



From Traffic Jams to Open Roads

LaDOTD's Records Management Journey

Rapid Fire Sessions – AASHTO Annual Meeting

Keli Pisciotta
Sr. Project Manager, Access Sciences

October 29, 2024



About Access Sciences

We *Tame Information Chaos* by making it digital, findable, usable, and valuable.

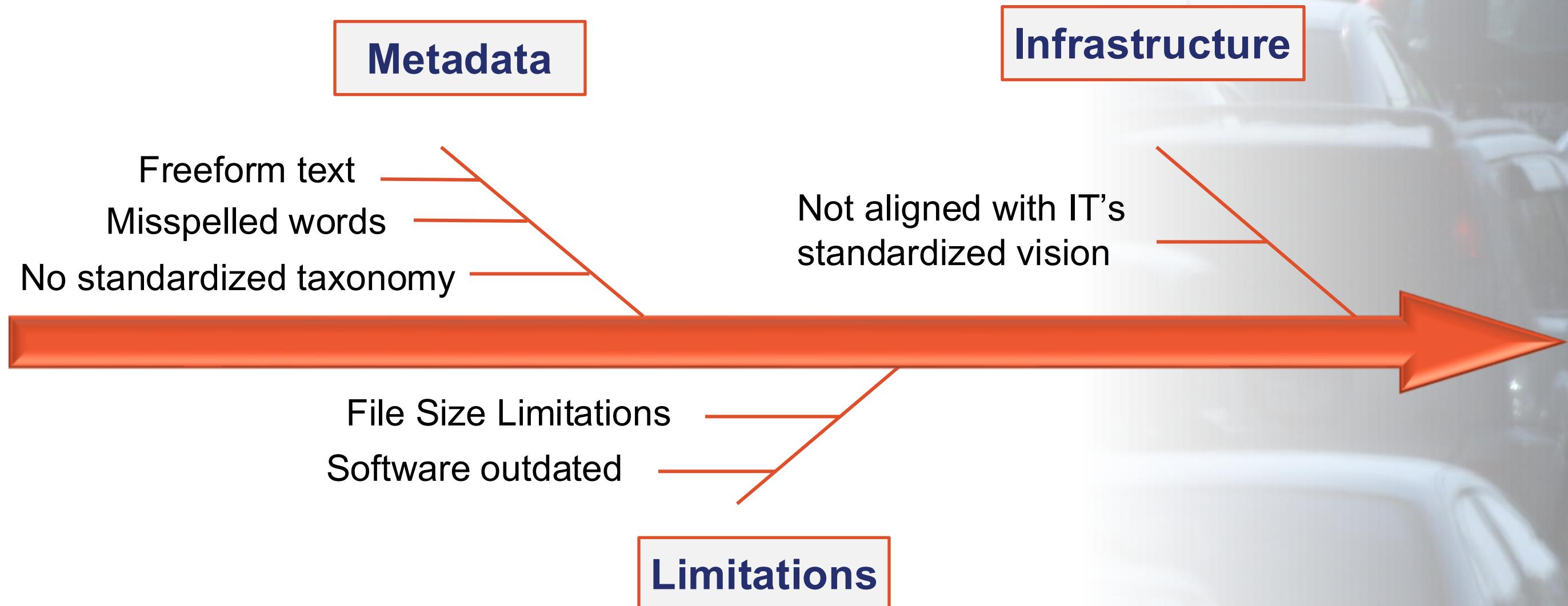
- **Founded in 1985**
- **Employee-Owned (ESOP)**
- **Woman-Owned (WBENC# 235975)**
- **Intelligent Information Management Services**
 - Strategic and Tactical Consulting
 - Business Process Outsourcing (BPO)
- **Office Hubs**
 - **Houston, TX (Headquarters)**
 - Albuquerque, NM
 - Baton Rouge, LA
 - Phoenix, AZ
 - Portland, OR
- **Global On-site and Remote Project Operations**



TRAFFIC JAMS

FILE REPOSITORY ISSUES

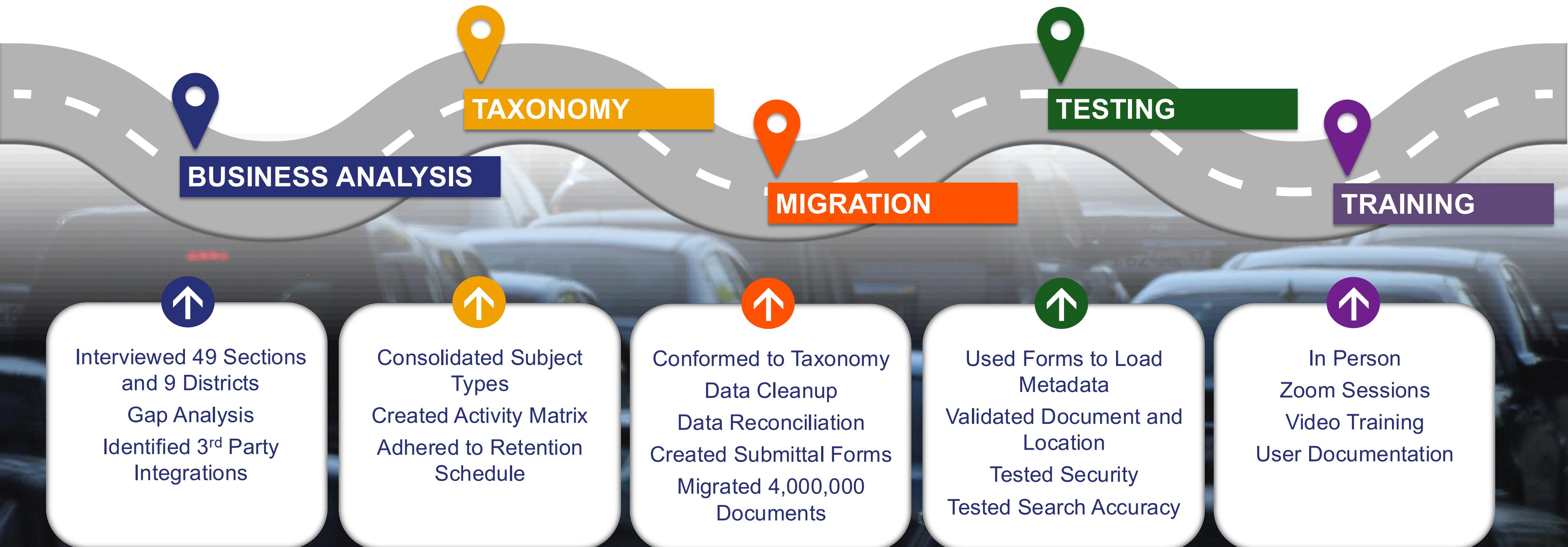
Content Manager



- Life of Agency large files put on microfilm
- Could not find documents
- Could not make changes because software is no longer supported
- Documents in multiple places

CHANGE ROADMAP

High-Level Activities



RETURN ON INVESTMENT



VALUE ADDED





OPEN ROADS

INTEGRATIONS

Streamlined Workflows

Integration

- Ability to load up to 250 Civil Service job descriptions at a time to the repository
- Automatically upload completed Levee Permits from SharePoint to FileNet on a monthly basis
- Automatically generate submittal forms within 3rd party applications and submit electronic document

Enhanced Searches

- Search project number across all documents
- Text searchable documents

Plug-ins for External Applications

- CreateDocumentURL() - Upload document and pass back the URL
- SearchDocument() – Passes back the metadata of documents in an array list
- Search with Parameter - Search with dynamic parameters
- Download – Java code that downloads a document for the URL to an external user for use with their viewer

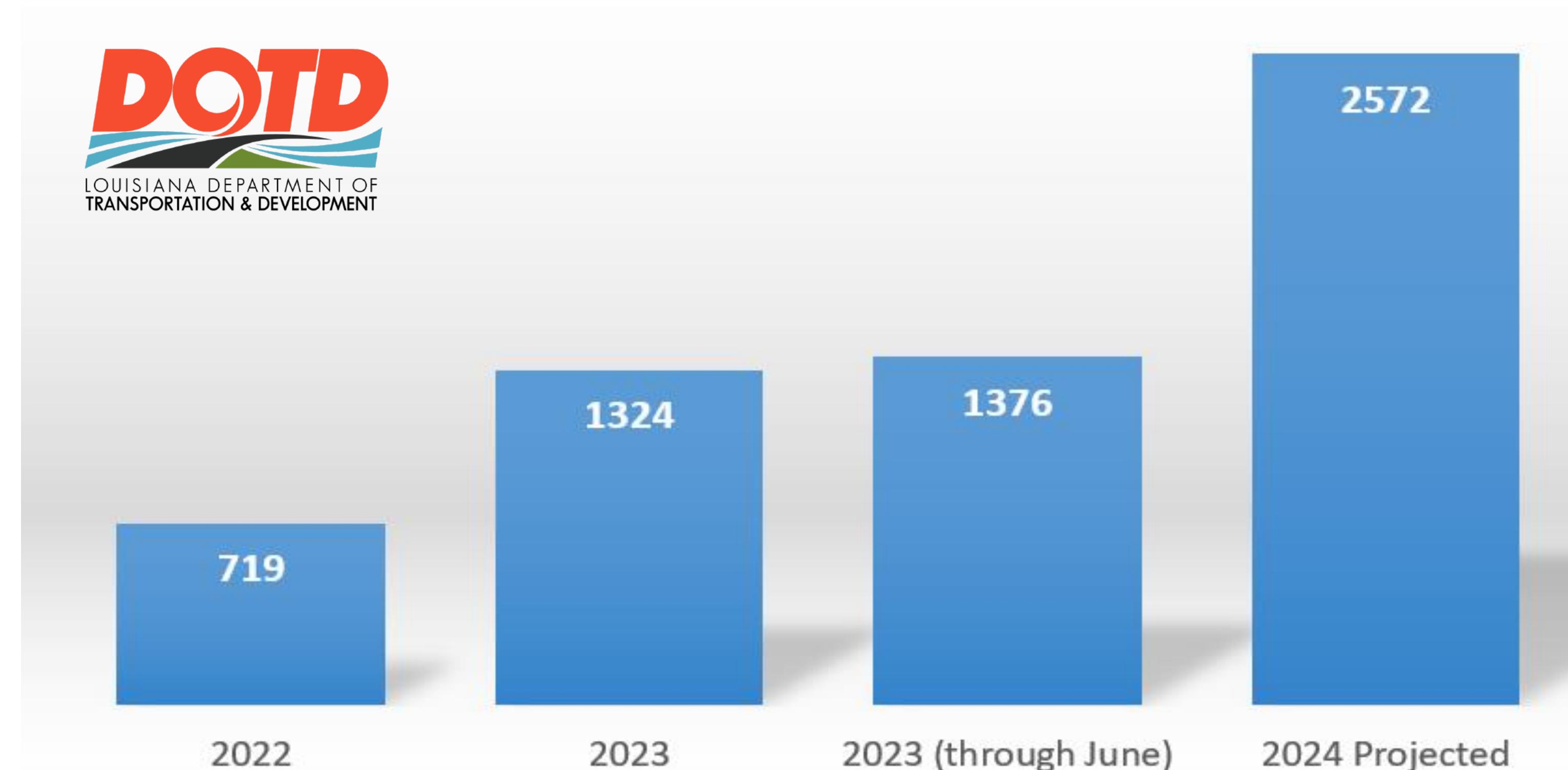


NEXT STOP



LaDOTD PUBLIC RECORDS REQUEST

Projected Percent Increase in 2 Years: **258%**

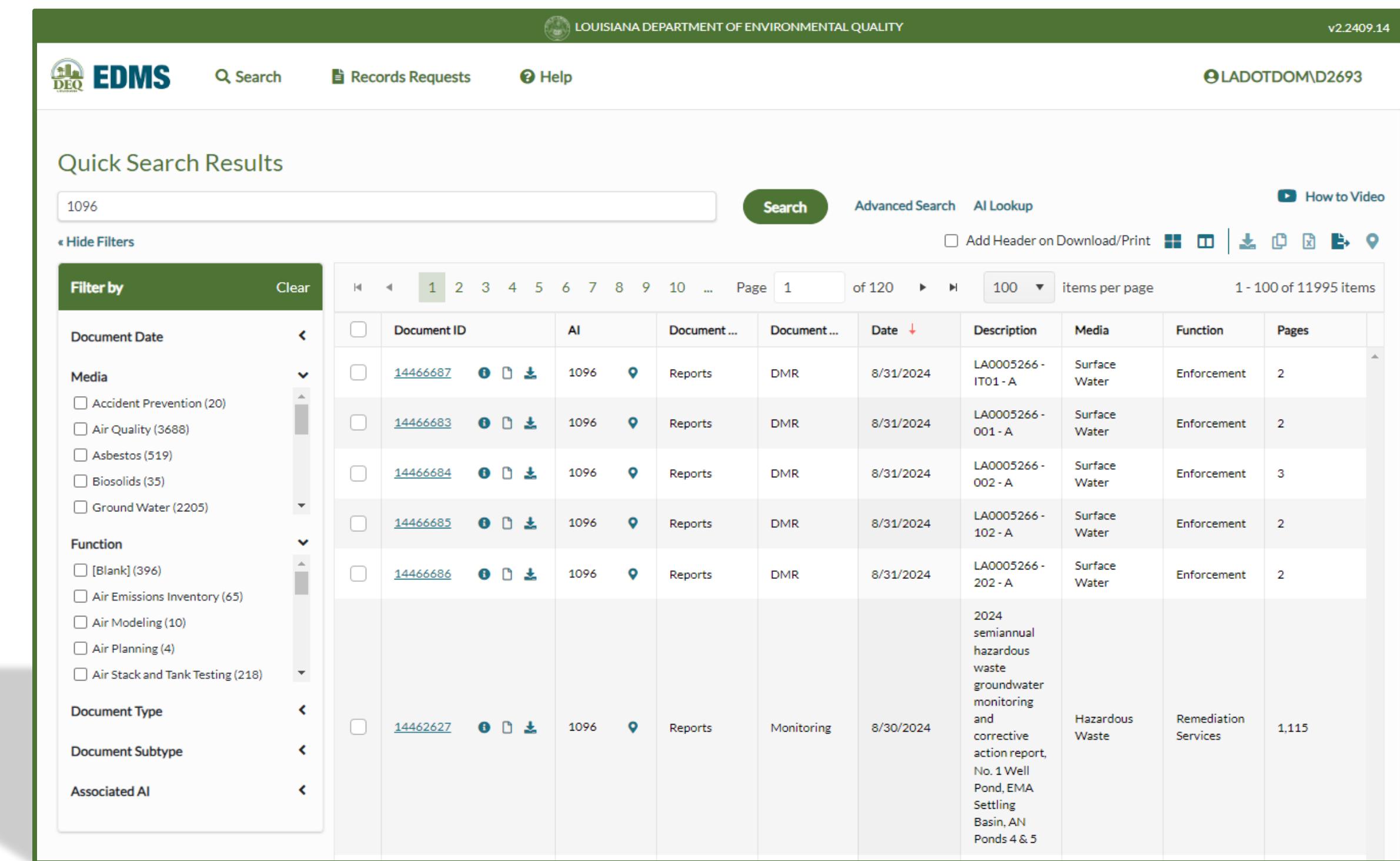


ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

Demo of Louisiana Department of Environmental Quality's EDMS System

Demonstration Focus

- Document search and retrieval
- Faceted search filters
- Saved search and notifications
- AI proximity lookup
- Overview of help resources
- Public records form



The screenshot shows the Louisiana Department of Environmental Quality's EDMS System interface. The top navigation bar includes the DEQ logo, EDMS, Search, Records Requests, Help, and a user session indicator (LADOTDOM\l2693). The main content area is titled "Quick Search Results" with a search bar containing "1096". Below the search bar are "Hide Filters" and a "Filter by" sidebar with dropdowns for Document Date, Media, Function, Document Type, Document Subtype, and Associated AI. The main table displays search results for document ID 1096, showing 120 pages of 11995 items. The table columns include Document ID, AI, Date, Description, Media, Function, and Pages. One row is expanded to show a detailed description of a 2024 semiannual hazardous waste groundwater monitoring and corrective action report for No. 1 Well Pond, EMA Settling Basin, AN Ponds 4 & 5, categorized as Hazardous Waste under Remediation Services.

Document ID	AI	Date	Description	Media	Function	Pages
14466687	1096	8/31/2024	LA0005266-IT01-A	Surface Water	Enforcement	2
14466683	1096	8/31/2024	LA0005266-001-A	Surface Water	Enforcement	2
14466684	1096	8/31/2024	LA0005266-002-A	Surface Water	Enforcement	3
14466685	1096	8/31/2024	LA0005266-102-A	Surface Water	Enforcement	2
14466686	1096	8/31/2024	LA0005266-202-A	Surface Water	Enforcement	2
14462627	1096	8/30/2024	2024 semiannual hazardous waste groundwater monitoring and corrective action report, No. 1 Well Pond, EMA Settling Basin, AN Ponds 4 & 5	Hazardous Waste	Remediation Services	1,115

BENEFITS OF EDMS

Electronic Document Management System



State Employees/Staff

- Eliminate file rooms and associated staff processes
- Immediate, real-time access to needed information
- Easily share files across departments offices, and divisions



Public Users

- Eliminated travel requirements to regional offices
- 24/7 access to state documents
- Streamlined process for requesting public records



Improved Information Governance

- Centralized scanning and record processing
- Standardized metadata / indexing schemes
- Manage born digital, paper, and non-paper records through one process
- Centralized disposition management



Legal and Compliance

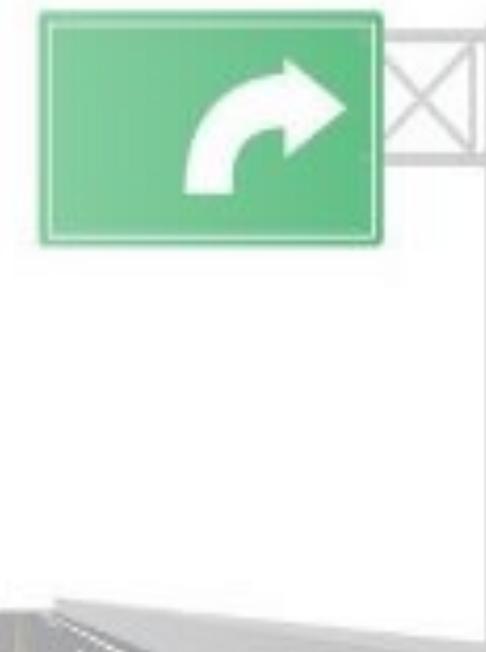
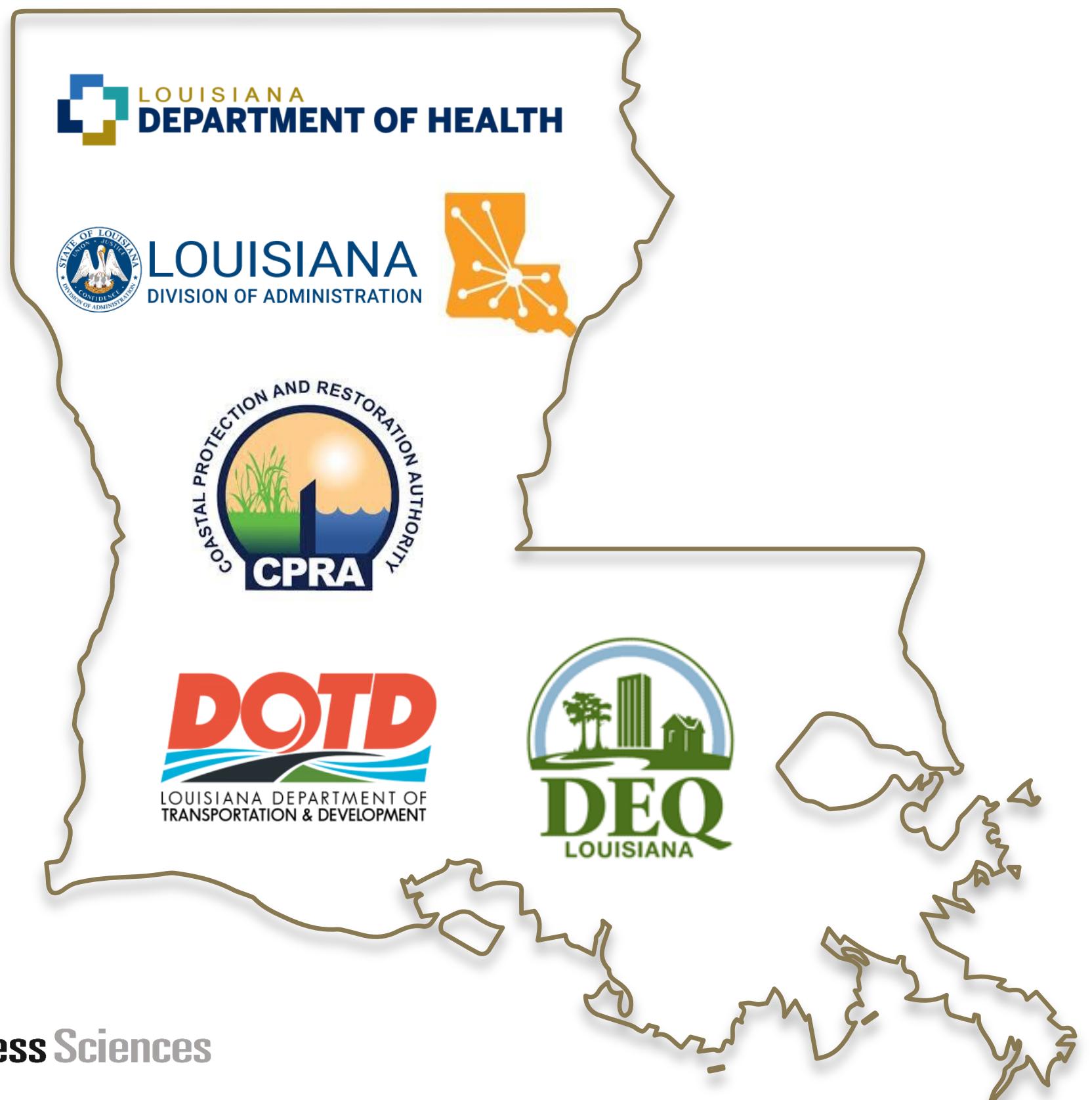
- Streamline record retrieval for e-discovery, subpoena, and litigation-related requests
- Legal hold implementation



Reduced Costs

- No off-site storage costs
- Reduced overhead / processing costs for public records technicians or file room staff

OUR LOUISIANA STATE CLIENTS





THANK YOU!

Our vision

Taming Information Chaos by delivering purpose-driven projects and managed services across your information infrastructure. Let's create a partnership and solution that makes finding, accessing, and sharing information the easiest part of making any business decision.

Imagine that.



Contact us

Access Sciences Corporation HQ
1900 West Loop South
Suite 300
Houston, TX 77027
713-664-4357

Visit and follow us:
www.accesssciences.com



Keli Pisciotta
Sr. Project Manager
kpisciotta@accesssciences.com
(225) 379-1860

Steve Erickson
President and CEO
serickson@accesssciences.com
(713) 554-7572