PREMIS RECORDS
REQUEST FOR RECORDS FOR PROPERTY/SITE ASSESSMENTS

The West County EMS & Fire Protection District receives requests for various property inspection and response call records for properties. The requests are typically very broad in nature and consume a large amount of time to dutifully fulfill. We have developed this process to remain transparent and compliant while preserving and prioritizing the limited resources we have available.

While many recent records are in an electronic database, older records required to be maintained by law are typically in paper form and are in storage. Annual Inspection records will only be released as a Pass/Fail without a signed release from the current tenant as detailed information on inspection forms may pose a security risk for the building/tenant. Pre-Plan information that may be developed for a property is a closed record and will not be released.

Requests for research of our records will be evaluated to estimate the time required to research the property or properties in question. Currently, in accordance with Missouri Statutes, our staff rate for this research is $45 per hour with a fee of $.10 per page. Based on experience, the minimum time to research, assemble and respond to a single request for records is 2 hours per physical address. Research for records is conducted as workload and staff availability allow. Every reasonable effort will be made to complete the research as quickly as possible, however inspections, investigations and calls for service are higher priority activities that may delay thorough research.

Research will be queued to begin upon receipt of funds, payable to the West County EMS & Fire Protection District, to cover the cost of research. Documentation will be released upon payment of any applicable per-page fees.