

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



LUZERNE COUNTY
COUNTY MANAGER
C. DAVID PEDRI, ESQUIRE

COUNTY of LUZERNE
P E N N S Y L V A N I A
ESTABLISHED 1786

December 28, 2017

Kimberly Ratchford
72 Glen Maura National Blvd., Floor 2
Moosic, PA 18507
Email: ratchfordka@ccbh.com

RE: RTK Request # 17-234

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 December 27, 2017, the Luzerne County Office of Law received a request for documents from you described in the attached Right to Know request. Your request is both granted and denied.

It is granted as to the cause and manner of death for Sharon Montross and Edward Kay. That response is attached.

It is denied as to the Coroner's reports.

Luzerne County does not maintain the records requested by you, therefore, your request is denied pursuant to §705 of the RTKL. §705 of the RTKL states that "when responding to a request for access, an agency shall not be 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".

You have a right to appeal this denial of information in writing to Office of Open Records, Commonwealth Keystone building, 400 North Street, 4th 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,

A handwritten signature in blue ink that reads "Jacqueline Musto Carroll". The signature is written in a cursive style with a large initial "J" and a long horizontal flourish.

JACQUELINE MUSTO CARROLL, ESQUIRE

Luzerne County – Open Records Officer

200 North River Street

Wilkes-Barre, PA 18711

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* DATE: December 21, 2017

RECORDS REQUESTED - Requesters **MUST** specify the document(s) sought. Please use additional pages if necessary.
 As the behavioral/mental health insurer for HeathChoices 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: December 2017

- 1) Sharon Montross
DOB: 02/28/1970 Estimated DOD: 09/22/2017

- 2) Edward Kay
DOB: 11/08/1975 Estimated DOD: 11/19/2017