



Office of the Secretary **OS (BAO)**

MISSION

The Office of the Secretary of State for 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 three 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 Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives.

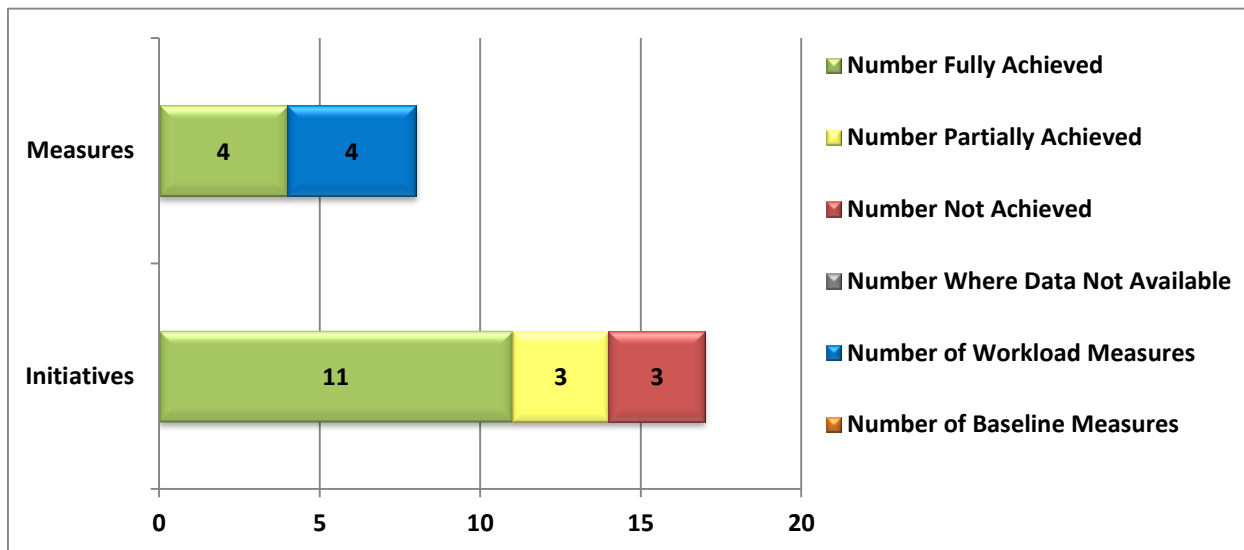
ACCOMPLISHMENTS

- ✓ Raised \$1 million in 2013' DC One Fund Campaign
- ✓ Added Addis Ababa as the 14th DC Sister City partner
- ✓ Completed a strategic plan for the Office of Public Records

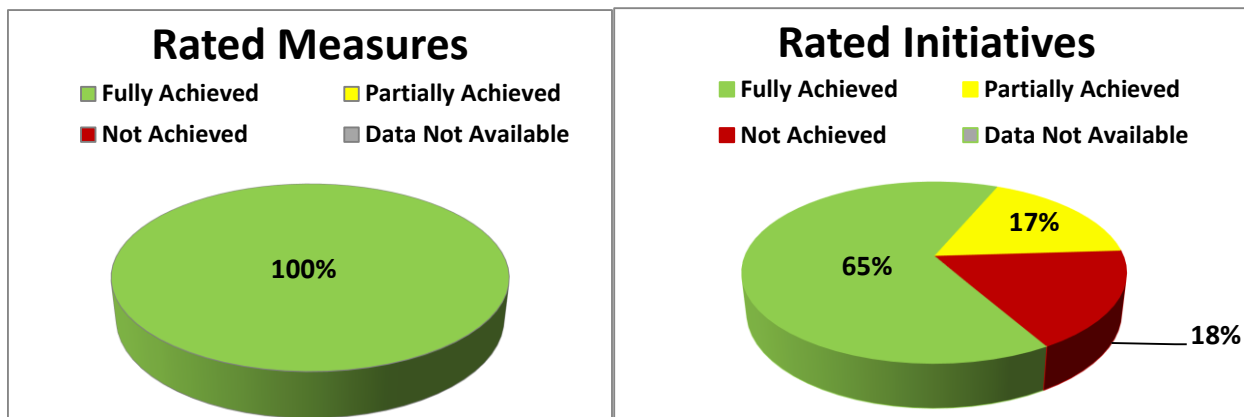


OVERALL AGENCY PERFORMANCE

TOTAL MEASURES AND INITIATIVES



RATED MEASURES AND INITIATIVES




Note: Workload and Baseline Measurements are not included

Default KPI Rating:	
$\geq 100\%$	Fully Achieved
75 - 99.99%	Partially Achieved
$< 75\%$	Not Achieved



Performance Initiatives – Assessment Details

Performance Assessment Key:

-  Fully achieved  Partially achieved  Not achieved  Data not reported

Agency Management

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

INITIATIVE 1.1: Specify activities to be targeted by the grantees of the DC Democracy Grant

- **This initiative was fully achieved** - The grant was given out in January 2014 and there were three recipients for FY2014 grant.

INITIATIVE 1.2: Expand updated Web Site to include increased access to historical documents and data

- **This initiative was fully achieved** - Currently OS Twitter account has 300 followers, up from 42 followers in 2012.

INITIATIVE 1.3: Promote increased participation in the DC One Fund among all government agencies through agency fairs, early pledging, and direct correspondence between agency coordinators and like agency employees

- **This initiative was fully achieved** – The 2013’s campaign raised \$1,022,278 from over 3,320 pledges. We increased the numbers of fair-share givers from 312 in 2012 to 512 in 2013.

INITIATIVE 1.4: Coordinate the activities of Dr. Martin Luther King Day, Anniversary of Home Rule, DC Compensated Emancipation Act

- **This initiative was fully achieved** - We have successful, well organized and well attended events.

OBJECTIVE 2: Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries public for domestic and foreign use

INITIATIVE 2.1: Automate the functions of the Office of Notary Commissions and Authentications (ONCA)

- **This initiative was partially achieved** – ONCA has negotiated the terms to complete all of the work with OCTO. During FY 2015, ONCA will enter into an MOU with OCTO to complete the work.

INITIATIVE 2.2: Review the current Notary system and develop a plan to enhance the system to include record management and processing features

- **This initiative was not achieved** - It will be carried over to FY15 and waiting for a more comprehensive OCTO's proposal.

OBJECTIVE 3: Provide support and outreach services to the diplomatic and international communities

INITIATIVE 3.1: To inaugurate a Sister City relationship with Ethiopia

- **This initiative was fully achieved** - The District and Addis Ababa, Ethiopia signed the Sister City agreement on December 11, 2013.



- **INITIATIVE 3.2: To address citizen complaints regarding problems with Embassies**
This initiative was fully achieved - All issues have been addressed.

- **INITIATIVE 3.3: To produce a video presentation of an overview of the Office of Protocol and International Affairs**
This initiative was not achieved - Lack of resources to complete this project.

OBJECTIVE 4: Provide convenient records management services to District agencies, business community and the public in order to provide efficient access to public records stored in the DC Records Center

- **INITIATIVE 4.1: Convert the manual archives records holdings database management system into an automated database management system**

- **This initiative was fully achieved** - Developed plans and purchased equipment to automate the functions and services of the Office of Public

- **INITIATIVE 4.2: Develop a strategic plan for the Office of Public Records**
This initiative was fully achieved - Completed a strategic plan for the Office of Public Records.

- **INITIATIVE 4.3: Coordinate plans, projects, and activities with DGS in preparation for the new Archives and Records Center**

- **This initiative was fully achieved** - Continue to coordinate plans, project, and activities with DGS for FY15 Capital funds.

- **INITIATIVE 4.4: Develop a plan and coordinate activities for the celebration of the 152nd Anniversary of the District of Columbia Emancipation Act and 40th Anniversary of Home Rule**

- **This initiative was fully achieved** - Developed plans and coordinated activities for the 152nd Anniversary of the Emancipation Day and the 40th Anniversary of Home Rule.

OBJECTIVE 5: Provide timely technical, professional and other legal services to the Mayor, DC agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates

- **INITIATIVE 5.1: Research, review and compile DC government agency documentary histories (e.g., Office of the Secretary, DCHR, DGS, OAG, DCRA, OCP, DPR, DDOT, HSEMA, etc.)**
This initiative was not achieved - This initiative was not achieved due to a lack of resources.

- **INITIATIVE 5.2: Review ODAI's e-rulemaking website, DCRegs, to determine required fixes, updates and enhancements**

- **This initiative was partially achieved** - During FY 2014, ODAI determined the required fixes, updates and enhancements for its e-rulemaking website DCRegs. ODAI has negotiated the terms to complete all of the work with OCTO. During FY 2015, ODAI will enter into an MOU with OCTO to complete the work.

- **INITIATIVE 5.3: Develop a plan to update and republish all 31 titles of the DCMR**
Fully Achieved - ODAI has compiled and published the District of Columbia Construction Codes Supplement of 2013 and will sell the hard copies to the public. ODAI did not compile and publish hard copy DCMR for the Taxicab Regulations or the Office of Zoning Regulations because the Taxicab Commission and the Office of Zoning have yet to publish final regulations.



INITIATIVE 5.4: Provide public access to Executive Office of the Mayor's historical administrative issuances,

- **This initiative was partially achieved** - During FY 2014, ODAI published historical Mayor's Orders for years 1963, 1966, 1967, 1968 and 1969. ODAI did not digitize and publish historical Mayor's Orders for years 1954 through 1960 due to a lack of resources.



Key Performance Indicators – Details

Performance Assessment Key:

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

	KPI	Measure Name	FY 2013 YE Actual	FY 2014 YE Target	FY 2014 YE Revised Target	FY 2014 YE Actual	FY 2014 YE Rating	Budget Program
●	1.1	Number of ceremonial documents processed	1,510	Not Applicable		1,382	Not Rated Workload Measure	CEREMONIAL SERVICES
●	2.1	Number of notary application processed (excludes government employees)	1,605	1,200		1,785	148.75%	NOTARY COMMISSION & AUTHENTICATIONS
●	2.2	Number of documents authenticated	62,738	54,780		75,283	137.43%	NOTARY COMMISSION & AUTHENTICATIONS
●	3.1	Percentage of Ambassador welcome letters sent within three months of start of new term	100%	100%		100%	100%	INTERNATION RELATIONS & PROTOCOL
●	3.2	Number of foreign courtesy request and delegation visits	305	Not Applicable		301	Not Rated Workload Measure	INTERNATION RELATIONS & PROTOCOL
●	4.1	Number of record request processed	56,462	55,000		62,824	114.23%	OFFICE OF PUBLIC RECORDS
●	5.1	Number of rulemakings processed	433	Not Applicable		436	Not Rated Workload Measure	OFFICE OF DOCUMENTS & ADMIN. ISSUANCE
●	5.2	Number of administrative issuances processed	254	Not Applicable		296	Not Rated Workload Measure	OFFICE OF DOCUMENTS & ADMIN. ISSUANCE