



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – OFFICE OF GEOLOGICAL SURVEY

REQUEST FOR PHOTOCOPIES OF RECORDS

This information is required by authority of Act 451, P. A. 1994, as amended, to obtain photocopies.

INSTRUCTIONS: Please read the additional information and terms of sale on the reverse side before completing this request. If you have any questions, please contact the Office of Geological Survey at (517) 241-1558.

PLEASE SEND THE REQUESTED PHOTOCOPIES TO:

NAME		AREA CODE & TELEPHONE NUMBER	
COMPANY NAME			
STREET ADDRESS			
CITY		STATE	POSTAL CODE

PHOTOCOPIES REQUESTED FOR THE FOLLOWING AREA(S)

County Name	County Name
Township name	Township name
Town (N/S) Range (E/W)	Town (N/S) Range (E/W)
Sections(s) and/or permit number(s)	Sections(s) and/or permit number(s)

County Name	County Name
Township name	Township name
Town (N/S) Range (E/W)	Town (N/S) Range (E/W)
Sections(s) and/or permit number(s)	Sections(s) and/or permit number(s)

Send completed form to:
Office of Geological Survey
Michigan Department of Environmental Quality
PO Box 30256
Lansing, MI 48909-7756

OR

FAX request to:
(517) 241-1595

CHARGES FOR PHOTOCOPIES

GROUP 1 — RECORDS FOR SALE—requests for copies of information that is offered for sale in the publication list.

CHARGES	EXAMPLES
COPY 15 ¢ per 8.5 by 11	A. Oil\Gas well permit information
COPY 20 ¢ per 8.5 by 14	B. Drillers logs
COPY 25 ¢ per 11 by 17	C. Copies made by visitors from microfilm or microfiche
Hourly - not applied	
Mailing - included	

GROUP 2— FREEDOM OF INFORMATION ACT (FOIA) REQUESTS—requests for copies of information that is not offered for sale in the publication list.

CHARGES	EXAMPLES
COPY 5 ¢ per 8.5 by 11	A. Compliance files
COPY 5 ¢ per 8.5 by 14	B. Hearings files
COPY 10 ¢ per 11 by 17	C. Production information not on microfilm
Hourly - \$20.18 clerical \$25.55 professional	D. Other
Mailing – actual cost	

GROUP 3 — SPECIAL PROCESSING and OVERSIZE ORIGINALS—(costs for other records for sale require determination on a case by case basis and are based on direct charges for special services needed to process and/or ship the request.)

CHARGES	EXAMPLES
COPY 30 ¢ per 8.5 by 11	A. Out-of-print publications from microfilm
COPY 40 ¢ per 8.5 by 14	B. Copies of E-Logs or Mud Logs made by OGS staff from microfiche
COPY 50 ¢ per 11 by 17	C. E-Logs or Mud Logs from paper (not on microfiche)
Hourly - not applied	D. Other
Mailing - included	

If you have any questions about how charges are set please contact:

Lisa Farhat Rose phone (517) 241-1558 fax (517) 241-1595 farhatl@michigan.gov