County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Delta County
310 Ludington St., Escanaba, MI 49829
Phone: 906-789-5100

Notice to Extend Response Time for FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request No.: 25-279 Date Received: 11/26/25
Date of This Notice: 12-4-25
(Please Print or Type)

Check if received via: ☐ Email ☒ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

Name [redacted]	Phone [redacted]
Firm/Organization	Fax
Street [redacted]	[redacted]
City [redacted]	State [redacted] Zip [redacted]

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☒ Email to address above
☐ Deliver on digital media provided by the County: _____

Record(s) You Requested: (Listed here or see attached copy of original request) **copy of original attached.**

We are extending the date to respond to your FOIA request for no more than 10 business days, until 12/18/25 *(month, day, year)*.
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact Emily DeSalvo at 906-789-5100

Estimated Time Frame to Provide Records: 12/18/2025 *(days or date)*
The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

☒ **1.** The County needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the County must:

☐ **2.** The County needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the County office. Specifically, the County must coordinate documents from the following locations:

☐ **3.** Other (describe): _____

Signature of FOIA Coordinator: [signature] **Date:** 12-4-2025

(Form created by MTA, MAMA and CS&T, PC, May 2015)

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Freedom of Information Act (FOIA) Written Policies, Guidelines, and Forms

To review all policies, guidelines, and forms related to FOIA, please visit Delta County's website at: https://deltacountymi.gov/foia

Upon request, a mailed copy of the polices, guidelines, and/or forms will be provided. Please contact the Delta County Administration Office at 906-789-5100 or by mail at:

Delta County Administration Office
310 Ludington Street, Suite 222
Escanaba, Michigan, 49829

Zimbra #25-279 tracy@deltacountymi.org

Fax received from [redacted]

From : IPFone and TelNet <noreply@notify.telnetfax.com>
Tue, Nov 25, 2025 08:16 PM
1 attachment
Sender : noreply@notify.telnetfax.com
Subject : Fax received from [redacted]
To : adminfax@deltacountymi.gov

External images are not displayed. Display images below

Logo

YOU HAVE RECEIVED A FAX!

You've received a fax!

To	+1 906-789-5197
Sender CSID	[redacted]
Pages received	4
Receive time	11.25.2025 08:16:12 PM -05:00

View additional details inside the Fax portal

Login to secure portal

Logo

Contact Us

inbound_20251126011612O_519abdbbaa4175251087c44afe7d0000.pdf
113 KB

RE: Freedom of Information Act Request for Personnel and Resource Data

Dear FOIA Officer:

Pursuant to the Michigan Freedom of Information Act ("FOIA"), MCL 15.231 et seq.,I hereby request access to and copies of personnel and resource data from the Delta County Prosecutors Office for the specified period below.

DOCUMENTS REQUESTED

I am requesting all documents, reports, and data sets containing information regarding personnel levels, resource allocation, and financial operations, including but not limited to:

1. Staffing Level Data

- **Organizational Charts** current and historical for the past [X] years
- **Staffing Reports** showing number of employees by department, division, and role
- **Position Classification Lists** detailing job titles, grades, and salary ranges
- **Vacancy Reports** showing unfilled positions and time-to-fill statistics
- **Part-time vs. Full-time Staff** breakdown by department
- **Contract Staff Information** including temporary and seasonal employees

2. Attorney Caseload Data

- **Caseload Assignment Reports** showing average number of cases per attorney
- **Case Distribution Statistics** by case type, complexity, and attorney experience level
- **Workload Balance Reports** comparing caseloads across attorneys or divisions
- **Productivity Metrics** including cases opened, closed, and pending per attorney
- **Specialization Reports** showing which attorneys handle specific types of cases
- **Performance Evaluation Summaries** (non-confidential portions) related to caseload management

3. Training and Professional Development Data

- **Training Records** showing courses attended by staff, dates, and costs
- **Professional Development Budgets** allocated and spent by fiscal year
- **Continuing Legal Education (CLE) Records** for attorneys including hours completed
- **Conference Attendance Records** including event names, locations, and expenses
- **Certification and Specialization Training** completed by staff
- **Internal Training Programs** conducted, attendance rosters, and effectiveness metrics

4. Budget and Expenditure Data

- **Annual Budget Documents** including line-item allocations by department
- **Quarterly and Monthly Expenditure Reports** showing actual spending vs. budget
- **Operating Expense Breakdowns** by category (salaries, equipment, facilities, etc.)
- **Capital Expenditure Records** for equipment purchases and facility improvements
- **Overtime and Additional Compensation Records** by department and employee category
- **Audit Reports** related to financial operations and budget compliance

5. Grant Funding Data

- **Grant Applications** submitted to federal, state, and private funding sources
- **Grant Awards Received** including amounts, sources, and award periods
- **Grant Expenditure Reports** showing how grant funds were utilized
- **Grant Compliance Reports** submitted to funding agencies
- **Performance Metrics** required for grant reporting
- **Grant Administration Costs** including staff time allocated to grant management

TIME PERIOD

I request these documents for the following timeframe:

- **Primary Period:** Fiscal years 2020] through 2024
- **Current Fiscal Year:** Year-to-date data through the most recent reporting period
- **Comparative Data:** If available, include the prior fiscal year for baseline comparison

SPECIFIC DATA POINTS REQUESTED

For each category above, I request the following specific data points where available:

Staffing Specifics:

- Total number of employees by department
- Attorney vs. support staff ratios
- Salary ranges and average compensation by role
- Turnover rates by department
- Diversity and demographic statistics (aggregate, non-confidential)

Caseload Specifics:

- Average cases per attorney by month/quarter/year
- Case distribution by offense type and severity
- Time allocation statistics (court time, preparation, administrative duties)
- Specialization patterns and cross-assignment practices

Training Specifics:

- Total training budget and actual expenditures
- Training hours per employee category
- External vs. internal training costs
- Training effectiveness assessments and outcomes

Financial Specifics:

- Total annual budget by fiscal year
- Expenditure breakdown by functional category
- Cost per case handled
- Resource utilization rates and efficiency metrics

Grant Specifics:

- Total grant funding received by source and year
- Grant-funded positions and programs
- Matching fund requirements and compliance
- Grant performance outcomes and reporting requirements

FORMAT AND DELIVERY

- **Format:** Please provide all documents in electronic format (Excel/CSV preferred for data sets, PDF for reports)
- **Data Organization:** Organize by fiscal year and department where applicable
- **Completeness:** Include all supporting schedules, appendices, and backup documentation
- **Cost Notification:** Please inform me in advance if any fees will exceed $[amount]
- **Data Separation:** If any information is exempt, please provide all non-exempt portions

PUBLIC INTEREST JUSTIFICATION

This request serves important public interests including:

- **Fiscal Accountability:** Ensuring taxpayer funds are used efficiently and appropriately
- **Resource Management:** Understanding how prosecutorial resources are allocated to serve the community
- **Performance Evaluation:** Assessing whether staffing levels and training investments match community needs
- **Transparency:** Providing public insight into government operations and decision-making processes
- **Comparative Analysis:** Supporting research on prosecutorial resource management best practices

If the Office Claims This Request Is "Burdensome"

If your office believes that producing *all* of the above categories in a single response is unduly burdensome, **please do not deny the request.** I am fully willing to **re-submit these categories as separate, individual FOIA requests** so long as you identify which portions you believe require separate processing.

This is not a waiver of my rights under FOIA; it is simply an offer of cooperation to facilitate timely compliance.

CERTIFICATION

I certify that I am requesting these records as a member of the public and that I will use them exclusively for non-commercial purposes related to research, education, and public interest analysis.

Respectfully submitted,

[redacted]Parrotta
3989[redacted]Circle
[redacted]CO[redacted]
Email:[redacted]
Phone:[redacted]

Date: November 25th, 2025

CERTIFICATE OF SERVICE

I hereby certify that on November 25th, 2025, I served a copy of this FOIA to:

Delta County Prosecutor's Office
FOIA Coordinator
Emily Delsavo
edesalvo@deltacountymi.org
310 Ludington Street, Suite 237
FAX: 1-906-789-5197
Escanaba, MI 49829