



Office of the Secretary

OSEC (BA)

MISSION

The mission of the Office of the Secretary of the District of Columbia is to provide document management and ceremonial services for the Mayor and District government agencies in a manner that is efficient, accountable, and customer friendly.

SUMMARY OF SERVICES

The Office of the Secretary of the District of Columbia provides document management through the Office of Notary Commissions and Authentications, the Office of Documents and Administrative Issuances (publishers of the DC Register and the DC Municipal Regulations) and the Office of Public Records which includes the District of Columbia Archives. The Office of Ceremonial Services is responsible for all Mayoral proclamations and ceremonial documents, and the Office of Protocol and International Affairs manages Sister City relationships, and communication between the Executive Branch and foreign government representatives.

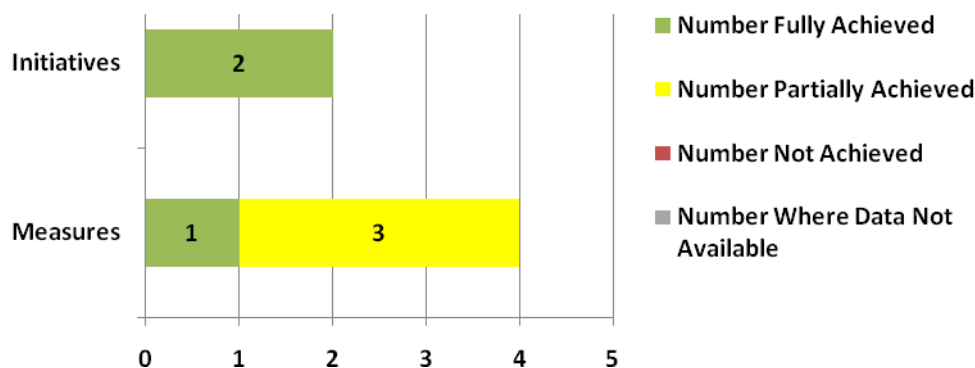
AGENCY OBJECTIVES

1. Ensure timely and open access to all District of Columbia laws, regulations, administrative issuances and archival holdings.
2. Support DC agencies' attempts to bring the basic functions of D. C. Government to the forefront of e-government services nationwide.
3. Maintain excellent relations with the international community in Washington, D.C., including the embassies, our sister cities, and the Department of State.

3 KEY ACCOMPLISHMENTS

- ✓ Digitized all DC Notary Public files, creating the first electronic database in DC government.
- ✓ Began digitizing Mayor's Orders, DC Municipal Regulations (DCMR) and the DC Register in-house.
- ✓ Installed a security system, HVAC system and new roof at the DC Office of Public Records and Archives to make it more secure from theft, fire and water damage.

OVERVIEW OF AGENCY PERFORMANCE





Performance Initiatives – Assessment Details

Performance Assessment Key:

 Fully achieved  Partially achieved  Not achieved  Data not reported

OBJECTIVE 1: Ensure timely and open access to all District of Columbia laws, regulations, administrative issuances and archival holdings.

 **INITIATIVE 1.1: Secure and improve the facilities at the District of Columbia Archives.**

Fully Achieved. The Office of the Secretary has been preparing to digitize the District's records and archives to reduce the space needed for record storage. Toward this end, we purchased an archive quality scanner which will enable us to digitize a majority of the book bound records that make up a large portion of the DC Archives. The Office of the Secretary has been working with the Office of Property Management to make the DC Office of Public Records and Archives more secure from theft, fire, and water damage. In FY2008, we installed a CCTV monitoring/security system, HVAC system, and new roof at the archives.

OBJECTIVE 2: Support DC agencies' attempts to bring the basic functions of D. C. Government to the forefront of e-government services nationwide.

 **INITIATIVE 2.1: Automate the functions of the Notary Commissions and Authentications Section.**

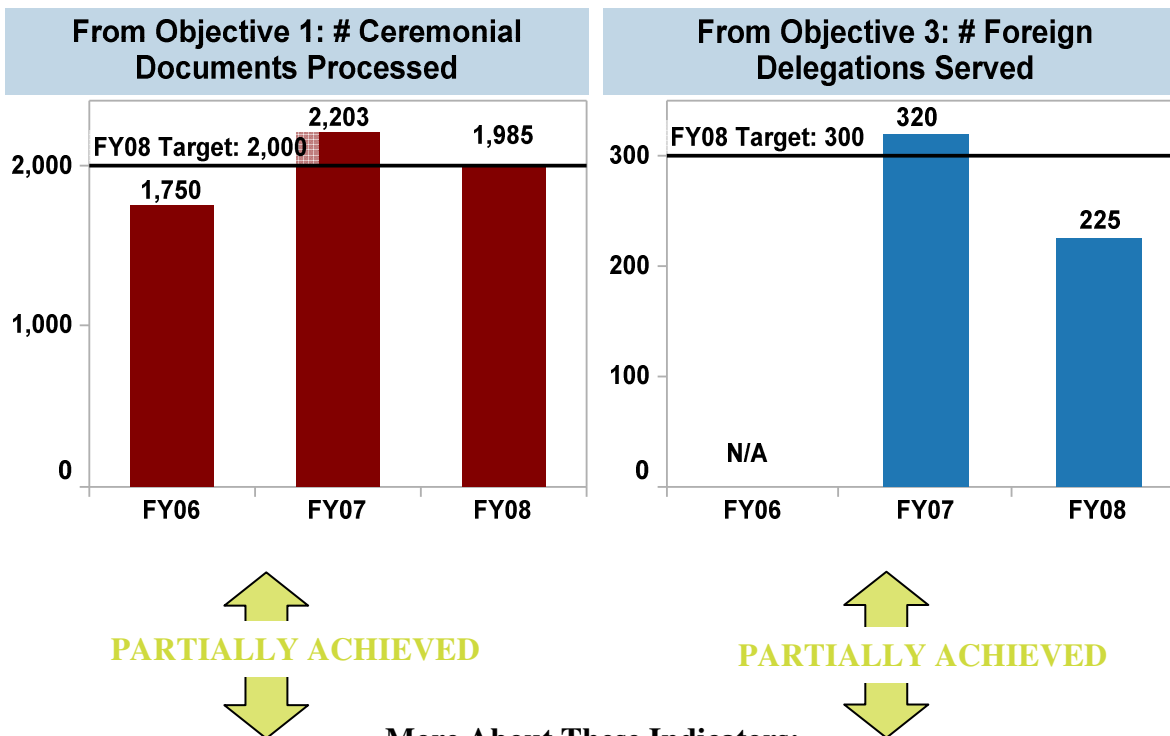
Fully Achieved. In FY2008, the Office of the Secretary digitized all DC Notary Public files, creating the first electronic database in District of Columbia government. This lays the groundwork for future advancements such as integration with the District's GIS system. It will result in better customer service due to faster authentications and an automated application and renewal process. A new administrator for NCAS was hired in May and has begun implementing other automation initiatives.

OBJECTIVE 3: Maintain excellent relations with the international community in Washington, D.C., including the embassies, our sister cities, and the Department of State.

No initiatives reported for this objective in FY08.



Key Performance Indicators – Highlights



More About These Indicators:

How did the agency's actions affect this indicator?

- Placed more restrictions on who receives ceremonial documents (e.g. excluded events outside of the District), which lowered the number of ceremonial documents processed.

What external factors influenced this indicator?

- We primarily produce documents only when requested, so the number of ceremonial documents produced is closely linked to demand.

How did the agency's actions affect this indicator?

- All requests by foreign delegations for meetings were honored.

What external factors influenced this indicator?

- Met with the delegations only when requested so the number of foreign delegations served is linked to demand. We guessed the number of requests incorrectly.



Key Performance Indicators – Details

Performance Assessment Key:

- Fully achieved
 ● Partially achieved
 ● Not achieved
 ● Data not reported

	FY06 Actual	FY07 Actual	FY08 Target	FY08 Actual	FY09 Projection
OBJECTIVE 1: Ensure timely and open access to all District of Columbia laws, regulations, administrative issuances and archival holdings.					
● DCMR updates by # titles	0	4	3	2	25
● # Ceremonial documents processed	1,750	2,203	2,000	1,985	2,000
OBJECTIVE 2: Support DC agencies' attempts to bring the basic functions of D. C. Government to the forefront of e-government services nationwide.					
● Notary digitization by % files digitized	0%	10%	100%	100%	100%
OBJECTIVE 3: Maintain excellent relations with the international community in Washington, D.C., including the embassies, our sister cities, and the Department of State.					
● # Foreign delegations served	N/A	320	300	225	300

¹ Licensees may pay their 3 year renewal fee in a lump sum payment or pay annually or pay more than one year at a time. This accounts for fluctuations in the revenue stream which is why ABRA has access to the reserve fund balance.