



REQUEST FOR RECORDS RELATED TO COMMERCIAL PROPERTIES (PREMIS RECORDS)

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. The costs associated with these records requests is largely dependent on how broad or vague the request is as submitted.

Multiple Real Estate Parcels, Addresses and/or Occupancies

Records research requests typically are sent out in boiler plate form and request demand of broad amounts of information that involve multiple parcels, addresses and/or occupancies. Records are typically maintained according to occupancy address and there may be more than one occupancy address for a given real estate parcel as defined by St. Louis County real estate records. Researching each parcel and occupancy takes a lengthy amount of time and therefore where a real estate parcel has more than one occupancy address, each occupancy address is treated as a separate request. Additionally, where requests are made for other surrounding properties, those real estate parcels and occupancies are treated as separate requests.

Prior Records Availability

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. Historical fire report information related to spills and emergency responses are maintained in various databases depending on the date of the call. Prior commercial property inspection records will only be released as a Pass/Fail. Pre-Plan information that may be developed for a property is a closed record and will not be released.

Current Fire Code Violations Requests

Requests for any "CURRENT" or "OPEN" fire code violations will require a new fire inspection to be performed by the West County EMS & Fire Protection District. This inspection will be conducted in the same manner as an Occupancy Inspection and will require the fee for an



Occupancy Inspection to be paid before an inspection is conducted. **Additionally, the current occupant or their lawful legal representative must consent in writing to the inspection if the inspection request is made by someone other than the lawful occupant, property manager with right of entry or landowner with right of entry.**

Research Cost Reimbursement

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 only 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.