

**Timothy Collins, MD**  
Coroner



**Steven Clanton**  
Chief Deputy Coroner

**State of Louisiana**  
Office of the Coroner ✠ Parish of Natchitoches

**Public Records Request**

The following is a request to inspect and/or copy the public records of the Natchitoches Parish Coroner's Office under LSA R.S. 44:11 ET SEQ. The public records policy of the Natchitoches Parish Coroner's Office is attached which describes the policy as it affects various records produced and kept by the office. Please review this policy first to insure that the review sought is possible under the law. Requests under this law are conducted during normal working hours of the office only.

**Requestor's Information**

Location Received: \_\_\_\_\_

Date Written Request Filed with Office: \_\_\_\_\_

Name of Person Requesting Record: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Picture ID Type: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Date of Birth (as per LSA R.S. 44:32) \_\_\_\_\_ Age: \_\_\_\_\_

Relationship to the Person Names in Records Requested: \_\_\_\_\_

\_\_\_\_\_

Are you a convicted felon currently incarcerated? YES or NO

If a member of any news reporting agency or journalism organization, please state the agency and relationship to the person making this request: \_\_\_\_\_

\_\_\_\_\_

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**Document Request Information**

Document Requested: \_\_\_\_\_

Approximate Date of Document: \_\_\_\_\_

Name of Individuals Thought to be Listed in Document: \_\_\_\_\_

\_\_\_\_\_

Type of Review Requested: In Office: \_\_\_\_\_ Copy: \_\_\_\_\_

Information Requested: \_\_\_\_\_

\_\_\_\_\_

It is the policy of this office to honor or reject requests in writing under the public records law after review of the written request request by the Office of the Coroner within three days, exclusive of Saturdays and Sundays and legal holidays. No oral or telephone requests will be honored under the law.

Should you request any copies, they shall be prepared at the rates set by the Coroner's Office or as per LSA R.S. 44:32(C) 1; R.S. 39:241, whichever applies.

By my signature, I certify that the above information is true and correct. I further agree to release and hold harmless the Office of the Coroner, Parish of Natchitoches for any and all damages, known or unknown, contemplated or not, which may result to any person from my execution of this request.

\_\_\_\_\_  
(Signature of Requestor)

\_\_\_\_\_  
Coroner's Office Witness Signature

\_\_\_\_\_  
(Requestor's Printed Name)

\_\_\_\_\_  
(Date)

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**RESPONSE TO PUBLIC RECORDS REQUEST**

Public Records Search Made By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Mailed to Person Making Request: \_\_\_\_\_

Your request for review of the public records indicated above is hereby granted.

You may inspect the said records on : \_\_\_\_\_

At the following location: \_\_\_\_\_

At the following time: \_\_\_\_\_ Assisted by: \_\_\_\_\_

Failure to appear at the time and place set up will require that a new application be filled out.

Your request for a public records inspection as submitted in writing above is hereby rejected because:

- ( ) The records are part of a law enforcement investigation or prosecution which is ongoing as of this date ( R.S. 44:3)
- ( ) The Records sought are confidential as they pertain to a juvenile court proceeding as per the Louisiana's Childrens Code.
- ( ) The records sought are medical records which require a separate authorization or subpoena
- ( ) The records sought are bank records which require a separate authorization or subpoena
- ( ) The records sought are absent or not found (R.S. 44:34), or the record does not exist
- ( ) The records sought are no longer available having been destroyed under R.S. 44:36
- ( ) The records sought are not subject to release under LA R.S. which require a subpoena
- ( ) The records sought are not subject to release and / or not subject to a subpoena (LA R.S. 40:2019)

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**PUBLIC RECORDS REQUEST POLICY**

It is the policy of the Natchitoches Parish Coroner's Office to ensure that a Public Records Request form be completed on all requests for information which is maintained by the Natchitoches Parish Coroner's Office. Upon completion of the request, it will be reviewed and the appropriate response made. No requests shall be made for public records through email or fax).

To ensure that the request is authorized by law we must ensure that the requester is over the age of 18 as required by law and as such all requestors will be identified and age recorded.

This public records requests does not include an individual in custody after sentence following a felony conviction) (RS 44:31.1)

Public bodies such as a city council or elected officials cannot make public record requests. Federal Agencies such as OSHA, NTSB, Etc unless they comply with HIPPA and State Law (RS 13:3715.1)

The following records are not subject to disclosure or a public records request:

1. Coroner's Photographs, Visual Images in whatever form.
2. Medical Records (protected health information, or we are not the custodian of the record)
3. Medical Information pertaining to the person, which is protected health information and must have a HIPPA compliant disclosure form completed.
4. Coroner's Emergency Certificates (this is a medical records and requires a HIPPA disclosure form)
5. Physicians Emergency Certificate (we are not the custodian of these records)
6. Sexual Assault Examination (protected health information and /or may be subject to an investigation or prosecution)
7. Information which was received from a third-party which we are not the custodian or records for, e.g. law enforcement reports, documents, medical records, audio recordings.
8. Sudden Unexplained Infant Death Investigation Form (not subject to disclosure or a subpoena LA RS 40:2019)
9. Records which do not currently exist or do not exist in requested format
10. Death Certificates Copies (these are provided by vital records and we do not have certified copies)

The fee schedule for the Natchitoches Coroner's Office is as follow:

Autopsy Report: \$9.00

Records in digital format: \$100.00

Other Records of the Coroner: \$1.00 per page for 1<sup>st</sup> 25 pages, \$0.50 per page for 25-350 pages, \$0.25 per page  
351 and up.

Handling Charge: \$ 25.00 plus applicable postage/shipping costs

Insurance / Attorney Requests:

Autopsy Report: 9.00 Toxicology, Coroner Report, or other records same as above + handling and postage

Other records per fee schedule above.