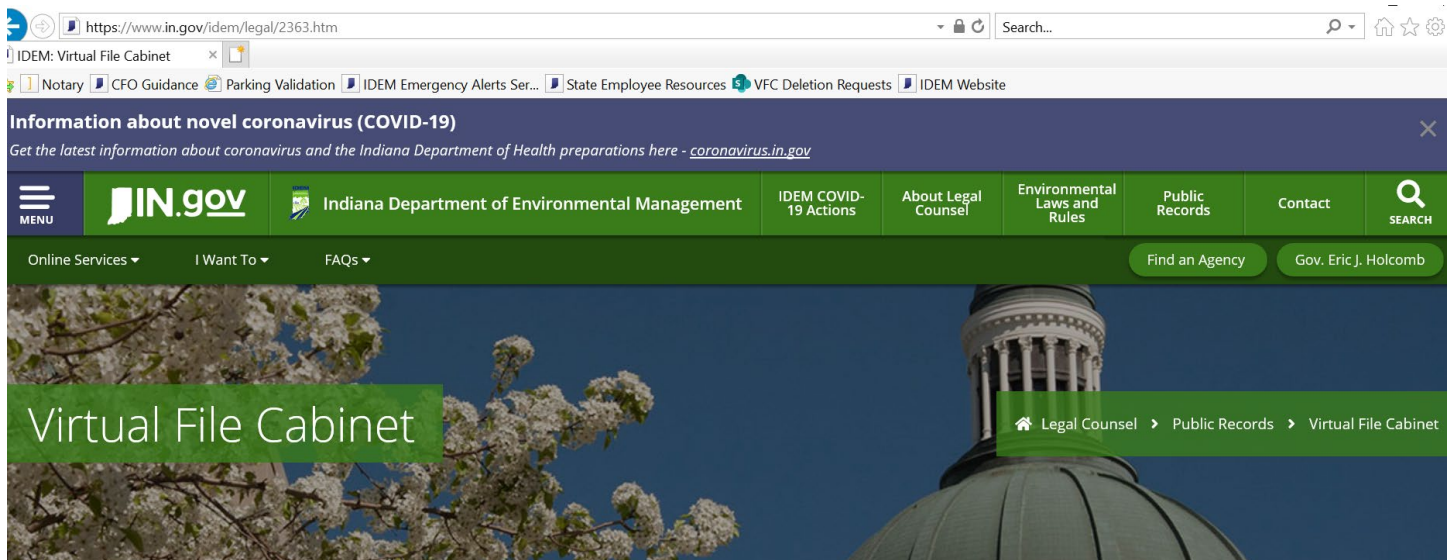
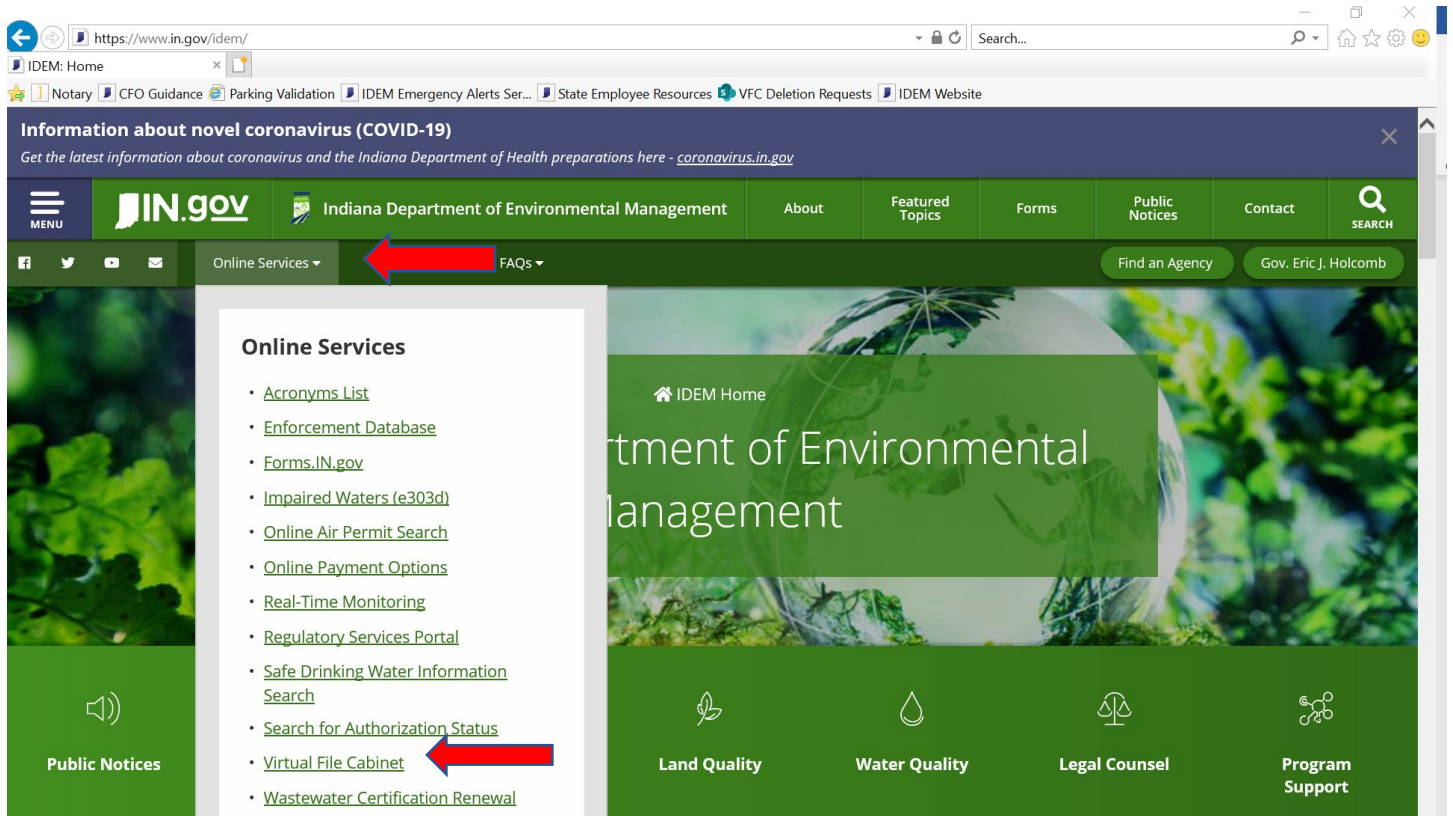


## Online Services Virtual File Cabinet



IDEM provides internet access to more than 2 million agency public records 24 hours a day, seven days a week through its [Virtual File Cabinet \(VFC\)](#). Instant access to agency public records exceeds the requirements of Indiana's [Access to Public Records Act](#). IDEM diligently strives to maintain current and accurate information in this electronic public record repository, and its staff continues to scan and add records daily.

[Virtual File Cabinet](#) ←

### Document Search Tips

## Document Search Tips

**When using “Document Search,” the system will search Virtual File Cabinet to provide results based on the search criteria.**

If you know the Document #, enter it in the “Search By Document #” field at the top right of the VFC’s Document Search page. Click the “Go” button to find that document.

Virtual File Cabinet | Document Search | Facility Search | More Info | Survey

Search By Document # [Go]

Gov. Eric J. Holcomb

### Document Search Virtual File Cabinet

Document Dates: MM/DD/YYYY To: MM/DD/YYYY

Program: [Dropdown]

Document Type: [Dropdown]

Full TextSearch: [Text Field]

Alternate Field: [Dropdown] ID # [Text Field]

I'm not a robot reCAPTCHA

Reset Search

For Construction Stormwater Searches use the following link:  
<https://stormwater.idem.in.gov/nsite>

Map results may be limited

If you want to find all documents related to a specific location, you can search by Agency Interest ID # (a unique value that IDEM uses to identify a specific location). *If you don't know the Agency Interest ID #, you can find it via a “Facility Search” (see instructions under “Facility Search Tips” on page \_\_ of this document).*

If you know the Agency Interest ID # you have two options for searching.

1. Select “Agency Interest ID” in the dropdown menu next to “Alternate Field” on the left. Enter the Agency Interest ID # in the “ID #” field to the right. Click on the “Search” button to obtain the results.

Virtual File Cabinet | Document Search | Facility Search | More Info | Survey

Search By Document # [Go]

### Document Search Virtual File Cabinet

Document Dates: MM/DD/YYYY To: MM/DD/YYYY

Program: [Dropdown]

Document Type: [Dropdown]

Full TextSearch: [Text Field]

Alternate Field: Agency Interest (AI) ID [Dropdown] ID # 7885

Reset Search

For Construction Stormwater Searches use the following link:  
<https://stormwater.idem.in.gov/nsite>

Map results may be limited

1 of 3 Pages : 41 Results

Doc #	Date	Program	Document Type	Size	AI ID
<a href="#">83049885</a>	09/29/2020	Confined Feeding	OLQ Permit	316 K	7885 <a href="#">Info</a>   <a href="#">Email</a>
<a href="#">82946555</a>	04/07/2020	Confined Feeding	Correspondence	157 K	7885 <a href="#">Info</a>   <a href="#">Email</a>
<a href="#">82856595</a>	10/28/2019	Confined Feeding	OLQ Field Inspections	224 K	7885 <a href="#">Info</a>   <a href="#">Email</a>

2. The Agency Interest ID # can also be entered in the “Search By Facility #” field at the top right of the VFC’s Facility Search page. Click the “Go” button to find all documents related to a specific location.

Virtual File Cabinet Document Search **Facility Search** More Info Survey

Search By Facility # Go

## Facility Search Virtual File Cabinet

Primary Name:

Location Address:

City Name:

County Name:  Zip Code:

Sort By: Primary Name  Ascending

Reset Search

For Construction Stormwater Searches use the following link:  
<https://stormwater.idem.in.gov/nsite>

Map results may be limited ?

If you want to find all documents related to a specific program area, you can search by the program-specific ID #. If you don't know the program-specific ID #, you can find it via a “Facility Search” (see below for Facility Search Tips).

Virtual File Cabinet Document Search **Facility Search** More Info Survey

Search By Document # Go

## Document Search Virtual File Cabinet

Document Dates: MM/DD/YYYY To: MM/DD/YYYY

Program:

Document Type:

Full TextSearch:

Alternate Field: Solid Waste (SW) Program ID  49-01

Reset Search

For Construction Stormwater Searches use the following link:  
<https://stormwater.idem.in.gov/nsite>

Map results may be limited ?

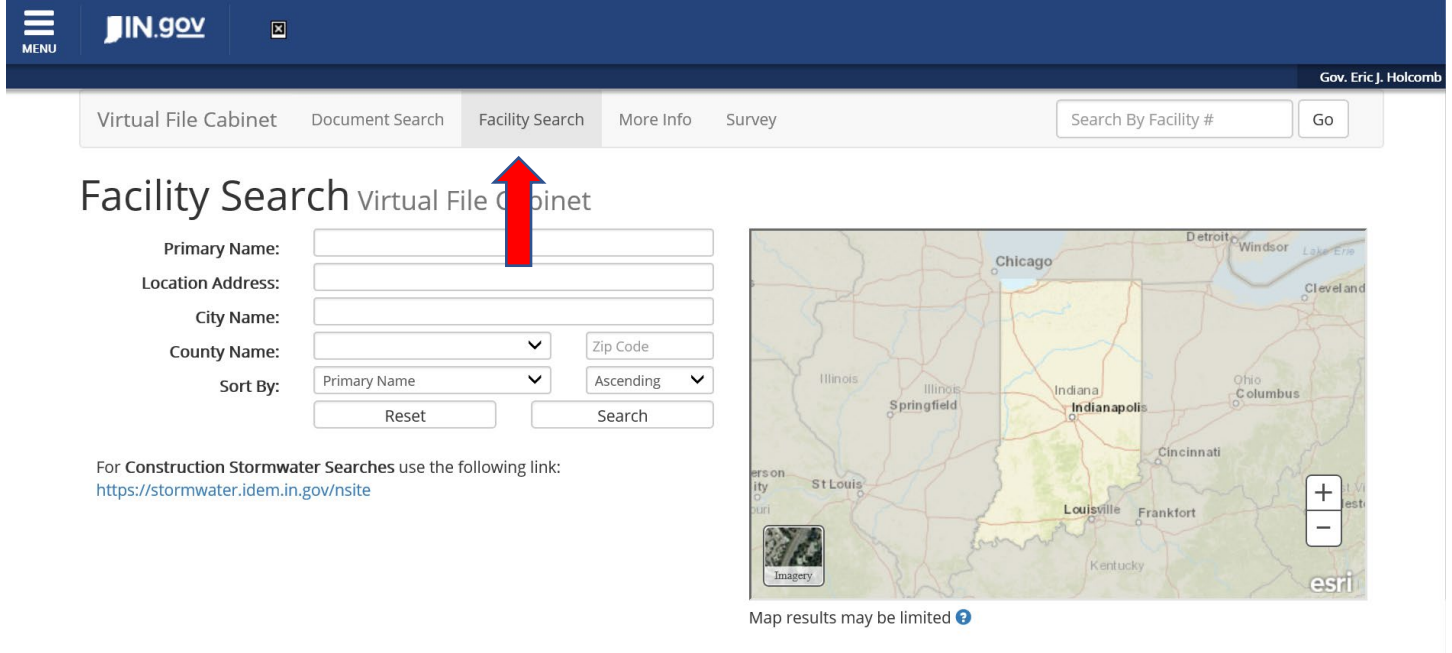
1 of 25 Pages : 866 Results : Unable to display all results

Doc #	Date	Program	Document Type	Size	AI ID
83049655	09/24/2020	SW Facility	OLQ Report	24 M	20047 <a href="#">Info</a>   <a href="#">Email</a>
83040820	07/07/2020	SW Facility	OLQ Fee	62 K	20047 <a href="#">Info</a>   <a href="#">Email</a>
83039734	09/02/2020	SW Facility	OLQ Field Inspections	195 K	20047 <a href="#">Info</a>   <a href="#">Email</a>

## Facility Search Tips

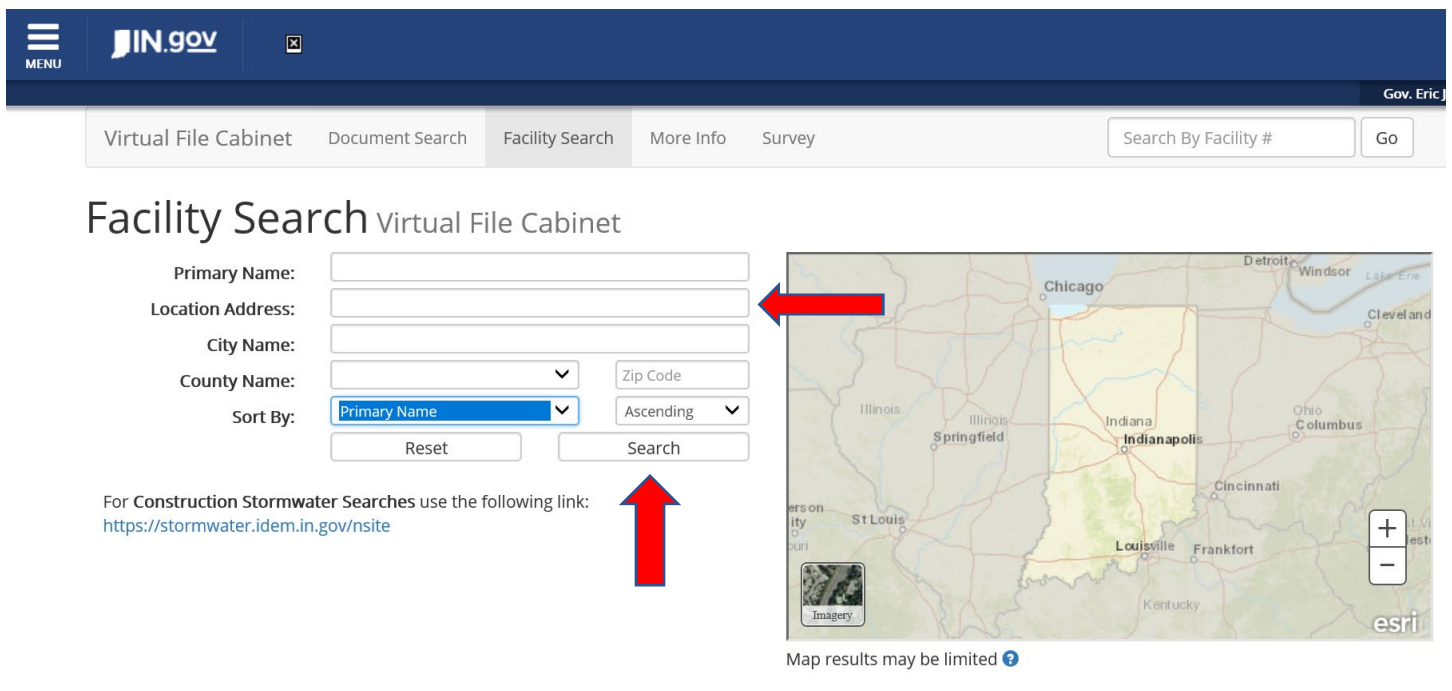
When using “Facility Search,” the system will search the Agency’s database to provide results based on the search criteria. Therefore, it is helpful to begin a search by entering a partial value in one search field. For example, in the “Location Address” field enter “123” instead of “123 Way Street,” or in the “Primary Name” field enter “XYZ” instead of “XYZ Factory Corporation.”

To conduct a Facility Search, click on the “Facility Search” tab at the top of the VFC home page.



The screenshot shows the top navigation bar of the IN.gov Virtual File Cabinet with the 'Facility Search' tab selected. Below the navigation bar, there are search filters for 'Virtual File Cabinet', 'Document Search', 'Facility Search', 'More Info', and 'Survey'. A search box labeled 'Search By Facility #' with a 'Go' button is also present. The main content area is titled 'Facility Search Virtual File Cabinet' and contains several input fields: 'Primary Name', 'Location Address', 'City Name', 'County Name', 'Zip Code', and 'Sort By'. The 'Sort By' dropdown is set to 'Primary Name' and the sort order is 'Ascending'. There are 'Reset' and 'Search' buttons. A red arrow points to the 'Primary Name' input field. Below the form, a link is provided for construction stormwater searches: <https://stormwater.idem.in.gov/nsite>. To the right of the form is a map of Indiana and surrounding states, with a red arrow pointing to the 'Location Address' field. The map shows major cities like Chicago, Indianapolis, and Louisville. A note below the map says 'Map results may be limited'.

To begin a Facility Search, either enter the numerical part of the address in the “Location Address” field. Click on the “Search” button for the results.



This screenshot is similar to the previous one, but with a red arrow pointing to the 'Location Address' input field. The 'Primary Name' dropdown menu is now open, showing 'Primary Name' as the selected option. The 'Search' button is highlighted with a red arrow. The map on the right remains the same, showing the state of Indiana and surrounding areas.

If the list is so large that you cannot find what you are looking for, refine your search by entering a city name in the “City Name” field. Then click on the “Search” button.

If you need to refine your search further, enter part of the facility's name in the "Primary Name" field and click on the "Search" button. Continue refining your search as needed.

If you are looking for the Agency Interest ID # (AI ID), click [Search](#) and it will be in the right column of the results.

Virtual File Cabinet | Document Search | **Facility Search** | More Info | Survey

Search By Facility #

## Facility Search Virtual File Cabinet

Primary Name:

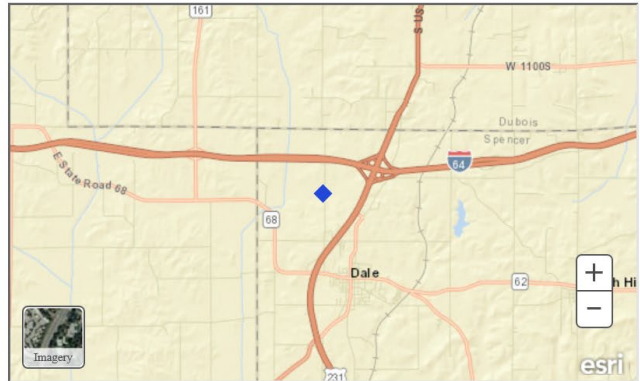
Location Address:

City Name:

County Name:

Sort By: Primary Name  Ascending

For Construction Stormwater Searches use the following link:  
<https://stormwater.idem.in.gov/nsite>



Map results may be limited [?](#)

1 of 1 Pages : 1 Results

AI ID	AI Name	Location	City	County	Postal	
127484	BRIAN BEGLE BEGLE POULTRY FARM	21018 N CR 300 E	DALE	SPENCER	47523	<a href="#">Search</a>



Virtual File Cabinet | Document Search | **Facility Search** | More Info | Survey

Search By Document #

## Document Search Virtual File Cabinet

Document Dates:   To:

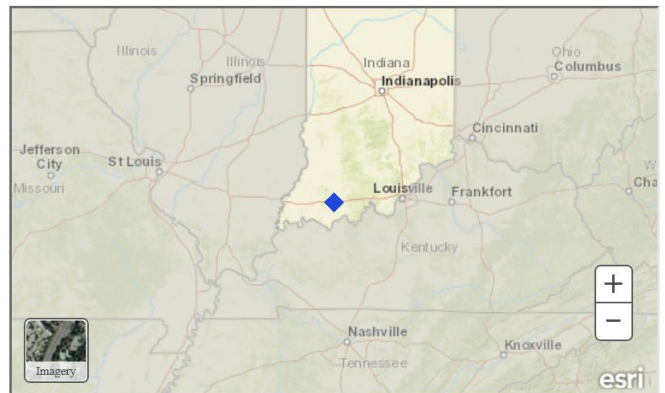
Program:

Document Type:

Full TextSearch:

Alternate Field: Agency Interest (AI) ID

For Construction Stormwater Searches use the following link:  
<https://stormwater.idem.in.gov/nsite>



Map results may be limited [?](#)

1 of 1 Pages : 6 Results

Doc #	Date	Program	Document Type	Size	AI ID
<a href="#">83048337</a>	09/23/2020	Confined Feeding	Technical Review	938 K	127484 <a href="#">Info</a>   <a href="#">Email</a>
<a href="#">83048336</a>	09/24/2020	Confined Feeding	OLQ Permit	219 K	127484 <a href="#">Info</a>   <a href="#">Email</a>
<a href="#">83048335</a>	09/22/2020	Confined Feeding	OLQ Permit	313 K	127484 <a href="#">Info</a>   <a href="#">Email</a>



**Keep in mind that:**

Properties can be sold or transferred, and names can change over time. Call IDEM's [Office of Records Management](#) if you need assistance.

Indiana Department of Environmental Management  
Office of Records Management  
Indiana Government Center North, Room 1207  
100 North Senate Avenue  
Indianapolis, IN 46204

Note: If you are visiting the office in person, take the **east** elevators to the 12th floor.

Phone: 317-232-8667

Fax: 317-233-6647

Email: [idemfileroom@idem.IN.gov](mailto:idemfileroom@idem.IN.gov)

The list of facility locations used by the VFC includes all past and present agency-interest locations, some of which do not have documents in the VFC. Sometimes facilities appear in the results when there are no actual documents available to view.

There may be documents relating to a "Location Address" that are not in the VFC. If you want to be certain that you obtain all potential documents relating to a "Location Address," you will need to submit a public record request.

### **Redacted Records**

IDEM sometimes receives records that contain both public and confidential information. The agency is required to make the public portions of the records available for inspection and copying. IDEM will add such records to the VFC with confidential information redacted (i.e., the agency will black out confidential information to make it illegible).

### **Public Record Requests**

If you want to view or receive copies of IDEM public records, please consult the Office of Records Management's [Public Records](#) page for instructions on how to make a public record request. If you need assistance with locating documents in the VFC, please contact the Office of Records Management.