

Office of the Secretary (OS) – BA0

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Central Purpose

The Office of the Secretary for the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and the international community.

Key Facts

- The Secretary of the District of Columbia serves as the custodian of the DC seal, DC flag and is the chief of protocol for the District and is a member of the National Association of Secretaries of State.
- During a fiscal year, the Office of the Secretary processes over 86,000 documents (authentications, notary applications, ceremonial documents, rulemakings, administrative issuances, etc.
- The Office of the Secretary is responsible for collecting, storing, and managing inactive records of the District Government.
- The *District of Columbia Register* was first published in 1954; it is issued weekly on Fridays.
- The Office of the Secretary is liaison to over 190 embassies, missions, and special interest sections in the District of Columbia.

Goals/Performance Measures

- Promotes the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for D.C. democracy.
- Promotes customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.
- Provides support and outreach to the diplomatic and international communities.
- Provides convenient records management services to District government agencies, the business community, and public in order to

provide efficient access to public records stored in the District of Columbia Records Center.

- Provides timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and the general public in order to give and/or have official notice of all proposed and adopted legal mandates.
- Provides the Executive Office of the Mayor and agencies under its purview with essential technical and logistical support needed to efficiently execute daily operations.

Programs/Services

(listed by the units within the Office of the Secretary)

- **Executive Office of the Secretary**
 - The Executive Office provides administrative oversight to the overall operations of the Office of the Secretary.
 - Administers the DC Voting Rights Grant.
 - Every four years, convenes the District of Columbia Electoral College.
 - Through the Emancipation Day Fund, organizes annual educational events to commemorate Emancipation Day.
 - In conjunction with the DC One Fund Executive Committee, plans and administers the day-to-day operations of the Campaign.
 - Coordinates a variety of special events such as chairing the D.C. Commission on the Martin Luther King, Jr. Holiday, serving on the Public Space Committee and the National Cherry Blossom Festival Board and providing support for the 40th Anniversary of Home Rule Celebration, presidential and mayoral inaugurations, welcoming event for the U.S.-Africa Leaders' Summit, and the 50th Anniversary of the March on Washington

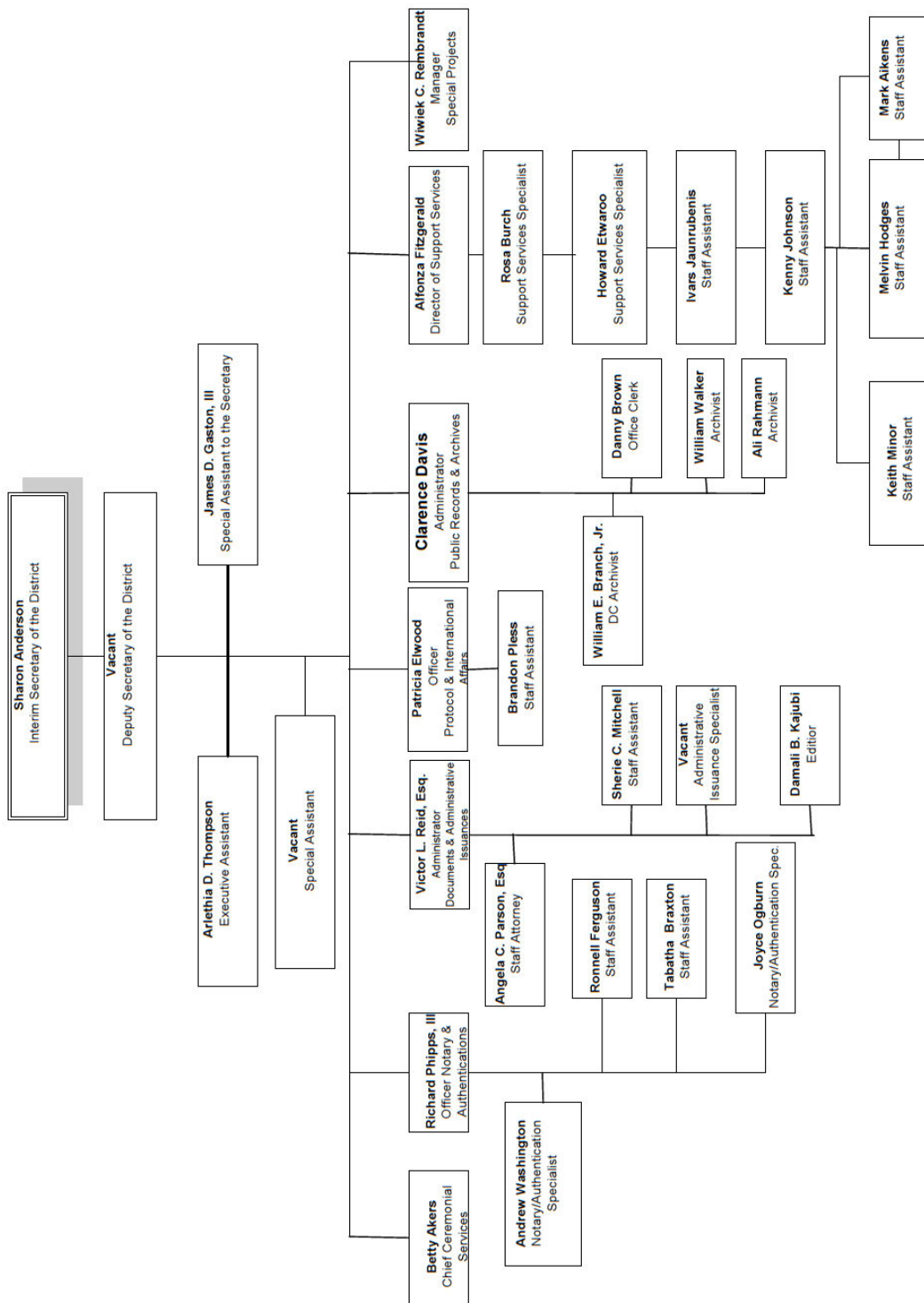
- **Office of Notary Commissions and Authentications (ONCA)**
 - Commissions new Notaries Public and renews the commissions of current notaries as their commissions reach their expiration date.
 - Authenticates documents that have been properly processed and are needed internationally for adoptions, education, marriage or business.
- **Office of Documents and Administrative Issuances (ODAI)**
 - Prepares and publishes the *District of Columbia Register* and the *District of Columbia Municipal Regulations* in accordance with the District of Columbia Documents Act of 1978, D.C. Law 2-153.
 - Assists in the drafting of Mayor's Orders and Mayor's Memoranda (which set the directives of the Mayor on important policies and procedures; appoint cabinet and senior level positions; make appointments to boards and commissions; delegate authority to act on behalf of the Mayor; and any other duties conferred to the Mayor by the District of Columbia Home Rule Act of 1973).
 - Manages the standards and procedures to be followed by all District of Columbia government agencies seeking to promulgate rules and regulations or to propose and issue executive orders and other administrative issuances.
- **Office of Public Records and Archives (OPR)**
 - Provides temporary records management services to District government agencies and the public for access to records stored in the District of Columbia Records Center.
 - Provides historical records management services to District agencies and the public for access to records stored in the District of Columbia Archives.
 - Provides publication management services to ensure access to documents created by District government agencies.
- Advises on guidelines for establishing electronic records management programs within agencies.
- **Ceremonial Services Unit**
 - Provides ceremonial document services to individuals, businesses, organizations, and government agencies so that they can be recognized by the mayor. Proclamations, greeting and condolence letters are among the most requested documents.
- **Protocol and International Affairs Unit**
 - Provides advice on protocol issues such as preparations for international travel by District government officials, appropriate use of the District of Columbia seal, and proper display of flags.
 - Introduces Mayor to diplomatic community, coordinates courtesy visits, and manages relevant correspondence such as congratulatory letters for National Days.
 - Serves as "diplomatic and international constituent services office": responds to needs of both the diplomatic community and concerns raised by District residents.
 - Organizes meetings with DC government agencies in response to requests from the U.S. State Department, embassies, and the international community.
 - Manages Sister City relationships with 13 international capitals and with Sunderland, England, the ancestral home of George Washington. Coordinates projects under these agreements.
- **EOM Support Services**
 - Provides EOM and the agencies under its purview with essential technical and logistical support needed to efficiently execute the daily operations of the Mayor's Office: telecom, procurement, courier and transportation services, credentialing, fleet management, parking coordination, property management, drafting of internal memorandums, and compliance reporting.

- It is the duty of Support Services to serve as a key resource for EOM so that its functions can be carried out in the best interest of the Mayor, the Executive Staff, and the residents of the District of Columbia.

First Quarter CY2015 Hot Button Issue(s)

- Work with DGS and OS Project Manager to review the design and engineering proposals for the DC Archives.
- Work with OCTO on the development of the technology program for DC Archives. (Secretary and OPR)
- Support the Commission on the Dr. Martin Luther King, Jr. Holiday on January 19 for Day of Service.
- Support the newly established Commission on the Sesquicentennial Celebration of the American Civil War planning its May 2015 activities.
- Modernization of the Office of Public Records including Wi-Fi upgrades (Support Services)
- Upgrade the Wilson Building's wireless connectivity. (Support Services)
- Improvements to the Mayor's Press Room. (Support Services)
- Improvements to the Security technology and equipment at Naylor Court. (DGS and OPR)
- Coordinate the participation of the Diplomatic Corps at the Inauguration of the Mayor and Council. (International)
- Introduce the new Mayor to the Diplomatic community both by letter and by organizing an event. (International)
- Prepare a report that is requested by and submitted to the Office of Protocol of the State Department regarding gifts received by and presented by the Mayor in 2014. (International)
- Complete MOU with OCTO for automation of the notary and authentication processes. (ONCA)
- Work on plans for DC Emancipation Day, April 16, 2015. (OPR and Secretary)
- Provide support for the Commission for the Commemoration of the end of the American Civil War. (Secretary and OPR)
- Provide support for State of the District Address. (Support Services)

Organization Chart



Boards and Commissions relevant to the agency (if any)

Board Name	Name of Chairperson	No. of Members
D.C. Commission on the Dr. Martin Luther King, Jr. Holiday	Cynthia Brock-Smith	20 (23 max)
D.C. Commemorative Commission on the Sesquicentennial Celebration of the American Civil War	Dr. Frank Smith	13

Budget FY2015

Total Budget	\$ 4,003,941
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No. of Employees

Current No. of FTEs	30
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Union Representation

Union(s)	Union Representative	No. of Members
N/A		

Facility Location(s)

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
Executive Office	1350 Pennsylvania Ave, NW, #419	20004	2	(202) 727-6306
Notary & Authentications	441 4 th Street NW, #810 South	20001	2	(202) 727-3117
Office of Documents and Administrative Issuances (ODAI)	441 4 th Street NW, #520 South	20001	2	(202) 727-5090
Office of Public Records (OPR)	1300 Naylor Court, NW	20001	2	(202) 671-1105

Key Projects/Initiatives

Project/Initiative Name	Brief Description	Delivery Date
OPR - Automation	Automate functions and services of the Archives & Records Center	Sept. – 2015
OPR - Database management	Develop a database management system of records in storage at the National Archives	Sept. – 2015
OPR - Archives website	Develop a website to service patrons of the Archives & Records Center	Sept. – 2015
ONCA - Notary Commissions Automation	MOU with OCTO to inaugurate this project	TBD
ONCA – Authentications Automation	MOU with OCTO to inaugurate this project	TBD
ODAI –Digitization Project	Digitize historical Commissioners’ Orders from 1954-62. Once digitization is complete, the Orders will be uploaded onto ODAI website: www.dcreg.dc.gov	Sept. – 2016
ODAI – Document Government Agencies’ Histories	Compile historical documents which detail an individual agency’s creation, relevant Mayor’s Orders, etc. Each agency will be provided a single reference source with this history.	Ongoing based on ODAI staff availability

Project/Initiative Name	Brief Description	Delivery Date
ODAI – Update DCMR	A multi-year project to update DCMR titles; many have not been updated since the 1980s. During FY-2015, contractors will be hired to begin this project.	TBD

Capital Program(s)

Project Name	Budget ID	Funding Source	Project Budget	Current Balance	Delivery Date
Archives Building	AMO-AB102	Capital budget	\$ 44,500,000	\$ 34.3 Million	FY2015-17

Important/Significant Dates

Event	Brief Description	Delivery Date
MLK Holiday	Commission supported events for MLK Day of Service	Jan. 19, 2015
State of the District	Secretary provides support on VIP seating and logistics. EOM Support Services handles procurement, transportation, etc.	Feb./March 2015
Cherry Blossom Festival	The Secretary is on the Board of Directors for the Cherry Blossom Festival. There are a range of activities leading up to the parade.	April 11, 2015 (Parade)
Emancipation Day	Office of Public Records organizes educational events and works with community partners celebrating the D.C. Compensated Emancipation Act	April 16, 2015
DC Democracy Grant	OS administers the selection of awardees for the DC Democracy Grant.	January 2015
D.C. Presidential Inaugural Committee	Committee established to plan and coordinate services provided by the District of Columbia government in support of the Presidential Inauguration. Done in cooperation with other public and private organizations and the Presidential Inaugural Committee upon establishment by the President-Elect (See Mayor's Order 2012-123). The Secretary manages the development and seating of the Mayor's reviewing stand.	August 2016
Electoral College	Along with the 50 states, the District of Columbia participates in the Electoral College. Electors are convened in December for a formal ceremony and the official ballot is sent to the Vice President, Superior Court, and the Federal Registrar (National Archives).	Dec. 2016

Key Contracts

Project Name	Vendor Name	Total Contract Value	Contract Term
OPR – Project Manager	Michelle Pacifico	\$ 100,000	FY 2015

Key Agreement(s) / Memorandum(s) of Understanding

Project Name	Brief Description	Agreement Term
OPR - National Archives	To store and retrieve District of Columbia records being held at the National Records Center	Oct. – 2014 to Sept. – 2015
ODAI - Upgrade DCREgs	Fix and enhance the DCREgs website. OCTO is the vendor	Oct. – 2014 to Sept. – 2015
Support Services	Agreements with District government agencies seeking support related services.	Oct. – 2014 to Sept. – 2015

Grant(s) Awarded (or Pending Award) to Agency

Grant Name	Name of Grantor	Total Grant Amount	Current Grant Balance	Grant Expiration
N/A		\$	\$	

Active Litigation(s)

Project Name	Brief Description
N/A	

Consent Decree(s)

Project Name	Brief Description	Agreement Term
N/A		