



FY 2014 PERFORMANCE PLAN Office of the Secretary

MISSION

The Office of the Secretary of State for the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

SUMMARY OF SERVICES

The Office of the Secretary of the District of Columbia consists of three offices and two units. The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use. The Office of Documents and Administrative Issuances (ODAI) publishes the DC Register and the DC Municipal Regulations. The Office of Public Records and Archives manages the District of Columbia Archives, Records Center and the Library of Government Information. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives.

OBJECTIVE 1: Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy.

INITIATIVE 1.1: Specify activities to be targeted by the grantees of the DC Democracy Grant

The Office of the Secretary administers the DC Voting Rights Grant which is a competitive grant process to support initiatives regarding self-determination, budget and legislative autonomy, voting rights or statehood for the District of Columbia. Given the limited amount of grants, we will target the recipients with more specific activities to be performed with the grants received.

Completion date: 9/30/2014

INITIATIVE 1.2: Expand updated Web Site to include increased access to historical documents and data

To continue the efforts we have started in FY13. The OS Facebook and Twitter accounts will continue to be active, more historical information and agencies information will be uploaded to the website.

Completion date: 9/30/2014

INITIATIVE 1.3: Promote increased participation in the DC One Fund among all government agencies through agency fairs, early pledging, and direct correspondence between agency coordinators and like agency employees

The Office of the Secretary has been tasked with management of the DC One Fund. The program year generates funds through the United Way. The goal this year is to increase the level of participation by DC employees as well as increase the funds raised to a goal of \$1 Million Dollars. Completion date: 9/30/2014

INITIATIVE 1.4: Coordinate the activities of Dr. Martin Luther King Day, Anniversary of Home Rule, DC Compensated Emancipation Act

These activities are excellent vehicles to showcase District government historic resources as well as to promote DC democracy. **Completion date: 9/30/2014**



OBJECTIVE 2: Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries public for domestic and foreign use

INITIATIVE 2.1: Automate the functions of the Office of Notary Commissions and Authentications (ONCA)

This initiative will allow ONCA to automate its workflow process and online applications for commissions. **Completion date: 9/30/2014**

INITIATIVE 2.2: Review the current Notary system and develop a plan to enhance the system to include record management and processing features

Plan system enhancements include better tracking of the Notary system and improvements to how this information is made easily available to the public (such as locating notaries).

Completion date: 9/30/2014.

OBJECTIVE 3: Provide support and outreach services to the diplomatic and international communities

INITIATIVE 3.1: To inaugurate a Sister City relationship with Ethiopia

To expand the District's Sister City program to represent the largest majority of the African Diaspora living in DC and to add this partnership as a symbolic gesture accompanied by substantive projects to bridge the gap between the District and Addis Ababa – the capital city of Ethiopia. **Completion date: 9/30/2014**

INITIATIVE 3.2: To address citizen complaints regarding problems with Embassies

To serve as the liaison between the residents and the diplomatic community in the District and to create harmony in the neighborhoods between the embassies and the community.

Completion date: 9/30/2014.

INITIATIVE 3.3: To produce a video presentation of an overview of the Office of Protocol and International Affairs

To be able to showcase and explain the responsibilities, accomplishments, and initiatives of the Office of Protocol and International Affairs, to disseminate information and good public relations tools. **Completion date: 9/30/2014.**

Objective 4: Provide convenient records management services to District government agencies, business community and the public in order to provide efficient access to public records stored in the District of Columbia Records Center.

INITIATIVE 4.1: Convert the manual archives records holdings database management system into an automated database management system

All of the functions and services of the Office of Public Records are performed manually. Plans are being developed to automate the functions and services of the Office of Public Records to improve the operational efficiency of the Archives and Records Center workflow.

Completion date: 9/30/2014

INITIATIVE 4.2: Develop a strategic plan for the Office of Public Records

The strategic plan provides a vision, mission and goal for the Office of Public Records as we move forward with plans and design for the new Archives and Records Center.

Completion date: 9/30/2014



INITIATIVE 4.3: Coordinate plans, projects, and activities with DGS in preparation for the new Archives and Records Center

The Council has approved funding to build a new state of the arts Archives and Records Center building to replace the current deteriorated repository. Since DGS will manage this construction project, the Office of Public Records will work closely with DGS to ensure the new building will accommodate the requirements of the Office of Public Records.

Completion date: 9/30/2014

INITIATIVE 4.4: Develop a plan and coordinate activities for the celebration of the 152nd Anniversary of the District of Columbia Emancipation Act and 40th Anniversary of Home Rule

As has been done for the past several years, plans will be made to organize a lecture series and special events to highlight the historical significance of Emancipation Day. Plans will be developed to commemorate the 40th Anniversary of Home Rule.

Completion date: 9/30/2014

Objective 5: Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.

INITIATIVE 5.1: Research, review and compile District of Columbia government agency documentary histories (e.g., Office of the Secretary, DCHR, DGS, OAG, DCRA, OCP, DPR, DDOT, HSEMA, etc.).

ODAI will continue to compile agency historical documents (i.e., enacting laws, Mayor's Orders and Mayor's Memoranda) into a single reference source. To date, ODAI has completed documentary histories for the Office of the Secretary and DGS. During FY 2014, ODAI expects to complete documentary histories for DCRA, OCP and OAG.

Anticipated completion due date for FY14: 9/30/2014

INITIATIVE 5.2: Review ODAI's e-rulemaking website, DCRegs, to determine required fixes, updates and enhancements.

ODAI expects to complete the work to fix, update and enhance the e-rulemaking system, DCRegs. **Completion date: 9/30/2014.**

INITIATIVE 5.3: Develop a plan to update and republish all 31 titles of the DCMR.

The plan to update and republish all 31 titles of the DCMR has been developed. This is a multi-year project. Many DCMRs have not been updated since the 1980s and 1990s. During FY 2014, ODAI expects to compile, publish and sell new hard copy DCMR for the 2013 Construction Codes, Taxicab Regulations and Office of Zoning Regulations.

Completion date: 9/30/2014.

INITIATIVE 5.4: Provide public access to Executive Office of the Mayor's historical administrative issuances.

This is a multi-year project. To date, ODAI has digitized and published historical Mayor's Orders for years 1970 through 2012. ODAI has digitized historical Mayor's Orders for years 1963 through 1969 and in FY 2014, ODAI will publish these Mayor's Orders. For FY 2014, ODAI will continue to digitize and publish the remaining years of historical Mayor's Orders, 1954 through 1960. **Completion date: 9/30/2014.**



KEY PERFORMANCE INDICATORS - Office of the Secretary

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 Actual ^[1]	FY2014 Projection	FY 2015 Projection	FY 2016 Projection
Number of notary application processed (excludes government employees)	1,283	1,500	1,500	1,500	1,500	1,500
Number of documents authenticated	33,243	35,000	62,738	54,780	55,000	55,000
Number of ceremonial documents processed	1,358	1,500	1,510	1,735	1,735	1,735
Percentage of Ambassador welcome letters sent within three months of start of new term	100%	100%	100%	100%	100%	100%
Number of foreign courtesy request and delegation visits	285	300	305	310	310	310
Number of record request processed	50,248	55,000	56,462	55,000	55,000	55,000
Number of rulemakings processed	173	350	433	450	450	450
Number of administrative issuances processed	137	200	254	275	275	275

^[1] Data is current as of September 30, 2013.