

Office of the Secretary FY2019

Agency Office of the Secretary

Agency Code BAO

Fiscal Year 2019

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.

2019 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.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 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	2084	1945	2223	2000
Number of documents authenticated	Up is Better	50,571	58,535	68,489	60,000
Number of customer served	Up is Better	31,013	42,667	35,071	40,000
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%	62.9%	100%	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	Not Available	Not Available	6	15

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Percent of records requests fulfilled within five business days	Up is Better	Not Available	Not Available	82%	80%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	Not Available	Not Available	40%	80%
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	Not Available	Not Available	100%	95%

2019 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)			
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
CEREMONIAL SERVICES	Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
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

Operations Header	Operations Title	Operations Description	Type of Operations
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

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Ceremonial documents for constituents (1 Measure)			
Number of ceremonial documents prepared	Not Available	Not Available	Not Available
3 - Serve as liaison with diplomatic community in DC (1 Measure)			
Percent of National Day letters written versus number of National Days	Not Available	100%	100%
4 - Manage District government records (5 Measures)			
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	Not Available	243	206
Number of records requests received	Not Available	874	968
Volume of records accessioned to the DC Archives	Not Available	93	614
Number of on-site researchers served	Not Available	151	196
Number of publications added to the Library of Government Information	Not Available	15%	100%
5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)			
Number of rulemakings processed	495	353	339
Number of administrative issuances processed	195	281	165

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Authenticate documents for international and domestic use (1 Strategic Initiative)		
Computerizing the ONCA Office	Computerizing and automating the ONCA office will create a more professional and seamless method to accept and track notary applications as well as accept mail-in applications for authentications.	09-30-2019
Commission the notaries (1 Strategic Initiative)		
Increasing Notaries in Underserved Areas	As part of the ongoing program to increase notaries in underserved areas, ONCA is reaching out to MOLA and MOAPIA to work with their stakeholders in their communities. Once the office has been computerized and automated we will be able to sort the notaries by Ward and communities to provide more detailed data of where notaries are needed. This will allow us to target communities and work with the members of the Council.	09-30-2019
DC Democracy Grant (1 Strategic Initiative)		
Award organizations that proposed fresh ideas to advance full democracy	Continue to work with the Office of Partnerships and Grant Services to award organizations that proposed fresh ideas to advance full democracy for our residents.	09-30-2019
Manage District government records (1 Strategic Initiative)		
Enhance researcher knowledge of Archives collections.	The Office of Public Records will bring expanded access to the finding aids of the Archives collections to our researchers by locating and posting online all known finding aids to the Archives' non-genealogical accessions. This initiative will facilitate use of our historical records and enhance the value of the Office of Public Records to the District government, to the community of historians, and to residents of the District as a whole.	09-30-2019
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 the remainder of FY 2018 and FY 2019, 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.	09-30-2019
Legal Materials Authentication.	During FY 2018 and FY 2019, ODAI will develop a method to electronically authenticate the District of Columbia Register and the District of Columbia Municipal Regulations. The completion of this Initiative will depend upon the availability of funds.	09-30-2019
Serve as liaison with diplomatic community in DC (1 Strategic Initiative)		
Inaugural Mayoral Appreciation Reception to acknowledge presence of diplomatic community in DC	The Mayor will host an inaugural reception of appreciation for the diplomatic/international corps in DC. This will be held at the John A Wilson Building as a tribute to the presence of the corps in DC and their contribution to the fabric of our city. This is will the first time a Mayor has held such an event.	09-30-2019