



FY09 PERFORMANCE PLAN
Office of the Secretary of the District of Columbia

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 DC 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 (“ODAI,” publishers of the DC Register and the DC Municipal Regulations), and the Office of Public Records (managers of the DC Records Center and the District of Columbia Archives). The Ceremonial Services Unit 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.

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

INITIATIVE 1.1: Update and digitize the District of Columbia municipal Regulations (DCMR).

A large majority of the titles of the DCMR have not been updated (regulations that have been approved and are in place, yet have not been integrated into the “book” form) since 1998. We plan to spend up to \$800,000 to contract out the huge task of incorporating all amendments to all titles of the DCMR. Once this has been completed, residents will have electronic access to all updated titles of the DCMR and it will be far easier for ODAI to keep the DCMR up-to-date.

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: Partner with OCTO to support the District-wide Electronic Document Management Initiative.

The Office of the Secretary is responsible for the publication of the District of Columbia Register, the District of Columbia Municipal Regulations, and other legal publications. In FY09 we will begin a major effort to automate the operations of the Office of Documents and Administrative Issuances (ODAI) by working with agencies to create automatic updates to the online version of the DCMR. Additionally, the Office of Notary Commissions and Authentications will begin automating its processes to enhance its efficiency.

OBJECTIVE 3: Educate District residents and visitors on local history through the special events, projects and websites managed by the Office.

INITIATIVE 3.1: Partner with local organizations, schools and universities to educate District residents on the District’s role in the many historic events which take place in DC.

In 2009, the Office of the Secretary is taking a major role in several special events taking place in the District: Martin Luther King, Jr. Day, DC Emancipation Day, the Presidential Inauguration, the rollout of the DC Quarter and the Abraham Lincoln Bicentennial. These ceremonies are excellent vehicles to showcase District Government historic resources and can be used as building blocks for a museum-quality DC Archives.



PROPOSED KEY PERFORMANCE INDICATORS

Measure	FY07 Actual	FY08 Target	FY08 YE Actual	FY09 Projection	FY10 Projection	FY11 Projection
DCMR titles Updated	4	4	3	28	31	31
Current and historical documents and issuances digitized and available via website	0	N/A	300	600	900	1200
Notary processes automated (goal is to automate all possible process in Office of Notary Commissions & Authentications)	0	1	1	2	3	3
Number of ceremonial documents processed	2203	2000		2000	2000	2000
Number of foreign delegations served	320	350		350	350	350