

## Record Search Instructions

In accordance with La. R.S. 39:13, the Office of State Lands maintains a centralized database of all immovable property in which the state has an interest, with some exceptions. These records are available on this website for viewing, saving and printing, and this document is intended to explain how to search for these records. All of these files are in pdf format.

If you have any questions concerning buildings that may be situated on any of these lands, please contact the Office of Risk Management at 225-342-7000.

Please note that many of these files have surveys, maps and plats that are larger in size than 11 X 17 paper. Should you desire to request a copy of the oversized surveys, maps, plats or other documents, please contact the Historical Records Section Manager at 225-219-9537.

On the SLABS Search page, there are several search query fields that appear as drop down options available to choose from towards the right hand side of your screen. The "Doc ID Number" represents a unique identifier that is given to a particular digitally scanned document once OSL staff uploads the files to the website. "Agency" is the name of the State agency that a Business Entity/Sitecode is associated with. "Department" is the name of the department that a Business Entity/Sitecode is associated with. "Business Entity/Sitecode" is the number and name of the property assigned by the State Land Office for purposes of the La. R.S. 39:13 inventory, and contains the land district number, parish code number, a sequence number and the name of the agency/department. "Parish" is the name of the Parish where the property is located. Please note that some of these Business Entities/Sitecodes exist in multiple parishes, depending on the size of the property.

Once you have selected your search query criteria, click "Search SLABS Documents." The search results reflect links to records that pertain to the selected criteria. Click on the result link to view in the Document Viewer. A tool bar will appear at the top of the page in the Document Viewer with various options to navigate and view the records., including the ability to save and print.

Please direct any questions to the Historical Records Section Manager at 225-219-9537.