

Office of the Secretary FY2016

Agency Office of the Secretary

Mission The Office of the Secretary of 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 four 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 Support Services Office provides operational supports to all offices under the Executive Office of the Mayor. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs Unit manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives.

2016 Objectives

FY16 Objectives

Objective Number	Objective Description
(empty) (5 Objectives)	
1	Promotes 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
2	Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use
3	Provides support and outreach services to the diplomatic and international communities
4	Provides convenient records management services to the District government agencies, business community, and public in order to provide efficient access to public records stored in the District of Columbia Records Center
5	Provides 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

2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	FY 2013	FY 2014	FY 2015	FY 2015 Target	FY 2016 Target
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use (3 Measures)							
Number of notary application processed (excludes government employees)		Annually					2000
Number of documents authenticated		Annually					60000
Number of customers served		Annually					35000
3 - Provides support and outreach services to the diplomatic and international communities (1 Measure)							
Percentage of Ambassador welcome letters sent within three months of start of new		Annually					100

term									
4 - Provides convenient records management services to the District government agencies, business community, and public in order to provide efficient access to public records stored in the District of Columbia Records Center (3 Measures)									
Percentage of record requests fulfilled digitally		Annually							80
Percentage of agency record retention schedules reviewed and approved		Annually							30
Number of record request processed		Annually							9115

2016 Workload Measures

Measure	Frequency of Reporting	FY 2013	FY 2014	FY 2015
No measures found				

2016 Initiatives

Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description
(empty) - 1 (4 Initiatives)				
1		1.1	Process requests for ceremonial documents	Continue to provide ceremonial documents such as proclamations, birthday letters, welcome/greetings, retirement letters, etc. for constituents in a timely manner.
1		1.2	Promote increased participation in the DC One Fund among all government agencies through agency fairs, early pledging, and direct correspondence between agency coordinators and 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.
1		1.3	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. Given the limited amount of grants, we will target the recipients with more specific activities to be performed with the grants received.
1		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.
TOT				
(empty) - 2 (2 Initiatives)				

2		2.1	Automate the commissioning functions of the Office of Notary Commissions and Authentications (ONCA)	This initiative will allow ONCA to automate its workflow process for both notary commissions and authentications, and allow for the possibility of providing online notary applications and payment with credit cards. The notary services currently are performed manually. The authentications division would be enhanced by allowing a rapid validation of the notary and more efficient process for the authentication certificates.
2		2.2	Complete amendments and updates to the DC Code (Chapter 12) and DCMR (17-2400)	This initiative would allow a comprehensive update of necessary changes to the code and DCMR for ONCA. Much of the current language is outdated and we also are out of compliance with some language that in practice. This initiative will require consideration by the Council as they will be changes in the code.

TOT

(empty) - 3 (3 Initiatives)

3		3.1	Serve as a liaison between the embassies and residences	Continue working on solutions to any problems DC residents have with embassy buildings in their neighborhoods.
3		3.2	Work with Sister Cities International to help assure a successful 60th Anniversary celebration in DC in 2015	In partnership with Sister Cities International, organize the 60th Anniversary conference that will be held in Washington, DC in the fall of 2015.
3		3.3	Work with the DC Commission on Arts and Humanities to choose new recipients of Sister City Art grants	Promote the program to both DC participants and Sister Cities partners to increase participations.

TOT

(empty) - 4 (5 Initiatives)

4		4.1	Update and/or develop record retention schedules for all District government agencies	The current published retention schedules for the District have not been updated for more than 20 years. To have updated current retention schedules that apply to current are vital for efficient records management and open government. The Office of Public Records will develop and implement plan for each agency to reach compliance.
4		4.2	Develop and implement Records Management Officer training and certification program for all District government agencies	Every District government is required by law to have a Records Management Officer to manage the records of their agency. Most agencies either don't have an RMO or have assigned an untrained and unskilled individual this task as an additional duty. The result is inefficient management of the agency's records, expensive legal actions, non-disclosure and loss of public trust. The Office of Public Records working with agencies seeking compliance will train and certify official records management officers for each agency.

4		4.3	Develop and implement a plan for the management and preservation of electronic records	Most, if not all District government agencies are creating digitally born records, scanning paper records and converting them to digital images, have amassed a collection of digital photographs and videos, have websites, and use other social media in the course of fulfilling their goals and missions and conducting the business of the government. The government records created are in a media that must be assessed and valued, monitored and controlled with unified standards to insure that they are preserved, can be accessed and are viewable.
4		4.4	Develop plan and coordinate activities for the celebration of the 154th Anniversary of the District of Columbia Emancipation Act	The commemoration of the 154th anniversary will continue to look at the history of the District and provide programs and venues throughout the city to educate the citizenry on the struggle to abolish slavery, and seek justice and equality for all during the post-Civil War Era.
4		4.5	Coordinate plans, projects, and activities with the Architectural and Engineering team of Hartman & Cox for the building of a new, state-of-the-art Archives and Record Center	Members of the Architectural & Engineering firm are heavily engaged in gathering information regarding the quantity, type, condition, retention periods of records in both Archive and Record Center holdings, work flows, building condition and requirements, and more, as part of their effort to build a new facility; all of which requires massive input and cooperation on all levels from the Office of Public Records.
TOT				
(empty) - 5 (2 Initiatives)				
5		5.1	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.
5		5.2	Provide public access to Executive Office of the Mayor's historical administrative issuances	During FY 2015, ODAI will publish on DCRegs digitized historical Mayor's Orders for years 1965 through 1972.
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