

Office of the Secretary  
Schedule A as of January 26, 2022

Posn Stat	Posn Nbr	Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Rate	Prgm Code	Activity	Department Name	F/P Time	Reg/Temp/	Sal Plan	Employee NTE Dt	Wgi Due Date	Gvt Lei Date
1 A	00041021	Executive Assistant	Thompson,Arlethia D	10/21/2002	F	12	7	\$92,098.00	\$18,880.09	1080	1080	OTS-Secretary's Office	F	Reg	DS0087		5/22/2022	5/24/2020
2 A	00099690	Operations Analyst	Rembrandt,Wiwiek	10/22/2012	F	14	5	\$119,276.00	\$24,451.58	1080	1080	OTS-Secretary's Office	F	Reg	DS0087		10/8/2023	10/10/2021
3 A	00021182	Special Assistant	Mangum,Larry C	10/2/2017	F	7	0	\$112,771.16	\$23,118.09	1090	1090	DIR Office of the Secretary	F	Reg	XS0001			1/6/2008
4 A	00042711	Secretary of the District	Bassett,Kimberly Ann	1/2/2015	F	E3	0	\$153,974.57	\$31,564.79	1090	1090	OTS-Secretary's Office	F	Reg	DX0000			11/6/2016
5 A	00042727	Deputy Secretary of the Distri	Candelaria,Alma	3/2/2020	F	8	0	\$126,932.44	\$26,021.15	1090	1090	OTS-Secretary's Office	F	Reg	XS0001			4/25/2021
6 A	00042784	Protocol Officer	Warnke,Christine	10/25/2021	F	7	0	\$125,347.25	\$25,696.19	1200	1200	International Relations	F	Reg	XS0001			10/25/2021
7 A	00020526	Ceremonial Services Officer	Handy,Terry	9/13/2021	F	14	7	\$126,049.00	\$25,840.05	1300	1300	Ceremonial Services Unit	F	Reg	DS0087		9/24/2023	9/13/2021
8 A	00099388	Editor			V	12	0	\$77,649.00	\$15,918.05	1300	1300	Ceremonial Services Unit	F	Reg	DS0087			
9 A	00047454	Senior Writer-Editor	Kajubi,Damali B	5/30/2006	F	14	6	\$122,662.00	\$25,145.71	1401	1401	Documents & Admin Issuances	F	Reg	DS0087		1/15/2023	1/17/2021
10 A	00011355	Administrator, Ofc of Document	Reid,Victor L	2/28/2011	F	8	0	\$147,793.52	\$30,297.67	1402	1402	Documents & Admin Issuances	F	Reg	XS0001			
11 A	00020497	Staff Assistant	Campbell,Jennifer N	5/8/2017	F	9	7	\$62,068.00	\$12,723.94	1402	1402	Documents & Admin Issuances	F	Reg	DS0087		5/7/2023	8/1/2021
12 A	00046721	Attorney Advisor	Smith,Ayesha	7/13/2015	F	12	9	\$111,594.00	\$22,876.77	1402	1402	Documents & Admin Issuances	F	Reg	LA0001		7/30/2023	8/1/2021
13 A	00097567	Program Support Specialist	Barbieri,Fabio L.	4/1/2019	F	11	3	\$66,785.00	\$13,690.93	1402	1402	Documents & Admin Issuances	F	Term	DS0087	11/18/2022	8/14/2022	8/15/2021
14 A	00077340	Attorney Advisor			V	13	0	\$104,766.00	\$21,477.03	1402	1402	Documents & Admin Issuances	F	Reg	LA0001			
15 A	00042770	Notary & Authentications Offic	Gold,Judi A	3/31/2008	F	14	0	\$122,952.83	\$25,205.33	1501	1501	Notary Commissions Section	F	Reg	DS0086			2/15/2009
16 A	00044630	Program Analyst	Ferguson,Ronnell	11/13/2001	F	12	6	\$89,690.00	\$18,386.45	1501	1501	Notary Commissions Section	F	Reg	DS0087		10/23/2022	10/25/2020
17 A	00045445	NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	6/22/1990	F	12	6	\$89,690.00	\$18,386.45	1501	1501	Notary Commissions Section	F	Reg	DS0087		12/18/2022	12/20/2020
18 A	00046400	Notary and Authentication Spec	Ogburn,Joyce M	2/3/1983	F	13	7	\$106,660.00	\$21,865.30	1501	1501	Notary Commissions Section	F	Reg	DS0087		10/22/2023	10/24/2021
19 A	00082660	Program Support Assistant	Campbell,Kamisha	10/17/2016	F	7	2	\$44,616.00	\$9,146.28	1501	1501	Notary Commissions Section	F	Reg	DS0087		10/14/2018	10/15/2017
20 A	00099249	Staff Assistant	Johnson,LaShawn	4/18/2016	F	11	3	\$66,785.00	\$13,690.93	1501	1501	Notary Commissions Section	F	Reg	DS0087		9/11/2022	9/12/2021
21 A	00041667	ARCHIVIST	Walker,William A	10/4/2004	F	12	10	\$99,323.00	\$20,361.22	1600	1600	Office of Public Records	F	Reg	DS0087			11/21/2021
22 A	00087577	Public Records Administrator			V	8	0	\$127,956.00	\$26,230.98	1600	1600	Office of Public Records	F	Reg	XS0001			
23 A	00033159	Archivist	Branch Jr.,William E	10/18/2004	F	13	8	\$109,528.00	\$22,453.24	1601	1601	Office of Public Records	F	Reg	DS0087		9/10/2023	9/12/2021
24 A	00041666	Archivist			V	12	0	\$77,649.00	\$15,918.05	1601	1601	Office of Public Records	F	Reg	DS0087			
25 A	00047946	STAFF ASSISTANT	Brown,Danny O	9/15/2008	F	9	8	\$63,733.00	\$13,065.27	1601	1601	Office of Public Records	F	Reg	DS0087		1/15/2023	1/17/2021
26 A	00077339	Program Analyst	Washington,Andrew J. C.	1/18/2011	F	12	7	\$92,098.00	\$18,880.09	1601	1601	Office of Public Records	F	Reg	DS0087		10/9/2022	10/11/2020
27 A	00091983	Program Analyst	Rahmaan,Ali	10/4/2004	F	12	5	\$87,281.00	\$17,892.61	1601	1601	Office of Public Records	F	Reg	DS0087		3/13/2022	3/15/2020



## **DC EMANCIPATION COMMISSION MEETING**

**Date:** March 29, 2021

**Time:** 4:00 PM -

**Facilitator:** Kimberly A. Bassett, OS Conference Line

**In Attendance:** Sabrina Thomas, Brenda Walker, Howard Marks, Malissa Freese, Mary Ivey, Whitney Hubbard

### **AGENDA:**

1. Roll Call/ Welcome
2. Overview of 2021 DC Emancipation Day Events
  - a. Office of the Secretary Sponsored Events
  - b. Community Organization Sponsored Events
3. News from Commissioners

### **ACTION ITEMS:**



## DC EMANCIPATION DAY COMMISSION MEETING

**Date:** March 29, 2021

**Time:** 4:00 PM – 4:25 PM

**Facilitator:** Kimberly A. Bassett, OS Conference Line

**In Attendance:** Kimberly Bassett, Secretary of State and Emily Martin, Executive Assistant to Secretary Bassett

**Commissioners in Attendance:** Sabrina Thomas, Brenda Walker, Malissa Freese, Mary Ivey

### AGENDA:

1. Roll Call/ Welcome
2. Overview of 2021 DC Emancipation Day Events
  - a. Office of the Secretary Sponsored Events
  - b. Community Organization Sponsored Events
3. News from Commissioners

### NOTES/ MINUTES:

1. Kimberly Bassett introduced the list of events sponsored by the Office of the Secretary, the Mayor's Executive Office and partner community organizations.
  - a. Emily Martin will follow up with the Commissioners via email with details to participate, links to join and further information.
2. Mary Ivey mentioned the presentation by Frank Smith at the Civil War Museum, where the names of African American soldiers will be read.
  - a. Howard and other HBCU participate annually.
    - i. Kimberly Bassett will follow up on this.
3. Mayor Bowser Presents: Becoming Douglass Commonwealth will be broadcast on Channel 16 and CBS, while all other events will be streamed on WebEx and other virtual platforms.
4. Commissioner Thomas suggested a Go-Go music event to be held for Emancipation Day and referenced Chuck Brown's son's virtual show, honoring Go-Go music.
5. Brenda Walker commended Secretary Bassett on all these plans.
6. Virtual Emancipation Day events sponsored by the Mayor and the DCEDC:
  - a. Jazz & The Struggle for Freedom, Equality and Justice with Professor Herbert Smith, April 1, 2021 – 6:30 PM EST on WebEx
  - b. Triumph of Freedom – The DC Emancipation Story with Historian, C.R. Gibbs, April 6, 2021 – 6:30 PM EST on WebEx

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- c. Reconstruction from 1865-1877 and its Impact Then & Now with Dr. Roger Davidson, April 13, 2021 – 6:30 PM EST on WebEx
- d. The Office of the Secretary Presents: DC Statehood Now with Former Mayor Sharon Pratt Kelley, Shadow Senator Paul Strauss, Charles West Moreland, DC Vote's Bo Shuff & Jamal Holtz of 51 for 51, April 14, 2021 – 6:30 PM EST on WebEx

**ACTION ITEMS:**

- 1. Emily will send Commissioners all relevant information, including the links to join all the virtual events planned for the month of April, by email.**
- 2. Commissioners who have access to social media will amplify all of the Office of the Secretary's posts.**

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**District of Columbia Emancipation Day Commemoration Commission Meeting**

Date: Thursday, January 27, 2022 – 6:30 PM

Platform: WebEx

Facilitator/ Lead: Secretary Kimberly A. Bassett

Agenda:

1. Welcome and Introductions
2. 2022 DC Emancipation Day Program Planning
3. Questions and Concerns



**District of Columbia Emancipation Day Commemoration Commission Meeting**  
**Meeting Minutes**

Date: Thursday, January 27, 2022

Time: 6:34 PM – 7:11 PM

Platform: WebEx

Lead: Kimberly Bassett

In Attendance: Mary Ivey, Kimberly Bassett, Howard Marks, Emily Martin, Ayanna Hawkins, Neah Evering, Helga Baskett-Tippet, Sabrina Thomas, Malissa Freese

Agenda:

1. Secretary Bassett greeted everyone and thanked them for attending and for their support since April 2021.
2. The Secretary testified on behalf of the DC Emancipation Day Commission before Councilmember Robert White two weeks ago and informed the Commission that Councilmember White is interested to see what the Commission has planned for 2022 DC Emancipation Day.
3. The Secretary opened the floor to ideas about 2022 DC Emancipation Day programming, noting that it will likely need to be virtual given current concerns around the COVID-19 pandemic.
  - a. The Secretary noted that traditionally there is a DC Democracy breakfast around DC Emancipation Day, though it was suspended in 2020 and 2021. If there is to be an event in 2022, the Commission will need to work on gathering speakers and planning the agenda for the Breakfast. The last breakfast's speaker was Armstrong Williams. There may be an option for the breakfast to be virtual.
    - i. Commissioner Marks noted that the Commission was thankful that Rabbi Even Alexander gave the invocation at the last Democracy Breakfast, and mentioned that he would be happy to give the invocation again.
  - b. Last year in 2021, the Commission held a series of panels with historians. If the Commission has any suggestions for panelists in 2022, the Secretary requested that Commissioners send an email to Emily Martin.
  - c. The Secretary posed the question of what the overarching theme of 2022 DC Emancipation Day should be.
4. Commissioner Ivey proposed an idea that the Commission visit the Civil Rights Journey to the Edmund Pettis Bridge, if not this year, in the near future.

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5. Commissioner Marks noted that he was able to catch the Secretary's testimony on the DC Emancipation Commission and complimented the Secretary on her answers to the questions she was asked. He also mentioned that for the vast majority of general public in the DMV, DC Emancipation Day's real meaning is not known. He suggested that the Commission works with the Board of Education and DC Public Schools to educate students. He also noted that this summer is the 100<sup>th</sup> Anniversary of the opening of the Lincoln Memorial, and proposed tying in this theme with DC Emancipation Day, and even having an event at the Memorial.
  - a. Commissioner Marks will reach out to several contacts about the 100<sup>th</sup> Anniversary and get more information and details.
6. Commissioner Thomas spoke to Commissioner Marks' information about the Lincoln Memorial and noted that when the statue in Lincoln Park of Abraham Lincoln was unveiled, former slaves came to the event to honor emancipation and Frederick Douglass was the keynote speaker. The statue was also paid for by former slaves. Potentially a reenactment could be held.
  - a. Secretary Bassett noted that this was a great idea, and that the Civil Rights Sisters did a reenactment in 2019.
7. Commissioner Hawkins reported that her church showed the 2021 DC Emancipation Day documentary last year and wondered if the documentary could be shown formally to DCPS students. She also suggested an essay or art project for middle school and high school students so they can better understand the history of DC Emancipation Day.
  - a. Commissioner Thomas added that DC Public Libraries should also be engaged and that showing the documentary could easily be a virtual event.
8. Commissioner Freese supported the idea to engage DCPS and DCPL, and suggested the use of a radio show and engaging media outlets beginning in March. She also suggested reaching out to advocacy groups around DC to encourage them to show the documentary.
9. Commissioner Thomas noted that she really like the panel about the Story of the Pearl (Escape on the Pearl - Mary Kay Ricks) hosted during last year's DC Emancipation Day by the Presbyterian Church, and emphasized that the story is something that should be highlighted.
10. Commissioner Hawkins asked about how DC Statehood should factor into this year's celebration, and whether we should "decouple" the two this year.
  - a. The Secretary noted that we can educate about DC Statehood, as was done in 2021.
11. Commissioner Thomas expressed that she is hopeful that the parade can take place this year, and that such events like the concert can also happen.
  - a. Secretary Bassett noted that those activities are hosted by the Mayor's Office of Community Affairs and that she will keep the Commission updated on any

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planning, as well as find a way for the Commission to have a meaningful role in the event.

12. Secretary Bassett thanked everyone for their ideas and will be in touch with the Commissioners individually before the next meeting on February 3<sup>rd</sup>.

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**Commission on the Martin Luther King, Jr. Holiday Meeting**

Date: Wednesday, January 5, 2022 – 3:00 PM

Platform: WebEx

Facilitator/ Lead: Secretary Kimberly A. Bassett

Agenda:

1. Welcome and Introductions
2. United Planning Organization (UPO) MLK Breakfast (Friday, January 14, 2022)
3. MLK Day Virtual Planning
4. Questions and Concerns



## Meeting Minutes

Date: Wednesday, January 5, 2022

Platform: WebEx

Time: 3:07 PM – 3:41 PM

Lead: Secretary Kimberly Bassett

In Attendance: Carlos Davis, Robert Brannum, Angie Gates, Nicholas Weil, Charles Hicks, Thomas Bowen, Kimberly Bassett, Emily Martin

1. Update on MLK Programming from Secretary Bassett.
  - a. We will participate in the UPO MLK Breakfast on 1.14.22 at 9:30 AM.
    - i. Commissioners will be included in the virtual Ad book.
  - b. Were planning for an event with MLK III at the MLK Library on MLK Day 2022, however MLK III could not participate, and no in-person programming at the Library has been suspended.
2. Secretary Bassett asked Rev. Bowen about any programming.
  - a. One of the things MORA has planned is the “Future of Faith in DC”, to see what the future of the Faith community, including housing needs of Residents.
  - b. Supporting Serve DC with the Peace Walk led by Denise Rolark Barnes on 1.17.22.
    - i. As of a few days ago, the event is still scheduled to take place, though things may change.
  - c. Will be present for the National Action Network Breakfast on 1.17.22, and will present a letter from Mayor Bowser in honor of their Anniversary.
    - i. Letter has already been written by the Mayor’s Correspondence Unit.
3. Secretary Bassett asked Director Gates about programming.
  - a. Nothing planned for OCTMFE at this time, as they have been covering press conferences, situational updates, etc.
  - b. OCTFME will create a PSA in honor of the holiday, which will be placed on rotation on DCN on 1.17.21.
4. Secretary Bassett asked Public Members about events.
  - a. Charles Hicks sent an article about the King’s family wishes not to celebrate MLK Day until legislation on Voting Rights is passed.
    - i. Suggested the MLK Commission logo be added to the banner for the Peace Walk, as well as a donation made on behalf of the Commission.
    - ii. Requested that the Mayor attend the Peace Walk and provide remarks

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- iii. *Secretary Bassett mentioned that Rev. Bowen is in touch with Denise Rolark Barnes and can pass this information along.*
  - iv. *Reverend Bowen mentioned that an issue was brought to him regarding the King family's wishes to not celebrate the Holiday, however, they are participating in the Peace Walk and are not against the National Action Network.*
  - v. Charles Hicks clarified that the Peace Walk is not a celebration. Mr. Hicks will pass along the article to Rev. Bowen.
  - b. Robert Brannum is awaiting guidance from the Commission and the Secretary. He is also working with Charles Hicks on the Peace Walk.
  - c. Charles Hicks highlighted the DC Black History Organization, in collaboration with other organizations, including downtown churches in working on a possible virtual program on Dr. King and the issues we face today at the New York Presbyterian Church, with a possible date of 1.16.22. Keynote speaker list includes Rev. Nuttall.
  - d. *Rev. Bowen mentioned the Washington Hebrew Congregation will host a virtual Shabbat on 1.14.21, at 6:00 PM. Keynote speaker this year will be Angela Alsobrooks.*
  - e. *Secretary Bassett asked that all Commissioners send information to her and Emily Martin on any events.*
  - f. Carlos Davis mentioned the idea of having Council members reach out to their Ward residents to take part in a "day on" rather than a "day off", and participate in small actions in their community.
  - g. *Secretary Bassett mentioned that Serve DC works on this each year, and that the Commission can help amplify these events and promote any messaging.*
  - h. Robert Brannum suggested having a virtual call with all Commissioners to make a one or two sentence statement on what the Holiday means to them.
    - i. *Director Gates offered that OCTFME may be able to assist, and gave the Commission a 48-hour deadline to present something.*
5. Charles Hicks requested that the article he shared be sent out to all Commissioners.
  6. Secretary Bassett closed out the meeting by thanking everyone and asking them to stay safe.
  7. Next week's meeting on 1.11.22 will be moved from 6:30 PM to 3:00 PM.

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**Commission on the Martin Luther King, Jr. Holiday Meeting**

Date: Tuesday, January 11, 2022 – 3:00 PM

Platform: WebEx

Facilitator/ Lead: Secretary Kimberly A. Bassett

Agenda:

1. Welcome
2. United Planning Organization (UPO) MLK Breakfast (Friday, January 14, 2022)
3. Martin Luther King Day Peace Walk (Monday, January 17, 2022)
4. MLK Day Volunteer Opportunities
5. Questions and Concerns



**Commission on the Martin Luther King, Jr. Holiday Meeting**  
**Meeting Minutes**

Date: Tuesday, January 11, 2022

Time: 3:01 PM – 3:12 PM

Platform: WebEx

In Attendance: Felicia Davis-Hipkins, Angie Gates, Robert Brannum, Kimberly Bassett, Emily Martin, Carlos Davis

1. Secretary Bassett opened the meeting by asking Commissioners if they have any recommendations for new members to join the MLK Commission.
2. Secretary Bassett thanked Commissioners for turning in requested quotes regarding what MLK Day means to them.
3. Secretary Bassett announced that UPO's 38<sup>th</sup> Annual MLK Day Memorial Breakfast, taking place on Friday, January 14<sup>th</sup>, has received RSVPs from the Commission and Rev. Thomas Bowen will be providing remarks on behalf of the Mayor.
4. Secretary Bassett mentioned the MLK Day Peace Walk, taking place on Monday, January 17<sup>th</sup>, and noted that the walk will be filmed and livestreamed on YouTube in the event individuals cannot join in person. The walk will begin at 10:00 AM on Minnesota Avenue.
5. Secretary Bassett noted that Serve DC will have multiple volunteer opportunities on MLK Day, Monday, January 17<sup>th</sup>.
6. Secretary Bassett requested that Commissioners reach out to her if they have any questions, or if they wish to take part in any of the noted upcoming MLK Day activities.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OFFICE OF THE SECRETARY, NOTARY COMMISSION  
AND  
OFFICE OF THE CHIEF FINANCIAL OFFICER,  
OFFICE OF FINANCE AND TREASURY  
FISCAL YEAR 2021**

**I. INTRODUCTION**

This Memorandum of Understanding (this “MOU”) is entered into between the **Office of the Secretary, Notary Commission** (“Buyer Agency”) and the Office of the Chief Financial Officer, **Office of Finance and Treasury** (“Seller Agency”), collectively referred to herein as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k) (2010 Supp.).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The Seller Agency, by means of established contract with a merchant services processor, will facilitate credit and debit card transaction processing for revenue collections through Merchant Identification locations requested by the Buyer Agency to various financial institutions.

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

**A. RESPONSIBILITIES OF SELLER AGENCY**

The Seller Agency will manage the relationship with the vendor/processor to establish merchant services accounts, monitor said accounts and resolve issues due to processor issues related to Merchant Identification locations requested by the Buyer Agency to various financial institutions.

**B. RESPONSIBILITIES OF BUYER AGENCY**

*The Buyer* agrees to advance the full amount of the estimated cost of this agreement to the Seller.

## V. DURATION

### A. PERIOD

The period of this MOU shall be from **October 1, 2020 through September 30, 2021** unless terminated in writing by the Parties pursuant to Section XI of this MOU.

### B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five ( 5 ) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

## VI. FUNDING PROVISIONS

### A. COST OF SERVICES

Total cost for goods and/or services under this MOU shall not exceed **\$8,310.43** for Fiscal Year 2021, unless new accounts are requested by the agency, for which funding for estimated service fees will be provided or the volume of the transactions exceeds the estimate. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided.

### B. PAYMENT

#### **Intra-District process:**

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. Seller Agency shall submit monthly reconciliations which shall include itemized monthly claims for reimbursement on actual counts taken daily at the point of service by the reimbursement category.
3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU (**\$8,310.43**).
4. Seller Agency shall receive the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller

Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **VII. AMENDMENTS AND MODIFICATIONS**

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties

### **VIII. CONSISTENT WITH LAW**

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect of hereafter enacted or promulgated.

### **IX. COMPLIANCE AND MONITORING**

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **X. RECORDS AND REPORTS**

Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of Buyer Agency and other officials as may be specified by the District of Columbia in its sole discretion.

### **XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU,

payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

## **XII. NOTICES**

The following individuals are the contact points for each Party:

**OCFO:**

Jeanne Marie Hoover  
Chief of Management Operations  
Office of Finance and Treasury  
1101 4<sup>th</sup> Street, SW, Suite 850  
Washington, DC 20024

**Office of Secretary, Notary Commission:**

Judi Gold  
Notary & Authentication Officer  
Notary Commission  
John A. Wilson Bldg.  
1350 Pennsylvania Avenue, NW, Suite 419  
Washington, D.C. 20004

## **XIII. PROCUREMENT PRACTICES ACT**

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01, *et seq.*) to procure the goods or services.

## **XIV. RESOLUTION OF DISPUTES**

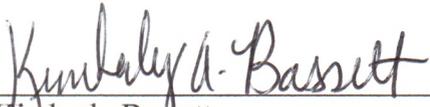
The Chief of Management Operations and the Director, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the OCFO Contracting Officer. The decision of the OCFO Contracting Officer related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

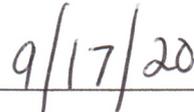
## **XV. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Buyer Agency.

**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**OFFICE OF THE SECRETARY, NOTARY COMMISSION**

  
\_\_\_\_\_  
Kimberly Bassett  
Secretary of the District of Columbia

  
\_\_\_\_\_  
Date

**OFFICE OF THE CHIEF FINANCIAL OFFICER**

\_\_\_\_\_  
Jeffrey S. DeWitt  
Chief Financial Officer

\_\_\_\_\_  
Date

OFFICE OF THE CHIEF TECHNOLOGY OFFICER  
GOVERNMENT OF THE DISTRICT OF COLUMBIA



**MOU Executive Brief**  
**OCTO Division**

**OCTO Deputy/Executive:**  
Barney Krucoff (OCTO)

**Program Manager:**  
Marshall, Christopher

**Agency:**  
DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY  
(OS)

**Dollar Amount:**  
\$14,646.00

**Date Submitted:**  
Oct 9 2020 5:04PM

**eMOU#:**  
TO0BA0-2021-01442

**Project Description:**

This MOU represents services provided by OCTO to the Office of the Secretary's Office of Documents and Administrative Issuances to support the currently in production DC Regs application, which was developed by OCTO's Applications Development & Operations program in Fiscal Year 2017.

**Risks:**

**Challenges:**

**Urgency:**

Normal

Rush

Expedite



# MEMORANDUM OF UNDERSTANDING

BETWEEN

**DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY**

AND

**DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER**

**FOR FISCAL YEAR 2021**

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**MOU Number: TO0BA0-2021-01442**

## I. INTRODUCTION

This Memorandum of Understanding ( "MOU") is entered into between the **DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY (OS or "Buyer Agency")** and the **District of Columbia OFFICE OF CHIEF TECHNOLOGY OFFICER ("OCTO" or "Seller Agency")**, collectively referred to herein as the "Parties" and individually as "Party."

## II. BACKGROUND STATEMENT ON SELLER AGENCY

OCTO is made up of many departments to develop, implement, and maintain the District's IT and telecommunications infrastructure; develop and implement major citywide applications; establish and oversee IT enterprise architecture and website standards for the District; and advise District agencies on technology solutions to improve services to businesses, residents and visitors in all areas of District government.

## III. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

## IV. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

This MOU covers production application support for the DC Regs application ("The Application") for Fiscal Year 2021. The Application was developed for the Office of the Secretary's Office of Administrative Issuances (ODAI).

## V. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

### A. RESPONSIBILITIES OF SELLER AGENCY

The Seller Agency shall provide:

1. Administration and management of the application;
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2. Monthly application patching to address all known vulnerabilities;
3. Customer support;
4. Minor enhancements to the application, which fall within the initial scope of development, do not require changes to the underlying architecture, and do not exceed 160 hours of development tasks during the duration of this MOU.

## **B. RESPONSIBILITIES OF BUYER AGENCY**

The Buyer Agency shall:

1. Provide a point of contact (POC) for ODAI;
2. Verify from the ODAI side that the application is operating without issue after each monthly patching cycle;
3. Agree to the execution of a separate MOU for any development work exceeding 160 (one hundred and sixty) hours.

## **VI. DURATION OF MOU**

The duration of this MOU shall be for **Fiscal Year 2021**, and shall begin on the later of either **October 1, 2020**, or the last date of execution by the Parties, and shall expire on **September 30, 2021**, unless terminated in writing by the Parties prior to expiration pursuant to Section VII of this MOU.

## **VII. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

The total cost for goods and/or services under this MOU shall not exceed **\$14,646.00** for Fiscal Year 2021. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided and are based on 20% of the cost for services to develop the DC Regs application at a total cost of **\$73,230.00**.

### **B. PAYMENT**

(1) Payment for the goods and/or services shall be made through an Intra-District advance by the Buyer Agency to the Seller Agency based on the total amount of this MOU **\$14,646.00**.

a. Advances to the Seller Agency for the services to be performed and/or goods to be provided shall not exceed the actual costs of the goods or services or the amount of this MOU.

b. The Seller Agency shall receive the advance and bill the Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU.

(2) Upon request of the Buyer Agency, the Seller Agency shall provide the Buyer Agency with a listing of itemized services.

(3) The Seller Agency shall:

a. Notify the Buyer Agency within forty-five (45) days prior to the close of the fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year; and

b. Return any excess advance to the Buyer Agency by September 30 of the current fiscal year.

(4) In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation, and that all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **VIII. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

### **IX. NOTICES**

The following individuals are the contact points for each Party:

#### **OS**

##### **Victor L Reid**

Administrator

1350 Pennsylvania Avenue, NW

Washington, DC 20004

Phone: (202) 727-5090

Email : victor.reid@dc.gov

#### **OCTO**

##### **Christopher Marshall**

Program Manager, Applications Development & Operations

200 I Street, SE, 5th Floor

Washington, D.C. 20003

Phone : (202) 478-5971

Email : Christopher.Marshall@dc.gov

### **X. MODIFICATIONS**

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

### **XI. CONSISTENT WITH LAW**

The Parties shall comply with all applicable federal and District laws, rules and regulations whether now in effect or hereafter enacted or promulgated.

### **XII. COMPLIANCE AND MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **XIII. RECORDS AND REPORTS**

The Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the Buyer Agency's request or the request of other officials of the District of Columbia, make these documents available for inspection by duly authorized representatives of the Buyer Agency or other officials of the District of Columbia as may be specified in their respective sole discretion.

### **XIV. PROCUREMENT PRACTICES ACT**

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, et seq.) to procure the goods or services.

### **XV. RESOLUTION OF DISPUTES**

The Parties' Directors or designees shall resolve all adjustments and disputes arising from services performed under this MOU. The decision of the Parties' Directors related to any disputes referred shall be final. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer, Office of Financial Operations and Systems.

### **XVI. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and District statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Buyer Agency.

**IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:**

**DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY, District of Columbia**

*Kimberly A. Bassett*

Date: 1/25/2021

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Secretary of State of Washington, DC

Kimberly A. Bassett

**Office of the Chief Technology Officer, District of Columbia**

*Lindsey V. Parker*

Date: 1/26/2021

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Chief Technology Officer

Lindsey V. Parker

**INTRA-DISTRICT STANDARD REQUEST FORM**

Government of District of Columbia

**MOU** TO0BA0-2021-01442  
**Number:**

**Date of** 10/09/2020  
**MOU:**

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**Buyer Information**

Agency Name: OS  
Agency Code: BA0  
Name of Contact: Address: 1350 Pennsylvania Avenue, NW  
Telephone #: (202) 727-5090  
Fax #:  
Date:

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Signature

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**Seller Information**

Agency Name: OCTO  
Agency Code: TO0  
Name of Contact: Address: 200 I ST, SE WASHINGTON, DC 20003  
Telephone #: Fax #:  
Date:

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Signature

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**Service Information and Funding Codes**

GOOD/  
SERVICE:

**Buyer**

AGY	YR	ORG	FUND	INDEX	PCA	OBJ	AOBJ	GRANT	PROJ	AG1	AG2	AG3	AMOUNT
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**Seller**

AGY	YR	ORG	FUND	INDEX	PCA	OBJ	AOBJ	GRANT	PROJ	AG1	AG2	AG3	AMOUNT
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**eMOU Approval History**

10/21/2020 2:50:24  
PM

**TO0BA0-2021-01442**

<b>Step Name</b>	<b>Name</b>	<b>Status Name</b>	<b>Status Date</b>	<b>Comments</b>
MOU Author Review	Marshall, Christopher (OCTO) (OCTO)	Approved	10/9/2020 5:53:31 PM	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**MEMORANDUM OF UNDERSTANDING BETWEEN THE**  
**OFFICE OF DISABILITY RIGHTS AND THE**  
**OFFICE OF THE CITY ADMINISTRATOR**  
**FOR**  
**SIGN LANGUAGE INTERPRETATION SERVICES**  
**FOR PARTICIPATING AGENCIES**  
**(INTRA-DISTRICT FUNDING)**  
**FY 2021**

This Memorandum of Understanding (“MOU”) is made by and between the Office of Disability Rights (“ODR”) (the “Seller”) and the Office of the City Administrator (“OCA”) (the “Buyer”) on behalf of participating District government agencies listed in Attachment A.

For and in consideration of the mutual promises contained herein, ODR and OCA (referred to collectively in this MOU as the “Parties” and each individually referred to in this MOU as a “Party”) agree as follows:

**I. BACKGROUND**

- A. In accordance with the Americans with Disabilities Act, District government agencies must provide sign language interpreters upon request to individuals with disabilities when necessary to ensure effective communication. To facilitate the provision of sign language interpreters by agencies, ODR enters into an annual contract for sign language interpretation services that can be utilized by individual District agencies by requesting services through ODR.
- B. This MOU assesses the participating agencies listed in Attachment A of this MOU for the costs of sign language interpretation services provided through ODR’s contract and shall serve as the basis for imposing and collecting assessments from other agencies who request sign language interpretation services from ODR after the effective date of this MOU. The City Administrator is signing the MOU on behalf of all participating agencies.

**II. SERVICES/OBLIGATIONS OF PARTIES**

- A. ODR shall, upon each request of a participating agency, provide sign language interpretation services (via a private contract vendor) for the participating agency for a meeting, conference, training, or other interaction with District residents and consumers who are deaf and hard-of-hearing. ODR shall also, upon each request of a participating agency, provide sign language interpretation services as a reasonable accommodation for a District government employee who is deaf or hard-of-hearing for a meeting, conferences, or training.

- B. The following guidelines shall apply to the provision of sign language interpretation services by ODR under this MOU:
1. Interpreters must be requested by a participating agency with at least five (5) business days' notice.
  2. Interpreters generally are not available on an emergency/short-notice basis.
  3. Interpreters are only available for travel within the District.
  4. If a participating agency cancels a request for an interpreter with less than three (3) business days' notice, the agency shall be responsible for the full cost charged by the contract vendor for the cancelation.
- C. If a request for sign language interpretation services from a participating agency falls outside of the guidelines described in subsection B of this section, interpreter services may be sought independently at the agency's own cost. ODR can assist with arranging for these services.
- D. The City Administrator, on behalf of the participating agencies, agrees to the terms, projected costs, and fund availability associated with this MOU.

### **III. FUNDING PROVISIONS**

#### **A. PAYMENT AND COST OF SERVICES**

1. Payment for the services to be provided pursuant to this MOU shall be made through Intra-District advances by the participating agencies to ODR in the amounts set forth in Attachment A, and any subsequent addendum. The participating agencies shall submit their advances within ten (10) business days after the effective date of this MOU.
2. ODR and a participating agency listed in Attachment A may increase the relevant amount listed in Attachment A by the mutual agreement of ODR and the participating agency. In addition, an agency not listed in Attachment A may participate in this MOU by the mutual agreement of ODR and the agency.
3. ODR shall provide an itemized invoice for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODR for the services to be performed shall not exceed the amounts set forth in Attachment A, as may be modified pursuant to paragraph A.2 of this section.

5. ODR will relieve the advance and bill the participating agencies through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
6. ODR shall return any excess advances to the participating agencies by September 30, .2021

**B. FY 2021 ASSESSMENT AMOUNT**

The FY 2021 assessment amounts listed in Attachment A are based on the participating agencies' actual FY 2020 expenditures.

**C. ADDITIONAL CHARGES**

The cost for services under this MOU shall not exceed, for any participating agency, the amount listed on Attachment A for that participating agency for Fiscal Year 2021. Each participating agency shall be responsible for obtaining, and paying for, any SLI services for the agency above the MOU advance amount, unless otherwise agreed to by ODR and the participating agency. Costs above the advance amounts may occur because of increased demand for services by a participating agency, because of increased costs of services, or for other reasons not under the control of ODR. ODR shall notify the participating agencies if increased costs are expected to occur. It is also the responsibility of each participating agency to inform ODR of any current or future activities that may affect projected expenditures. Additional charges shall be paid pursuant to the terms of section III.A.2 of this MOU.

**D. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

**IV. DURATION OF MOU**

The period of this MOU shall be from October 1, 2020, through September 30, 2021, unless terminated in writing by the Parties before the expiration.

**V. AUTHORITY FOR MOU**

The authority for this MOU includes D.C. Official Code § 1-301.01(k).

**VI. RECORDS AND REPORTS**

ODR shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years from the date of expiration or termination of this MOU and shall make these documents available for inspection by duly authorized representatives of the participating agencies and other officials as may be specified by the City Administrator.

**VII. NOTICE**

The following individuals are the contact points for each Party under this MOU:

For the Seller/ODR

Haydn Demas, ADA Compliance Specialist  
Office of Disability Rights  
441 4<sup>th</sup> Street NW, Suite 729N  
Washington, DC 20001  
Phone: 202-724-5055  
Email: haydn.demas@dc.gov

For the Buyer/OCA

Barry Kreiswirth, General Counsel  
Office of the City Administrator  
1350 Pennsylvania Avenue NW, Suite 513  
Washington, DC 20004  
Phone: 202-615-2091  
Email: barry.kreiswirth@dc.gov

**VIII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon written agreement by the Parties.

**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as of the days and years written below:

**Buyer (on behalf of the participating agencies):**

  
\_\_\_\_\_  
Kevin Donahue, City Administrator

Date: 9/29/2021

**Seller:**

  
\_\_\_\_\_  
Mathew McCollough, Director (ODR)

Date: 9/28/2021

**ATTACHMENT A**

**Participating Agencies FY 2021 Advance Amounts**

<b>Participating Agencies — FY 2020 Usage and FY 2021 Advance Amounts</b>				
<b>Agency Code</b>	<b>Agency Acronym</b>	<b>Buyer Agency Name</b>	<b>Actual FY 20 Usage</b>	<b>FY 2021 MOU Advance Amount</b>
BA0	OS	Office of the Secretary	\$472.00	\$472.00
BD0	OP	Office of Planning	\$1,444.00	\$1,444.00
BE0	DCHR	Department of Human Resources	\$300.00	\$300.00
BN0	HSEMA	Homeland Security and Emergency Management Agency	\$89,158.50	\$89,159.00
CF0	DOES	Department of Employment Services	\$10,858.25	\$10,858.00
EB0	DMPED	Office of the Deputy Mayor for Planning and Economic Development	\$830.00	\$830.00
FA0	MPD	Metropolitan Police Department	\$236.00	\$236.00
GA0	DCPS	DC Public Schools	\$34,030.95	\$34,031.00
GD0	OSSE	Office of the State Superintendent of Education	\$2,712.00	\$2,712.00
HA0	DPR	Department of Parks and Recreation	\$1,200.00	\$1,200.00
HC0	DOH	Department of Health	\$1,950.00	\$1,950.00
HM0	OHR	Office of Human Rights	\$4,539.75	\$4,540.00
JA0	DHS	Department of Human Services	\$13,222.45	\$13,222.00
KA0	DDOT	District Department of Transportation	\$11,378.50	\$11,379.00
KG0	DOEE	Department of Energy and Environment	\$1,350.00	\$1,350.00
KV0	DMV	Department of Motor Vehicles	\$2,196.75	\$2,197.00
PO0	OCP	Office of Contracting and Procurement	\$1,050.00	\$1,050.00
SR0	DISB	Department of Insurance, Securities, and Banking	\$1,000.00	\$1,000.00
<b>Total</b>			<b>\$177,929.15</b>	<b>\$177,930.00</b>

**FISCAL YEAR 2022 MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE OFFICE OF THE SECRETARY  
AND  
THE EXECUTIVE OFFICE OF THE MAYOR'S SUPPORT SERVICES**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia, the buyer agency, The Office of the Secretary (OS) and the seller agency, The Office of Support Services (EOM), individually referred to as the “Party” or collectively referred to herein as the “Parties.”

The Office of the Secretary has requested the services of The Executive Office of the Mayor’s Support Services to provide transportation, courier, and associated, general administrative services under the agreed upon terms and conditions outlined within the following Statement of work.

**II. PROGRAM GOALS AND OBJECTIVES**

The primary purpose for this interagency collaboration is for Support Services to facilitate the efforts of The Office of the Secretary’s overall agency goals and objectives by providing transportation, courier, procurement, and associated, administrative services that shall benefit the District in various facets of operation.

The Office of Support Services’ specific performance obligations in providing services to The Office of the Secretary shall be governed by the Statement of work which may be revised by the parties by mutual agreement from time to time without otherwise changing the terms of this MOU.

**III. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

**A. RESPONSIBILITIES OF EOM Support Services**

“Support Services” entails services deemed appropriate and necessary in order to maintain and support viable aspects of transportation, courier, and telecom services.

- A. Provide transportation to OS staff to and from desired destination upon request pursuant to driver availability.
- B. Provide interagency courier services upon request and pursuant to driver availability.
- C. Create and submit requests for credentialing that will allow staff access to the appropriate buildings and work sites.
- D. Create and process “new hire” requests as well as “exiting” employees leaving or transferring within district agencies.

- E. Assist in creation and processing of automated procurement requests while monitoring and documenting status.
- F. Coordinate and assist in the reconciliation of purchase orders.
- G. Access to VIA-On Demand Vehicle Share Program for business related travel for approved staff as a supplement to the existing EOM Support Services' transportation services.

**IV. DURATION OF MOU**

- A. The period of this MOU shall be from October 1, 2021 through September 30, 2022 unless terminated in writing by the Parties prior to the expiration.

**V. AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01[(j)] or [(k)] [and any other authority under the Parties' programs.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

- 1. Total cost for goods and services under this MOU shall not exceed \$8000.00 for Fiscal Year 2022. Funding for the goods and services shall not exceed the actual cost of the goods and services,
- 2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

**B. PAYMENT**

- 1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer (OS) to the Seller (Support Services) based on the total amount of this MOU.
- 2. Advances to Seller for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
- 3. Seller will relieve the advance and bill Buyer through the MOU process only for those goods or services provided pursuant to the terms of this MOU. Seller will notify Buyer within forty-five (45) days of the current fiscal year if it has reason to believe that all the advances will not be billed during the current fiscal year. Seller shall return any excess advance to Buyer by September 30 of the current fiscal year.
- 4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. [The Parties may insert a third- party District employee to resolve program issues in the event the Directors cannot resolve a program issue] In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

**C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **VII. COMPLIANCE AND MONITORING**

As this MOU is funded by District of Columbia funds, Seller will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

## **VIII. RECORDS AND REPORTS**

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of the buyer agency and other officials as may be specified by the District of Columbia at its sole discretion.

## **IX. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of Buyer.

## **X. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party.

## **XI. NOTICE**

The following individuals are the contact points for each Party under this MOU:

Buyer Agency:  
Kimberly A. Bassett  
Secretary of the District of Columbia  
The Office of the Secretary of the District of Columbia  
1350 Pennsylvania Avenue NW, Suite 419, Washington, DC 20004  
Phone: (202) 727-6306

Seller Agency:  
Booker Roary Jr.  
Director of Operations  
Mayor's Office of Talent and Appointments (MOTA)  
1350 Pennsylvania Avenue, NW – 6th Floor  
Washington, DC 20004  
(202) 727-9811 (Office)

**XII. MODIFICATIONS**

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

**XIII. PROCUREMENT PRACTICES ACT**

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §2-351 et seq.)

**XIV. MISCELLANEOUS**

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

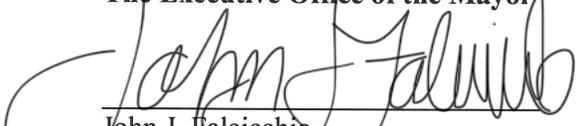
**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**The Office of the Secretary**

  
\_\_\_\_\_  
Kimberly A. Bassett  
Secretary of the District of Columbia, OS

Date: 11/10/2021

**The Executive Office of the Mayor**

  
\_\_\_\_\_  
John J. Falcicchio  
Chief of Staff, EOM

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OFFICE OF THE SECRETARY, NOTARY COMMISSION  
AND  
OFFICE OF THE CHIEF FINANCIAL OFFICER,  
OFFICE OF FINANCE AND TREASURY  
FISCAL YEAR 2022**

**I. INTRODUCTION**

This Memorandum of Understanding (this “MOU”) is entered into between the **Office of the Secretary, Notary Commission** (“Buyer Agency”) and the Office of the Chief Financial Officer, **Office of Finance and Treasury** (“Seller Agency”), collectively referred to herein as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

D.C. Official Code § 1-301.01(k) (2010 Supp.).

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

The Seller Agency, by means of established contract with a merchant services processor, will facilitate credit and debit card transaction processing for revenue collections through Merchant Identification locations requested by the Buyer Agency to various financial institutions.

**IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

**A. RESPONSIBILITIES OF SELLER AGENCY**

The Seller Agency will manage the relationship with the vendor/processor to establish merchant services accounts, monitor said accounts and resolve issues due to processor issues related to Merchant Identification locations requested by the Buyer Agency to various financial institutions.

**B. RESPONSIBILITIES OF BUYER AGENCY**

*The Buyer* agrees to advance the full amount of the estimated cost of this agreement to the Seller.

## **V. DURATION**

### **A. PERIOD**

The period of this MOU shall be from **October 1, 2021 through September 30, 2022** unless terminated in writing by the Parties pursuant to Section XI of this MOU.

### **B. EXTENSION**

The Parties may extend the period of this MOU by exercising a maximum of five ( 5 ) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 30 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

## **VI. FUNDING PROVISIONS**

### **A. COST OF SERVICES**

Total cost for goods and/or services under this MOU shall not exceed **\$3,902.33** for Fiscal Year 2022, unless new accounts are requested by the agency, for which funding for estimated service fees will be provided or the volume of the transactions exceeds the estimate. Funding for goods and/or services shall not exceed the actual cost of the goods and/or services provided.

### **B. PAYMENT**

#### **Intra-District process:**

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.
2. Seller Agency shall submit monthly reconciliations which shall include itemized monthly claims for reimbursement on actual counts taken daily at the point of service by the reimbursement category.
3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU (**\$3,902.33**).
4. Seller Agency shall receive the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller Agency

shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **VII. AMENDMENTS AND MODIFICATIONS**

This MOU may be amended or modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties

### **VIII. CONSISTENT WITH LAW**

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect of hereafter enacted or promulgated.

### **IX. COMPLIANCE AND MONITORING**

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

### **X. RECORDS AND REPORTS**

Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of Buyer Agency and other officials as may be specified by the District of Columbia in its sole discretion.

### **XI. TERMINATION**

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party. In the event of termination of this MOU,

payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

## **XII. NOTICES**

The following individuals are the contact points for each Party:

**OCFO:**

Jeanne Marie Hoover  
Senior Financial Manager  
Office of Finance and Treasury  
1101 4<sup>th</sup> Street, SW, Suite 850  
Washington, DC 20024

**Office of Secretary, Notary Commission:**

Garrett Lee  
Chief of Staff  
Office of the Senior Advisor  
John A. Wilson Bldg.  
1350 Pennsylvania Avenue, NW, Suite 324  
Washington, D.C. 20004

## **XIII. PROCUREMENT PRACTICES ACT**

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01, *et seq.*) to procure the goods or services.

## **XIV. RESOLUTION OF DISPUTES**

The Senior Financial Manager and the Director, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the OCFO Contracting Officer. The decision of the OCFO Contracting Officer related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

## **XV. CONFIDENTIAL INFORMATION**

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of the Buyer Agency.

**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as follows:

**OFFICE OF THE SECRETARY, NOTARY COMMISSION**

\_\_\_\_\_  
Kimberly A. Bassett  
Secretary of the District of Columbia

\_\_\_\_\_  
Date

**OFFICE OF THE CHIEF FINANCIAL OFFICER**

\_\_\_\_\_  
Dr. Fitzroy Lee  
Interim Chief Financial Officer

\_\_\_\_\_  
Date

**MERCHANT FEES**

<b>FY</b>	<b>Amount</b>	<b>Notes</b>
2020 (Actuals)	\$7,073.48	Increase in merchant fees due to health emergency.
2021 (Actuals)	\$3,393.33	
2022 (Projection)	\$3,902.33	Includes 15% increase

# Office of the Secretary FY2021

**Agency** Office of the Secretary

**Agency Code** BAO

**Fiscal Year** 2021

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

**Summary of Services** The Office of the Secretary of the District of Columbia consists of three offices and two units. The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use. The Office of Documents and Administrative Issuances (ODAI) publishes the DC Register and the DC Municipal Regulations. The Office of Public Records and Archives manages the District of Columbia Archives, Records Center and the Library of Government Information. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs Unit manages the Sister City program and serves as the liaison between the Executive Office of the Mayor and the diplomatic community in Washington.

## 2021 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
ONCA was able to process mail-in authentications during the pandemic.	The services generated revenue that fund OS' operations.	The residents could continue to receive authentication services while the office was closed to the public.
Continue to engage in the international community during the Covid-19 pandemic by participating and attending almost 100 diplomatic events, meetings, and delegation engagements with some events in person and virtual.	The Office of International Affairs found an alternate way to engage with the diplomatic community and continued to keep abreast with the international community of the District's current status.	To show DC continues to support and engage with its international residents.
Sending letters to all embassies around Covid-19 guidance.	The office sent the Covid-19 letters to embassies in lieu of the national day letters because the office viewed that during pandemic the information on Covid-19 was a better way to engage with the international community.	The diplomatic community received an update of the District's Covid-19 guidance.
ONCA was able to sustain customer service during COVID1-19 by conducting a temporary oath of office to all notary applicants since the beginning of the health emergency to ensure all notary services could continue.	The services provided by ONCA generate revenues that fund the office's operation. The loss of revenue will impact OS operations.	The residents who need notary service could continue to receive the service during the pandemic.

## 2021 Key Performance Indicators

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
<b>2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (3 Measures)</b>											
Number of notary application processed (excludes government employees)	Annually	2193	1401	1700	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1971	Met	
Number of documents authenticated	Annually	62,987	40,000	45,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	45,000	Met	
Number of customer served	Annually	40,766	Waiting on Data	30,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	25,000	Unmet	Due to COVID-19, ONCA was closed to the public and therefore served less customers. Now that the office is open we should meet our target.
<b>3 - Provide support and outreach services to the diplomatic and international communities. (1 Measure)</b>											
Percent of ambassador welcome letters sent within three months of start of new term	Annually	100%	78.4%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No data available		
<b>4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (4 Measures)</b>											
Number of archival finding aids available online	Annually	33	Waiting on Data	15	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0	Unmet	Due to the Covid-19 pandemic, the office was not in full operation and the priority changed.

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Percent of records requests fulfilled within five business days	Annually	82.6%	Waiting on Data	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99.1%	Met	
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Annually	51.8%	6.3%	40%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	20.99%	Unmet	Due to Covid-19, record retention was not one of the agency's priorities.
Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members	Annually	83.5%	Waiting on Data	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	14.81%	Unmet	Due to Covid-19, many engagement events got pushed back

2021 Workload Measures

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual
<b>1 - Ceremonial documents for constituents (1 Measure)</b>							
Number of ceremonial documents prepared	1210	568	Annual Measure	Annual Measure	Annual Measure	Annual Measure	507
<b>3 - Serve as liaison with diplomatic community in DC (1 Measure)</b>							
Percent of National Day letters written versus number of National Days	100%	70.5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0%
<b>4 - Manage District government records (5 Measures)</b>							
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	131	43	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of records requests received	3067	1098	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2194
Volume of records accessioned to the DC Archives	174	25.3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	68
Number of on-site researchers served	467	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3
Number of publications added to the Library of Government Information	18	20	Annual Measure	Annual Measure	Annual Measure	Annual Measure	222
<b>5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)</b>							
Number of rulemakings processed	333	393	Annual Measure	Annual Measure	Annual Measure	Annual Measure	338
Number of administrative issuances processed	116	149	Annual Measure	Annual Measure	Annual Measure	Annual Measure	143

2021 Operations

Operations Title	Operations Description	Type of Operations
<b>1 - Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy. (2 Activities)</b>		

Operations Title	Operations Description	Type of Operations
Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
<b>2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)</b>		
Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service
Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service
<b>3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)</b>		
Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service
<b>4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (2 Activities)</b>		
Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service
<b>5 - Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates. (1 Activity)</b>		
Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

2021 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
<b>Commission the notaries (3 Strategic initiatives)</b>				
Electronic Notarizations	Implement Electronic Notarizations. The office will start receiving and processing applications to be endorsed as e-notary.	25-49%	ONCA has completed installing the application and platform for e-notarization. The Electronic Notary Handbook has been drafted and ONCA is waiting on finalizing the rules and other components before offering the services to the public.	Pending the rules to implement the service.
Temporary Oath of Office and Virtual Orientation	Continue to provide temporary oath to notaries and provide virtual orientation for the new notary applicants.	Complete	Since the office was closed due to the COVID-19 health emergency, ONCA looked for a way to continue to serve the residents who wanted to be a notary public.	
Regulations to Implement the Revised Uniform Laws on Notarial Acts Act	Publish Proposed Rulemaking; Receive Comments, if any; Publish Final Rulemaking.	75-99%	The rules are pending OPLA and OAG to complete their vetting, and the office will also work on the amendments to the code.	It's pending with OAG and OPLA.
<b>Manage District government records (1 Strategic Initiative)</b>				
Records Retention Schedule	Implements records retention schedules for independent agencies.	Complete	The office completed updating the records retention schedules for independent agencies that are part of this project.	
<b>Publish the DC Register and the DC Municipal Regulations (2 Strategic initiatives)</b>				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
DCRegs Website Review and Technical Adjustments.	During FY 2018, ODAI launched a new version of its website, DCRegs. During FY 2021, ODAI will review the functionality of the website and where necessary suggest revisions or adjustments to OCTO. ODAI will also review the website to determine how its functionalities can be revised to allow a more efficient publication and codification process. This initiative benefits all residents of the District of Columbia, including residents of Wards 7 and 8, because DCRegs is the online web portal that is a one stop access point for District of Columbia Register, District of Columbia laws, regulations, District government operations information and meetings, and current and historical Mayor's Orders.	50-74%	<p>The Office of Documents (ODAI) continued to perform comprehensive system analysis of the DCRegs application functional modules. The publication of final rulemaking in the District of Columbia Register is vital to the updating of the District of Columbia Municipal Regulations because it provides the legal content for the municipal regulations. The DCRegs Web publication system arranges the municipal regulations by chapter. It is vital to identify all the sections that a final rulemaking is amending when we publish the rulemaking in the DC Register. The DCRegs codification system compiles all the legislative history for a section based on the identified or tagged sections.</p> <p>This quarter, we performed a comprehensive survey of all published rulemaking from January to July 11, 2021, in order to examine the full array of issues regarding tagging. An 80-page report was produced and the information will be used to develop many ideas on how to make it easier for the District agencies to tag and for the Office of Documents to provide oversight of the tagging. We will add functionality that agencies can use to request new chapters and sections before submitting rulemaking for publication.</p>	Lack of resources
Legal Materials Authentication.	During FY 2021, ODAI will develop a method to electronically authenticate the District of Columbia Register and the District of Columbia Municipal Regulations. This initiative benefits all users of the District of Columbia Register and the District of Columbia Municipal Regulations, including residents of Wards 7 and 8, because it will allow District residents and all users of the District of Columbia Register and the District of Columbia Municipal Regulations to obtain physical and online evidence that each item or sections of those items are the current and legally in effect.	0-24%	We have yet to identify the funds for this project.	No funding
<b>Serve as liaison with diplomatic community in DC (2 Strategic initiatives)</b>				
Embassy Task Force Committee	To meet the new Head of the Office of Foreign Missions at Department of State, and form a relationship to continue the work of the Embassy /Neighborhood Task Force.	Complete	The meeting was successful and the Office of Foreign Missions will continue working with OS on this successful task force undertaking.	
Electoral College	Organize the electoral college ceremony that follows the 2020 Presidential election	Complete	Successfully executed the District of Columbia's Fifteenth Electoral College under COVID-19 protocols.	

# Office of the Secretary FY2022

**Agency** Office of the Secretary

**Agency Code** BAO

**Fiscal Year** 2022

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

## Strategic Objectives

Objective Number	Strategic Objective
1	Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy.
2	Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.
3	Provide support and outreach services to the diplomatic and international communities.
4	Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents.
5	Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.

## Key Performance Indicators (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
<b>2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (3 Measures)</b>					
Number of notary application processed (excludes government employees)	Up is Better	2193	1401	1971	1700
Number of documents authenticated	Up is Better	62,987	40,000	45,000	40,000
Number of customer served	Up is Better	40,766	Waiting on Data	25,000	25,000
<b>3 - Provide support and outreach services to the diplomatic and international communities. (1 Measure)</b>					
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	100%	78.4%	Not Available	100%
<b>4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (4 Measures)</b>					
Number of archival finding aids available online	Up is Better	33	Waiting on Data	0	10
Percent of records requests fulfilled within five business days	Up is Better	82.6%	Waiting on Data	99.1%	50%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	51.8%	6.3%	21%	30%
Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members	Up is Better	83.5%	Waiting on Data	14.8%	60%

## Operations

Operations Title	Operations Description	Type of Operations
<b>1 - Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy. (2 Activities)</b>		
Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
<b>2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)</b>		
Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service
Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service
<b>3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)</b>		
Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service
<b>4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (2 Activities)</b>		
Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service
<b>5 - Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates. (1 Activity)</b>		
Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

Workload Measures (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
<b>1 - Ceremonial documents for constituents (1 Measure)</b>			
Number of ceremonial documents prepared	1210	568	507
<b>3 - Serve as liaison with diplomatic community in DC (1 Measure)</b>			
Percent of National Day letters written versus number of National Days	100%	70.5%	0%
<b>4 - Manage District government records (5 Measures)</b>			
Volume of records accessioned to the DC Archives	174	25.3	68
Number of on-site researchers served	467	Waiting on Data	3

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
Number of publications added to the Library of Government Information	18	20	222
Number of records requests received	3067	1098	2194
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	131	43	0
<b>5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)</b>			
Number of rulemakings processed	333	393	338
Number of administrative issuances processed	116	149	143

 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
No strategic initiatives found		

FY21 SBE Spending

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	4898.38	10/1/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	184.41	10/1/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	952.11	10/2/2020
ZEI92732	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	20296.23	10/20/2020
ZEI99303	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	1160	11/6/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	410.88	11/23/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	279.99	11/30/2020
ZEJ06791	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	1160	12/15/2020
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	290.57	1/4/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	215.15	1/13/2021
ZEJ15776	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	1015	1/15/2021
ZEJ21854	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	22743	2/5/2021
ZEJ23787	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	11371.5	2/12/2021
ZEJ24204	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	435	2/19/2021
ZEJ27422	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	34114.5	2/22/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	58.8	2/24/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	2020.16	2/24/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	96.55	3/4/2021
ZEJ32669	DIGI DOCS INCDOCUMENT MGERS	LSDR82082082021	Y	Expired	2030	3/12/2021
ZEJ42207	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	75051.9	4/15/2021
ZEJ45789	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	1015	4/23/2021
	SENODA INC	LS22964062022	Y	Active	5000	5/5/2021
ZEJ52711	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	5800	5/10/2021
ZEJ51947	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	52308.9	5/10/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	169	5/13/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	458.97	5/24/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	588.12	5/26/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	1664.32	5/27/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	965.18	5/27/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	520.1	6/11/2021
ZEJ61927	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	34114.5	6/18/2021
ZEJ63055	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	2392.5	6/28/2021
VOJ71083	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	4350	7/13/2021
VOJ71073	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	13645.8	7/13/2021
ZEJ71083	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	0	7/16/2021
ZEJ71073	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	0	7/16/2021
	SENODA INC	LS22964062022	Y	Active	785	7/21/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	17.91	7/22/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	27.29	7/22/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	512.71	8/18/2021
VOJ82443	FORMOST ADVANCED CREATIONS LLC	LSDRE91765082022	Y	Active	5025	8/26/2021
VOJ81442	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	22743	8/26/2021
ZEJ81442	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	0	8/30/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	28.26	8/30/2021
ZEJ82443	FORMOST ADVANCED CREATIONS LLC	LSDRE91765082022	Y	Active	0	8/31/2021
VOJ93138	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	36388.8	9/9/2021
	SENODA INC	LS22964062022	Y	Active	4525	9/13/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	-28.26	9/13/2021
ZEJ93138	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	0	9/14/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	143.3	9/17/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	424.15	9/20/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	1697.39	9/20/2021

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	61.94	9/22/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	449.89	9/22/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	2826.65	9/23/2021
	SENODA INC	LS22964062022	Y	Active	4950	9/24/2021
	STANDARD OFFICE SUPPLY	LSX55047052022	Y	Active	375.96	9/27/2021
VOK13410	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	652.5	9/30/2021
VOK11662	CALVIN PRICE GROUP LLC	LSDZRE93342122022	Y	Active	8975	9/30/2021
VOK06918	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	290	9/30/2021
VOK19983	DIGI DOCS INCDOCUMENT MGERS	LSDRE38514052024	Y	Active	61406.1	9/30/2021
VOJ97130	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	4524	9/30/2021
VOJ97106	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	5382	9/30/2021
VOJ97093	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	5493	9/30/2021
VOJ97068	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	6026.4	9/30/2021
VOJ97051	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	6026.4	9/30/2021
VOJ97013	TPW CONSULTANTS LLC	LSDZ80169082022	Y	Active	6026.4	9/30/2021
	SENODA INC	LS22964062022	Y	Active	4525	9/30/2021
ZEI98315	DELL COMPUTER CORP		N		7482.9	11/2/2020
	COMCAST		N		158.18	11/18/2020
ZE634711	NATIONAL ARCHIVES RECORDS AD		N		75345.23	11/25/2020
	COMCAST		N		195.14	12/14/2020
JABA0103			N		6034.9	12/14/2020
IEABB032			N		849.05	12/14/2020
JABA0103			N		-6034.9	12/14/2020
	THE UPS STORE 1736		N		136.5	12/15/2020
	FEDEX		N		32.73	12/16/2020
JABA0105			N		690.87	12/16/2020
JABA0105			N		-849.05	12/16/2020
JABA0105			N		158.18	12/16/2020
ZE635761	NATIONAL ARCHIVES RECORDS AD		N		75345.23	12/17/2020
ZE635764	NATIONAL ARCHIVES RECORDS AD		N		75345.23	12/21/2020
	EL NASS 2021 VIRTUA		N		150	12/24/2020
ZE636099	KAROLYN MARSHALL		N		75	12/28/2020
	NFGUNITED PLANNING OR		N		2575	1/4/2021
IEABB033			N		514.37	1/13/2021
JABA0110			N		-6034.9	1/14/2021
JABA0110			N		6034.9	1/14/2021
ZE637013	NATIONAL ASSOCIATION OF SECRE		N		50	1/15/2021
ZE637139	WANDA T LITTLE		N		225	1/19/2021
IEFT0516			N		4043.14	1/19/2021
ZE637408	NATIONAL ARCHIVES RECORDS		N		75345.23	1/22/2021
JABA0112			N		195.14	1/26/2021
JABA0112			N		-514.37	1/26/2021
JABA0112			N		319.23	1/26/2021
IEFT0540			N		571.05	1/31/2021
ZE638039	WANDA T LITTLE		N		225	2/3/2021
CN077403	WANDA T LITTLE		N		-225	2/3/2021
IEABB034			N		3080.72	2/11/2021
	COMCAST		N		362.44	2/22/2021
JABA0115			N		2575	2/24/2021
JABA0115			N		-3080.72	2/24/2021
JABA0115			N		505.72	2/24/2021
	GAYLORD BROS INC		N		644.28	2/26/2021

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
JABA0121			N		-9706.15	2/28/2021
JABA0121			N		9706.15	2/28/2021
IEFT0550			N		339.03	2/28/2021
	SQ ACE S AWARDS AND P		N		279	3/2/2021
ZE639069	STAND UP FOR DEMOCRACY IN DC		N		10000	3/2/2021
ZE639047	NATIONAL ARCHIVES RECORDS AD		N		75345.23	3/3/2021
	GAYLORD BROS INC		N		23.86	3/8/2021
	SQ ACE S AWARDS AND P		N		279	3/9/2021
ZE639113	HISTORICAL SOCIETYWASHINGTON		N		30000	3/9/2021
IEABB035			N		3085.68	3/11/2021
	SQ ACE S AWARDS AND P		N		279	3/15/2021
	SCRIBIECOM		N		110.42	3/16/2021
	REVCOM		N		427.5	3/19/2021
	SCRIBIECOM		N		122.51	3/19/2021
	REVCOM		N		-1.75	3/22/2021
	EB 2021 NATIONAL CHER		N		300	3/22/2021
	EB 2021 NATIONAL CHER		N		300	3/22/2021
ZE640382	ANACOSTIA COORDINATING COUNCIL		N		10000	3/29/2021
ZE640331	NATIONAL ARCHIVES RECORDS AD		N		75345.23	3/29/2021
IE2BA001			N		8201.76	3/29/2021
JABA0122			N		2078.96	3/31/2021
JABA0122			N		-3085.68	3/31/2021
IEFT0560			N		1120.36	3/31/2021
JABA0122			N		1006.72	3/31/2021
	COMCAST		N		198.42	4/1/2021
	SQ ACE S AWARDS AND P		N		279	4/2/2021
	KENGLA FLAG COMPANY		N		78	4/7/2021
IEABB036			N		2216.09	4/13/2021
	COMCAST		N		198.04	4/13/2021
	APPX SOFTWARE INC		N		2500	4/14/2021
	KENGLA FLAG COMPANY		N		330.8	4/16/2021
IE2BA002			N		2929.2	4/23/2021
JABA0125			N		957.41	4/26/2021
JABA0125			N		1258.68	4/26/2021
JABA0125			N		-2216.09	4/26/2021
IE2BA003			N		2855.97	4/30/2021
IEFT0580			N		290	4/30/2021
ZE641861	NATIONAL ARCHIVES RECORDS AD		N		75349.73	5/3/2021
ZE641814	COALITION FOR DC REPRESENTATIO		N		100000	5/3/2021
ZE641913	LEAGUE OF WOMEN VOTERS ED FUND		N		35000	5/4/2021
	SQ ACE S AWARDS AND P		N		1685	5/5/2021
	SAA CAREER CENTER		N		199	5/6/2021
	SQ ACE S AWARDS AND P		N		279	5/11/2021
IEABB037			N		3584.26	5/20/2021
ZEJ57323	DELL COMPUTER CORP		N		2980.86	5/27/2021
	OCCASIONS 98459498		N		4028.5	5/28/2021
	OCCASIONS 98459498		N		1340	5/28/2021
IEFT0590			N		35	5/31/2021
ZE642848	NATIONAL ARCHIVES RECORDS AD		N		50323.94	6/1/2021
ZE642848	NATIONAL ARCHIVES RECORDS AD		N		21217.21	6/1/2021
ZE642848	NATIONAL ARCHIVES RECORDS AD		N		3350.52	6/1/2021
IE7MFBA1			N		585.06	6/2/2021

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
	SQ ACE S AWARDS AND P		N		259	6/4/2021
	SQ ACE S AWARDS AND P		N		259	6/4/2021
	SQ ACE S AWARDS AND P		N		259	6/4/2021
	OCCASIONS 98459498		N		4955	6/7/2021
ZE643393	STUDENTS FOR DC STATEHOOD		N		15000	6/14/2021
IEABB038			N		16377.09	6/15/2021
	PAPER SOURCE GEORGETO		N		174.9	6/15/2021
	PAPER SOURCE GEORGETO		N		39.75	6/23/2021
	SQ ACE S AWARDS AND P		N		259	6/28/2021
IEFT0510			N		321.86	6/30/2021
	KENGLA FLAG COMPANY		N		89.4	6/30/2021
	EL NASS 2021 VIRTUA		N		200	7/1/2021
	COMCAST		N		585.23	7/9/2021
DE644517	NATIONAL ASSOCIATION OF SECRE		N		4170	7/14/2021
ZE644517	NATIONAL ASSOCIATION OF SECRE		N		0	7/15/2021
IEABB039			N		6815.15	7/16/2021
	BESTBUYCOM806475505866		N		105.99	7/20/2021
JABA0721			N		2896.46	7/21/2021
JABA0721			N		-3584.26	7/21/2021
JABA0721			N		687.8	7/21/2021
JABA0722			N		7332.5	7/22/2021
JABA0722			N		-16377.09	7/22/2021
JABA0722			N		9044.59	7/22/2021
	WHITAKERBROTHERSCOM		N		650	7/28/2021
IE2BA004			N		658.34	7/31/2021
IEFT0559			N		997.07	8/1/2021
VOJ78083	QUARTO CONSERVATION OF BOOKS		N		7000	8/5/2021
ZEJ78083	QUARTO CONSERVATION OF BOOKS		N		0	8/11/2021
	COMCAST		N		197.73	8/11/2021
IEABB040			N		2371.42	8/17/2021
IE7MFBAA			N		1534	8/27/2021
IEFT0501			N		917.03	8/31/2021
	CAMBRIA HOTEL WASHINGT		N		5000	9/2/2021
IEABB041			N		738.7	9/10/2021
	CAMBRIA HOTEL WASHINGT		N		8653	9/13/2021
	CAMBRIA HOTEL WASHINGT		N		-8653	9/13/2021
	CAMBRIA HOTEL WASHINGT		N		4102	9/13/2021
	GRAMMARLY COULRO9EP		N		1885	9/14/2021
	METRO STAMP AND SEAL C		N		76.95	9/15/2021
DE646892	NATIONAL ARCHIVES RECORDS AD		N		59887.76	9/16/2021
DE646892	NATIONAL ARCHIVES RECORDS AD		N		15068.24	9/16/2021
DE646890	NATIONAL ARCHIVES RECORDS AD		N		74933.5	9/16/2021
DE646887	NATIONAL ARCHIVES RECORDS AD		N		74933.5	9/16/2021
	COMCAST		N		204.06	9/16/2021
	LIMITED PAPERS		N		267.4	9/20/2021
ZE646892	NATIONAL ARCHIVES RECORDS AD		N		0	9/21/2021
ZE646892	NATIONAL ARCHIVES RECORDS AD		N		0	9/21/2021
ZE646890	NATIONAL ARCHIVES RECORDS AD		N		0	9/21/2021
ZE646887	NATIONAL ARCHIVES RECORDS AD		N		0	9/21/2021
	GAYLORD BROS INC		N		1697.63	9/21/2021
	SQ ACE S AWARDS AND P		N		194.9	9/21/2021
	PAYPAL		N		2750	9/21/2021

Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
	SQ ACE S AWARDS AND P		N		259	9/22/2021
	SQ ACE S AWARDS AND P		N		259	9/22/2021
JABA0923			N		-209754.76	9/23/2021
JABA0923			N		-15068.24	9/23/2021
JABA0923			N		224823	9/23/2021
	MICROFILM PRODUCTS CO		N		2498.3	9/24/2021
	SQ ACE S AWARDS AND P		N		259	9/27/2021
	SQ ACE S AWARDS AND P		N		259	9/27/2021
DD000649	IMPREST FUND BAIF198		N		99.61	9/30/2021
VOK17590	CROWLEY MICROGRAPHICS INC		N		5848	9/30/2021
DE648506	NATIONAL ARCHIVES RECORDS AD		N		74965	9/30/2021
VOK10594	COMPASS GROUP USA INC		N		14606.25	9/30/2021
YCBA0963	NATIONAL ARCHIVES RECORDS AD		N		226.5	9/30/2021
IE7MF001			N		866.48	9/30/2021
IEPX0974			N		3168.16	9/30/2021
IEPX0945			N		39663.26	9/30/2021
IEFT0525			N		736.85	9/30/2021

Accession number	Record group	Volume	Box type	Box numbers	Agency	Description
90-001	625	4	v	v 1-4	SCT (P)	Indentures of Apprenticeship, 1812-1893 (vols. 2-3 & 5-6) (originally part of 351-69A5231)
90-002	625	6	v	v 1-4	SCT (P)	Guardians' Sales Records, 1862-1900
90-003	165	0.16	a	a 1-1	DHS	Minutes: Comm. on Child Abuse and Neglect, 1978-1979
90-004	165	3	v	v 1-3	DHS	Minutes: D.C. Board of Health, 1822-1878 (3 vols.)
90-004-1	165	1	v	v 1-1	DHS	Health Officer's Scrapbook, 1920-1925
90-005	550	14	a	a 1-30	DCA	Auditor's Printed/Published Reports, 1980 - March, 2009 (some reports missing)
90-006	010	14	v	v 74-88	EOM (BOC)	Minutes: D.C. Commissioners, includes Orders, Memos, etc., 1953-1967 (vol. numbered 74-88)
90-007	000	0.2	v	v 1-1	A-GC	Court Docket Book, July 8, 1878 to May 5, 1882. One vol.; unnumbered series
90-008	180	36	a	a 1-67	DPW (E)	Index: Engineer Dept. Central Classified Files, 1897-1953 reference control accession 91-002
90-009	150	12	a	a 1-29	DHCD (RLA)	Redevelopment Land Agency Records, 1965-1976
90-010	150	12	a	a 1-32	DHCD (RLA)	Shaw & H St. Building Survey Forms, 1968-1972
90-010-1	150	4	a	a 1-22	DHCD (RLA)	14th St. & Downtown Survey Forms, 1968-1974
90-011	900	30	a	a 1-76	A-GC	Federal City Council Administration Records, 1955-1985
90-012	010	16	a	a 1-35	EOM (P/C)	Speeches: Marion Barry, D.C. Mayor, 1979-1991
90-013	625	2046	a	a 1-2046	SCT (P)	Probated Wills: Deceased Residents of D.C., 1801-1990
90-013-A	625	422	v	v 1-624	SCT (P)	Probated Wills: Deceased Residents of D.C., 1801-1990 (Bound volumes)
90-013-1	625	18	a	a 1-42	SCT (P)	Probated Wills: Deceased Residents of D.C., 1991
90-013-2	625	12	a	a 1-28	SCT (P)	Probated Wills: Deceased Residents of D.C., 1992
90-013-3	625	12	a	a 1-29	SCT (P)	Probated Wills: Deceased Residents of D.C., 1993
90-013-4	625	12	a	a 1-28	SCT (P)	Probated Wills: Deceased Residents of D.C., 1994
90-013-5	625	10	a	a 1-24	SCT (P)	Probated Wills: Deceased Residents of D.C., 1995
90-013-6	625	10	a	a 1-27	SCT (P)	Probated Wills: Deceased Residents of D.C., 1996
90-013-7	625	10	a	a 1-26	SCT (P)	Probated Wills: Deceased Residents of D.C., 1997
90-013-8	625	10	a	a 1-24	SCT (P)	Probated Wills: Deceased Residents of D.C., 1998
90-013-9	625	10	a	a 1-25	SCT (P)	Probated Wills: Deceased Residents of D.C., 1999

90-013-10	625	10	a	a 1-21	SCT (P)	Probated Wills: Deceased Residents of D.C., 2000 - 2002
90-014	170	2	a	a 1-3	MPD	May Day Report (Anti-Vietnam War Demonstrations), May-71
90-015	110	6	v	v 1-6	DCRA (CD)	Index: Articles of Incorporation - Perpetual Businesses, 1870-1957 (vols. 1-4 1870-1953; vols. 5-6 1954-1957)
90-015-1	110	66	v	v 1-166	DCRA (CD)	Articles of Incorporation - Perpetual Businesses, 1870-1957
90-015-2	110	40	s	s 1-40	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses, 1870-1954
90-015-3	110	415	s	s 1-415	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses, 1954-1989
90-015-4	110	32	s	s 416-447	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses, 1954-1989
90-015-5	110	210	s	s 448-658	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses, 1954-1989
90-015-6	110	41	s	s 659-699	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses, 1954-1989
90-015-7	110	331	s	s 700-1030	DCRA (CD)	Articles of Incorporation Dissolved/Delinquent Businesses. 1990-1995
90-016	700	550	u	u 1-10,000	MWCG	Council of Government - Maps, 1960-1980
90-017	010	6	a	a 1-12	B/C	Meeting/Minutes: Executive Sessions, 1957-1966 (Confidential Files)
91-001	150	1		a 1-3	DHCD (RLA)	Slides: Housing Conditions in NE, 1965-1968
91-002	180	1503		s 1-1503	DPW (E)	Engineer Dept. Central Classified Files, 1897 - 1953
91-003	010	24		p 1-24	EOM (P/C)	Still pictures, photonegatives, official and official portraits and other photographs (1959 - 1990)
91-004	010	4		a 1-8	OM	Operations/Office Files: Marion Barry, D.C. Mayor, 1966-1990 inclusive dates; 1985-1990 bulk
91-005	010	1		s 1-1	EOM (P/C)	Newspaper Clippings, 1978-1990; inclusive dates: 1989-1990 (bulk)
91-005-1	10	3		a 1-3	EOM	Subject Files: Office of the Secretary for D.C. 1989-1990
91-006	460	1		c 1-1	BEE	Voter Information, VIP master file - computer tape, 1996
91-007	180	100		u 1-2000	DPW	Plans of Demolished Buildings 1900-1979.
91-008	010	12	Hollinger	a 1 - 26	EOM (P/C)	News Releases: D.C. Agency/City-Wide, 1967-1978

91-008	000	10	Hollinger	s 1-10	OM	Ellison Commission Records, includes Committee/Final Reports (1967-1973)
91-010	180	9		s 1-9	DPW (S)	Survey Records, includes corres., orders, etc., 1955-1965
91-011	165	0.16		a 1-1	DHS	Teenage Pregnancy Prevention Panel Records, 1984-1985
91-012	150	4		v 1-14	DHCD (NCHA)	Reading Files: NCHA Legal Division, 1943-1971 [gaps]
91-012-1	150	2		s 1-2	DHCD (NCHC)	Minutes: NCHC includes miscellaneous files, 1954-1968
91-013	310	8		a 1-14	LRC	Minutes/ Reports/ Records includes miscellaneous files, 1975-1991
91-014	235	25	Hollinger	a 1-74	OEP	Records: Demonstrations, Civil Disturbances, etc., 1965 and 1968-1978
92-001	010	8		a 1-14	OM	Records: Mayor Transition, Cabinet Meetings; etc., 1978-1982 Supplement of accession 92-001; Mayor Transition, cabinet Meetings, etc. 1978 - 1982
92-001-1	10	3	FRC	3-Jan	OM	
92-002	205	7		s 1-7	OP	Project Files: Building Convention Center, 1965-1987
92-003	350	6		s 1-6	PSC	Annual Reports, 1913-1984
92-004	550	16		s 1-16	DCA	Nelson Commission Records (Tax Revision), 1970-1972
92-005	550	7		s 1-7	DCA	DC Tax Revision Commission Records, 1984
93-001	150	12		p 1-12	DHCD (RLA)	Records: Audiovisual (Washington housing), 1977
93-002	010	23	Hollinger	a 1-54	OM	Subject Files: Walter Washington, D.C. Mayor, 1961-1970 inclusive dates; 1967-1969 bulk
93-003	010	20	Hollinger	a 1-48	OM	Subject Files: Thomas Fletcher, D.C. Deputy Mayor, 1961-1970 inclusive dates; 1967-1969 bulk
93-004	010	8		a 1-22	EOM (S)	Chronological Files: Outgoing Correspondence, 1979-1985

93-005	010	20	a 1-48	EOM (B/C)	Correspondence File: Letters Rec'd., 1908-1928 [RG 351 Natl. Archives]
93-005-1	010	28	a 1-28	EOM (B/C)	Correspondence File: Letters Rec'd., 1933-1944 and 1948-1949
93-006	625	40	o 1-105	SCT (P)	Index: Wills and Guardianships, 1801-1930 (logged onto 5 x 7 index cards)
93-007	625	0.5	a 1-1	SCT (P)	Admin.Records: Registrar of Wills ref. Court Rules, 1886-1906
93-008	150	8	s 4-11	DHCD (RLA)	Central Files: includes reports and correspondence, 1954-1970
93-008-1	150	8	a 1-18	DHCD (RLA)	Chronological File, 1950-1966
93-008-2	150	4	s 1-10	DHCD (RLA)	Organizational Records, includes annual reports, history, etc., 1934-1987
93-009	150	140	s 1-140	DHCD (RLA)	Project Files: Urban Renewal-Housing, 1978-1982
93-010	625	244	v 1-1052	SCT (M)	Marriage Records: Residents of D.C., 1870-1966
93-010-1	625	60	v 1-982	SCT (M)	Marriage Records: Residents of D.C., 1966-1990
93-011	165	10	v 1-18	DHS	Disinterment Permits (Applications), 1937-1957
93-012	170	61	s 1-61	MPD	Historical Files, includes Orders, Memorandums, etc., 1934-1965
93-013	625	6	a 901-914	SCT (M)	Marriage Records: Application-Consents, 1896-1961
93-013-1	625	7	s 1-7	SCT (M)	Marriage Records: Application-Consents, 1962-1966
93-014	010	31	a 1-79	OM	Subject Files: Graham W. Watt, D.C. Deputy Mayor, 1967-1972 inclusive dates; 1969-1971 bulk
93-015	010	8	s 1-8	EOM (S)	Briefing Files: Marion Barry, D.C. Mayor, 1987-1990
94-001	010	9	s 1-9	EOM (S)	Subject Files: Martin Schaller, Secretary for D.C., 1968-1970
94-002	050	9	s 1-9	COR	Copies of Corporation Counsel Opinions, 1950-1970 [originals in RG 351, NARA]
94-003	010	2	a 1-3	EOM (B/C)	Report Files: Special Asst. to Mayor, 1985-1988
94-004	625	516	v 1-629	SCT (P)	Probated Wills: Deceased Residents of D.C., 1801-1965 [duplicated in bound ledgers]
94-005	110	140	s 1-140	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1949-1955 formerly accession 351-65-2700
94-005-1	110	30	s 1-30	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1955-1958 formerly accession 351-70-1765
					Building/Construction/Alteration Permits & Plans, 1958-1962 formerly accession 351-71-

94-005-2	110	96		s 1-96	DCRA (PD)	1242
94-005-3	110	174		s 1-174	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1958-1978 formerly accession 351-85-0041
94-005-3A	110	364		s 175-537	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1958-1978 formerly accession 351-85-0041
94-005-4	110	259		s 1-259	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1958-1978 formerly accession 351-85-0050
94-005-5	110	72		s 1-72	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1958-1978 formerly accession 351-85-0051
94-005-6	110	354		s 1-354	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1976-1983 formerly accession 351-90-0051
94-005-6A	110	80		s 355-434	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1976-1983 formerly accession 351-90-0051
94-005-7	110	100		s 1-100	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1984-1989 formerly accession 351-94-0005
94-005-8	110	75		s 1-75	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1990-1993 formerly accession 351-99-0001
94-005-9	110	46		s 1-46	DCRA (PD)	Building/Construction/Alteration Permits & Plans, 1994-1995 formerly accession 351-99-0002
94-005-10	110	252	tube	t 1-315	DCRA (PD)	Construction Plan Drawings - Group "C", 1958-1985 formerly accession 351-85-0053
94-005-11	110	30	tube	t 1-55	DCRA (PD)	Construction Plan Drawings - Group "D", 1958-1985 formerly accession 351-89-0041
94-005-11A	110	84	tube	t 56-200	DCRA (PD)	Construction Plan Drawings - Group "D", 1958-1985 formerly accession 351-89-0041
94-005-12	110	60	tube	t 1-90	DCRA (PD)	Construction Plan Drawings - Group "ET", 1958-1985 formerly accession 351-86-0042
94-000-13	110	160	tube	t 1-234	DCRA (PD)	Construction Plan Drawings - Group "F", 1958-1985 formerly accession 351-88-0083
94-005-14	110	114	tube	t 1-200	DCRA (PD)	Construction Plan Drawings - Group "G", 1958-1985 formerly accession 351-89-0042
94-005-15	110	114	tube	t 1-200	DCRA (PD)	Construction Plan Drawings - Group "I", 1958-1985 formerly accession 351-90-0052
94-005-16	110	84	tube	t 1-158	DCRA (PD)	Construction Plan Drawings - Group "J", 1958-1985 formerly accession 351-86-0048
94-005-16A	110	200	tube	t 159-526	DCRA (PD)	Construction Plan Drawings - Group "J", 1958-1985 formerly accession 351-86-0048
94-005-17	110	24	tube	t 1-48	DCRA (PD)	Construction Plan Drawings - Group "K", 1958-1985 formerly accession 351-90-0053

94-005-17A	110	88	tube	t 49-200	DCRA (PD)	Construction Plan Drawings - Group "K", 1958-
94-005-18	110	374	tube	t 1-590	DCRA (PD)	Construction Plan Drawings - Group "T", 1958-1985 formerly accession 351-86-0044
94-005-19	110	278				Landmark & Fine Arts drawings 1977-1984 ("A" group)
94-006	110	28		a 1-70	DCRA (LD)	Case Files, Licensing-Architects, 1924-1965
94-007	625	2701		s 1-2701	SCT (P)	Probated Case Files: Deceased Residents of D.C., 1879-1958
94-008	900	6		s 1-6	A-GC	Betty King's Papers, 1977-1985
94-009	165	140		a (1-R)	DHS (VR)	Birth Records: Certificates (numbered), 1874-1919
94-009-1	165	190		a (1-R)	DHS (VR)	Death Records: Certificates (numbered), 1874-1931
94-009-2	165	76		a 1-176	DHS (VR)	Death Records-Foreign: Certificates (numbered), 1888-1964
94-009-3	165	22		a 1-52	DHS (VR)	Death Records-Still Born: Certificates (numbered), 1874-1964
94-010	110	6	3 volumes & 3 x 5 index card cases	o 1-20	DCRA (LD)	1. Register of Licensed Physicians and Midwives, 1896 - 1928 (2 Vols.) [Before 1914 physicians only]; 2. Register of Practicing Physicians (prior to Act of 1896) (Alphabetically by name);3. Minutes, Board of Veterinary Examiners, 1907 - 1955; 4. Annual Registration Cards, "Healing Art," 1943 - 1954;
94-010-1	110	2		s 1-2	DCRA (LD)	Minutes: Veterinary Board, 1907-1955
94-011	205	12		s 1-12	OP	Reports/Studies Records, include publications and references, 1973-1985
94-012	625	298		s 1-298	SCT (P)	Guardianship Records: Bonds Files/Case Files, 1879-1939 / 1879-1934
94-012A	625	53		s 299-351	SCT (P)	Guardianship Records: Bonds Files/Case Files, 1879-1939 / 1879-1934

94-013	625	90	a 899-900	SCI (P)	Marriage Returns, Marriage Consents, 1902-1962
95-001	130	5	a 1-5	T&R (F&R)	Property Tax Value Assessment Lists, 1992
95-001-1	130	5	a 1-5	T&R (F&R)	Property Tax Value Assessment Lists, 1995
96-001	110	2	a 1-4	DCRA (LD)	Minutes: Board of Architects, 1925-1989
96-002					Historic Preservation Review Board; Proceedings and Hearings, 1977 - 1995
97-001	120	0.2	v 1-2	C	DC Jail/Washington Asylum Prisoner Ledgers 1848-1862
97-002	166	2	a 1-4	DH	Reports of the D.C. Health Officer, 1876-1926
98-001	900	24	a 1-64	A-GC	Reports/Studies Records: Federal City Council, 1988-1996
98-002	900	3	a 1-8	A-GC	Special Subject Files: Federal City Council, 1988-1996
98-003	001	8	a 1-22	OM	Subject Files: Effi Barry, 1st Lady of D.C., 1978-1986
99-001	130	780	v 1000-2999	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, 1870-1906
99-001-1	130	344	v 3000-3858	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, 1907-1936
99-001-2	130	216	v 3859-4774	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, 1907-1936
99-001-3	130	240	v 4775-4999	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, 1907-1936
99-001-4	130	48	v 1-148	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, Identified as W.B. Series 1/1820-12/1848
99-001-5	130	18	v 1-50	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, Identified as Alpha Series 1797-1821
99-001-6	130	84	v 1-230	T&R (F&R)	Land Records: Recorded Deed Transaction Ledgers, Identified as J.A.S. Series 12/1848-5/1863
00-001	000	18	a 1-42	A-GC	MWCOG - Publications and Report, 1976-Present
00-002	275	1	a 1-1	PB	Historic Records: D.C. Board of Parole with memorabilia, 1980-2000

00-003	001	6		a 1-16	OM	Final transaction reports: Anthony Williams, D.C. Mayor, 1998
02-001	800	68		s 1-68	DCFRMA	Control Board Records: Contract Files, 1995-1996 formerly accession 800-01-0001
02-001-1	800	30		s 1-30	DCFRMA	Control Board Records: Hearing Transcript Files, 1995-2001 formerly accession 800-01-0002
02-001-2	800	12		s 1-12	DCFRMA	Control Board Records: Docket Files - Incoming Issues, 1995-2001 formerly accession 800-01-0003
02-001-3	800	15		s 1-15	DCFRMA	Control Board Records: Document Transaction Files, 1995-2001 formerly accession 800-01-0004
02-001-4	800	4		s 1-4	DCFRMA	Control Board Records: Bank Statements, 1996-1998 formerly accession 800-01-0005
02-001-5	800	9		s 1-9	DCFRMA	Control Board Records: Miscellaneous Files (Unspecified), 1995-2001 formerly accession 800-01-0006
02-001-6	800	48		s 1-48	DCFRMA	Control Board Records: Subject Files of the Board, 1995-2001 formerly accession 800-01-0007
02-001-7	800	12		s 1-12	DCFRMA	Control Board Records: Contract Files, 1997-1998 formerly accession 800-01-0008
02-001-8	800	28		s 1-28	DCFRMA	Control Board Records: Chief Financial Officers Files, 1995-2001 formerly accession 800-01-0009
02-001-9	800	42		s 1-42	DCFRMA	Control Board Records: Administration & Case Files, 1995-2001 formerly accession 800-01-0010

02-001-10	800	306	s 1-306	DCFRMA	Control Board Records: Operations Files, 1995-2001 formerly accession 800-02-0001
02-001-11	800	29	s 1-29	DCFRMA	Control Board Records: Financial Transaction Files, 1998-2001 formerly accession 800-02-0002
02-003	205	10	a 1-24	OB	DC Government Budget Books, 1990-2000
02-005	010	8	a (1-R)	EOM (OPR)	DC Archivist - Special Gov't Reports & Studies, 1906 to Present
02-006	120	1050	u 1-1050	C	Lorton Correctional Facility Complex - Blueprints, 1907-1999
02-007	120	12	a 1-32	C	DC Jail Historical, Administrative & Research Files, 1940-1990
03-001	120	30	v 1-63	C	DC Jail Prisoner Logs, 1871-1926
03-001-1	120	6	v 1-10	C	DC Jail Prisoner Infirmary Logs, 1874-1930
03-001-2	120	6	a 1-17	C	DC Jail Prisoner Commitment Documents and Court Orders, 1874-1928
03-001-3	120	54		C	DC Jail Prisoner Commitment Documents and Court Orders, 1869-1928
03-002	110	6	v 1-12	DCRA (CD)	Articles of Incorporation: Foreign Corporations, 1911-1955
03-002-1	110	7	s 1-7	DCRA (CD)	Foreign Corporations Stock Subscriptions Lists, 1905-1955
04-001	110	22	s 1-22	DCRA (CD)	Limited Partnership Corporations, 1990-2000
05-001	001	12	a 1-30	OM (OCS)	Constituent Service Operations Records, 1991-1993
05-002	355	8	a 1-20	DCSE	Project Files: DC Sports Arena (MCI Center), 1994-1998
05-003	355	4	a 1-8	DCSE	Project Files: Washington Convention Center, 1995-1997
05-004	010	6	a 1-16	EOM (S)	Operations Files: Office of D.C. Secretary, 1984-1994
05-005	210	12	a 1-32	OBED	Operations Files, includes subject, project, financial, etc., 1990-1997
05-008	180	28	a 1-64	DPW (W/S)	Engineering Reports includes work orders, tests, repairs, etc., 1882-1905
05-008-1	180	5	a 1-12	DPW (S)	Sanitary Division Director Operations Files, 1955-1970
05-009	010	2	a 1-6	EOM (MLKC)	Martin Luther King, Jr. Holiday Commission Files, 1986-1999
05-010	150	30	a 1-80	DHCD	Reports, Studies and Publications Files, 1930-1989
05-011	010	10	a 1-25	EOM (OD)	Mayor's Orders Documentation Files, 1992-1996
					Mayor's Memorandums Documentation Files,

05-012	010	4		a 1-10	EOM (OD)	1991-1998
05-013	010	17		a 1-17	EOM (OD)	Rulemaking Transmittals Files (Original Submissions), 1990-2004
06-001	010	12		s 1-12	EOM (OPR)	Public Records Administrator Files, 1989-2004
06-003	430	23		s 1-23	LBGC	Board Meeting Transcripts includes correspondence, 1982-1996
06-004	205	13		s 1-13	OP	Planning Files of Director John Fondersmith, 1970-1990
07-001	850	1		a 1-1	ANC	Advisory Neighborhood Commissioners Oaths (of Office) Files, 1989-1993
07-002	850	11		o 1-11	ANC	ANC 1A Subject & Administration Files, 1988-1994
07-002-1	850	14		o 1-18	ANC	ANC 2B Subject & Administration Files, 1988-1994
07-002-2	850	8		o 1-8	ANC	ANC 3C Subject & Administration Files, 1988-1994
07-002-3	850	9		o 1-9	ANC	ANC 3D Subject & Administration Files, 1988-1994
07-002-4	850	23		o 1-23	ANC	ANC 3E Subject & Administration Files, 1988-1994
07-002-5	850	7		o 1-7	ANC	ANC 3F Subject & Administration Files, 1988-1994
07-002-6	850	7		o 1-7	ANC	ANC 4B Subject & Administration Files, 1988-1994
07-002-7	850	4		o 1-4	ANC	ANC 6B Subject & Administration Files, 1988-1994
07-003	850	6		o 1-26	ANC	ANC 3E Building ConSubject & Administration Files Unspecified
07-004	120	42		s 1-42	C	Lorton Correctional Facility Operations Management Files, 2001 Lorton Close-out Project formerly accession 351-02-0574
07-004-1	120	1		s 1-1	C	Miscellaneous Lorton Operations Files, 2001 Close-out

07-005	950	42		s 1-42	PRA-A	Rescued Records: DOES/FEW/GSA, 1978-1998
08-001	305	4		a 1-9	DCBC	DC Bicentennial Commission Operations Files (Subject), 1988-1990 formerly accession 010-93-0025
08-001-1	305	1		a 1-1	DCBC	DC Bicentennial Commission 50 State Salute Files, 1988 formerly accession 001-91-0010
08-002	400	3		a 1-8	BOE	Reports of the Board of Education, 1873-1936 and 1938-1942
08-003	010	40		s 1-40	EOM (OD)	DC Registers (Published Copies), 1995-2007
08-003-1	010	5		s 1-5	EOM (OD)	DC Registers (Published Copies), 1987-1988
08-004	010	9		s 1-9	EOM (SC)	DC Statehood Constitutional Convention Committee Reports, 1982-1983 formerly accession 351-88-0339
08-004-1	010	1		s 1-1	EOM (SC)	DC Statehood Constitutional Convention Committee Transcripts, 1982-1983 formerly accession 351-88-0829
08-005	010	4		s 1-4	EOM (S)	DC Civil War Centennial Commission Subject/Misc. Files, 1960-1965 formerly accession 351-66A-0515
08-006	010	2		s 1-2	EOM (S)	Rhoads Report and Appendixes (DC Files Assessment Project), 1982-1985 formerly accession 351-89-0383
08-007	010	6		s 1-6	EOM (S)	DC One Fund Executive Committee Files, 1955-1981 formerly accession 351-88-0357
08-008	010	1		s 1-1	EOM (OD)	DC Municipal Regulations Publications, 1975-1987 formerly accession 351-89-0394
08-009	010	4		s 1-4	EOM (S)	Criminal Justice Plans & Analysis Office Operations Files, 1974-1982 formerly accession 351-85-0203
08-010	010	7		s 1-7	EOM (S)	Office of Boards and Commissions Meeting Minutes, 1967-1985 formerly accession 351-88-0340
08-011	010	1		s 1-1	EOM (S)	Office of Boards and Commissions Mayor's Appointments, 1968-1981 formerly accession 351-85-0204
08-012	010	4		s 1-4	EOM (S)	Office of Boards and Commissions Membership List, 1981-1984 formerly accession 351-85-0205
08-013	180	12		s 1-12	DPW (DDOT)	Traffic Division Signal Lights Files, includes inventory, maps, worksite photos, equipment specs, notes and correspondence
09-001	166	44		v 1-36	DOH (VR)	Vital Records Cross Index to Birth Records (1872 - 1927); Still Birth (Aug., 1874); Death (Jan., 1855 - Aug., 1874); DC Death Interments
10-0001	166	33		1 to 33	DOH	Accumulated files of Jennifer Ryan, Records Management Officer, includes miscellaneous correspondence, reports, etc.

10-0002	166	4	1 to 4	DOH	Miscellaneous reports and studies
10-0003	166	35	1 to 35	DOH	Miscellaneous records from Jennifer Ryan, Records Management Officer, includes Vital Records Y2K Contingency Plan, et al
10-0004	130	10	1 to 10	OTR-ROD	Miscellaneous files recovered from agency as a result of their relocation; includes documents pertaining to operations, et al
10-0005	166	13	1 to 13	DOH	Miscellaneous records from Jennifer Ryan, Records Management Officer; includes tech. assessment reports, DC General files, ...
10-0006	166	27	1 to 27	DOH	Accumulated files of Jennifer Ryan, Records Management Officer, includes Birth and Death Tables, Grant Files, etc.
10-0007	201	1	1 to 1	OAH	Miscellaneous files from agency relocation, including African American Civil War Museum, DC Municipal Regulations, Court House Construction & Renovation Conference Notes, Invoices, Opinions, Budget, Strategic Plan for 2005 - 2007, et al
10-0008	175	4	1 to 4	DDOT	Miscellaneous records recovered from agency warehouse includes records pertaining to transportation issues and projects
10-0009	175	2	1 to 2	DDOT	Miscellaneous records recovered from agency warehouse, includes records pertaining to transportation issues and projects affairs- Selective Service System (1944 - 1951), correspondence, DC transportation issues, et al
10-0010	166	3	1 to 3	DOH	Computer ledgers - death and birth tables, live birth data, etc. printed on computer greenbar paper (not indexed), (boxes contain letter size reports on regular bond paper)

10-0011	130	36	Hard Bound Oversized	1 to 36 volumes	OTR/ROD	Military Discharge Records otherwise known as DD-214, recorded by military veterans from WW II, the Korean War, Vietnam War and Desert Storm
10-0011-1	130	1 cubic foot	index card file cabinet	N/A	OTR/ROD	3 x 5 Index card file, finding aid for DD-214's of military veterans filed in Accession DCA 10-0011
10-0011-2	130					
10-0012						Portraits of the Recorder of Deeds from Frederick Douglass, Blache Bruce, etal to Henry Terrell, No picture of Bardenille, Todd, or Williams Note: the Fredercik Douglass portrait was refurbished and now hangs in the Mayor's Ceremonial room in the Wilson Building
11-0001	010	3		1 to 3	EOM (S)	Office of Boards and Commissions Executive Privilege Files, 1979 - 1997 Issuances establishing boards, etc.
11-0002	250	7		1 to 7	COHR	Commission on Human Rights Closed Discrimination Case Files (Close out: 2004)
11-0003	425	2	RC	1 to 2	DCG	Birth logs from DC General Hospital; date range 1947 to 2001, but not all inclusive; also included are additional logs for (1) Labor & Delivery, (2) Still Birth, (3) OB AO Concern Patients Log, (4) Emergency Room Treatment Records, & (5) Register of Operations Log

11-0004	425	2	RC	1 to 2	DCG	Death Logs from DC General Hospital; date range is from 1987 to 2001, but not all inclusive; included are Neonatal Deaths, Death ETS's, Newborn and Still Deaths
11-0005	215	37	RC	1 to 37	OMPT	Office of Motion Picture and Television archival materials in the form of photographs, negatives & supporting files on media production sites, props, & locations, including thus used in blockbuster movies
12-0001	010	1		s 1-2	EOM (OPR)	Records Disposition Committee: Agenda, Minutes, Correspondence, and other related documents
12-0002	235	22		s 1 - 22	HSEMA	Hazard Vulnerability Assessments, Y2K Contringency Plan, DC Contingency Plans, Agency Plans, Fact Sheets, etc.
12-0003	222?	7		1 to 7	OPC	Investigative Case Files, Formal Files, 2006 to 2008, various dispositions
12-0004				v 1 - 111	A-GC	Land Records Square and Lot Index Books originally maintained by the Real Property Land Title Industry, 1919 - 1971
12-0005	130	30		1 to 30	OTR	Mennonite Tax Sale Deeds Case Files 1979 - 1999, includes copy of deed, tax certificate, title search, bill for deed, etc.
12-0006	166	1		1 to 1	DOH- DCGH	Death Certificates, release authorizations, confirmation reports, post mortem reports, etc. from DC General Hospital (1996 - 2001)
12-0007	166	4		1 to 4	DOH	Records of Jennifer Ryan, policy analyst and agency records management officer; includes reports and studies on Spring Valley, Riggs Park and River Terrace environmental issues
13-0001	350	115		1 to 115	PSC	Public Service Commission Case Files 1913 - 1963 (formerly 351-65A-1700)
13-0002	350	104		1 to 104	PSC	Public Service Commission Valuation Reports, Studies and Survey Files 1914 - 1937 (formerly 351-65A-1981)
13-0003	350	2		1 to 2	PSC	Public Service Commission Case Files - PEPCO, 1971 - 1980
13-0004	350	3		1 to 3	PSC	Public Service Commission Case Files - Western Union Telegraph 1971 - 1990
13-0005	120	5		1 to 9	DOC	Department of Corrections/Lorton Reformatory Training Films and Various events documenting the Prison Reservation and Guard Preparation and Training
13-0006	130	72		1 to 12	OTR	Redemption Book Listings: listing of all real property sold for general or special assessment taxes (1934 to 2001)
13-0007	350	50		1 to 50	PSC	Public Service Commission Formal Case Files
13-0008	120	3		1 to 3	DOC	Department of Corrections Logs and Registers of Inmate Services, Includes incident reports, station logs, etc. 1988 to 2005
						Department of Corrections Lorton Sewage

13-0009	120	1	1 to 1	DOC	Treatment Plant and PCB abatement files 2000 to 2002
13-0010	130	1	1 to 1	OTR	Redemption Book Listings: listing of all real property sold for general or special assessment taxes (1987 - 2012)
13-0011	130	2	1 to 2	OTR	Special Tax Sale Deeds Case Files (1997, 1998 & 2001)
13-0012	130	6	1 to 6	OTR	Standard Tax Sale Deeds Case Files (2000 - 2001)
13-0013	010	13	1 to 13	EOM	Reorganization Orders (1953 to 1993)
13-0014	DON	1	1 to 18	Gift	Historic newspapers published in Washington, DC between 1875 and 1918, and 1 issue published in Chicago in 1870. Gift from Tennessee State Library and Archives. Consists of several different publications
13-0015	165	1	1 of 1	DHS	Forty-seven (47) Glass Plate negatives of black and white photos of Dept of Health (1890s and early 1900s), included are Glendale Hospital and statistical charts of death rates for various diseases
13-0016	010	23	1 to 23	EOM	Letters Received from the Mayor's Correspondence Unit, 2004 to 2012; unprocessed mail included
13-0017			1 to 4		G.W. Baist & Sons real Estate Atlas for Washington, DC - 16 vols. Vol. 1- early 1900's, 1919, 1924, 1932, 1939; Vol 2 - 1938, 1946; Vol. 3 - early 1900's, 1903, 1937, 1945, 1954; Vol. 4 - 1913, 1936 & 1943 (2 locations)
13-0017A					G.W. Baist & Sons real Estate Atlas for Washington, DC - 4 volumes, vol. 1 (1957 & 1965); vol. 2 (1967), vol. 3 (1954 & 1968) & vol. 4 (1959)
13-0018	010	15	a. 1 to 15	EOM (OD)	Mayor's Orders - 1997, 1998, 1999, 2009 & 2010, (Compliments Accession 05-011)
14-0001	158	3	1 to 3	DISR	Investment Report Files (Jan.1, 1998 to Dec. 31, 1998) formerly Accession no. 351-00-0227
14-0002	120	19	1 to 19	C	Lorton Closeout Project - EDUCATION PROJECT: Student Records - Logs & Registers - 2001 Closeouts; formerly Accession no. 351-02-0571
14-0003	155	14	1 to 14	DPAH (DCHA)	Subject Files (March, 1989 to June, 1992) formerly Accession No. 351-93-0392
14-0004	001	8	1 to 8	OM	Subject Files (Briefing Books) Jan. 2001 thru Dec. 2001 formerly Accession No. 001-02-0015
14-0005	001	10	1 to 10	OM	Office of the Mayor Miscellaneous Reports/Studies formerly Accession No. 001-02-0016
14-0006	001	15	1 to 15	OM	Office of the Mayor Miscellaneous Subject Files formerly Accession No. 001-02-0017
14-0007	001	2	1 to 2	OM	Subject Files (Mayor Private Schedule) 2000 - 2001; formerly Accession No. 001-02-0018
14-0008	001	4	1 to 4	OM	Miscellaneous Training Software - Video, Audio, and Computer Disk; formerly Accession No. 001-02-0019
14-0009	001	3	1 to 3	OM	Sept. 11th Terrorist Attack Gifts 2001; formerly Accession No. 001-02-0020
14-0010	001	3	1 to 3	OM	Miscellaneous Subject Files - 2002; formerly Accession No. 001-02-0021
14-0011	001	1	1 to 1	OM	Mayor Correspondences Year 1999; formerly Accession No. 001-02-0032
					Briefing Books - Nov. 1999 thru Oct. 2001;

14-0012	001	3		1 to 3	OM	formerly Accession No. 001-02-0033
14-0013	010	11		1 to 11	EOM	Office of Documents (1987) Departmental Files (Alan Winter) formerly Accession No. 010-92-0100
14-0014	010	4		1 to 4	EOM	Mayor Orders 1990 thru 1991; formerly Accession No. 010-92-0101
14-0015	010	2		1 to 2	EOM	Miscellaneous Subject Files: 1987 Mayor's Scheduled Events; formerly Accession No. 010-92-0200
14-0016	010	3		1 to 3	EOM	Subject Files 1990; formerly Accession No. 010-92-0300
14-0017	010	7		1 to 7	EOM	EOM/Boards & Commissions E.P. Files 1987 thru 1990, formerly Accession No. 010-93-0001
14-0018	010	3		1 to 3	EOM	EOM/Boards & Commissions E.P. Files 1990, formerly Accession No. 010-93-0002
14-0019	010	11		1 to 11	EOM	EOM/Intergovernmental Relations Proposed Legis. Files: 1989 thru 1990; formerly Accession No. 010-93-0020
14-0020	010	12		1 to 12	EOM	Subject Files: 1987 thru 1990 Memos on Proposed Legislation; formerly Accession No. 010-93-0021
14-0021	010	28		1 to 28	EOM	EOM/Intergovernmental Relations Legislative Files: 1985 thru 1989; formerly Accession No. 010-93-0022
14-0022	010	3		1 to 3	EOM	EOM/OS Emergency Assist Fund 1980 - 1990; formerly Accession No. 010-03-0054
14-0023	010	4		1 to 4	EOM	EOM/OD Proposed Rules 1988; formerly Accession No. 010-93-0102
14-0024	010	17		1 to 17	EOM	One Fund Drive 1988 - 1991; formerly Accession No. 010-94-0001
14-0025	010	33		1 to 33	EOM	Legislative Files Jan, 1991 - Dec, 1992; formerly Accession No. 010-95-0010
14-0026	010	4		1 to 4	EOM	Proposed Rulemaking Governing Council Period 10 Jan 1993 - Dec 1994; formerly Accession No. 010-98-0001
14-0027	010	8		1 to 8	EOM	Subject Files 1996 thru 1998; formerly Accession No. 010-99-0001
14-0028	010	2		1 to 2	EOM	Marion Barry's Cabinet Meeting 1996 thru 1997; formerly Accession No. 010-99-0002
14-0029	010	2		1 to 2	EOM	Revenue Bond Books - 1985; formerly Accession No. 010-99-0005
14-0030	010	5		1 to 5	EOM	Miscellaneous Subject Files 1996 thru 1997; formerly Accession No. 010-99-0006
14-0031	010	3		1 to 3	EOM	Miscellaneous Subject Files 1998; formerly Accession No. 010-99-0007
14-0032	010	9		1 to 9	EOM	Reports and Studie; formerly Accession No. 010-99-0019
14-0033	010	1		1 to 1	EOM	Office of Intergovernmental Relations Contract 1995 - 1996; formerly Accession No. 010-99-0020
14-0034	010	35		1 to 35	EOM	Mayor's Correspondence 1999; formerly Accession No. 010-00-0001
14-0035	010	19		1 to 19	EOM	Scheduling and Advance Office 1999; formerly Accession no. 010-00-0002
14-0036	010	7		1 to 7	EOM	Office of the Secretary Subject Files; formerly Accession No. 010-00-0024
14-0037	010	11		1 to 11	EOM	Mayor's Correspondence Unit Correspondence for 1995 thru 1997; formerly Accession No. 010-01-0001

14-0038	010	12	1 to 12	EOM	Scheduling and Advance Office - Mayor's Schedules 1999 - 2000 formerly Accession No. 010-01-0003
14-0039	010	20	1 to 20	EOM	Subject Files - Miscellaneous Memos, and Reports; formerly Accession No. 010-01-0006
14-0040	010	16	1 to 16	EOM	Subject Files - Miscellaneous Memos, and Reports for 1999 formerly Accession No. 010-01-0007
14-0041	010	2	1 to 2	EOM	Subject Files - Briefing Books 4/99 thru 10/99; formerly Accession No. 010-01-0008
14-0042	010	2	1 to 2	EOM	D.C. Office of Planning 2001 Close-outs; formerly Accession No. 010-01-0009
14-0043	010	23	1 to 23	EOM	Miscellaneous Indices & Reports/Studies 1988 thru 1998 formerly Accession No. 010-01-0021
14-0044	010	9	1 to 9	EOM	Office of Intergovernmental Relations Bills for Council Period # 13; formerly Accession No. 010-01-0025
14-0045	010	3	1 to 3	EOM	Office of Intergovernmental Relations Subject Files formerly Accession No. 010-01-0026
14-0046	140	4	1 to 4	FEMS	Official Personnel Folders (Uniform) Prior to 1921 (formerly Accession No. 351-88-0765)
14-0047	140	4	1 to 4	FEMS	Official Personnel Folders (Uniform) Jan. 1945 - Dec. 1945 (formerly Accession No. 351-88-0770)
14-0048	140	3	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1947 - Dec. 1947 (formerly Accession No. 351-88-0772)
14-0048A	140	4	1 to 4	FEMS	Official Personnel Folders (Uniform) Jan. 1948 - Dec. 1948 (formerly Accession No. 351-88-0773)
14-0049	140	3	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1949 - Dec. 1949 (formerly Accession No. 351-88-0774)
14-0050	140	2	1 to 2	FEMS	Official Personnel Folders (Uniform) Jan. 1950 - Dec. 1950 (formerly Accession No. 351-88-0775)
14-0051	140	4	1 to 4	FEMS	Official Personnel Folders (Uniform) Jan. 1951 - Dec. 1951 (formerly Accession No. 351-88-0776)
14-0051A	140	3	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1952 - Dec. 1952 (formerly Accession No. 351-88-0777)
14-0052	140	2	1 to 2	FEMS	Official Personnel Folders (Uniform) Jan. 1953 - Dec. 1953 (formerly Accession No. 351-88-0778)
14-0053	140	3	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1954 - Dec. 1954 (formerly Accession No. 351-88-0779)
14-0054	140	3	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1955 - Dec. 1955 (formerly Accession No. 351-88-0780)
14-0055	140	3	1 to 3	FEMS	Official Personnel Folders (Uniform) Jan. 1956 - Dec. 1956 (formerly Accession No. 351-88-0781)
14-0056	140	5	1 to 5	FEMS	Official Personnel Folders (Uniform) Jan. 1957 - Dec. 1957 (formerly Accession No. 351-88-0782)
14-0057	166	1	v 1-1	DHS	Record of Coffins Furnished & Burials in Potter's Field July 1, 1895 to Feb. 25, 1904
14-0058	180	2	1 to 2	DPW	Department of Public Works Management Files (formerly Accession No. 351-65A-1951)
15-0001	180	1	1 of 3	OTR	Property tax records - Field Assessment Books - 1865; box 2 of 3 only; formerly Accession No. 351-67A-3747
15-0002	002	33	1 to 33	DMPSJ	Subject files of the Deputy Mayor for Public Safety & Justice Gray Administration
15-0003	002	1	1 to 1	DMPSJ	Administrative Files of the Deputy Mayor for Public Safety & Justice - Gray Administration
15-0004	002	2	1 to 2	DMPSJ	Correspondence Files of the Deputy Mayor for Public Safety & Justice - Gray Administration 2011 & 2012

15-0005	002	1	1 to 1	DMPSJ	Human Resource Files of the Deputy Mayor for Public Safety & Justice - Gray Administration RESTRICTED
15-0006	500	68	1 to 68	CC	Records of Councilman Marion Barry, Jr., Ward 8, Jan. 2, 2005 to Nov. 23, 2014 (Box 67 missing)
15-0007	001	24		OM	Photographs of Mayor Marion Barry Administration
15-0008	001	2	1 to 2	OM	Photographs, negatives, and proof sheets of Mayor Walter Washington Administration
16-0001	001	11	1 to 11	OM	Subject Files: Year 1988 thru 1989; Briefing Papers for Marion Barry (formerly accession no. 001-92-0001)
16-0002	001	1	1 to 1	OM	Subject Files: Year 1992; Memos & Correspondence Sent to agencies (formerly accession no. 001-92-0002)
16-0003	001	8	1 to 8	OM	Subject Files: Year 1983 thru 1985; Memos & Correspondence Sent to Mayor's Office (formerly accession no. 001-92-0025)
16-0004	001	7	1 to 7	OM	Records from the Mayor's Advisor on International Affairs (Mayor Barry Admin.) (formerly accession no. 001-99-0001)
16-0005	001	12	1 to 12	OM	Budget & Financial Plans - Year 1997 thru 1999 (formerly accession no. 001-01-0001)
16-0006	001	10	1 to 10	OM	Subject Files: Briefing Books - Sept., 1998 thru march, 1999 (formerly accession no. 001-01-0002)
16-0007	001	1	1 to 1	OM	Returned Letters sent to customers - Year 2000 (formerly accession no. 001-01-0003)
16-0008	001	4	1 to 4	OM	Budget Plans & Proposals Fiscal Year 1997 thru 2001 (formerly accession no. 001-01-0004)
16-0009	001	3	1 to 3	OM	Records and files of Douglas Patton (Deputy Mayor) - Subject Files (formerly accession no. 001-01-0006)
16-0010	001	6	1 to 6	OM	Records and Files of Max Brown (Deputy Chief of Staff)- Subject Files (formerly accession no. 001-01-0007)
16-0011	001	29	1 to 29	OM	Records and Files of Mark A. Jones (Deputy Chief of Staff) - Subject Files (formerly accession no. 001-01-0008)
16-0012	001	22	1 to 22	OM	Records and Files of Abdusalam Omar (Chief of Staff) - Subject Files 1999 - 2001 (formerly accession no. 001-01-0009)
16-0013	001	11	1 to 11	OM	Miscellaneous Reports/Studies 1995 - 1998; Budget & Financial Plans (formerly accession no. 001-01-0025) - box 1 is missing
16-0014	020	15		CA	Records of City Administrator Chief of Staff - Warren Graves
16-0015	020	3	1 to 3	CA	Correspondence logs, Memos, Chron Files of the Office of the City Administrator 1979 - 1984 (formerly accession no. 351-87-0367)
16-0016	010	6	1 to 6	CA	Standards & Training Files - 1992 Closeout
16-0017	001	24	1 to 24	OM	Legislative Files of the Office of Policy and Legislative Affairs Gray Administration 2011-2014
16-0018	001	13	1 to 13	OM	Mayor's Correspondence - Gray Administration Jan. - Dec., 2012 Legal Documents, MOA's, MOU's, correspondence, Mayor's Order's, proposals,

16-0019	010	6	1 to 6	EOM	reports, legal opinions, project plans, FOIA appeals, etc. from the Office of the General Counsel of the Mayor: 2008 - 2014
16-0020	140	4	1 to 4	FEMS	Uniformed Fire Department Official Personnel Folders, Jan. 1960 to Dec. 1960
16-0021	010	9	1 to 9	EOM	Mayor's Correspondence Unit - Letters received - Gray Administration Jan-Dec 2013
16-0022	206	7	1 to 7	OP	Architectural design and Engineering drawings related to the redevelopment of the Old Convention Center (contracting & procurement documents for CityCenter) for CityCenter DC
16-0023	206	6	1 to 6	OP	Director's Files - Harriet Tregoning (1/2007-1/2014); Ellen McCarthy (4/2014 - 1/2015) & Andrew Altman (1/1999 - 12/2004) 2015 close out
16-0024	002	7	1 to 7	DMHHS	Subject files of the Deputy Mayor for Health and Human Services 2011 to 2014
16-0025	050	7	1 to 7	OAG	Closed law files - tax cases (assessment discovery documents, etc
16-0026	050	3	1 to 3	OAG	<b>Closed Law Files - Appellant Brief, Attorney's</b>
16-0027	050	6	1 to 6	OAG	Closed Law Files - Real Property Sales, Easements
16-0028	050				Land Acquisition and Bankruptcy; Violence Policy Center & Related Matters; Square 702, Lots 870, 871, 855, 868,854, 856, 862 - 865, et al; Ball Park
16-0029	050				Closed Law Files, 1984 to 1991
16-0030	050	1	1 to 1	OAG	Closed Law Files - Euphemia L. Haynes, Office of the
16-0031	050	1		OAG	Closed Law Files - Real Estate Transactions;
16-0032	050	4		OAG	Violence Policy Center,
16-0033	050	3	1 to 3	OAG	Closed Law Files -
16-0034	050	3	1 to 3	OAG	Closed Law Files - Tax Division, Tax Appeal Cases, i
16-0035	050	4	1 to 4	OAG	Closed Law Files - Tax and Finance Division, Bond
16-0036	050	5	1 to 5	OAG	Closed Law Files - Tax & Finance Division, Bond Iss
16-0037	206	7	1 to 7	OP	Closed Law Files - Tax Appeals and Bonds, inclusiv
16-0038	206	1	1 to 1	OP	Comprehensive Plan filed - Vision Documents, maps, Task Force Notes, Tech, Reports, et al (formerly 206-10-0001)
16-0039	206	1	1 to 1	OP	General Subject Files: consultant, contracting & procurement docs. For Chinatown (formerly 206-10-0002)
16-0040	206	2	1 to 2	OP	Neighborhood Planning: Various Wards (DC CHSTF, Ivy City Home, etc) (formerly 206-10-0003)
16-0041	206	6	1 to 6	OP	LTO back-up data tapes-2003 - 06 (formerly 206-10-0004)
16-0042	206	4	1 to 4	OP	HPF Grant records; HPO Preservation Covenants (formerly 206-10-0005)
16-0043	206	8	1 to 8	OP	Director's Correspondence 2002 to 2008 (formerly 206-10-0006)
16-0044	050	12		OAG	Director's Correspondence (formerly 206-10-0007)
16-0045	050	2		OAG	Closed Law Files - Real Estate (1998 - 1999)
16-0046	050	9	1 to 7	OAG	Closed Law Files - Greater SE Community Hospital
16-0047	050	2		OAG	Closed Law Files - Real Estate (1998 - 1999)
16-0048	050	1		OAG	Closed Law Files - Real Estate Transactions;
16-0049	050	25		OAG	Millenium Arts Center
					Closed Law Files (1996)
					Closed Law Files - Real Estate Transaction - Prolaw

16-0050	050	1			OAG	Urban/Suburban Communications 1368 - 1370 Kenyon Street, NW
16-0051	050	6			OAG	Closed Legal Files - Real Estate Land Acquisition/RLA Hearings
16-0052	050	34			OAG	Closed Legal Files - Tax and Finance Craig Litigation Discovery Material
16-0053	050	3			OAG	Closed Law Files, Tax and Finance, Tax Assessments
16-0054	050	7			OAG	Closed Law Files, Tax and Finance
16-0055	050	3			OAG	Closed Law Files, Tax and Finance
16-0056	050	4			OAG	Closed Law Files, Tax and Finance
16-0057	050	5?			OAG	Closed Law Files, Real Estate Transactions
16-0058	050	5			OAG	Closed Law Files, Tax and Finance, Foreclosures
16-0059	050	5			OAG	Closed Law Files, Tax And Finance
16-0060	050	3			OAG	Closed Law Files, Tax and Revenue
16-0061	050	11		1 to 7	OAG	Closed Law Files, Real Estate Transactions, (Second set)
17-0001	010	7	a	1 to 2	EOM	Executive Office of the Mayor, Office of the General Assistant - Ivanhoe Donaldson - Director; Office Subject files - 1979 to 1982; (formerly Accession # 351-88-0304)
17-0002	010	2	a	1 to 1	EOM	Executive Offices of the Mayor, Office of Special Services; Subject files of the Director (Tina Smith) 1979 - 1984
17-0003	010	1	a	1 to 4	EOM	Executive Office of the Mayor, Office of Policy and Program Evaluation - Subject Files (Virginia Flemming) 1975 - 1984 (formerly accession# 351-88-0323)
17-0004	010	4	a	1 to 1	EOM	Executive Office of the Mayor, Assistant to the Mayor for Religious Affairs - Subject Files - 1968 to 1985; (formerly Accession #: 351-88-0338)
17-0005	010	1	a	1 to 6	EOM	Executive Office of the Mayor, Office of the Press Secretary; Office Subject Files - 1978 - 1979 (formerly Accession #: 351-88-0348)
17-0006	010	3		1 to 38	OM	Baist's Real Estate Atlas Survey of Washington, DC; supplement to DCA 13-0017; 6 volumes; vol. 3; NW 1957; vol. 2, NE, SE & SW - 1967; & vol. 4, NE SE & SW - 1959
17-0007	220	38	a	1 to 1	OCF	Office of Campaign Finance, Financial Disclosure Statement from District Political Party members, officials, etc.; 1988; (formerly accession#: 220-00-0001)
17-0008	425	1	v	1 to 1	DOH/DCGH	DC General Hospital Death Logs - Still Born (4/20/71 to 12/6/73); Babies (5/22/81 to 10/21/96) & (3/20/97 to 5/5/97), & Infants (6/21/79 to 8/21/91) 4volumes RESTRICTED ACCESS
17-0009	425	1	v	1 to 7	DOH/DCGH	DC General Hospital Log Books - Necropsy (1/23/29 to 9/19/79) 1 vol. RESTRICTED ACCESS
17-0010	425	1	v	1 to 7	DOH/DCGH	DC General Hospital Register of Death Log Books - 7 Oversized volumes (10/10/84 to 5/27/01) RESTRICTED ACCESS
17-0011	425	1	v	1 TO 4	DOH/DCGH	DC General Hospital Delivery Room Registers - 7 volumes (Part of October 29, 1963 to May, 1967) RESTRICTED ACCESS
17-0012	140	4	a	1 to 4	FEMS	Fire and Emergency Medical Services - Uniform Fire Department Official Personnel Folders (jan., 1963 to Dec., 1963) formerly Accesssion #: 351-88-788)
						Records from the Lorton Prison Facility -

17-0013	120	4		1 to 1	DOC	Operating Procedures, Post Orders, Division Orders, 1969 - 1994
17-0014	425	1	1 hollinger box	1 to 1	DOH/DCGH	Death Logs for 2000, 2001, and Miscellaneous forms including Certificate of Death, Acknowledgement of Parentage, Worksheet for Certificate of Live Birth, Permission for Infant Necropsy and City Disposal; Confirmation of Infant Birth, Report of Fetal Death
17-0015	425	5		1 to 48	DOH/DCGH	Architectural Drawings - DC General Hospital, Building no. 33, Building no. 10; Master Development Plan - NW, NE & SW Quadrants; General Scope of Work; Child Development Center; Ambulatory & Critical Care Center Walk-in Exam Rooms; & Building no. 17
17-0016	001	48		1 to 15	OM	D.C. Registers - Aug/1997 to Feb/2002; formerly accession no. 001-02-0001
17-0017	001	15		1 to 5	OM	Office of the Mayor, Chief Financial Officer Reports & Studies (formerly accession no.. 001-02-0013)
17-0018	001	5		1 to 7	OM	Subject Files (Front Burner/The Red Books) Apr/1999 to Aug/2001 (formerly accession no. 001-02-0014)
17-0019	001	7		1 to 48	OM	Mayor Correspondence 1994 to 1999 (formerly accession no. 001-03-0001)
17-0020	1	48		1 to 15	OM	Administration and Policy Files of Mayor Anthony A. Williams (formerly accession no. 001-05-0003)
18-0001	155	16	RC	1 to 2	DHA	Office of the Director; 1989 - 1991; 1996 Closeout; formerly accession no. 155-98-0001
18-0002	155	2	RC	1 to 2	DHA	Office of the Director - Administration Files; 1987 - 1990; 1999 Closeout; formerly accession no. 155-98-0023
18-0003	155	2	RC	1 to 2	DHA	Office of the Director - Administration Files; (Ray Price) 1991; 1999 Closeout; formerly accession no. 155-98-0024
18-0004	155	2	RC	1 to 2	DHA	Office of the Director - Administration Files; (Ray Price) 1992; 1999 Closeout; formerly accession no. 155-98-0025
18-0005	155	2	RC	1 to 2	DHA	Office of the Director - Administration Files; 1993; 1999 Closeout; formerly accession no. 155-98-0026
18-0006	155	3	RC	1 to 3	DHA	Office of the Director - Administration Files; 1994; 1999 Closeout; formerly accession no. 155-98-0027
18-0007	155	2	RC	1 to 2	DHA	Board of Commissioners - Monthly Board Meetings; (6/1/00 to 12/13/06); 2007 Closeout; formerly accession no. 155-09-0001
18-0008	155	3	RC	1 to 3	DHA	Board of Commissioners - Reports to the Board; (9/00 to 12/06); 2007 Closeout; formerly accession no. 155-09-0003
18-0009	155	3	RC	1 to 3	DHA	Verbatim Board of Commissioners Monthly Board Meetings; (5/8/02 - 12/13/06); 2007 Closeout; formerly accession no. 155-09-0002

18-0010		020 23	RC	1 to 23	OCA	Miscellaneous Subject Files, Reports and Studies, including DCMR's, DC Auditor Reports, etc.; 1968 thru 2001; bulk material - 1995 - 1998; formerly accession no. 020-01-0004
18-0011	010	152	RC	1 to 152	BOC	Completed Sanitary Engineering Projects; Inclusive dates 1934 - 1966; includes Engineering Dept. Files references; formerly 351-67A-804
18-0012	010	???	RC	????	OVA	Accession is being processed
18-0013	206	26	RC	1 to 26	OP	Accession being processed reports and studies; formerly accession no. 351-88-0831
18-0014	425				DHCF	DC General records being processed
18-0015	000				GIFT	Hanes Collection still being processed
18-0016	010	1	RC	1 to 1	EOM	Official Oaths of Office for Advisory Neighborhood Commissioners; (January, 1999)
18-0016-01	010	1	RC	1 to 1	EOM	Official Oaths of Office for appointed and elected officials (January, 2005)
18-0016-02	010	1	RC	1 to 1	EOM	Official Oaths of Office for Advisory Neighborhoods Commissioners; (January, 2003)
18-0017	165	54	a	1 to 54	DHS	Accession is being reviewed for additional information
18-0018	010	152	a	1 to 152	BOC	Accession being reviewed for additional information
18-0019	120	4	a	1 to 4	DOC	Lorton Prison Complex - Division Operations Procedures, Department Orders, etc.
18-0020	217	1	RC	1 to 1	OCFO	Office of the General Counsel, Labor Relations Case Files; Date range: 1/2008 to 12/2010; Closing Date: 12/2010; (formerly Accession no. : 217-14-0001)
18-0021	166	5	RC	1 to 5	DOH	HIV AiDS Hepatitis STD TB Administration (HAHSTA)/Bureau of Prevention and Intervention Services, (HIV/AIDS Related) Grant Application Files Records, 2006 - 2008
18-0022	166	7	RC	1 to 7	DOH	HIV AIDS Hepatitis STD TB Administration (HAHSTA)/Bureau of Prevention and Intervention Services, ???
18-0023	500	152	RC, A	1 to 152	CC	Records of Councilman Jim Graham, 1999 - 2014; includes general and constituent correspondence, constituent services records, election files, Ward One neighborhood issues, committee recods, photographs, VHS and cassette tapes, IG and Auditor reports, and more
18-0023-1	500	26	RC	1 to 26	CC	Records of Councilman Jim Graham, 1999 - 2014. This accession consists solely of correspondence during his terms in office
18-0024	120	1	liber	1 to 1	DOC	MPD Arrest Record Log Book; Arrests of Females from May 12, 1976 to October 4, 1977

DC General Hospital Emergency  
Treatment/Medical record of Marion S. Barry, Jr.,

18-0025		1	A	1 to 1	DHCF	and Christopher Barry; These are highly confidential, RESTRICTED ACCESS
						Office of the Chief Financial Officer/Office of the General Counsel; Records of the Harriet Walters Investigation of fraud, and theft of more than \$40 million; including CD's of disbursement images from 1999 to 2009, mini-data tapes, flash drives, personnel records, computer hard drives, emails, exhibits, payment processing files, audit - committee/financial meetings and reports.
18-0026	217	10	RC	1 to 10	OCFO	Records contain confidential and personal information. RESTRICTED ACCESS
19-0001	165	1	RC	1 to 22 (boxes 2-22 missing)	DHS	Clinical Records Files from DC Village Long Term Care Administration (1988)
19-0002	850	16	RC		ANC	Advisory Neighborhood Commission ANC 7-E Subject and Administrative Files (2010 - 2018)
19-0003		4			DPW	Pending Work Order files/Public Work Cards - Special Assessments (1926 to 1987)
19-0004	010	10			OS (ODAI)	Office of Documents and Administrative
19-0005	020	3	RC	1 to 3	OCA	City Administrator Financial Documents
19-0006		6	RC	1 to 6	OCA	Subject files: Chief of Staff to the City Administrator
19-0007						
19-0008		2		1 to 2		
19-0009		5		1 to 5	OCFO/OTR	Office of the General Counsel - Audit Reports,
19-0010		16	RC	1 to 16	OLA	Office of Latino Affairs - Subject Files, date range 1990 to 2002; formerly accession no. 270-04-0001;
19-0011	010	11	RC	1 to 11	EOM/OS	Office of the Secretary, Reports and Studies; Date range: 1959 to 1987; includes subject matter pertaining to housing, ANC's, Barry Administration, civil disturbances, rent control, and more; arranged alphabetically by subject title; This accession is still at the FRC under accession # 351-89-0407
						Office of Zoning - Board of Zoning Adjustments:

19-0012	390	50	RC	1 to 50	OZ	Board of Zoning Adjustment Case Files; Aug., 1954 to June, 1985; Closing date: March, 1998
19-0013	390	50	RC	1 to 50	OZ	Office of Zoning, Zoning Commission, Zoning Commission Case Files; May, 1954 to June, 1977; closed- Nov., 1986
20-0001	285	23	RC, A	1 to 23	OP	Employees Disability Compensation Section, Personnel Office, DC; files created as a result of injury or death to an employee of the District, as a result of an accident incurred while performing official duties. Files pertain to contraction of deadly disease by Gallinger Hospital employees
20-0002	10	1	A	1 to 1	EOM/OGC	Office of the General Counsel legal sufficiency statements for donations, monetary and in-kind, to the District, on a case by case basis
20-0003	575	2	RC, A	1 to 2	ANC	Zoning Case Files (ZC 05-28) and related documents Department of Finance and Revenue, Microfilm reels of land record books/Deed books, 1792 to 1886; Initially 694 reels, but received from the Federal record Center with the following reels missing: 1 -78; 119 - 155; 280; 329; 332; 334 - 336;; 339 - 343; 376 - 380; 382 - 463. (See Accession notes for more) formerly accession no. 351-85-0312
21-0001	130	10	RC,	1 to 10	F&R	Special Assessment records for services performed by involving the infrastructure from 1873 to 1926, (Reconstruction to pre-1929 stock market crash); included are assessments for road paving, alley paving, water main taxes, corrected assessments, and other special assessments; records are arranged chronologically by year, then by book, and then by volume; formerly accession no. 351-92-222
21-0002	130	53	oversized books	1 to 51	F&R DAS	Real Property Appraisal Folders, cases from 1900 to 1985; includes Declaration of taking real property, photographs, management contract, law suit correspondence, etc. (formerly 351-87-0581)
21-0003		31	RC	1 to 31		

21-0004	OO1	1	archive / hollinger	1 of 1	OM	Scrap Book of Newspaper clippings following the appointment by Pres. Johnson of Walter Washington as Mayor/Commissioner and the members of the presidentially appointed City Council for the for the first 27 days in office from Nov. 3, 1967 to Nov. 30, 1967
21-0005	OO1	1	photo album box	1 of 1	OM	Scrap Book of back and wite photographs the 72nd and 73rd Board ofCommissioners and various administrative and judicial officals
21-0006	O1O	4	RC	1 to 4	OZ	Office of Zoning - Board of Zoning Adjustments; Board of Zoning Adjustment Case Files- 2017
21-0007	O1O	5	RC	1 to 5	CC	Records recovered from the Office of former Chairman of the City Council, Kwame Brown, for the period from 2010 to 2012

## **DC ARCHIVES MICROFILM HOLDINGS**

- 1- interment Permits – January 1855 to July, 1874**
- 2- Disinterment Permits - 1905 to 1940**
- 3- Index to Register of Marriages - 1811 to 1834**
- 4- Index to Death Certificates – 1874 to 1900**
- 5- Index to Marriage Certificates (by certificate number) - #21604 to #34008**
- 6- Marriage Register – 1811 to 1858; May, 1896 to 1902; 1858 to 1870; (Index A – C: 1858 to 1870)**
- 7- Anne Arundel County Maryland Manumission and Certificate of Freedom Papers – 1797 to 1844**
- 8- Arlington County Virginia Free Negroes Registration - 1797 to 1861**
- 9- Queen Anne’s, Howard and Kent Counties, Maryland Certificate of Freedom – 1806, 1846 and 1858?**
- 10- St. Mary’s County Certificate of Freedom – 1806 to 1864**
- 11- Record Group 21, Entry 27 – Indentures of Apprenticeships for the District of Columbia – 1801 to 1811**
- 12- St. Mary’s County Certificates of Freedom – 1806 to 1864**
- 13- Prince Georges County Maryland Certificates of Freedom – 1800 to 1863; Affidavits of Freedom – 1801 to 1862**
- 14- Cecil County Maryland Indentures – 1794 to 1814; Certificates of Freedom – 1826 to 1860; Charles County**
- 15- Maryland Register of Wills Rough Minutes – 1875 to 1887; Frederick County Maryland Certificates of Freedom – 1806 to 1827, 1815 to 1853**

- 16- Maryland General Court of the Western Shore (Judgment Record) May Term - 1795**
- 17- Maryland Judgment Record General Court of the Western Shore - October Term, 1794**
- 18- Marriage Index to Marriage Returns - (1) 1900; (2) 1900 to 1901; (3) Index by Certificate numbers - # 10,219 to # 21,608**
- 19- Land Records Liber Books - NCT Series, JAS Series, ECE Series, RMH Series, T & R Series, Alphabet Series, 1790 to 1880**
- 20- Land Records Index - 1900 to 1919**
- 21- Land Records Stone Files - Square 1 thru Square 2859, lot 62**
- 22- Washington Bee (Newspaper) - May 29, 1886 to January 21, 1922**
- 23- The National Republican (Newspaper) - 1877 to 1888**
- 24- The National Intelligencer (Newspaper) - October 31, 1800 to August 8, 1850**
- 25- DC City Directories - 1861 to 1935**
- 26- Records of the Board of Commissioners for the Emancipation of Slaves in the District of Columbia - Petitions no. 1 thru 966**
- 27- United States Census for the District of Columbia - 1800 to 1900**
- 28- Habeas Corpus Case Records of the United State Circuit Court for the District of Columbia - 1820 to 1863**
- 29- Records of the U.S. District Court of the District of Columbia , re: to Slaves - 1851 to 1863**

- 30- Record Group 26: Department of State (Secretary of Commonwealth) – December 22, 1790 to December 30, 1799 , Executive Correspondence**
- 31- Record Group 42: Records of the Office of Public Buildings and Public Parks - Proceedings, Index to Letter Sent (1791 to 1867) (Letters – March 11, 1791 to May 30, 1795)**
- 32- DC Registers**
- 33- Probated Wills – 1801 to 1930**
- 34- Death – 1874 to 1965**
- 35- Birth – 1874 to 1920**
- 36- Still Births - 1874 to 1964**
- 37- Marriage Index – 1800 to 1870 (A to Z), 1858 to 1870 (A – L)**
- 38- Marriage Records – 1858 to 1870**
- 39- Marriage Returns**
- 40- Marriage Consents**
- 41- Marriage Licenses**
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**THE OFFICE OF PUBLIC RECORDS**

**DISTRICT OF COLUMBIA ARCHIVES**

**HISTORICAL AND GENEALOGICAL RECORDS IN THE REPOSITORY**

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• LAND RECORDS: STONE FILE INDEX CARD ABSTRACTS	1900 to 1973
• DC JAIL PRISONER LOGS	1871 to 1926
• DC JAIL PRISONER INFIRMARY LOGS	1874 to 1930
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• MILITARY DISCHARGE CERTIFICATES & SERVICE RECORDS	1945 to 1975
• RECORD OF COFFINS FURNISHED & BURIALS - POTTER'S FIELD	1895 to 1904
• RECORDS OF PAYNE'S CEMETERY	1907 to 1949
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• RECORDS OF THE COLUMBIAN HARMONY CEMETERY	1881 to 1959
• PRESBYTERIAN CEMETERY RECORDS (GEORGETOWN)	1856 to 1897
• REGISTER OF BURIALS JOSEPH F. BIRCH FUNERAL HOME	1899 to 1938
• ROCK CREEK CEMETERY OLD INTERMENT RECORDS	1822 to 1892
• HOLMEAD'S CEMETERY (WESTERN BURIAL GROUND)	
• CIVIL WAR CEMETERIES OF DC METROPOLITAN AREA	
• OFFICIAL PERSONNEL FOLDER (UNIFORM)	PRIOR TO 1921 to 1957
•	
• CITY DIRECTORIES	1911- 1973 (SOME YEARS)

MISSING)

- UNITED STATES CENSUS FOR THE DISTRICT OF COLUMBIA 1800 TO 1900
- HABEAS CORPUS CASE RECORDS OF THE U.S. CIRCUIT COURT FOR DC 1820 TO 1863
- THE NATIONAL INTELLIGENCER (NEWSPAPER) 1800 TO 1850
- THE NATIONAL REPUBLICAN (NEWSPAPER) 1877 TO 1888
- THE WASHINGTON BEE (NEWSPAPER) 1886 TO 1922
- REAL PROPERTY PLAT BOOKS (BAIST'S REAL ESTATE ATLAS) VARIOUS YEARS
- RECORDS OF THE U.S. DISTRICT COURT OF DC, RE: TO SLAVES 1851 TO 1863
- ANNE ARUNDEL COUNTY MARYLAND MANUMISSION & CERTIFICATE OF FREEDOM PAPERS 1797 TO 1844
- ARLINGTON COUNTY VIRGINIA FREE NEGROES REGISTRATION 1797 TO 1861
- QUEEN ANNE'S, HOWARD A& KENT COUNTIES, MARYLAND CERTIFICATES OF FREEDOM 1806, 1846 & 1858
- ST. MARY'S COUNTY MARYLAND CERTIFICATES OF FREEDOM 1806 TO 1864
- PRINCE GEORGES COUNTY MARYLAND CERTIFICATE OF FREEDOM 1800 TO 1863
- PRINCE GEORGES COUNTY MARYLAND AFFIDAVITS OF FREEDOM 1801 TO 1862
- CECIL COUNTY MARYLAND INDENTURES 1794 TO 1814
- CECIL COUNTY MARYLAND CERTIFICATES OF FREEDOM 1826 TO 1860
- CHARLES COUNTY MARYLAND CERTIFICATES OF FREEDOM
- FREDERICK COUNTY MARYLAND CERTIFICATES OF FREEDOM 1806 TO 1853
- MARYLAND REGISTER OF WILLS ROUGH MINUTES 1875 TO 1887
- MARYLAND GENERAL COURT OF THE WESTERN SHORE (JUDGMENT RECORD) MAY TERM – 1795
- MARYLAND JUDGMENT RECORD GENERAL COURT OF THE WESTERN SHORE OCT. TERM – 1794