

From Traffic Jams to Open Roads

LaDOTD's Records Management Journey

Rapid Fire Sessions – AASHTO Annual Meeting

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About Access Sciences

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

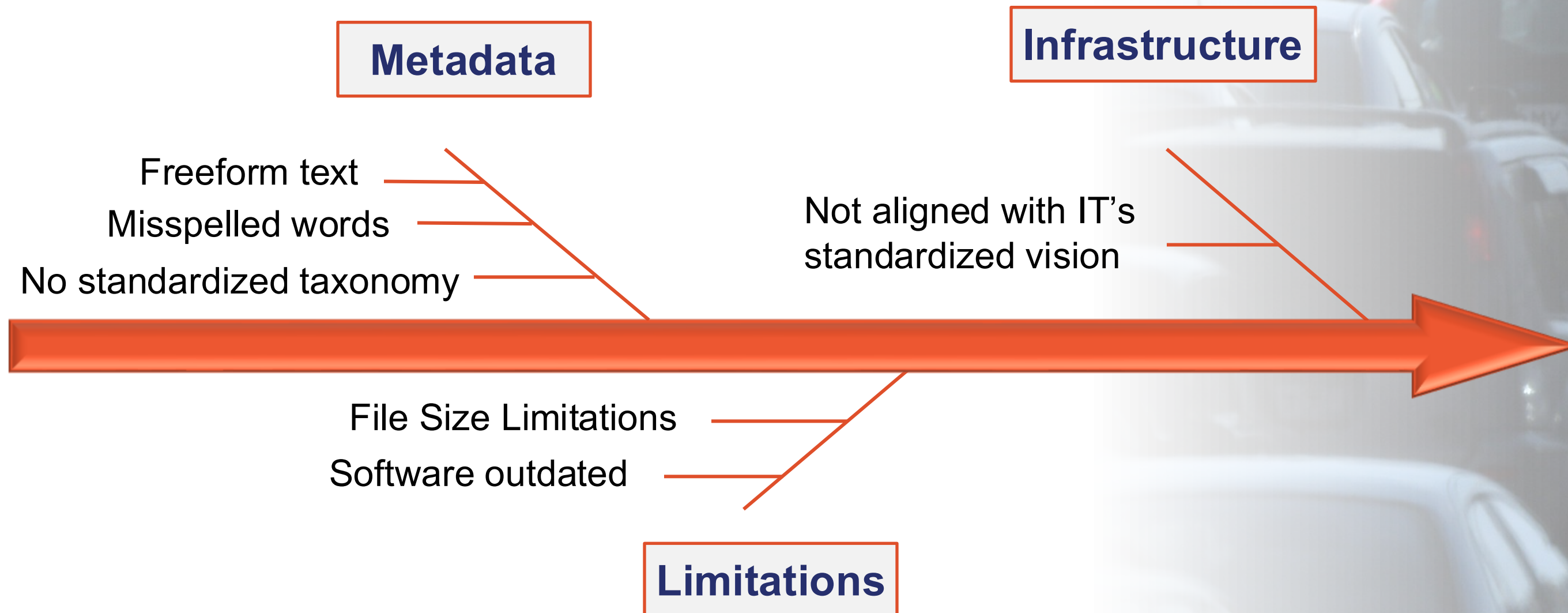
- **Founded in 1985**
- **Employee-Owned (ESOP)**
- **Woman-Owned (WBENC# 235975)**
- **Intelligent Information Management Services**
 - Strategic and Tactical Consulting
 - Business Process Outsourcing (BPO)
- **Office Hubs**
 - **Houston, TX (Headquarters)**
 - Albuquerque, NM
 - Baton Rouge, LA
 -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



TRAFFIC JAMS

FILE REPOSITORY ISSUES

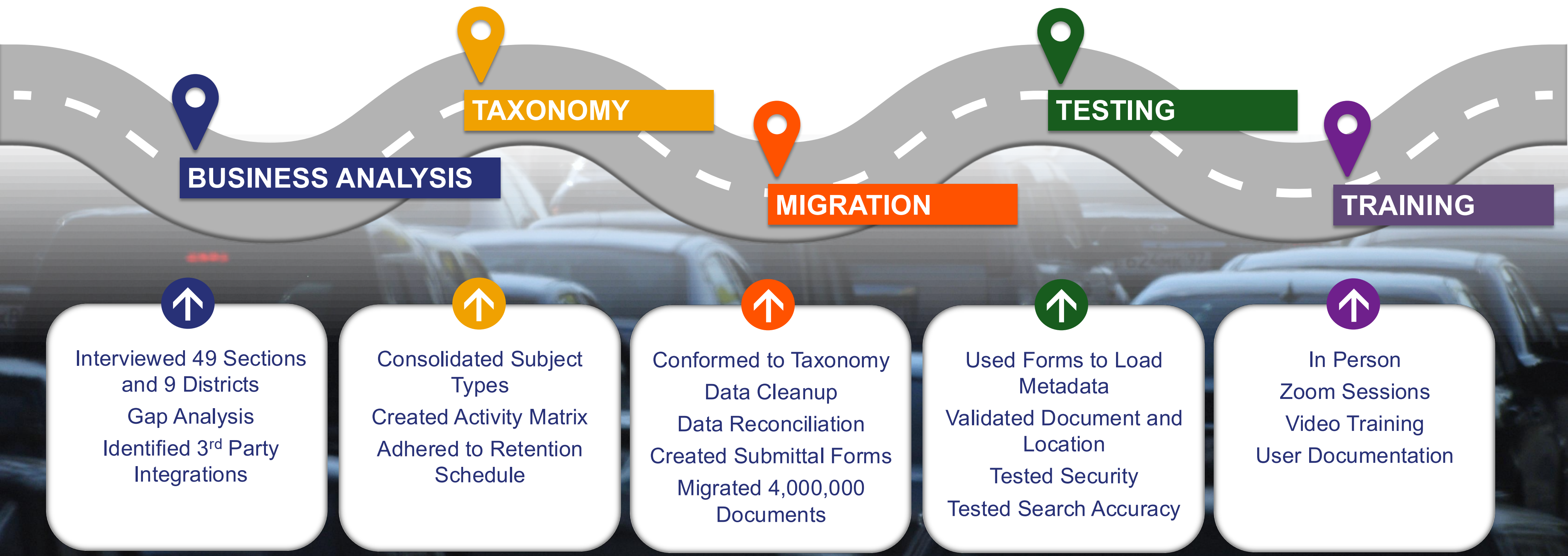
Content Manager



- 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

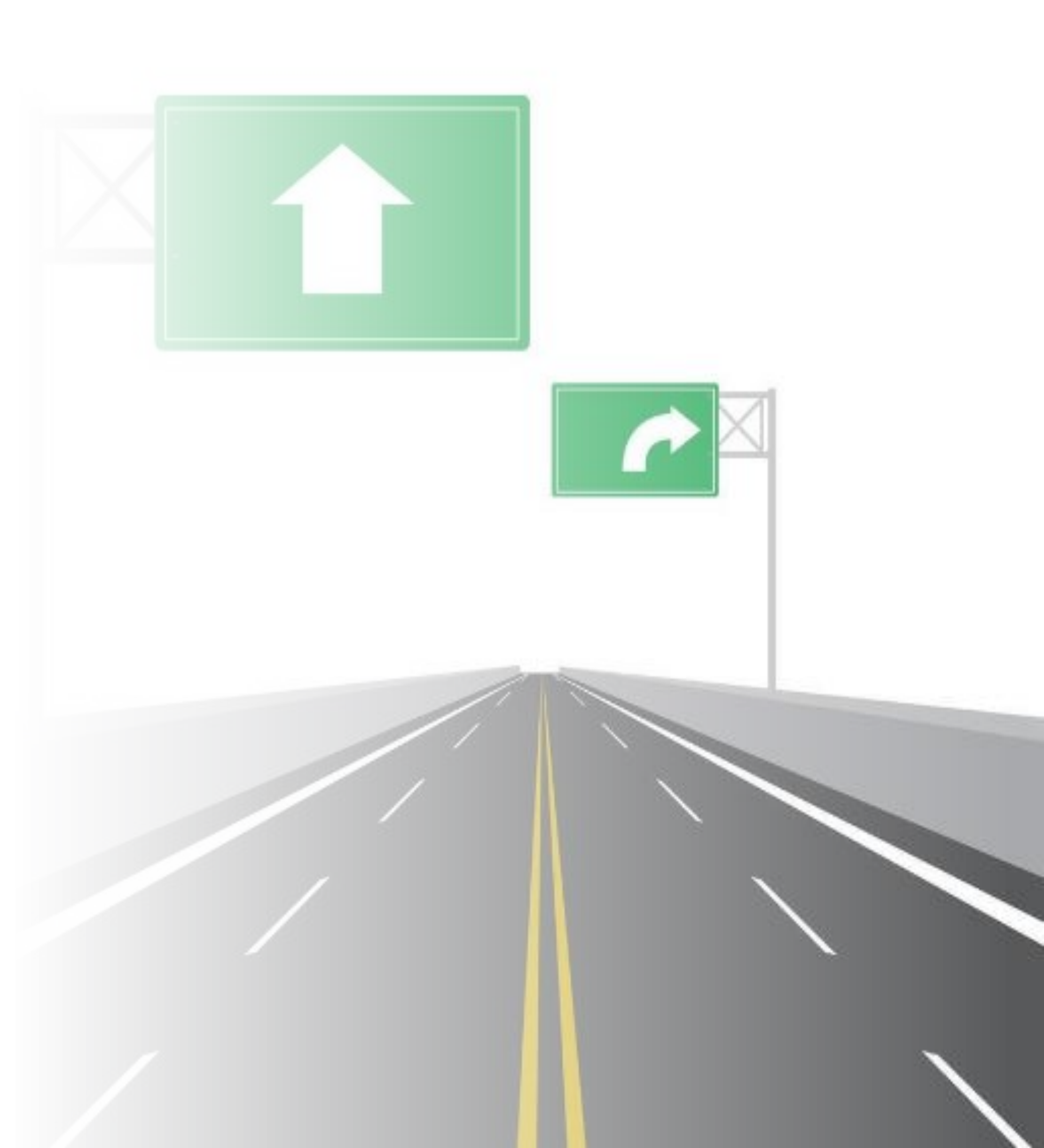
- Search project number across all documents
- Text searchable documents

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

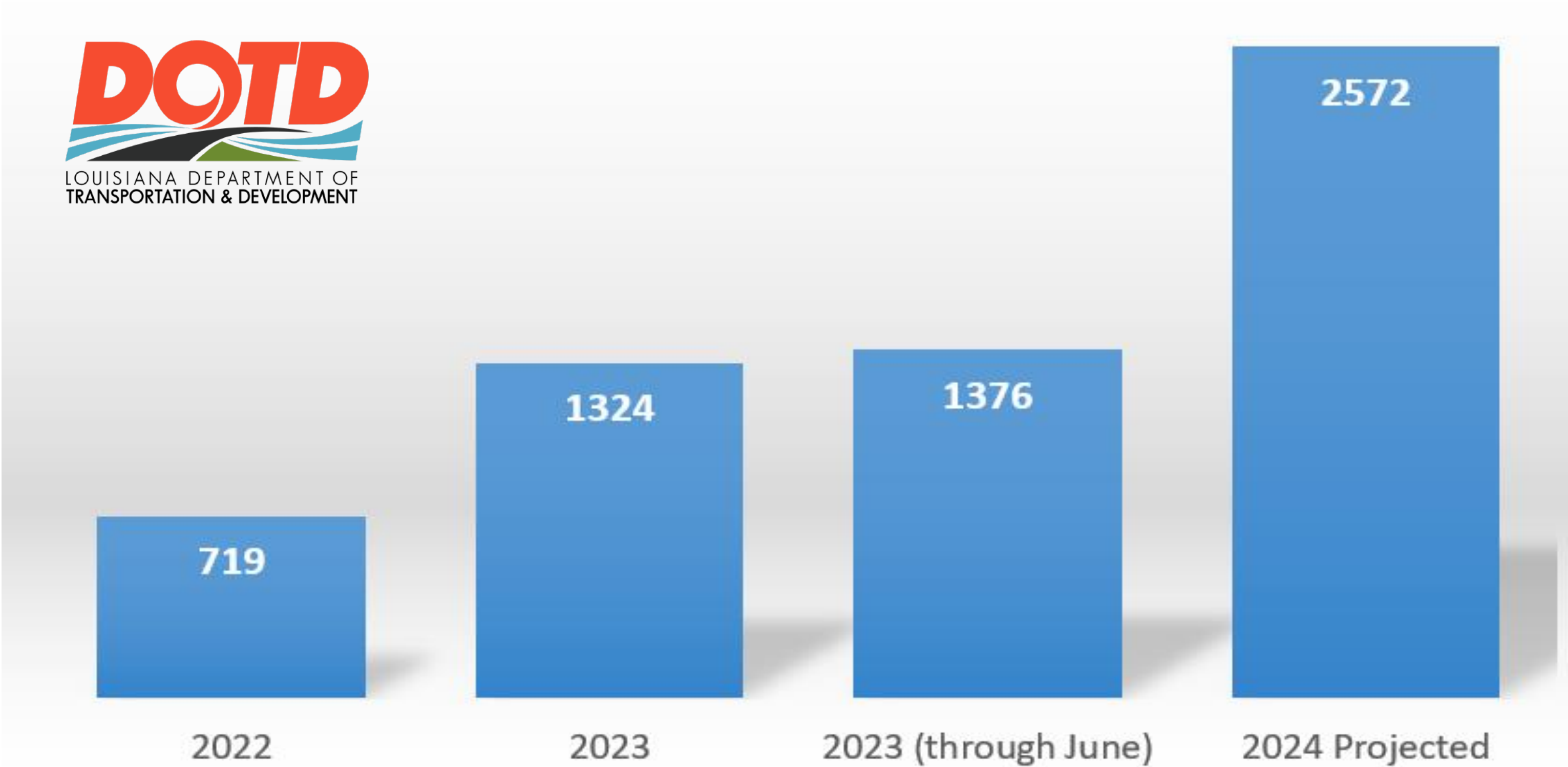


NEXT STOP



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

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITYv2.2409.14

EDMS

Search

Records Requests

Help

LADOTDOMD2693

Quick Search Results

1096

Search

Advanced Search

AI Lookup

How to Video

Add Header on Download/Print

Hide Filters

Filter by

Clear

Document Date

Media

Function

Document Type

Document Subtype

Associated AI

	Document ID	AI	Document ...	Document ...	Date ↓	Description	Media	Function	Pages
<input type="checkbox"/>	14466687	1096	Reports	DMR	8/31/2024	LA0005266 - IT01 - A	Surface Water	Enforcement	2
<input type="checkbox"/>	14466683	1096	Reports	DMR	8/31/2024	LA0005266 - 001 - A	Surface Water	Enforcement	2
<input type="checkbox"/>	14466684	1096	Reports	DMR	8/31/2024	LA0005266 - 002 - A	Surface Water	Enforcement	3
<input type="checkbox"/>	14466685	1096	Reports	DMR	8/31/2024	LA0005266 - 102 - A	Surface Water	Enforcement	2
<input type="checkbox"/>	14466686	1096	Reports	DMR	8/31/2024	LA0005266 - 202 - A	Surface Water	Enforcement	2
<input type="checkbox"/>	14462627	1096	Reports	Monitoring	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

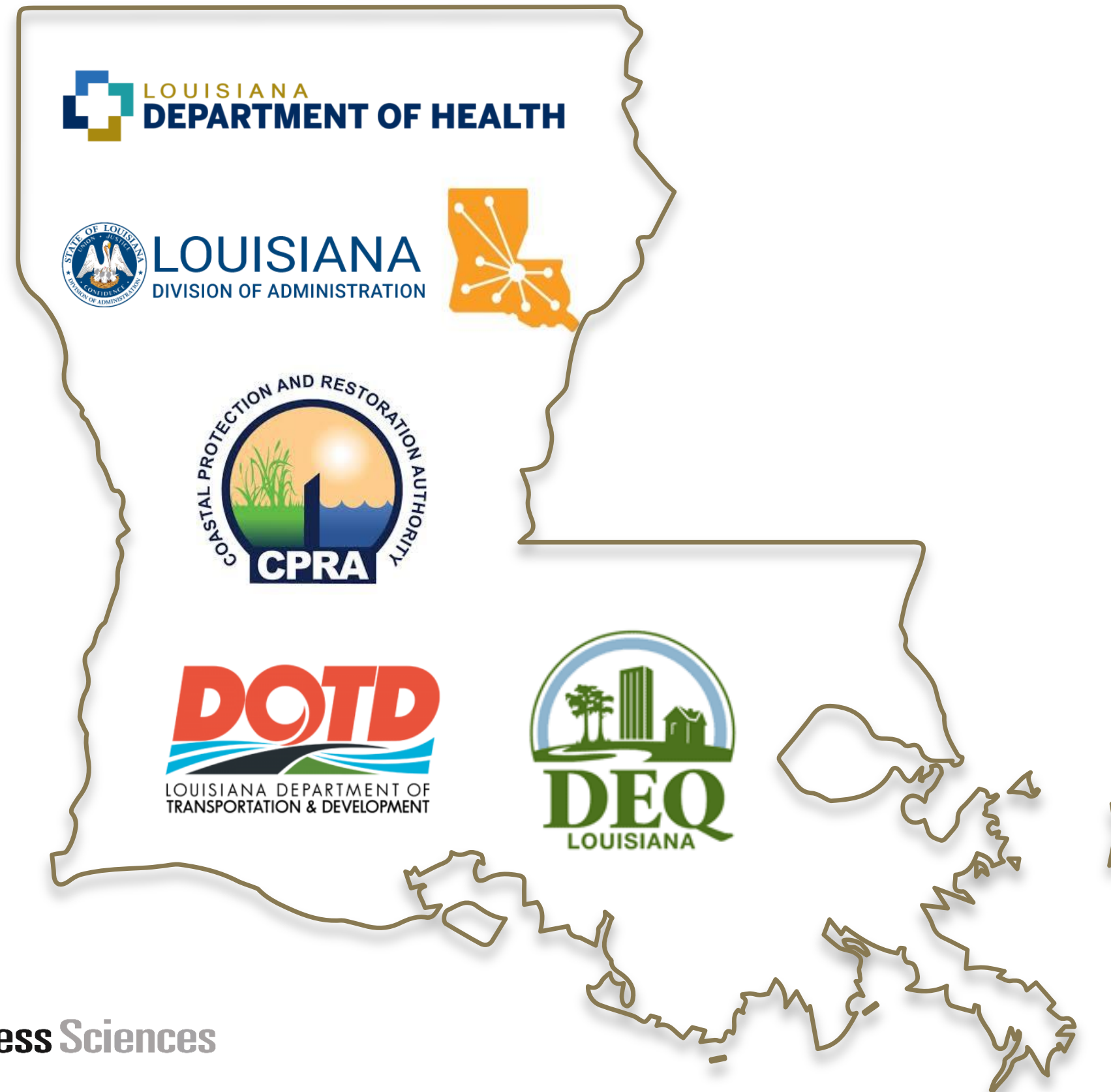
- Streamline record retrieval for e-discovery, subpoena, and litigation-related requests
- Legal hold implementation



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

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