

## 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. The Office of the Secretary is implementing Mayor Fenty's vision of efficient, accountable, and customer-service focused government.

Stephanie D. Scott, Ph.D., was appointed Secretary of the District of Columbia by Mayor Adrian M. Fenty and took office on January 2, 2007.

### EXECUTIVE OFFICE

In addition to managing and supporting the work of the other five units within the Secretariat, the Executive Office manages the office website, coordinates the District's annual observances of Martin Luther King, Jr. Day and DC Emancipation Day, advocates the Mayor's voting rights strategies, processes Freedom of Information Act requests for the Executive Office of the Mayor, receives all legal service to the Mayor (lawsuits and summonses), and in fiscal year 2008, managed the process to select a design for the District of Columbia Quarter Dollar Coin, which goes into nationwide circulation January 26, 2009, and also helped to prepare for the first visit to Washington, DC of Pope Benedict XVI.

### Holidays

The 2008 Martin Luther King, Jr. Holiday was celebrated as a day of service, with the Office of the Secretary partnering with Serve DC, the Mayor's Office on Volunteerism, to provide and publicize opportunities for volunteers to serve their fellow citizens. More than 20,000 volunteers participated in 150 projects spread throughout the District's eight wards, including Mayor Fenty painting at the Community for Creative Nonviolence shelter, and helping President and Mrs. Bush re-shelve books at the Martin Luther King, Jr. Memorial Library.



Observance of Emancipation Day 2008 was complicated by Pope Benedict XVI's visit to Washington, DC. The week leading up to Emancipation Day was filled with educational programs, including an event with Georgia Congressman John Lewis. Emancipation Day, April

16, 2008, was the day of the Pope's first public parade in the United States. Due to concerns about the possibility of competing parades heading in different directions from downtown at the same time, and because of the availability of other events commemorating Emancipation Day, Dr. Scott recommended against planning an Emancipation Day march. This was an unpopular decision, as we received many comments from those who wanted a voting rights march on Emancipation Day.

## Electronic Document Management Initiative

The executive office is also responsible for working with the Office of the Chief Technology Officer (OCTO) on the District's Electronic Document Management initiative. Electronic Document Management (EDM) will eventually create a secure strategy to capture, manage, and store the documents used by the DC Government.

In FY 2008, OCTO's EDM "capture team" created the first District scanning center at 441 4th Street NW. The Office of the Secretary worked with the capture team to complete two goals: digitizing the Notary office files, and purchasing a book scanner for the Office of Public Records.

In addition, at the direction of Mayor Fenty, the Secretariat scanned and posted on our website the text of all of the DCMR titles and amendments, providing free access to the current municipal regulations, in almost 10,000 pdf pages. In fiscal year 2008, the Secretariat posted over 89,000 pages of information to our website. While this represents the first time the DCMR became available online for free, we did receive a number of complaints. Providing free access to the entire DCMR meant that we also made it easier for the public to notice how out-of-date many of the titles are. Fully half of the titles have not been updated in at least ten years, and many of the other half are nearing the decade mark. This neglect of a basic duty of government is unacceptable and will be remediated in fiscal year 2009. Thanks to the commitment of Mayor Fenty and City Administrator Dan Tangherlini, we will have the resources to contract out the digitizing and updating of the DCMR. Once we clear the backlog of updates, we will maintain all the DCMR titles with free online access.

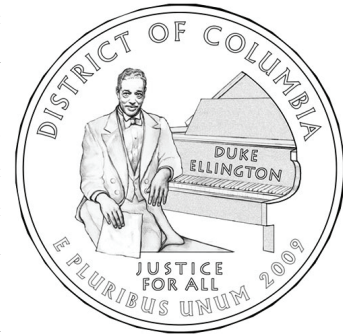


District Archivist Robert Nelson demonstrates the new book scanner purchased in FY2008.

## DC's Duke Ellington Quarter

In fiscal year 2008 Mayor Fenty appointed Dr. Scott to lead the District of Columbia Quarter Design Advisory Committee, which worked with the United States Mint on concepts for a design to represent Washington, DC on the back of the quarter dollar coin. More than 340

suggestions were received from the public, and the committee, whose three members were appointed by Mayor Fenty, Council Chairman Vincent Gray, and Congresswoman Eleanor Holmes Norton, unanimously agreed that the design of the DC Quarter should focus on the District as a city of people and neighborhoods, not as the nation’s capital. The concept suggested most often, and at a rate more than double any other concept was the slogan “Taxation Without Representation.” The committee narrowed the choices to three finalists: Benjamin Banneker, an 18th century mathematician and astronomer who helped Pierre L’Enfant create the plan for the capital city; Frederick Douglass, a 19th century abolitionist and statesman whose Anacostia home is a National Historic Landmark and museum; and District native son Duke Ellington, a 20th century musician and composer who created many of the most enduring works of the jazz age. The Mint rejected the inclusion of the inscription Taxation Without Representation, deeming it “too controversial” for United States currency, so the inscription “Justice For All,” the English translation of the District’s motto, was used. Eventually, more than 6,000 District residents voted, and the Duke Ellington design received the most votes. Between 400 and 500 million quarters with the DC design will be minted and released into circulation in early 2009.



### 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, by Erica Easter, our Chief of Staff. In addition, the Mayor’s annual FOIA report for all DC Government entities is prepared by Ms. Easter. The 2008 FOIA report, available on the Secretariat’s website, <http://os.dc.gov>, shows that the Executive Office of the Mayor received 52 FOIA requests in FY2008, an increase of 59 percent over the 32 requests received in FY2007. Additionally, the average number of days to process a FOIA request went from 9 days in FY2007 to 12 days in FY2008, which is still within the required 15 day period. In FY2008, we received larger and more complicated requests that required coordination among multiple agencies, which extended the time period required for processing each request to completion.

### 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* (DCMR), and all other legal publications.

<p><b>FY08 PUBLICATIONS &amp; ADMINISTRATIVE ISSUANCES</b>                  187 Mayor’s Orders issued                  4 Mayor’s Memoranda issued                  686 Publications sold</p>
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ODAI also has the primary responsibility for preparing, editing, and issuing Mayor’s Orders, Mayor’s Memoranda, and Mayor’s Instructions, which set forth the Mayor’s directives on 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.

In FY 2008 we posted all of Mayor Fenty’s issuances to the Secretariat’s website, as well as those from 2006. These issuances totaled 827 pages of digitized files, and we will continue to work back through the years until all Mayors’ and Commissioners’ Orders are available online. In 2008 Andrea Garvey became Administrator of ODAI. An attorney with Congressional experience, Ms. Garvey embraced Mayor Fenty’s vision of efficient accountable government by proposing an electronic process for tracking and updating the DCMR in a way that would enable the office to keep all titles current. Ms. Garvey also developed a training program for agency liaisons, reinstating a training program that had been missing for 13 years. She also got the training courses approved as continuing legal education credits for attorneys, which encourages participation. Last, ODAI rounded out its staff with two permanent hires—a staff attorney and a staff assistant—who have contributed much to the efficiency of the office.

## OFFICE OF CEREMONIAL SERVICES

The Office of Ceremonial Services processes all requests for ceremonial documents signed by the Mayor of the District of Columbia. Mayor Fenty 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.

During FY 2008, the Office of Ceremonial Services prepared 1,986 ceremonial documents, including those to accompany the keys to the city presented to Benedict XVI, Nicolas Sarkozy, and Alexander Ovechkin.

FY08 CEREMONIAL DOCUMENTS	
304	Certificates of Appreciation
214	Proclamations
412	Meritorious Public Service Awards
205	Letters of Congratulations
5	Girl Scout & Eagle Scout Letters
161	Letters of Condolence
284	Letters of Greeting
135	Birthday Greetings
124	Letters of Welcome
57	Retirement Letters
50	Certificates of Merit
15	Wedding Anniversary Greetings
16	Letters of Appreciation
1	Salute
3	Keys to the City

## OFFICE OF NOTARY COMMISSIONS AND AUTHENTICATIONS

The Office of Notary Commissions and Authentications (ONCA) 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. ONCA generates revenue for the Secretariat through fees for notary public commissions, authentications and passport acceptance.

FY08 NOTARIES & AUTHENTICATIONS	
51,155	Documents authenticated
2,003	Notaries Public commissioned
199	Passports processed



Fiscal Year 2008 saw the long-awaited digitization of all notary public files. A new director, Naomi Shelton, joined the team to help improve ONCA’s efficiency and customer service. Ms. Shelton oversaw the digitizing of the notary files, and will work in FY2009 to ensure that the newly digitized database is put to use and improved upon.

Another advance in ONCA during FY2008 was the introduction of electronic payment capability. The Office of the Chief Financial Officer installed the iNovah software system and credit card machines to enable both ONCA and ODAI to accept credit card and debit card payments in lieu of checks. Unfortunately, the system was not up and running by the end of FY2008, but it will be in FY09.

## 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. Our Protocol Officer, Dr. Patricia Elwood, worked very closely with the embassies, especially those of China and France, as well as the Papal Nunciature, regarding international visitors and the construction of the new Embassy of China, which celebrated its completion just after the conclusion of the Beijing Olympics.

The office hosts international delegations of professionals who request meetings with their District counterparts. In FY 2008, meetings were arranged for 225 delegations from around the world with officials from District agencies, partners such as the Chamber of Commerce, DC Economic Partnership, and the DC Council. In addition to hosting delegations, the Office of the Secretary represented the Mayor at more than 100 National Day events at embassies.



Mayor Fenty welcomed French President Nicolas Sarkozy to Washington, DC, and presented him with the key to the District.

DC’s SISTER CITIES	
Accra	Athens
Bangkok	Beijing
Brussels	Dakar
Paris	Seoul
Sunderland, UK	Tshwane, SA

We also worked closely with neighborhood organizations and Advisory Neighborhood Commissions to smooth interactions between embassies and neighborhoods. Among the most memorable events was a celebration at the Embassy of Germany that brought together neighborhood organizations from different parts of the city to celebrate their ten-year partnership.

## 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 wills, including the original wills of both George Washington and Frederick Douglass. The DC Records Center holds temporary and inactive records of District agencies, serving as the long term “file room” for DC government agencies. 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.

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. In FY08 there were several physical upgrades at the Naylor Court facility.

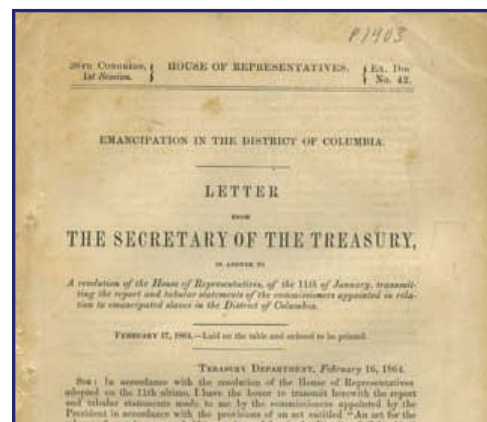
The Office of Public Records was quite active in helping to prepare for digitizing paper files. The Administrator of the office, Clarence Davis, and his staff worked closely with the Office of Property Management to sort through papers stored in District warehouses, to accession those papers into the DC Records Center and clear space in the warehouses. The book scanner was purchased at the end of the fiscal year as another tool to assist with improving the DC Archives.

The Office of Public Records takes a lead role in planning the educational events surrounding DC Emancipation Day in April and is expanding the scope of educational opportunities available during the week. In FY2008 we partnered with many local schools and historical organizations to coordinate and publicize the Emancipation Day lecture series and commemorations. We also created digital images of several original documents relating to DC Emancipation Day.

### CLOSING

I am proud of the Secretariat’s many accomplishments in Fiscal Year 2008, and I look forward to working with my excellent staff to improve the efficiency, accountability, and customer service with which we strive to serve our customers: District agencies, the Council of the District of Columbia and most importantly, the residents of Washington, DC.

*Stephanie D. Smith*



Excerpt from the letter transmitting the Emancipation commissioners’ report on compensation claims by former owners.




# Secretariat of the District of Columbia Fiscal Year 2008

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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
Ceremonial Services:	1350 Pennsylvania Avenue NW #419	202-727-5082

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