

Office of the Secretary FY2021

Agency Office of the Secretary

Agency Code BAO

Fiscal Year 2021

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.

Strategic Objectives

Objective Number	Strategic 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.
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	Provide support and outreach services to the diplomatic and international communities.
4	Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents.
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.

Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 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)	Up is Better	2223	2193	1401	1700
Number of documents authenticated	Up is Better	68,489	62,987	40,000	45,000
Number of customer served	Up is Better	35,071	40,766	Waiting on Data	30,000
3 - Provide support and outreach services to the diplomatic and international communities. (1 Measure)					
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	100%	100%	78.4%	100%
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (4 Measures)					
Number of archival finding aids available online	Up is Better	6	33	Waiting on Data	15
Percent of records requests fulfilled within five business days	Up is Better	82%	82.6%	Waiting on Data	60%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	40%	51.8%	6.3%	40%
Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members	Up is Better	100%	83.5%	Waiting on Data	75%

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
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. (2 Activities)			
CEREMONIAL SERVICES	Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC DEMOCRACY INITIATIVES	DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)			
NOTARY AUTHENTICATIONS	Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service
NOTARY AUTHENTICATIONS	Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service
3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)			
INTERNATIONAL RELATIONS & PROTOCOL	Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (2 Activities)			
ARCHIVAL ADMIN.	Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
LIBRARY OF GOVT. INFO. ACTIVITY	Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service
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. (1 Activity)			
ADMIN. ISSUANCES	Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
1 - Ceremonial documents for constituents (1 Measure)			
Number of ceremonial documents prepared	New in 2019	1210	568
3 - Serve as liaison with diplomatic community in DC (1 Measure)			
Percent of National Day letters written versus number of National Days	100%	100%	70.5%
4 - Manage District government records (5 Measures)			

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	206	131	43
Number of records requests received	968	3067	1098
Volume of records accessioned to the DC Archives	614	174	25.3
Number of on-site researchers served	196	467	Waiting on Data
Number of publications added to the Library of Government Information	80	18	20
5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)			
Number of rulemakings processed	339	333	393
Number of administrative issuances processed	165	116	149

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Commission the notaries (3 Strategic initiatives)		
Electronic Notarizations	Implement Electronic Notarizations. The office will start receiving and processing applications to be endorsed as e-notary.	09-30-2021
Temporary Oath of Office and Virtual Orientation	Continue to provide temporary oath to notaries and provide virtual orientation for the new notary applicants.	09-30-2021
Regulations to Implement the Revised Uniform Laws on Notarial Acts Act	Publish Proposed Rulemaking; Receive Comments, if any; Publish Final Rulemaking.	09-30-2021
Manage District government records (1 Strategic Initiative)		
Records Retention Schedule	Implements records retention schedules for independent agencies.	09-30-2021
Publish the DC Register and the DC Municipal Regulations (2 Strategic initiatives)		
DCRegs Website Review and Technical Adjustments.	During FY 2018, ODAI launched a new version of its website, DCRegs. During FY 2021, ODAI will review the functionality of the website and where necessary suggest revisions or adjustments to OCTO. ODAI will also review the website to determine how its functionalities can be revised to allow a more efficient publication and codification process. This initiative benefits all residents of the District of Columbia, including residents of Wards 7 and 8, because DCRegs is the online web portal that is a one stop access point for District of Columbia Register, District of Columbia laws, regulations, District government operations information and meetings, and current and historical Mayor's Orders.	09-30-2021
Legal Materials Authentication.	During FY 2021, ODAI will develop a method to electronically authenticate the District of Columbia Register and the District of Columbia Municipal Regulations. This initiative benefits all users of the District of Columbia Register and the District of Columbia Municipal Regulations, including residents of Wards 7 and 8, because it will allow District residents and all users of the District of Columbia Register and the District of Columbia Municipal Regulations to obtain physical and online evidence that each item or sections of those items are the current and legally in effect.	09-30-2021
Serve as liaison with diplomatic community in DC (2 Strategic initiatives)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Embassy Task Force Committee	To meet the new Head of the Office of Foreign Missions at Department of State, and form a relationship to continue the work of the Embassy /Neighborhood Task Force.	09-30-2021
Electoral College	Organize the electoral college ceremony that follows the 2020 Presidential election	01-31-2021