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 records management services to the Mayor and District government agencies. The Secretariat’s mission is accomplished by six 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 Adrian M. 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 coordinates the District’s annual observances of Martin Luther King, Jr. Day and DC Emancipation Day, advocates the Mayor’s voting rights strategies, houses the Freedom of Information Act Officer for the Executive Office of the Mayor, and receives all legal service to the Mayor (lawsuits and summonses). In fiscal year 2009 we organized the convocation and vote of the 2008 District of Columbia Electoral College, and participated in planning for the 56th Presidential Inauguration.

Holidays

The 2009 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 create and publicize opportunities for volunteers to serve their fellow citizens. In 2009, the MLK Holiday was the day preceding Barack Obama’s inauguration as President of the United States, which increased the number of volunteers in Washington, DC looking for service projects. Serve DC worked with the Obama transition team to help coordinate a massive event at RFK Stadium, in which the soon-to-be First Lady and her daughters helped to create care packages for overseas
troops. President-Elect Obama’s call to service brought the District’s holiday celebration more partners, and the Office of the Secretary worked with DestinationDC and the hospitality community to publicize the projects available for volunteers.

DC Emancipation Day 2009 was marked by our traditional week filled with educational programs, lectures, and concerts. We also collaborated with the Abraham Lincoln Bicentennial Commission for their public concert on April 12, 2009. In April the Office of Cable Television premiered the documentary “Enslavement to Emancipation,” which they created in collaboration with the Office of the Secretary. A companion educational booklet was also created and printed in partnership with the Washington, DC Humanities Council. The documentary and booklet are available to all for free at dc.gov/emancipationday.

Electronic Document Management Initiative

The executive office is also responsible for working with the Office of the Chief Technology Officer 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. The Executive Office’s work in this initiative during FY2009 mainly took the form of supporting the Office of Document’s work to update the DCMR, and advocating the importance of EDM with other DC government agencies.

Inauguration of President Barack H. Obama

In fiscal year 2008 Mayor Fenty appointed Dr. Scott to participate with the government-wide task force created to ensure that the 56th Presidential Inauguration was conducted “flawlessly,” as expected by the nation. Dr. Scott’s participation involved serving as liaison to the Council of the District of Columbia and advising the Mayor on protocol, as well as coordinating activities inside the John A. Wilson Building on January 20, 2009.

The Wilson Building hosts one of the three reviewing stands built for each Presidential Inauguration. The Mayor and Council shared the seats within the reviewing stand, and invite guests to join them for the historic parade. On January 20, 2009, we hosted 120 guests in the reviewing stand, and 2,000 guests in the building itself, watching the events on large screen televisions and through the Pennsylvania Avenue windows. Refreshments for the guests were paid for with ceremonial funds. The Office of Property Management (now Department of Real Estate Services), which manages the building.
itself, was a hugely helpful partner, as was the Office of Cable Television, which provided the televisions and connections.

**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 2009 FOIA report is available on the Secretariat’s website — http://os.dc.gov.

**Office of Documents and Administrative Issuances**

The Office of Documents and Administrative Issuances (ODAI) is responsible for the preparation, editing, and publication of the District of Columbia Register, the District of Columbia Municipal Regulations (DCMR), and all other legal publications.

ODAI has primary responsibility for preparing, editing, and issuing Mayor’s Orders, Mayor’s Memoranda, and Mayor’s Instructions, which set forth 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 2009 ODAI updated and digitized the entire DCMR.

The contract was awarded by the Office of Contracts and Procurement to CommerNet, a Florida company with experience doing the same work in other states. CommerNet worked closely with ODAI to ensure that all of the District’s regulations were identified, collected, and ultimately included in the creation of electronic documents for each title.
The updating of the DCMR was an incredibly important task for the District government. Fully half of the titles of the DCMR had not been updated (with newly promulgated rules incorporated into the text of each title) since before 1998. Although the Office of Documents was responsible for periodic updates, this function had been neglected, with the weekly publication of the DC Register taking priority.

In 2009 Andrea Garvey, Administrator of ODAI, oversaw the DCMR update. That the DCMR digitization project was delivered on time and under budget was testament to the huge amount of hard work and teamwork put in by the ODAI staff and District agencies.

In addition to the work on the DCMR, in FY09 ODAI began the transition from publishing in paper only to electronic publishing. The DC Register became an online publication, which has lowered the production costs without diminishing the quality of the publication. The online drafting tool created for the DCMR will further streamline our publications, allowing us to update the DCMR as soon as notices are finalized in the Register.

**Office of Ceremonial Services**

The Office of Ceremonial Services processes 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, managed by Betty Akers, receives dozens of requests for documents each week, and we are continually working to improve our automation and tracking of documents.

During FY 2009, the Office of Ceremonial Services prepared 1,519 ceremonial documents, including a Key to the City for Mark Ein and the Washington Kastles, winners of the 2009 Advanta World Team Tennis Championship.

The 1,519 ceremonial documents did not meet our published goal of 2,000 ceremonial documents, but that does not concern us, as this division works on a demand-driven basis. The goal of 2,000 ceremonial documents was an estimate, rather than a target, as we provide documents when asked to do so. Though demand is not steady throughout the year, our total of 1,519 would average to approximately 30 documents per week prepared by Betty Akers and her staff.
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 and authentications.

There was little change in the Office of Notary Commissions and Authentications during fiscal year 2009. We had hoped to be able to improve our use of the new database, but that has proven to require more collaboration with OCTO to perfect. Naomi Shelton, the Director of ONCA, worked with OCTO to determine what services they can provide, and what the system needs to become more fully operational.

OFFICE OF PROTOCOL AND INTERNATIONAL AFFAIRS

The Office of Protocol and International Affairs serves as the Mayor’s primary liaison to the diplomatic community, receives and greets official guests of the Mayor, and works closely with citizen groups on projects involving embassies. Our Protocol Officer, Dr. Patricia Elwood, was instrumental in preparing for the December 15, 2008 District of Columbia Electoral College vote, at which the three electors, Council Chairman Vincent Gray, Councilmember Muriel Bowser, and citizen-activist Jerry Cooper, cast ballots to elect Barack Obama the 44th President of the United States, and Joseph Biden Vice President.

The office also hosts international delegations of professionals who request meetings with their District counterparts. In FY 2009, meetings were arranged for 331 delegations from around the world with officials from DC government agencies, as well as partners such as the Chamber of Commerce, DC Economic Partnership, and the DC Council. The Office of the Secretary represented the Mayor at more than 100 National Day events, and sent letters of greeting and thanks to Ambassadors as they transitioned to and away from their posts here in the District.

We continued to work closely with the Offices on Latino Affairs, African Affairs and Asian/Pacific Islander Affairs to manage the ten Sister City relationships the District has with other national capitals. Our biggest success in FY 09 was the refurbishment of the Chinatown Archway, which was initiated by the Beijing Sister City Steering Committee, and accomplished by partnership with the Commission on Arts and Humanities, and the District Department of Transportation.
OFFICE OF PUBLIC RECORDS MANAGEMENT, ARCHIVAL ADMINISTRATION, LIBRARY OF GOVERNMENTAL INFORMATION

The District of Columbia Archives holds historical and permanently valuable records such as birth and death records, Mayors’ papers, testaments and wills. The District of Columbia 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 intended to hold copies of all reports and studies created by the District government.

The Office of Public Records provides document access to researchers, the public and District agencies upon request. Records are kept in the DC Archives on Naylor Court, NW and at the Washington National Records Center in Suitland, MD. The Office of Public Records also takes a lead role in planning the educational events surrounding DC Emancipation Day.

Early in 2009 the longtime administrator of the Office of Public Records left, and the Archivist retired a month later. This allowed us to recruit an administrator with experience in the newest technological advances in Records and Information Management. After a nationwide search we selected Mark Mandel, who joined our team in mid-August. A Certified Records Manager, with 30 years of experience and continuing education in the records management industry, Mark brings a new perspective to the operations of the OPR. Our focus on improving the OPR in FY 09 included cosmetic improvements to the office, as well as outdoor signage and a strategic planning conference attended by stakeholders including District records officers, NARA representatives, and industry experts.

Closing

I am proud of the Secretariat’s many accomplishments in Fiscal Year 2009, 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 2009

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