



SECRETARIAT OF THE DISTRICT OF COLUMBIA



The Office of the Secretary of the District of Columbia provides 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 Public Records Management, and the Office of Ceremonial Services. In fiscal year 2010, the Office of the Secretary worked to implement 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 served for his entire Mayoralty, stepping down at the end of October, 2010, when Naomi Shelton was appointed Interim Secretary.

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, prepares the annual Freedom of Information Act Report for the District of Columbia Government, manages the DC Voting Rights Grant funds, the DC One Fund, and receives all legal service to the Mayor (lawsuits and summonses). We also worked with the Office of the Attorney General to secure trademark protections for specific marks that will afford the District more branding opportunities.

Holidays

The 2010 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 residents. In 2010,

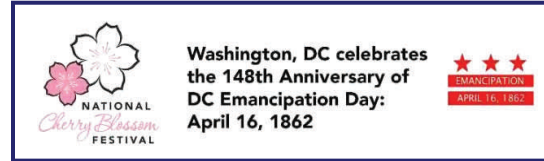
the MLK Holiday observance opportunities included events at: District agencies and public libraries in all 8 wards; University-based programs, including American, Georgetown, George Washington, and UDC; national nonprofits including the American Red Cross, City Year, and the American Forest Foundation; and District-based partners including the Washington Hebrew



The DC Emancipation Day float in the National Cherry Blossom Parade in April 2010.

Congregation, the Washington National Cathedral, National City Christian Church, Dance Place, DC Central Kitchen, Latin American Youth Center, and the Lincoln Theatre.

DC Emancipation Day was again marked with a week filled with educational programs, lectures, and concerts. We also collaborated with the National Cherry Blossom Festival (NCBF) to host a float in the NCBF Parade, and pay for the costs of cherry blossom tree plantings in all 8 wards. These two investments were well worth the cost, as the parade float was featured on the nationally televised parade, and the trees were planted with the help of school children all across the District. At more than one school, the children were charged with caring for the trees and learning about their history, such that they are, in effect, charged with caring for the history of the District of Columbia. The documentary, *Enslavement to Emancipation*, and its companion booklet *Ending Slavery in the Nation’s Capital*, are available to all for free at <http://dc.gov/emancipationday>.



Freedom of Information Act

The Mayor’s annual FOIA report for all DC Government entities is prepared by the Office of the Secretary of the District of Columbia. In FY2010, responsibility for answering the FOIA requests to the Executive Office of the Mayor was moved to the Office of Community Affairs. The 2010 FOIA report is available on the Secretariat’s website – <http://os.dc.gov>.

DC Voting Rights Grant

In FY2010, the Office of the Secretary was given the responsibility of administering funds dedicated for competitive grants to advocate for full Congressional voting rights or statehood for the District of Columbia. Administering the grant required that we first acquire legal authority to make grants, which necessitated emergency legislation. The development of the Request for Applications (RFA) came at the same time as the Office of the Attorney General released a Grants Manual for the District, and the voting rights grant RFA was designed to satisfy all requirements therein.



Five Applications were received, two of which were disqualified for not meeting the criteria of the RFA. FY 2010 grants were ultimately made to DC Vote (\$140,000) and the International Federation of Black Prides (\$10,000).

DC One Fund

Since 2008, the Office of the Secretary has administered the DC One Fund. We changed this workplace-giving drive from an annual seasonal “campaign” to an on-going, year-round benefit, of which District employees can take advantage throughout the year. We also simplified the application, and eased the process for new organizations to join.

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 staff prepare, edit, and issue 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 FY2010, ODAI unveiled the DC Regs application, an online tool at www.dcregs.dc.gov, that allows users to track the progress of a Register submission, find the weekly DC Register, and download the text of any regulation or DC Register, and all Mayor’s Orders from the Fenty Administration. ODAI staff are working with OCTO to add all prior Registers and Mayor’s Orders to the DC Regs site, so it will serve as a complete repository of District Administrative Issuances.



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. In FY 2010 we changed the approval process as a direct result of a significant mistake. The new process allows improved accountability, but requires longer processing time per document.

During FY 2010, the Office of Ceremonial Services processed 1,420 requests for ceremonial documents, including Keys to the City for Mauricio Funes, the President of the Republic of El Salvador, The Watkins Hornets and Washington Kastles teams, and Joseph Robert, Jr.

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.

FY10 NOTARIES & AUTHENTICATIONS	
53,690	Documents authenticated
1,606	Notaries Public commissioned
312	Passport applications processed

During FY 2010 ONCA raised fees for authentications and commissions for the first time in 15 years. A five-year commission now costs \$75, and authentications are \$15 per document needed.



We also received authority to change rules for notaries public, which will help us to modernize. The next planned change is to require that notary seals be inked so that they are photographically reproducible, while requiring that original documents continue to have an embossed seal, so as to avoid fraudulent photocopies of seals.

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. The office also hosts international delegations of professionals who request meetings with their District counterparts. In FY2010, meetings were arranged for 274 delegations from around the world with officials from DC government agencies, and partners such as the Council of the District of Columbia and the DC Economic Partnership. The Office of the Secretary represented Mayor Fenty at more than 100 National Day events, and sent letters of greeting and thanks to 82 Ambassadors as they transitioned to or away from their posts here in the District.



President Mauricio Funes of El Salvador, holding the Key to the District, is flanked by his wife and Mayor Fenty.

We also work with the Offices on Latino Affairs, African Affairs and Asian/Pacific Islander Affairs to manage our ten Sister City relationships with international partners.

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 District agencies. The Library of Governmental Information holds copies of reports created by District agencies. The list of 2010 acquisitions is available on the OS website.

The Office of Public Records (OPR) provides document access to researchers, the public and District agencies upon request. Records are kept in the DC Archives building on Naylor Court, NW and at the Washington National Records Center in Suitland, MD. Chief Records Officer Mark Mandel made significant upgrades to OPR during FY2010. The General Records Retention Schedule was completely revised, using the “Big

FY10 OFFICE OF PUBLIC RECORDS	
10,441	Research requests received
11%	Research requests fulfilled digitally
305	Additions to Lib. of Gov. Information



Buckets” technique that is now in use in several federal agencies. Additionally, OPR worked with several individual agencies on their retention schedules, most notably DDOE, DCPS, and DCHR. OPR also worked with several agencies on large digitization projects, including the Recorder of Deeds, as they prepare for a new building, the Department of Human Services, the Department of Corrections, and DC Courts, which is digitizing all of the Wills for which they are responsible.

The Office of Public Records has developed such a strong partnership with the Office of the Chief Technology Officer (OCTO) on the District’s Electronic Document Management initiative, that OCTO decided to hand over management of the initiative to OPR. OCTO will provide the technical expertise, but the Chief Records Officer will now be responsible for helping agencies to make many of the decisions necessary to safeguard, preserve, and appropriately manage the District’s public records.



Archivist Ali Rahmaan talks with a researcher at the National Archives' annual Genealogy Fair.

Thank You

I am immensely proud of the Secretariat’s many accomplishments in Fiscal Year 2010, and throughout my four years as Secretary of the District of Columbia. I hope I will be excused for making a personal statement on this agency report as I leave this once in a lifetime role.

Over the past four years, I have been privileged to serve the District of Columbia in this role. I have worked with, for, and over, some incredibly talented, hard working, and dedicated professionals. Mayor Adrian M. Fenty inspired me and my team to make more changes to the Office of the Secretary of the District of Columbia than in any prior four-year period. On January 1, 2007, every single division of this agency was stuck in the past with out-of-date technology, old-fashioned paper-based processes, and directors who did not innovate. Four years later, we have made some mistakes, learned a lot, and didn’t achieve every one of my goals (with the most obvious failing the continued lack of United States Senators for the District of Columbia); but I am confident that I am leaving the agency in a far better place than it has been. District taxpayers deserve the funds we pay for services to be spent in a way that maximizes the return on our investment. Thanks to the support and assistance of Erica Easter, Naomi Shelton, Andrea Garvey, Mark Mandel, Bill Zybach, Dan Tangherlini, Tené Dolphin, Carrie Kohns, Pat Elwood, Will Singer, Vivek Kundra, and the individual and collective members of the National Association of Secretaries of State, I was able to improve my corner of DC government for Mayor Fenty and for my fellow residents. I am profoundly grateful for the opportunity.

Stephanie D. Scott, Ph.D.



Secretariat of the District of Columbia Fiscal Year 2010

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