



## Office of the Secretary OS (BA)

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### 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.

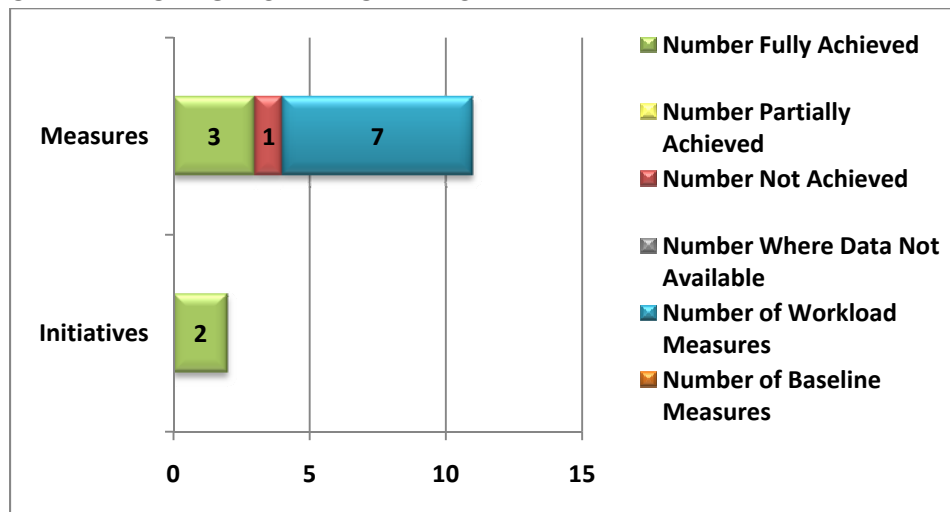
### SUMMARY OF SERVICES

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.

### ACCOMPLISHMENTS

- ✓ In FY2010, Office of Documents and Administrative Issuances unveiled the DC Regs application, an online tool at [www.dcregs.dc.gov](http://www.dcregs.dc.gov), that allows users to track the progress of a Register submission, find the weekly DC Register, and download the text of any regulation or DC Register, and all Mayor’s Orders from the Fenty Administration. To date, DC Regs is now current and all Final Rulemakings have been amended and uploaded to the DCMR with the relevant updated information. Over 900 sections were amended.
- ✓ The Office of Public Records and Archives completely revised the District’s General Records Retention Schedule. OPR also worked with individual agencies on their retention schedules, most notably DDOE, DCPS, and DCHR. OPR also worked with several agencies on large digitization projects, including the Recorder of Deeds, as they prepare for a new building, the Department of Human Services, the Department of Corrections, and DC Courts, which is digitizing all of the Wills for which they are responsible.

### 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 AND ADMINISTRATIVE ISSUANCES.**

- **INITIATIVE 1.1: Make all ODAI publications available electronically.**

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### **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: Serve as the foundation for proper records and information management across the District.**

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### **OBJECTIVE 3: EDUCATE DISTRICT RESIDENTS AND VISITORS ON LOCAL HISTORY THROUGH THE SPECIAL EVENTS, PROJECTS AND WEBSITES MANAGED BY THE OFFICE.**

*There were no initiatives for this objective*



## Key Performance Indicators – Details

### Performance Assessment Key:

● Fully achieved  
 ● Partially achieved  
 ● Not achieved  
 ● Data not reported  
 ● Workload Measure

	Measure Name	FY2009 YE Actual	FY2010 YE Target	FY2010 YE Actual	FY2010 YE Rating	Budget Program
●	1.1 Current and historical documents and issuances digitized, indexed, and available via website.	755	900	1114	123.78%	OFFICE OF PUBLIC RECORDS
●	2.1 Record requests fulfilled digitally	0	5	11.13%	222.68%	OFFICE OF PUBLIC RECORDS
●	2.2 Days it takes to process 90% of notary applications	35	30	169	17.75%	OFFICE OF PUBLIC RECORDS
●	3.1 Number of ceremonial documents processed	0	2000	1309		CEREMONIAL SERVICES
●	3.2 Ambassador welcome letters sent within three months of start of new term	100	100	100%	100%	CEREMONIAL SERVICES
●	3.3 Number of rulemakings processed	317		170		OFFICE OF PUBLIC RECORDS
●	3.4 Number of administrative issuances processed	150		222		OFFICE OF PUBLIC RECORDS
●	3.5 Number of record requests processed	N/A		10441		OFFICE OF PUBLIC RECORDS
●	3.6 Number of notaries commissioned	2,002		1606		OFFICE OF PUBLIC RECORDS
●	3.7 Number of documents authenticated	40,618		53690		OFFICE OF PUBLIC RECORDS
●	3.8 Number of foreign courtesy requests and delegation visits fulfilled	277		1309		OFFICE OF PUBLIC RECORDS