

RTK REQUEST NUMBER

DATE RECEIVED

5 DAY RESPONSE DATE



COUNTY OF LUZERNE

RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER: Ratchford Kimberly A (PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: 72 Glenmaura National Blvd., Floor 2 STREET / P.O. BOX

Moosic PA 18507 CITY STATE ZIP CODE

PHONE # (570) 496-1328 FAX# 1-866-284-9184

EMAIL ADDRESS: ratchfordka@ccbh.com

SIGNATURE: Kimberly Ratchford, M.A. DATE: 09/05/2018

RECORDS REQUESTED - Requesters MUST specify the document(s) sought. Please use additional pages if necessary. As the behavioral/mental health insurer for HealthChoices members in your county, Community Care Behavioral Health Organization respectfully requests a copy of the Coroner's reports for our members listed (please see attachment). Information on the cause of death is essential to allow us to properly process these cases for closure. Thank you for your assistance.

PLEASE CHECK ONE OF THE FOLLOWING: I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S) I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc...) I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

PLEASE NOTE: LUZERNE COUNTY IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD IN A MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD

Luzerne County Coroner's Report Requests: September 2018

- 1) Heather Snee  
DOB: 01/24/1970      Estimated DOD: 07/11/2018
- 2) Tonya Steltz  
DOB: 06/18/1974      Estimated DOD: 07/13/2018
- 3) Kevin Harrett  
DOB: 02/19/1946      Estimated DOD: 07/19/2018
- 4) Colin Maclean  
DOB: 09/21/1990      Estimated DOD: 07/23/2018
- 5) Michalene Dougherty  
DOB: 10/05/1995      Estimated DOD: 07/25/2018
- 6) Eric Baker  
DOB: 03/17/1985      Estimated DOD: 06/14/2018
- 7) Allison Matz  
DOB: 08/27/1991      Estimated DOD: 08/24/2018



LUZERNE COUNTY  
OFFICE OF LAW  
ROMILDA P. CROCAMO, ESQUIRE  
CHIEF COUNTY SOLICITOR

LUZERNE COUNTY  
COUNTY MANAGER  
C. DAVID PEDRI, ESQUIRE

COUNTY of LUZERNE  
PENNSYLVANIA  
ESTABLISHED 1786

September 7, 2018

Kimberly Ratchford  
72 Glenmaura National Blvd.  
Moosic, PA 18507  
Email: ratchfordka@ccbh.com  
RE: RTK Request # 18-162

Dear Ms. Ratchford:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right-To-Know law. My email is Jackie.Carroll@luzernecounty.org.

On September 5, 2018, the Luzerne County Office of Law received a request for documents from you described in the attached Right to Know request. Your requested is granted and the causes and manner of death is as follows:

- |                  |                     |                      |                     |
|------------------|---------------------|----------------------|---------------------|
| 1. Heather Snee  | Accidental Overdose | 5. Michael Dougherty | Accidental Overdose |
| 2. Tonya Steltz  | Accidental Overdose | 6. Erick Baker       | Suicide             |
| 3. Kevin Harnett | Natural             | 7. Allison Matz      | Pending             |
| 4. Colin Maclean | Accidental Overdose |                      |                     |

Had your request been denied, you would have a right to appeal this denial of information in writing to Office of Open Records, Commonwealth Keystone building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120.

If you choose to file an appeal for any reason, you must do so within 15 business days of the mailing date of the agency's response. Section 1101. If you have further questions, please contact me. Please be advised this correspondence will serve to close this request with our office as permitted by law.

Very truly yours,

JACQUELINE MUSTO CARROLL, ESQUIRE  
Luzerne County – Open Records Officer  
200 North River Street  
Wilkes-Barre, PA 18711