

# SECRETARIAT OF THE DISTRICT OF COLUMBIA



The mission of the Office of the Secretary of the District of Columbia is to provide protocol, authentication and public records management services to the Mayor and District government agencies. The Secretariat’s mission is accomplished by six functional units: the Executive Office, the Office of Documents and Administrative Issuances, the Office of Protocol and International Affairs, the Office of Notary Commissions and Authentications, the Office of Ceremonial Services, and the Office of Public Records Management.

Under the direction of Dr. Stephanie Scott, who was appointed by Mayor Adrian M. Fenty and took office on January 2, 2007, the Office of the Secretary is implementing Mayor Fenty’s vision of efficient, accountable, and customer-service focused government.

## Executive Office

In addition to managing and supporting the work of the other five units within the Secretariat, the Executive Office coordinates the District’s annual observances of Martin Luther King, Jr. Day and DC Emancipation Day, implements the Mayor’s voting rights strategies, houses the Freedom of Information Act Officer for the Executive Office of the Mayor, receives all legal service to the Mayor (lawsuits and summonses), and in FY2007, initiated the Electronic Document Management Initiative in partnership with the Office of the Chief Technology Officer.

## Holidays

The 2007 Martin Luther King, Jr. Holiday was organized during the waning weeks of the prior administration, and it is a testament to the staff’s dedication that the celebration at the University of the District of Columbia went so smoothly and pleased the 500 or so attendees.

Emancipation Day 2007 showcased Mayor Fenty’s commitment to DC Voting Rights, with the switch from the traditional parade to a Voting Rights March on the United States Capitol by approximately 5,000 marchers led by Mayor Fenty, the Council of the District of Columbia, the DC Statehood Delegation, and DC Vote. The week leading up to Emancipation Day was filled with educational programs, a lecture series, and a community celebration/picnic on the grounds of Lincoln Cottage at the Armed Forces Retirement Home.



Mayor Fenty speaks before the 2007 Voting Rights March

## Electronic Document Management Initiative

**E**lectronic Document Management (EDM) is the future of District of Columbia Government. Governments and organizations are embracing the new practices and technologies that allow better tracking, security, and management of all content used by the entity in daily business practices. EDM is an approach to managing the paper, databases, and communications that occur through all levels of government.

Electronic Document Management will make the jobs of District employees easier by creating a secure strategy to capture, manage, and store the documents used by the Government of the District of Columbia. The Secretariat brings the Mayor’s vision of an efficient, accountable government and the offices that touch most of the documents in District government, while the Office of the Chief Technology Officer has embraced the development work conducted over the previous four years and is moving forward to ensure that the EDM Initiative has the technology resources needed. The Office of Contracts and Procurement has also been a critical part of the team.

In FY 2007, the EDM team named a technology standard for District government, identified a contracting vehicle to purchase software at the lowest cost available to governments, and ran a pilot scanning project with the DCPS file room.



Mayor Fenty urged Congress to pass the DC Voting Rights Act.

## Escheated Estates Fund

**M**ayor Fenty instituted a welcome change to the Escheated Estates Fund Grants Program in 2007, by moving the program out of the Office of the Secretary and into the Department of Human Services (Mayor’s Order #2007-238). Three benefits resulted: (1) it moved the grant-making function to an agency with existing grant programs and a staff that is better equipped to serve in that capacity; (2) it enabled the administration to continue to direct the funds to poor people, as was the original mandate; and (3) it freed up staff time in the Office of the Secretary to focus on improving our web presence and working with the fast-growing sister city program.

## Mayor’s Legal Service

**T**he Executive Office also accepts all notices of lawsuits, summonses and other legal service on the Mayor of the District of Columbia, logs them in, and transmits them to the Office of the Attorney General (OAG). In FY2007 we instituted a policy that ensures that all legal documents received before 4:00 p.m. are transmitted to the OAG on the same day. Those received after 4:00 are transmitted on the next business day.



## Freedom of Information Act

All Freedom of Information Act requests received by the Mayor’s office and the Office of the Secretary are processed within the Executive Office. In addition, the Mayor’s annual FOIA report for all DC Government entities is prepared by this office. The 2007 FOIA report is posted on the Secretariat’s website.

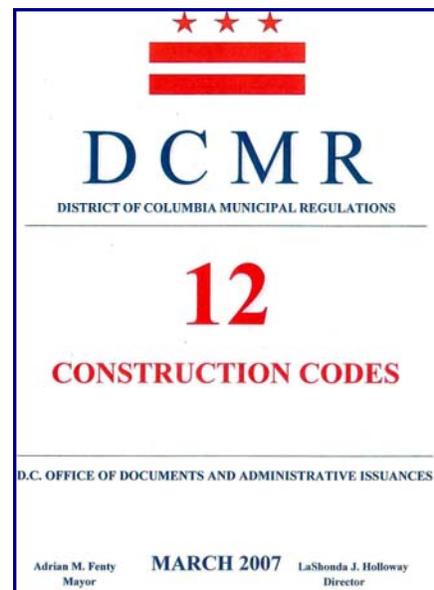
## Office of Documents and Administrative Issuances

The Office of Documents and Administrative Issuances (ODAI) is responsible for the preparation, editing, printing, and distribution of the *District of Columbia Register*, the *District of Columbia Municipal Regulations*, and other legal publications of the District government.

ODAI also has the primary responsibility for preparing, reviewing, and editing of Mayor’s Orders, Mayor’s Memoranda, and Mayor’s Instructions, which set forth the directives of the Mayor on important policies and procedures, appointments to cabinet and senior level positions and to boards and commissions; delegations of authority to act on behalf of the Mayor; and establishment of agencies, departments, and boards or commissions. The first year of any Mayoral administration requires more orders than most years, as so many new agency directors are appointed.

In fiscal year 2007, ODAI began automating the production of the District of Columbia Register. Countless staff hours were saved by adding software that allowed the office to produce the Register more efficiently and with fewer errors.

The improvements to the DC Register and the updated DCMR titles must be credited to the staff of ODAI. The DC Register now has a designated co-editor, and procedures in place to produce the Register in the editor’s absence. 2007 was the first fiscal year in a long time that saw so many updates to the DCMR. For each title updated in house, ODAI’s staff attorney and legislative aide worked together to incorporate all of the changes to regulations since the previous update, and in so doing, often created the first electronic version of the title, enabling future updates to these titles to be far more efficient.



FY07 Publications & Administrative Issuances	
533 DC Register subscriptions	
243 Mayor’s Orders issued	
4 Mayor’s Memoranda issued	
4 DCMR titles updated	
1,362 Publications sold	



## Office of Ceremonial Services

The Office of Ceremonial Services is responsible for processing all requests for ceremonial documents signed by the Mayor of the District of Columbia. The Mayor presents and sends these documents to individuals, organizations, and institutions. The office coordinates dozens of requests for documents each week, with the goal of timely availability for presentation at events throughout the District and publication in programs.



Mayor Fenty presents a Proclamation at the MLK Library

During FY 2007 we added the capacity for the public to submit requests for ceremonial documents from the Secretariat's website,

which has helped to streamline the process. We are also making electronic copies of the proclamations available to the requestors, so they may post the proclamations on their websites.

### FY07 CEREMONIAL DOCUMENTS

460	Certificates of Appreciation
351	Proclamations
170	Meritorious Public Service Awards
158	Letters of Congratulations
155	Girl Scout Letters
125	Letters of Condolence
123	Letters of Greeting
99	Birthday Greetings
96	Eagle Scout Letters
93	Letters of Welcome
70	Retirement Letters
30	Certificates of Merit
17	Wedding Anniversary Greetings
6	Letters of Appreciation
6	Distinguished Public Service Awards
1	Salute
1	Key to the City

## Office of Notary Commissions and Authentications

The Office of Notary Commissions and Authentications (NCA) authenticates documents for domestic and foreign use, commissions all District of Columbia notaries public, and is a designated passport acceptance office for the U.S. Department of State. NCA generates revenue for the Secretariat through fees for notary public commissions and authentications.

In 2007, NCA faced several challenges and was still able to serve customers. A contract to digitize all the notary files that was approved under the prior administration was not structured in a way that would complete the project. The funds were exhausted before the project was complete.

The Director left the office in August 2007, and the staff pitched in to help manage the office.

### FY07 NOTARIES & AUTHENTICATIONS

26,212	Documents authenticated
1,860	Notaries Public commissioned
283	Passports processed

To improve customer service, NCA extended its public hours for walk-in authentication services, simplified the notary public application, provided online access

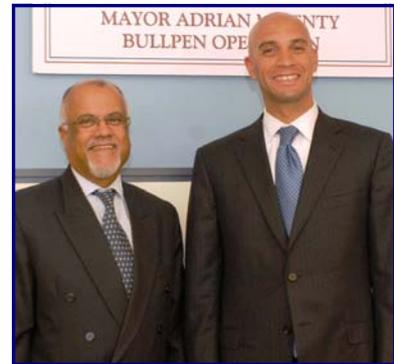
to the application for the first time, and resumed monthly Notary trainings.



## Office of Protocol and International Affairs

The Office of Protocol and International Affairs serves as the Mayor's primary liaison to the diplomatic community and receives and greets official guests of the Mayor.

The office hosts international delegations of (usually government) professionals who request meetings with their District counterparts. In FY 2007, meetings were arranged for 155 delegations from places as diverse as Azerbaijan, Mongolia, South Africa, China, Philippines and the Dominican Republic, on topics as diverse as waste management, personnel reform, and emergency preparedness. We match these visitors with officials from District agencies, partners such as the Chamber of Commerce, DC Economic Partnership, and the DC Council. A highlight of these meetings was Councilmember Catania conducting an hour-long discussion on health in German with a group of mayors from Luxembourg.



Mayor Fenty welcomed the Ambassador from Mauritius to the bullpen.

SISTER CITY RELATIONSHIPS	
<b>CURRENT:</b>	
Accra	Athens
Bangkok	Beijing
Brussels	Dakar
Paris	Seoul
Sunderland, UK	Tshwane, SA
<b>PENDING:</b>	
Addis Ababa	Ankara
Hanoi	Rome
San Salvador	Santo Domingo

The diplomatic community values personal relationships and reciprocity of invitations. Because 2007 was the first year in office for Mayor Fenty, invitations came fast and furious. The Office of the Secretary represented the Mayor at over 100 National Day events, and arranged more than 50 courtesy visits for the Mayor, although many more than that were requested but unable to be fulfilled. The visits included 41 ambassadors, eight foreign mayors and Queen Elizabeth II of Great Britain.

We also worked closely with the Offices on Latino Affairs, African Affairs and Asian Affairs to manage the ten Sister City relationships the District has with other national capitals; and convened meetings with community interested in creating new relationships.

In Protocol, we assisted with funerals or services for President Ford, Effi Barry, Hilda Mason, and two District casualties of war. We also began creating a protocol manual for the District.

## Office of Public Records Management, Archival Administration, and Library of Governmental Information

The District of Columbia Archives holds historical and permanently valuable records such as birth and death records, Mayors' papers and testaments and wills, including the original

wills of both George Washington and Frederick Douglass. The District of Columbia Records Center holds temporary and inactive records of District agencies as required by records retention schedules, such as personnel records which must be maintained indefinitely, and tax records which are disposed of after being held for the required number of years. The Library of Governmental Information was founded to hold copies of all reports, studies, and printed materials created by the District government, although it has not been fully functional for several years.

**EMANCIPATION 2 REPRESENTATION**  
 April 16, 2007  
 www.d.c.gov/emancipationday

Government of the District of Columbia  
 Adrian M. Fenty, Mayor

DEPARTMENT OF THE DISTRICT OF COLUMBIA  
 DIVISION OF CULTURAL AFFAIRS

<p><b>MONDAY, APRIL 9</b>                  10:00 a.m. Mayor's Press Conference                  Location: The Anacostia Museum, 1901 Fort Reno, SE</p> <p>7:00 p.m. <b>Emancipation Forum:</b>                  Celebrating Emancipation as the Struggle for Being Right                  Location: The Robert R. Taylor Center, 1701 15th Street, NW</p> <p><b>TUESDAY, APRIL 10</b>                  4:30 p.m. <b>Workshops in the Struggle for Emancipation</b>                  (In conjunction with Who is a Washington Forum?)                  Location: Thomas Wilson, 1611 Connecticut Avenue, NW, 2nd floor                  Organizers: The American Council of Washington, DC</p> <p>7:00 p.m. <b>Historical Events in the Struggle for Emancipation</b>                  Location: University of the District of Columbia, 4200 Connecticut Ave., NW, Building 64, Room A02</p> <p><b>WEDNESDAY, APRIL 11</b>                  12:00 noon <b>Emancipation and Political Oppression</b>                  Location: The Recorder of Deeds Building, 515 S Street NW                  Organizers: Cary Holt, Recorder of Deeds</p>	<p>4:30 p.m. <b>Slavery and Emancipation in the District of Columbia</b>                  Location: The Rights Center, 2000 M Street, NE                  Organizers: Rights Center Library</p> <p>7:00 p.m. <b>Conducting Genealogical Research on 19th Century Records</b>                  Location: HSGE, The Arc, 1911 Mississippi Avenue, SE                  Organizers: The Afro-American Historical &amp; Genealogical Society</p> <p>7:00 p.m. <b>Emancipation Day Freedom Songs Concert</b>                  Location: Capital One Arena, 5001 L Street, NE                  Organizers: St. John's Catholic Center</p> <p><b>THURSDAY, APRIL 12</b>                  7:00 p.m. <b>A Historical Perspective of Slavery</b>                  Location: The National Archives, 700 Pennsylvania Ave NW                  Organizers: The National Museum of African-American History &amp; Culture                  Special guest: Dr. Lucius Desmet</p> <p>7:00 p.m. <b>Emancipation Day Book Signing Program</b>                  Location: Barbara Arthur and Associates, 1313 Vermont Ave. NW                  Legacy: Incentive of Black History by Arthur's Home</p>	<p><b>FRIDAY, APRIL 13</b>                  10:00 a.m. <b>Wreath Laying Ceremony</b>                  Location: South Park, East Capitol Street                  In honor: 178 and 128 Street, NE                  Organizers: Friends of DC Emancipation Day, Inno-Care Home</p> <p>10:00 a.m. - 5:00 p.m. <b>Robert R. Taylor calligraphic walking tour of the African American history of Lafayette Square</b>                  Location: Stephen Carter House Museum, 4103 S Street, NW                  * Self-guided tour narrated by former Secretary of Housing Affairs, Tom Wolf                  * P&amp;G up to you call for information of the tour.</p> <p>2:00 p.m. <b>Emancipation Day Community Awards Reception</b>                  Location: Johnson City Hall at the David Frost Retirement Homes                  Honorees:                  * Dr. John Hope Franklin, James E. Duke Professor Emeritus of History                  * Dr. Lorna Bowen, Historian, Secretaries Editor Emerita, James Publishing Co.                  * Dr. James H. Hays, Trust and Photography Specialist                  * Dr. Josephine E. Haskin, Historian</p>	<p><b>SATURDAY, APRIL 14</b>                  2:00 p.m. <b>Celebrating Emancipation through Music, Words, &amp; Images</b>                  Location: The National Gallery and the National Arts Center, 900 S Street, NW                  Organizers: Dr. W. Cary Sharp, Professor; Dawn Saxe University &amp; Dr. Helen Lewis, Curator, University of the District of Columbia</p> <p>7:00 p.m. <b>An Interpretation of Emancipation through Poetry &amp; Prose</b>                  Location: Redger and Pore, 1430 and T Street, NW                  Organizers: The National Gallery and the National Arts Center</p> <p><b>SUNDAY, APRIL 15</b>                  2:00 p.m. <b>Walking Rights March on DC Emancipation Day</b>                  Location: Safety March starts at 2:20 pm at the Freedom Plaza on Pennsylvania Avenue, NW and continues to the Capitol Reflecting Pool at 3rd Street, NW                  Special march route includes:                  * Alley Alley at 4th                  * Shays Square at 5th                  * Members of the District of Columbia Council                  * Congressional Staff Meet</p> <p>4:00 p.m. <b>Walking Rights Rally at the Capitol Reflecting Pool</b>                  Location: National Mall at 3rd Street, NW                  * Largest Walking Rights Rally in DC History</p>
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The Office of Public Records provides document access to researchers, the public and District agencies upon request. Records are kept in the DC Archives at 1300 Naylor Court NW, and at the National Archives and Records Administration's facility in Suitland, MD. During 2007 some facility repairs were made, including roof repairs and a fire alarm upgrade. Improving the physical condition of the Archives facility remains a top priority.

The Office of Public Records also takes a lead role in planning the educational events surrounding DC Emancipation Day in April. Initiated as a lecture series during the week prior to April 16, we are expanding the scope of educational opportunities available during the week. In 2007 we commissioned a video from the Office of Cable Television that we will give to schools, libraries, community groups, churches, and any other groups interested in learning about the unique history of Washington, DC.

## Closing

I am proud of the Secretariat's many accomplishments in Fiscal Year 2007, and I look forward to continuing to improve the efficiency, accountability, and customer service with which we strive to serve all our customers: District Agencies, the Council of the District of Columbia and most importantly, the residents of the District of Columbia.

Stephanie D. Scott, Ph.D.  
 Secretary of the District of Columbia



# Secretariat of the District of Columbia Fiscal Year 2007

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\*Names in **bold** were with the Office of the Secretary the entire fiscal year.

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Notary Commissions:	441 4th Street NW #810 South	202-727-3117
Office of Public Records:	1300 Naylor Court NW	202-671-1105



Government of the District of Columbia  
Adrian M. Fenty, Mayor