

**REGULATION  
MISSISSIPPI STATE OIL AND GAS BOARD  
RESEARCHING OF RECORDS, PROVIDING COPIES  
AND CHARGES THEREFOR**

**SECTION I. REQUEST FOR RECORDS**

- A. A request for a public record of the Mississippi State Oil & Gas Board may be made orally or in writing, however, the agency reserves the right to require a request to be made in writing, and shall be addressed to the Mississippi State Oil & Gas Board.
- B. A request must reasonably describe the desired record, including the approximate date.

**SECTION II. TIME LIMITATIONS**

Within fourteen (14) working days (excluding Saturdays, Sundays and legal public holidays) of the receipt of a request and the prepayment of cost, the Mississippi State Oil & Gas Board will respond to requests for copies of specifically identified documents which may lawfully be released.

**SECTION III. FEES**

**NOTE:** All specific fee amounts in this document are correct as of the time of printing, but are subject to change. For up to date information and amounts, please call the State Oil and Gas Board at (601) 354-7142 or refer to our web site at <http://www.ogb.state.ms.us/PublicationsAndFees.htm>.

- A. Charges for services rendered in response to information requests shall be as follows
  - 1. A minimum charge of one (1) dollar for the first invoice billed and an additional charge of one (1) dollar for each subsequent billing of the same invoice will be assessed to cover the cost of re-billing.
  - 2. Charges for researching of records at the rate of nine (9) dollars per hour per person.
  - 3. Request for materials:
    - A. Copying of materials (excluding well logs) will be done at the cost of twenty-five (25) cents per page for 8 ½ inch pages (minimum \$1.00 plus applicable postage if mailed), and for over-sized copies at the cost of thirty (30) cents per page (minimum \$1.20 plus applicable postage if mailed).
    - B. Faxing or scanning of materials (excluding well logs). Faxing of materials will be done at the cost of twenty-five (25) cents per page plus eleven (11) cents per minute (minimum \$1.33). Scanning and emailing of materials will be done at the cost of twenty-five (25) cents per page (minimum \$1.25).
  - 4. Telephone requests for information from State Oil and Gas Board files must be followed with a written request by fax or e-mail at the number or e-mail address listed on the "Well Orders" or "Production Orders" screen under the "Publications" link.
  - 5. Continuous paper copying of a well log shall be charged at the following rate(s):

5" Scale Log

a. Depth	0 to 4,000 feet	\$ 5.00
b. Depth	4,001 to 8,000 feet	10.00
c. Depth	8,001 to 15,000 feet	18.75
d. Depth	15,001 to 18,000 feet	22.50

e. Total depth over	18,000 feet	25.00
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2" Scale Log

a. Depth	0 to 4,000 feet	\$ 2.00
b. Depth	4,001 to 8,000 feet	4.00
c. Depth	8,001 to 15,000 feet	7.50
d. Depth	15,001 to 18,000 feet	9.00
e. Total depth over	18,000 feet	10.00

1" Scale Log

a. Depth	0 to 4,000 feet	\$ 1.25
b. Depth	4,001 to 8,000 feet	2.50
c. Depth	8,001 to 15,000 feet	4.70
d. Depth	15,001 to 18,000 feet	5.65
e. Total depth over	18,000 feet	6.25

Copies of any portion of a well log will be copied on either 8 1/2 x 11 or 8 1/2 x 14 paper at a cost of twenty-five (25) cents per page. However requests for more than five (5) portions may be put in order of receipt of requests and filled in sequence

6. Appeals of Board Orders shall have the following charges to the appellant:
    - a) Copying/Faxing/Scanning of any materials will be at the rates expressed above;
    - b) Actual binding cost of the appeal record;
    - c) This does not include the court reporter's fee for transcription, which must be paid directly to the court reporter.
  7. The actual cost of mailing including postage, envelopes or boxes will be charged and is subject to change.
  8. The State Oil and Gas Board Statutes, Rules of Procedure and Statewide Rules and Regulations may be purchased in book form or on CD in PDF format.
  9. Costs of production reports: - See individual publication listings this site.
  10. A charge of one (1) dollar shall be made for each certification of true copies of agency records.
- B. When a response to a request requires services or materials for which no fee has been established, the actual cost of such services or materials, including staff time, to the Mississippi Oil & Gas Board will be charged.
  - C. Fees for searches and copies are payable in advance, unless arrangements for subsequent payments are made.
  - D. Remittance shall be in the form either of a personal check or bank draft drawn on a bank in the United States, a postal money order or cash. Remittance shall be made payable to the order of the Mississippi State Oil and Gas Board. The agency will not assume responsibility for cash which is lost in the mail.

- E. Pursuant to Sec. 97-19-57 of the Mississippi Code of 1972, the making, drawing, issuing, uttering or delivering of a check, draft or order, payment of which is refused by the drawee, shall be prima facie evidence and create a presumption of intent to defraud and of knowledge of insufficient funds in, or on deposit with, such bank, corporation, firm or person, provided such maker or drawer shall not have paid the holder thereof the amount due thereon, together with a service charge of Forty Dollars (\$40.00), within fifteen (15) days after receiving notice that such check, draft or order has not been paid by the drawee.
  
- F. Credit Services will not be provided to parties with past due balances with the Board.
  
- G. Upon request a receipt for fees paid will be provided. No refunds will be made for services rendered.
  
- H. The Board directs the Oil and Gas Supervisor to continuously monitor cost represented in this Regulation. Any future changes in the cost of services as set forth in this Regulation shall be made as actual costs of providing the services rise.

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