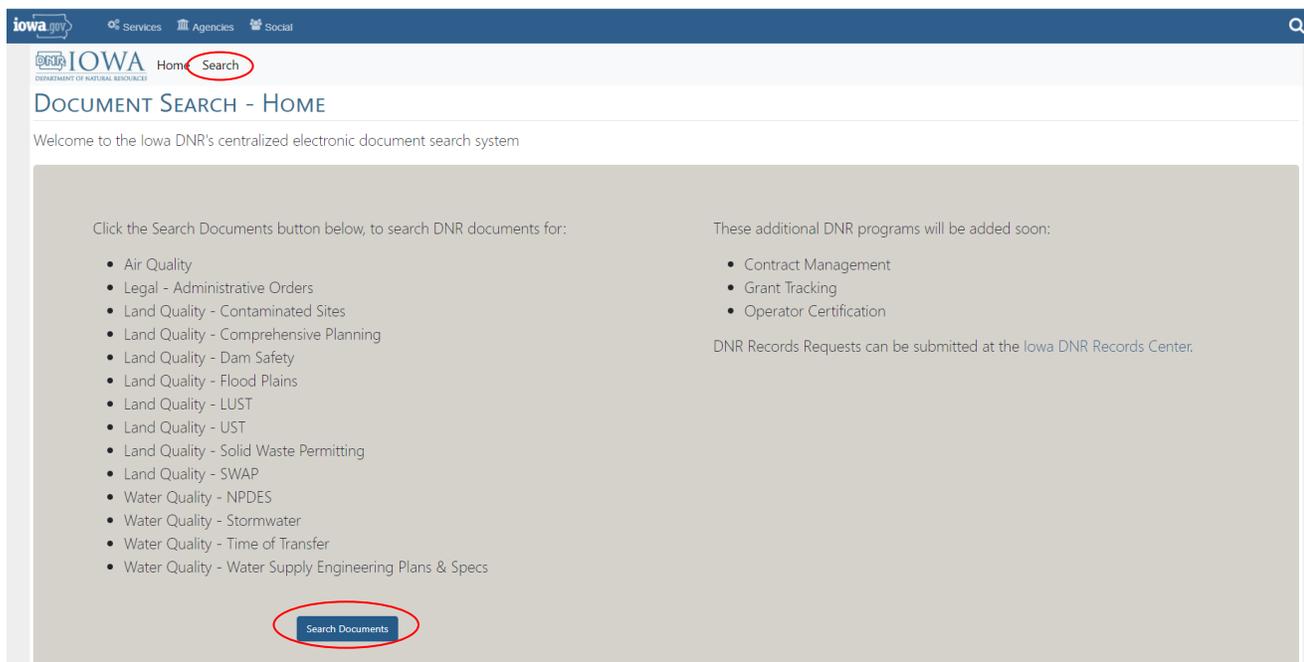# USER'S GUIDE
DNR'S ELECTRONIC RECORDS DOCUMENT SEARCH

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 WEBPAGE

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.

For our regulated facilities, the DNR created a standard search criterion to assist with searching across program areas. 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.

DOCUMENT SEARCH - SEARCH

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.

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.

Partial search criteria can be entered and results should return all records with that criteria.

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.

VIEWING A DOCUMENT

The search results will display the approximate number of documents meeting your selected criterion.

DOCUMENT SEARCH - SEARCH

Search Criteria

Program	**Document ID** ⓘ	**Facility ID** ⓘ
Administrative Orders ▾	Document ID	Facility ID
Facility Name ⓘ	**Permit Number**	**Project Number**
Facility Name	Permit Number	Project Number
City	**County**	**Type** ⓘ
City	Select one ▾	Type
Notes ⓘ	**Document Date (Range Start)** ⓘ	**Document Date Range End**
Notes	mm/dd/yyyy 📅	mm/dd/yyyy 📅
Attorney	**Legal Area**	
Attorney	waste	

[Search Documents]   Show: [75 ▾]   [Export Results]   [Clear Form]

Search Results 1900 Records found

Document Name	Program	Document ID	Document Type	Facility Name	Project Number	County	Attorney	Legal Area
View 558541b.pdf	Administrative	2002SW02A1	Amendment	Alva Parker	2002SW02A1	Union	Jon Tack	Solid Waste

Click on the headers to resort the data. 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.

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 102303.pdf	Solid Waste Permitting	102303	2/7/2022	Permit Review	Initial Receipt		77-SDP-10-76	Metro Transfer Station		Des Moines	Polk
View 71494.pdf	Solid Waste Permitting	71494	1/24/2001	Permit Review	Initial Receipt		31-SDP-02-75	Dubuque Metropolitan Sanitary Landfill		Dubuque	Dubuque
View 112.pdf	Solid Waste Permitting	112	2/2/2007	Permit Review	Initial Receipt		77-SDP-10-76	Metro Transfer Station		Des Moines	Polk
View 69455.pdf	Solid Waste Permitting	69455	1/24/2001	Permit Review	Initial Receipt		08-SDP-03-84	Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 113.pdf	Solid Waste Permitting	113	4/16/2007	Permit Review	Approval Letter Sent		77-SDP-10-76	Metro Transfer Station		Des Moines	Polk
View 212.pdf	Solid Waste Permitting	212	4/24/2007	Permit Review	Comment Letter Sent		08-SDP-03-84	Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 2817.pdf	Solid Waste Permitting	2817	3/7/1994	Permit Review	Response Received		77-SDP-46-94	Metro Waste Authority HHM Regional Collection Center		Bondurant	Polk
View 736.pdf	Solid Waste Permitting	736	5/3/2007	Permit Review	Approval Letter Sent		08-SDP-03-84	Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 1085.pdf	Solid Waste Permitting	1085	4/18/2005	Permit Review	Initial Receipt		08-SDP-03-84	Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 1084.pdf	Solid Waste Permitting	1084	4/21/2005	Permit Review	Approval Letter Sent		08-SDP-03-84	Metro Park West Landfill (Formerly North Dallas)		PERRY	Boone
View 101803.pdf	Solid Waste Permitting	101803	12/3/2021	Permit Review	Approval Letter Sent		77-SDP-01-72	Metro Park East Sanitary Landfill		Mitchellville	Polk
View 101750.pdf	Solid Waste Permitting	101750	11/29/2021	Permit Review	Approval Letter Sent		77-SDP-69-14	Metro Northwest Transfer Station			Polk

SEARCH EXAMPLES:

Example #1:
County: Dubuque
Document Type: Permit

DOCUMENT SEARCH - SEARCH

Search Criteria

Program	**Document ID** ⓘ	**Facility ID** ⓘ
All Programs ▾	Document ID	Facility ID
Facility Name ⓘ	**Permit Number**	**Project Number**
Facility Name	Permit Number	Project Number
City	**County**	**Type** ⓘ
City	DUBUQUE ▾	Permit
Notes ⓘ	**Document Date (Range Start)** ⓘ	**Document Date Range End**
Notes	mm/dd/yyyy 📅	mm/dd/yyyy 📅

[Search Documents]   Show: [10 ▾]   [Clear Form]

Results:

Document Name	Program	Document ID	Document Date	Document Type	Notes	Facility ID	Permit Number	Facility Name	Project Number	City	County
View 69467.pdf	Solid Waste Permitting	69467	3/21/2012	Permit Review	Initial Receipt		31-SDP-16-12	Beneficial Reuse Management		Dubuque	Dubuque
View 23567.2013-2014.pdf	Stormwater	23567	8/1/2013	Permit	GP #2 - Construction Activity		23567-23324	PCC REPLACEMENT - ELM ST. - DUBUQUE	23324	Dubuque	Dubuque
View 18442.pdf	Stormwater	18442	5/3/2010	Permit	GP #2 - Construction Activity		18442-18214	KEY CITY INVESTMENT CO. - FILL SITE	18214	Dubuque	Dubuque
View 71494.pdf	Solid Waste Permitting	71494	1/24/2001	Permit Review	Initial Receipt		31-SDP-02-75	Dubuque Metropolitan Sanitary Landfill		Dubuque	Dubuque
View 149.pdf	Solid Waste Permitting	149	3/28/2007	Permit Review	Comment Letter Sent		31-ADP-01-03	T & T Scrap Processing		Rickardsville	Dubuque
View 121.pdf	Solid Waste Permitting	121	2/8/2007	Permit Review	Initial Receipt		31-ADP-01-04	Appliance Recycling of Iowa - Dubuque, Rescission		DUBUQUE	Dubuque
View 122.pdf	Solid Waste Permitting	122	3/14/2007	Permit Review	Response Received		31-ADP-01-04	Appliance Recycling of Iowa - Dubuque, Rescission		DUBUQUE	Dubuque
View 123.pdf	Solid Waste Permitting	123	4/20/2007	Permit Review	Approval Letter Sent		31-ADP-01-04	Appliance Recycling of Iowa - Dubuque, Rescission		DUBUQUE	Dubuque
View 188841.pdf	Dam Safety	8068	10/27/2003	Permit	Approved: FP 2003-277	IA03512		Carter Road Stormwater Detention Dam			Dubuque
View 101908.pdf	Solid Waste Permitting	101908	12/20/2021	Permit Review	Approval Letter Sent		31-SDP-01-75	John Deere Dubuque Works Industrial Waste Landfill		Dubuque	Dubuque

Example #2:
Program: Administrative Orders
Legal Area: Waste

DOCUMENT SEARCH - SEARCH

Search Criteria

Program	Document ID ⓘ	Facility ID ⓘ
Administrative Orders ▼	Document ID	Facility ID
Facility Name ⓘ	**Permit Number**	**Project Number**
Facility Name	Permit Number	Project Number
City	**County**	**Type** ⓘ
City	Select one ▼	Type
Notes ⓘ	**Document Date (Range Start)** ⓘ	**Document Date Range End**
Notes	mm/dd/yyyy 📅	mm/dd/yyyy 📅
Attorney	**Legal Area**	
Attorney	waste	

[Search Documents]   Show: [75 ▼]   [Export Results]   [Clear Form]

Results:

Document Name	Program	Document ID	Document Type	Facility Name	Project Number	County	Attorney	Legal Area
View 558541b.pdf	Administrative Orders	2002SW02A1	Amendment	Alva Parker	2002SW02A1	Union	Jon Tack	Solid Waste
View 547091b.pdf	Administrative Orders	2008WW27	Consent Order	City of Algona	2008WW27	Kossuth	David Wornson	Wastewater
View 558531b.pdf	Administrative Orders	2002SW02	Administrative Order	Alva Parker	2002SW02	Union	Jon Tack	Solid Waste
View 558551b.pdf	Administrative Orders	2002SW02R	Rescission	Alva Parker	2002SW02R	Union	Jon Tack	Solid Waste
View 560731b.pdf	Administrative Orders	2018SW01	Consent Order	Jay Clasing	2018SW01	Clay	Noah Poppelreiter	Solid Waste
View 608621.pdf	Administrative Orders	1976WQ003	Administrative Order	Select Pork, Corporation	1976WQ003	Ida	Ed Tormey	Wastewater
View 608711.pdf	Administrative Orders	1976WQ001	Certified Operator Discipline	Certificate No. 5231 of Mr. Donald Powell	1976WQ001	Cass	Ed Tormey	Wastewater
View 608661.pdf	Administrative Orders	1976WQ007	Administrative Order	Parkview Sanitary District	1976WQ007	Scott	Ed Tormey	Wastewater

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

SEARCH FIELDS & DOCUMENT TYPES BY PROGRAM

See attached sheets for Search Fields and Document Types by Program area.

Search Fields

Program	Enforcement Orders	Animal Feeding Operations
Document Type	Document Type	Document Type
Document ID	Administrative Order Number	Doc ID
Document Date	Doc Date	Doc Date
Facility ID		Facility ID
Facility Name	Party Issued	Facility Name
Facility City	City	City
Facility County	County	County
Permit Number		
Project Number	Enforcement Order Number	
Notes	Document Description	Document Description

Additional Fields

Attorney
Legal Area

Document Types
by Program

Adminsitraive Order	Application
Amendment	Complaint
Certified Operator Disipline	Correspondence
Consent Order	Inspection
Rescission	Notice of Violation
	Other
	Permit
	Photos
	Plans
	Report
	Work Request

Search Fields - AQ

Program	Asbestos	Compliance	Construction Permits	Miscellaneous	MSEIQ
Document Type	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
Document ID	Doc ID	Doc ID	Doc ID	Doc ID	Doc ID
Document Date	Doc Date	Doc Date	Doc Date	Doc Date	Doc Date
Facility ID	Plant #	Plant #	Plant #	Plant #	Plant #
Facility Name	Plant Name	Plant Name	Plant Name	Plant Name	Plant Name
Facility City	City	City	City	City	City
Facility County	County	County	County	County	County
Permit Number	Permit #	Permit #	Permit #	Permit #	Permit #
Project Number	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #
Notes	Notes	Notes	Notes	Notes	Notes

Document Types
by Program

Notification	Administrative Order	Application	Correspondence	MSEIQ
Inspection	Compliance Certification	DNR Letter		
Notice of Violation	Complaint	Determination Letter		
Enforcement Action	Excess Emission	Draft Permit		
Correspondence	Correspondence	Engineering Evaluation		
Training Fires - Demolition Burns	Inspection	Final Permit		
Complaint	MACT Report	Correspondence		
Bridges	Portable Relocation	Correspondence		
Outreach	TV Certification	Modeling		
	Start-up	PBR		
	Variance	Rescind		
	Notice of Violation	CI Engine Registration		
		SI Engine Registration		
		Grain Elevator		
		Collection of Air Permits		
		Group of Identical Air Permits		

Search Fields - AQ

Program	Planning	Small Source Operating Permit	Stack Testing	Title V Operating Permit	Voluntary Operating Permit
Document Type	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
Document ID	Doc ID	Doc ID	Doc ID	Doc ID	Doc ID
Document Date	Doc Date	Doc Date	Doc Date	Doc Date	Doc Date
Facility ID	Plant #	Plant #	Plant #	Plant #	Plant #
Facility Name	Plant Name	Plant Name	Plant Name	Plant Name	Plant Name
Facility City	City	City	City	City	City
Facility County	County	County	County	County	County
Permit Number	Permit #	Permit #	Permit #	Permit #	Permit #
Project Number	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #	Project / EIQ #
Notes	Notes	Notes	Notes	Notes	Notes

Document Types
by Program

	Application	Observe Form	Misc	Misc
		Opacity Form	Permit Package	Permit Package
		CEMS Report	Fee Doc	Application
		Correspondence	Inventory	
		DNR Review	Application	
		Protocol		
		Reports		
		Summary		
		Work Request		

Search Fields - LQ

Program	Comprehensive Planning	Contaminated Sites	Dam Safety - Major Dams	Dam Safety - Mill Dams	Flood Insurance Corresp.
Document Type	Doc Type	Doc Type	Doc Type	Doc Type	Document Type
Document ID	Doc ID	Doc ID	Doc ID	Doc ID	Doc ID
Document Date	Doc Date	Doc Date	Doc Date	Doc Date	Doc Date
Facility ID		Facility ID	NID #	NID #	Community ID
Facility Name	Planning Area Name	Facility Name	Dam Name	Dam Name	Community Name
Facility City	City	City			City
Facility County	County	County	County	County	County
Permit Number					
Project Number					
Notes	Document Description	Document Description	Document Description	Document Description	Document Description

Additional Fields

Document Types
by Program

Comprehensive Planning	Contaminated Sites	Dam Safety - Major Dams	Dam Safety - Mill Dams	Flood Insurance Corresp.
Comprehensive Planning Amendment	Correspondence	Correspondance	Correspondance	Community Compliance
Comprehensive Planning Muni Surveys	DNR Letter	Application	Application	Correspondence
Comprehensive Planning Narrative	EPA/CERCLA	Plans	Plans	DNR Review
Comprehensive Planning Plan Online	Health and Safety	Specifications	Specifications	FEMA Mapping
Comprehensive Planning Review Notes	Institutional/Technological Controls	Calculations	Calculations	Letter of Map Change (LOMC)
EMS Annual Report	Legal/Decision Document	Reports	Reports	Map
EMS Correspondence	LRP Admin	DNR Review	DNR Review	Misc
EMS External Audit	LRP Enrollment Application	Permits	Permits	Ordinance
Goal Progress	LRP Final Report	Photos	Photos	Other
Waste Flow	LRP Invoice	News	News	Report
	LRP NFA			Study
	LRP Participation Agreement			Variance
	LRP RE/RA			
	LRP Site Assessment			
	Monitoring Report			
	Petroleum (AST/UST)			
	Pre-Remedial			
	Quality Assurance/Quality Control			
	Remedial Action			
	Site Assessment			
	Site Information			
	Vapor Intrusion			

Search Fields - LQ

Program	Flood Plain Completed Investigation	Flood Plain Permit	LUST	Redemption Centers	Solid Waste Permitting
Document Type		Document Type	Document Type	Permit Action, Action Type	Permit Action, Action Type
Document ID		Doc ID	Doc ID	Doc ID	Doc ID
Document Date		Doc Date	Doc Date	Doc Date	Doc Date
Facility ID			Registration #		
Facility Name		Applicant Name	Facility Name	Permit Name	Permit Name
Facility City		City	City	City	City
Facility County		County	County	County	County
Permit Number		Permit #		Permit #	Permit #
Project Number			LUST #		
Notes		Document Description	Document Description	Notes	Notes

Additional Fields

				Document Comments	Document Comments

Document Types
by Program

Correspondence	Correspondence	Abandoned Water Well Records	Amendment	Administrative Order
DNR Review	DNR Review	Corrective Action Design Report	BB Registration	Amendment
Misc	Misc	Correspondence	Misc	Notice
Modeling	Modeling	Environmental Covenant		Permit Review
Permit	Permit	Free Product Assessment Reports		Report Submittal
Photos	Photos	Free Product Recovery Reports		SWA
Plans	Plans	Institutional Control / Ordinance		
		Misc. Reports		
		Monitoring Reports		
		No Action Required (NAR) letter		
		No Further Action (NFA) Certificate		
		Over Excavation (OE) Report		
		Preliminary LUST Report (PLR)		
		Remedial Corrective Action Plans		
		Remedial Corrective Action Reports		
		Sanitary Sewer Notificaiton		
		Site Assessment Plans		
		Site Assessment Reports		
		Site Cleanup Report (SCR)		
		Site Monitoring Report (SMR)		
		Site Treatment System Report (STSR)		
		Tier 1 Report		
		Tier 2 Site Cleanup Report		
		Tier 3 Assessment Report		
		Tier 3 Work Plan		
		Utility Company Notification		
		Water Supply Notification		
		Other		

Search Fields - LQ

Program	SWAP / EMS / Derelict Bldg	UST
Document Type	Doc Type	Document Type
Document ID	Doc ID	Doc ID
Document Date	Doc Date	Doc Date
Facility ID		Registration #
Facility Name	Facility Name	Facility Name
Facility City	City	City
Facility County	County	County
Permit Number		
Project Number	Contract #	
Notes	Document Description	Document Description

Additional Fields

Document Types
by Program

Account Statement	Correspondence
Annual	Closure Report
Contract	Form(s)
Contract Docs	Installation Documents
Correspondence	Misc. Reports
Final	Other
Monthly	
Proposal	
Quarterly	
Reviewer Score Sheets	
Semi-Annual	
Usable Material	

Search Fields - WQ

Program	NPDES	Private Well	Stormwater	Time of Transfer
Document Type	Document Type	Document Type	Document Type	Document Type
Document ID		Doc ID		Doc ID
Document Date	Doc Date	Doc Date	Authorization Date	Inspection Date
Facility ID	EPA NPDES #	Well Number		
Facility Name	Facility Name	Property Owner	Facility Name	
Facility City	City	City	City	
Facility County	County	County	County	County
Permit Number	Permit #	Permit #	Permit #	
Project Number	EPA ID #		Authorization #	
Notes	Document Description	Document Description	Permit Type	

Additional Fields

Section
Township
Range

Inspector
System Condition
Treatment Type
Address

Document Types
by Program

Biosolid Annual Report	Abandoned Water Well Records	Permit	Report Submittal
	Inspection		
	Permit		
	Sampling Results		
	Well Driller Logs		
	Well Reconstruction/Rehabilitation		

Search Fields - WQ

Program	Water Supply	Water Use
Document Type	Document Type	Document Type
Document ID	File Name	Doc ID
Document Date	Doc Date	Doc Date
Facility ID	PWSID	
Facility Name	PWS Name	Facility Name
Facility City	City	City
Facility County	County	County
Permit Number	Permit #	Permit #
Project Number	Project Number	
Notes	Document Description	Document Description

Additional Fields

Document Types
by Program

Plans	Application
Specs	Fee Doc
Plans & Specs	Misc
Preliminary Engineer Report	Permit
	Report
	Correspondence
	Termination
	Complaint
	Abandoned Water Well Records
	Plans