



Welcome  
to the Nebraska Department of Environmental Quality

Home Air Water Land & Waste Environmental Assistance Publications & Forms News & Announcements Agency Information

Search NDEQ Web

Assistance Cleanups Compliance & Enforcement Financial - Grants Laws/Regs & EQC Licenses & Certification Maps & Data Permits & Authorizations

## Request Public Records

The public is welcome to review the public records of the Nebraska Department of Environmental Quality (NDEQ). The following options are available:

**Visit the office at 1200 N Street, Suite 400, in Lincoln.** Schedule a time to view records in the Lincoln office

File reviews may be scheduled by appointment through the NDEQ Records Management Section, 402-471-3557. All file reviews are conducted within the NDEQ Lincoln office. The Records Management Section will photocopy documents upon request. Each request will be assessed charges in accordance with the rate list below, plus postage and Nebraska sales tax.

**Submit a Request for Information** - How to request records by phone, email, or fax.

Requests must be in writing and can be:

faxed to: 402-471-2909,

emailed to: [ndeg.records@nebraska.gov](mailto:ndeg.records@nebraska.gov) or

mailed to the following address:

DEQ Records Management Section

1200 N Street, Suite 400

PO Box 98922

Lincoln, NE 68509-8922.

Requests for information or photocopies are processed within four business days. If the request is extensive or difficult to process within four business days, the NDEQ will provide the requester with a written explanation, a good faith estimated completion date, and an estimated charge for copies. The requester may then modify or prioritize the request.

**Interactive Map Server on the NDEQ Web page** - How to search for a facility and view document images.

Facility-related documents have been imaged into the State of Nebraska's Enterprise Content Management System (ECM) **since April 2011**. The ECM is the repository of official facility records that are created or received by the agency. Documents that have been scanned into the ECM are available to review from the **Interactive Map Server**. With this option you may search by city, county, part of a facility name, or use other area search tools within the map server. The ability to view document images within the map server application is restricted to the most recent 500 images. If a message appears stating you need to narrow your search to view additional documents, please use the **Public Records Search** portion of the web site to enter a date range for desired documents.

**Documents received or generated prior to April 2011 may NOT be available for viewing through the map server.**

If the search returns with no documents available, or if you need to access older documents, follow the instructions for Submit a Request for Information.

**Online Document Searches** - How to view document images for a facility.

Facility-related documents have been imaged into the State of Nebraska's Enterprise Content Management System (ECM) **since April 2011**. The ECM is the repository of official facility records that are created or received by the agency. Documents that have been scanned into the ECM are available to review from our **Public Records Search**. To use this option, you will need to know the facility number and program. You can call 402-471-3557 or email [ndeg.records@nebraska.gov](mailto:ndeg.records@nebraska.gov) to obtain a facility number for a records search. The search will return a maximum of up to 500 of the most recent documents. The date fields are optional for a records search, unless a message appears stating you need to narrow your search to view additional documents, then dates will be required to view older documents.

**Documents received or generated prior to April 2011 may NOT be available for viewing through the Online Document Searches.**

**NOTE: There is an issue with displaying large document images at this time. We are working on a resolution. If you have a document not display, please call 402-471-3557 or email [ndeg.records@nebraska.gov](mailto:ndeg.records@nebraska.gov) with information about the document.**

If the search returns with no documents available, or if you need to access older documents, follow the instructions for Submit a Request for Information.

### Rate Schedule

Each request will be assessed charges in accordance with the list below, plus postage and Nebraska sales tax.

1-20 photocopies (black and white) - no charge

Over 20 photocopies (black and white) - .10 per page, including the first 20 copies

Color photocopies - \$ .20 per page

1-20 Scanned pages - no charge

Over 20 scanned pages is \$ .10 per page including the first 20 pages

Audio Tape reproduction - \$1.00

Diskette reproduction - \$2.00

CD reproduction - \$3.00

DVD reproduction - \$7.00

Video Tape reproduction - \$10.00

Oversize documents may require additional time and expense for reproduction. Rates will be dependent upon the reproduction method.