

Attachment 1 - Schedule A
as of January 8, 2024

Position Status	Position Number	Title	Name	Hire Date	Vacant Status	Grade	Step	Salary	Add to		Job Code	Job DeptID	Job Dept Name	Pay Plan	Bargaing Unit	Union Code	Budgeted Position	Funding Agency	Distributi on %	Fund Name	Location Name	F/P Time	Reg/Temp /Term	Work Sched	Sal Plan	Head Count	FTE
									FTE x Dist %	FTE Cnt																	
A	00041021	Executive Assistant	Thompson,Arlethia D	10/21/2002	F	12	8	98322	1	Y	552520	BA10000000	OTS-Secretary's Office	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	DS0087	1	1
A	00042711	Secretary of the District	Bassett,Kimberly Ann	1/2/2015	F	E3	0	170000	1	Y	554289	BA10000000	OTS-Secretary's Office	DX	CH11	XXX	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	DX0000	1	1
A	00042727	Deputy Secretary of the Distri	Candelaria,Alma	3/2/2020	F	8	0	132057.34	1	Y	555925	BA10000000	OTS-Secretary's Office	XS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	XS0001	1	1
A	00077340	Attorney Advisor	Anderson,James Lewis	1/3/2023	F	13	4	119890	1	Y	553089	BA10000000	OTS-Secretary's Office	LA	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	LA0001	1	1
A	00099690	Operations Analyst	Rembrandt,Wiwiek	10/22/2012	F	14	6	127615	1	N	556587	BA10000000	OTS-Secretary's Office	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	DS0087	1	1
A	00108895	Special Assistant	Collins,Joshua	12/19/2022	F	12	5	90805	1	N	552410	BA10000000	OTS-Secretary's Office	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	DS0087	1	1
A	00020526	Ceremonial Services Officer	Handy,Terry	9/13/2021	F	14	8	134661	1	Y	556883	BA12000000	Ceremonial Services Unit	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	DS0087	1	1
A	00033159	Archivist	Branch Jr.,William E	10/18/2004	F	13	9	116933	1	Y	555166	BA13000000	Office of Public Records	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0087	1	1
A	00041666	Supervisory Records & Informat	Rahmaan,Ali	10/4/2004	F	13	0	119416	1	Y	555981	BA13000000	Office of Public Records	DS	CH11	MSS	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0086	1	1
A	00041667	ARCHIVIST	Welsh,Nicholas C	1/30/2023	F	12	1	80784	1	Y	007441	BA13000000	Office of Public Records	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0087	1	1
A	00077339	Records & Information Manageme	Washington,Andrew J. C.	1/18/2011	F	12	8	98322	1	Y	556814	BA13000000	Office of Public Records	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0087	1	1
A	00087577	Public Records Administrator	Matthews Jr.,Lopez	3/28/2022	F	8	0	151578.48	1	Y	556932	BA13000000	Office of Public Records	XS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	XS0001	1	1
A	00091983	Archivist	Mason,Lana	8/14/2023	F	12	3	85794	1	N	552496	BA13000000	Office of Public Records	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0087	1	1
A	00108896	Records & Information Manageme	Hill,Elizabeth N	4/10/2023	F	12	4	88300	1	N	556814	BA13000000	Office of Public Records	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0087	1	1
A	00110022	Records & Information Manageme	Childs Sr.,Ishmael C	9/26/2022	F	11	1	65285	1	N	556496	BA13000000	Office of Public Records	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	Office of Public Records	F	Reg	F	DS0087	1	1
A	00042770	Notary & Authentications Office	Gold,Judi A	3/31/2008	F	14	0	127917.05	1	Y	556008	BA14000000	Notary Commissions Section	DS	CH11	MSS	Y	BA0	100	DISTRIBUTION FEES	One Judiciary Square	F	Reg	F	DS0086	1	1
A	00044630	Program Analyst	Ferguson,Ronnell	11/13/2001	F	12	7	95816	1	Y	550524	BA14000000	Notary Commissions Section	DS	CH11	XAA	Y	BA0	100	DISTRIBUTION FEES	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00045445	NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	6/22/1990	F	12	7	95816	1	Y	003042	BA14000000	Notary Commissions Section	DS	CH11	XAA	Y	BA0	100	DISTRIBUTION FEES	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00046400	Notary and Authentication Spec	Ogburn,Joyce M	2/3/1983	F	13	8	113950	1	Y	555744	BA14000000	Notary Commissions Section	DS	CH11	XAA	Y	BA0	100	DISTRIBUTION FEES	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00082660	NOTARY & AUTHENTICATION SPEC	Johnson,LaShawn	4/18/2016	F	12	1	80784	1	Y	003042	BA14000000	Notary Commissions Section	DS	CH11	XAA	Y	BA0	100	DISTRIBUTION FEES	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00110074	Staff Assistant	Campbell,Kamisha	10/17/2016	F	9	2	55915	1	N	552096	BA14000000	Notary Commissions Section	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00011355	Administrator Ofc of Document	Reid,Victor L	2/28/2011	F	8	0	153760.68	1	Y	552693	BA15000000	Documents & Admin Issuances	XS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F	Reg	F	XS0001	1	1
A	00046721	Attorney Advisor	Smith,Ayesha	7/13/2015	F	12	10	119156	1	Y	553088	BA15000000	Documents & Admin Issuances	LA	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F	Reg	F	LA0001	1	1
A	00047454	Senior Writer-Editor	Kajubi,Damali B	5/30/2006	F	14	7	131138	1	Y	556207	BA15000000	Documents & Admin Issuances	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00097567	Program Support Specialist	Campbell,Jennifer N	5/8/2017	F	11	3	69481	1	N	552510	BA15000000	Documents & Admin Issuances	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00099388	Editor	Henderson,Gina L	2/14/2022	F	12	10	103333	1	N	556978	BA15000000	Documents & Admin Issuances	DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F	Reg	F	DS0087	1	1
A	00042784	Protocol Officer	Andrews,Anthony	3/30/2020	F	7	0	124368.15	1	Y	556891	BA16000000	International Relations	XS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	XS0001	1	1
A	00021182	Special Assistant	Mangum,Larry C	10/2/2017	F	7	0	117324.3	1	Y	552449	BA90000000	DIR Office of the Secretary	XS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	John A. Wilson Building	F	Reg	F	XS0001	1	1
A	00110063	Staff Assistant			V	9	0	54183	1	Y	552096			DS	CH11	XAA	Y	BA0	100	LOCAL FUNDS	One Judiciary Square	F		F	DS0087	1	1

**FY 2024 Approved Budget
for the District of Columbia Government**

(Dollars in Thousands)

**Program Summary by
Activity** Schedule
30-PBB

Office of the Secretary	Name	BAO Code	FY 2021 Actual	FY 2022 Actual	FY 2023 Approved	FY 2024 Approved	Change from FY 2023	Local (Dedicated Taxes)	Other	General (Local + Other)	Federal	Private	Intra-District
AGENCY MANAGEMENT		1000											
CONTRACTING AND PROCUREMENT		1020	4	10	0	0	0	0	0	0	0	0	0
FLEET MANAGEMENT		1070	9	13	10	12	1	12	0	12	0	0	0
COMMUNICATION		1080	242	259	258	276	18	276	0	276	0	0	0
PERFORMANCE MANAGEMENT		1090	675	661	802	917	115	902	15	917	0	0	0
Subtotal: AGENCY MANAGEMENT			931	944	1,070	1,205	134	1,190	15	1,205	0	0	0
INTERNATIONAL RELATIONS AND PROTOCOL		1002											
INTERNATIONAL RELATIONS AND PROTOCOL		1200	149	131	151	159	8	159	0	159	0	0	0
Subtotal: INTERNATIONAL RELATIONS AND PROTOCOL			149	131	151	159	8	159	0	159	0	0	0
CEREMONIAL SERVICES		1003											
CEREMONIAL SERVICES		1300	196	223	319	465	146	465	0	465	0	0	0
Subtotal: CEREMONIAL SERVICES			196	223	319	465	146	465	0	465	0	0	0
OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE		1004											
D.C. REGISTER		1401	145	154	151	159	9	159	0	159	0	0	0
ADMINISTRATIVE ISSUANCES		1402	522	533	609	652	43	652	0	652	0	0	0
Subtotal: OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE			667	687	760	812	52	812	0	812	0	0	0
NOTARY COMMISSION AND AUTHENTICATIONS		1005											
NOTARY AUTHENTICATIONS		1501	634	613	695	734	39	0	734	734	0	0	0
Subtotal: NOTARY COMMISSION AND AUTHENTICATIONS			634	613	695	734	39	0	734	734	0	0	0
OFFICE OF PUBLIC RECORDS		1006											
RECORDS MANAGEMENT		1600	967	657	1,222	1,415	193	1,164	251	1,415	0	0	0
ARCHIVAL ADMINISTRATION		1601	895	1,118	826	443	-383	443	0	443	0	0	0
Subtotal: OFFICE OF PUBLIC RECORDS			1,862	1,775	2,048	1,858	-190	1,607	251	1,858	0	0	0
EXECUTIVE MGMT.		1007											
DC DEMOCRACY INITIATIVES		1702	200	200	200	200	0	200	0	200	0	0	0
Subtotal: EXECUTIVE MGMT.			200	200	200	200	0	200	0	200	0	0	0
Total: Office of the Secretary			4,639	4,573	5,243	5,432	189	4,432	1,000	5,432	0	0	0

Attachment 3: DSLBD Report

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
PCARD		SENODA INC	LS96833052025	Y	Active	1192	10/26/2022
PCARD		SENODA INC	LS96833052025	Y	Active	5000	11/16/2022
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	25441.36	11/30/2022
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	26.25	12/15/2022
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	19	1/2/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	291.5	1/6/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	329	1/6/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	9135	1/28/2023
PCARD		SENODA INC	LS96833052025	Y	Active	390	1/30/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	577.16	1/30/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	298.77	1/30/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	180.95	1/30/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	360	2/10/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	360	2/10/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	60	2/10/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	60	2/10/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	360	2/11/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	60	2/11/2023
PCARD		PUBLIC PERFORMANCE MAN	LSDRE57224112026	Y	Active	4589.73	2/14/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	315.12	2/15/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	20.96	2/16/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	360	3/7/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	60	3/7/2023
PCARD		SENODA INC	LS96833052025	Y	Active	490	3/8/2023
PCARD		SENODA INC	LS96833052025	Y	Active	135	3/8/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	862.86	4/3/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	640.82	4/3/2023
PCARD		2022933035 SENODA INC	LS96833052025	Y	Active	105	4/3/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	360	4/4/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	60	4/4/2023
PCARD		2022493600 SENODA INC	LSZ21280122025	Y	Active	4856	4/17/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	5800	4/25/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	2320	4/25/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	1450	4/25/2023
PCARD		WASHINGTON	LSDZ52778092025	Y	Active	636.4	4/28/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	260.15	4/28/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	250.3	5/1/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	1272.59	5/3/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	142.89	5/4/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	97.62	5/5/2023
OCFO	PO685539	ABC TECHNICAL SOLUTIONS I	LSDZ52778092025	Y	Active	3768.04	5/9/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	1080	5/9/2023
OCFO	PO685539	ABC TECHNICAL SOLUTIONS I	LSDZ52778092025	Y	Active	263.6	5/9/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	180	5/9/2023
PCARD		2022933035 SENODA INC	LS96833052025	Y	Active	1272	5/11/2023
PCARD		2022933035 SENODA INC	LS96833052025	Y	Active	5000	5/22/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	521.04	5/29/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	950.59	6/1/2023
PCARD		WASHINGTON	LSX72534032025	Y	Active	579.96	6/28/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	360	7/14/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	60	7/14/2023
PCARD		SENODA INC	LS96833052025	Y	Active	240	7/17/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	243.08	7/19/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	362.92	7/21/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	371.64	7/24/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	131.5	7/31/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	2755	8/4/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	1595	8/4/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	797.5	8/4/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	138.14	8/4/2023
OCFO	PO675325	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	4132.5	8/15/2023
PCARD		METROPOLITAN	LSDZRE54569042024	Y	Active	592.72	8/17/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	124.37	8/17/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	314.06	8/17/2023

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	1414.2	8/23/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	981.19	8/23/2023
PCARD		SENODA INC	LS96833052025	Y	Active	105	8/24/2023
OCFO	PO691999	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	148182	8/25/2023
OCFO	PO691999	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	24750	8/25/2023
OCFO	PO691999	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	6875	8/25/2023
OCFO	PO691999	DIGI DOCS INC DOCUMENT MGERS	LSDRE38514052024	Y	Active	6875	8/25/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	2583.57	8/25/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	-92.05	8/28/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	20.56	8/28/2023
PCARD		SENODA INC	LS96833052025	Y	Active	340	8/31/2023
PCARD		TPW CONSULTANTS	LSDZ88326052025	Y	Active	400	8/31/2023
OCFO	PO690413	SENODA INC	LS96833052025	Y	Active	9985	9/2/2023
PCARD		STANDARD OFFICE SUPPLY	LSX72534032025	Y	Active	1035.44	9/4/2023
PCARD		SENODA INC	LS96833052025	Y	Active	9985	9/12/2023
OCFO	PO675791	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	5293	9/16/2023
OCFO	PO675233	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	5032	9/16/2023
OCFO	PO675289	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	5026	9/16/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	1080	9/16/2023
OCFO	PO678623	METROPOLITAN OFFICE PRODUCTS	LSDZRE54569042024	Y	Active	180	9/16/2023
OCFO	PO675074	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	4324	9/19/2023
PCARD		SENODA INC	LS96833052025	Y	Active	210	9/27/2023
PCARD		SENODA INC	LS96833052025	Y	Active	430	9/27/2023
PCARD		ABC SUPPLY	LSDZ52778092025	Y	Active	744.38	9/28/2023
PCARD		PUBLIC PERFORMANCE MAN	LSDRE57224112026	Y	Active	9616.53	9/29/2023
OCFO	PO694312	SENODA INC	LS96833052025	Y	Active	6490.25	9/30/2023
OCFO	PO694312	SENODA INC	LS96833052025	Y	Active	3494.75	9/30/2023
PCARD		SPRINGHILL SUITES		N		865.8	10/3/2022
PCARD		COMCAST		N		402.88	10/10/2022
PCARD		ADOBE INC		N		571.13	10/26/2022
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73859.68	11/16/2022
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-73859.68	11/16/2022
OCFO		JP MORGAN CHASE BANK NA		N		1192	11/23/2022
OCFO		JP MORGAN CHASE BANK NA		N		865.8	11/23/2022
OCFO		JP MORGAN CHASE BANK NA		N		571.13	11/23/2022
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73859.68	11/30/2022
PCARD		STATE DEPARTMENT GIFTS		N		4926	12/12/2022
PCARD		COMCAST		N		604.32	12/13/2022
OCFO		NATIONAL ARCHIVES RECORDS AD		N		76958.65	12/14/2022
OCFO		NATIONAL ARCHIVES RECORDS AD		N		268.25	12/14/2022
OCFO		JP MORGAN CHASE BANK NA		N		5000	12/22/2022
PCARD		UNITED PLANNING ORGANI		N		3000	12/28/2022
PCARD		IN AUTOMATED SIGNATUR		N		300	12/30/2022
PCARD		WASHINGTON DIPLOMAT		N		150	12/30/2022
PCARD		ASSOCIATION FOR THE ST		N		250	1/4/2023
OCFO		JP MORGAN CHASE BANK NA		N		3000	1/11/2023
OCFO		JP MORGAN CHASE BANK NA		N		604.32	1/11/2023
OCFO		JP MORGAN CHASE BANK NA		N		300	1/11/2023
OCFO		JP MORGAN CHASE BANK NA		N		150	1/11/2023
OCFO		JP MORGAN CHASE BANK NA		N		26.25	1/11/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		74035.08	1/20/2023
PCARD		APPX SOFTWARE INC		N		2500	1/31/2023
PCARD		PAYPAL		N		2750	2/1/2023
PCARD		IN CAPITAL CITY RESTA		N		4400	2/7/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		74024.21	2/7/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		74024.21	2/7/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-74024.21	2/7/2023
OCFO		IMPREST FUND BAIF198		N		71.35	2/9/2023
OCFO		IMPREST FUND BAIF198		N		-71.35	2/9/2023
PCARD		BARNESNOBLE PAPERSOUR		N		101.76	2/13/2023
OCFO		Arlethia D Thompson		N		3000	2/13/2023
OCFO		Arlethia D Thompson		N		604.32	2/13/2023
OCFO		Arlethia D Thompson		N		300	2/13/2023
OCFO		Arlethia D Thompson		N		250	2/13/2023
OCFO		Arlethia D Thompson		N		150	2/13/2023
OCFO		Arlethia D Thompson		N		26.25	2/13/2023

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
OCFO		Arlethia D Thompson		N		19	2/13/2023
OCFO		Arlethia D Thompson		N		-1349.57	2/13/2023
OCFO		Arlethia D Thompson		N		-3000	2/13/2023
PCARD		BARNESNOBLE PAPERSOUR		N		-5.76	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		2500	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		577.16	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		390	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		329	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		298.77	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		291.5	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		250	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		180.95	2/17/2023
OCFO		JP MORGAN CHASE BANK NA		N		19	2/17/2023
PCARD		COMCAST		N		448.74	2/22/2023
OCFO		IMPREST FUND BAIF198		N		71.35	2/26/2023
PCARD		EB 2023 PINK TIE PART		N		2000	2/28/2023
PCARD		GREAT AMERICAN CORP		N		982	3/7/2023
OCFO	PO680915	SPACESAVER SYSTEMS INC		N		5822	3/7/2023
PCARD		COMCAST		N		221.94	3/8/2023
PCARD		READYREFRESHWATERSERV		N		107.13	3/8/2023
OCFO		IMPREST FUND BAIF198		N		159.31	3/12/2023
OCFO		IMPREST FUND BAIF198		N		159.31	3/12/2023
OCFO		IMPREST FUND BAIF198		N		-159.31	3/12/2023
OCFO		JP MORGAN CHASE BANK NA		N		4589.73	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		4400	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		2750	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		2000	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		1732.5	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		448.74	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		315.12	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		101.76	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		20.96	3/14/2023
OCFO		JP MORGAN CHASE BANK NA		N		-5.76	3/14/2023
OCFO		HISTORICAL SOCIETYWASHINGTON		N		35000	3/15/2023
OCFO		COALITION FOR DC REPRESENTATIO		N		100000	3/17/2023
PCARD		DC CENTRAL KITCHEN INC		N		1058.61	3/31/2023
PCARD		IN FLOWERS BY ALEXES		N		500	3/31/2023
OCFO		STUDENTS FOR DC STATEHOOD		N		15000	4/7/2023
OCFO		ANACOSTIA COORDINATING COUNCIL		N		15000	4/8/2023
OCFO		IMPREST FUND BAIF198		N		20	4/9/2023
OCFO		LEAGUE OF WOMEN VOTERS ED FUND		N		35000	4/12/2023
PCARD		WASHINGTON		N		3300	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		1058.61	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		982	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		500	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		490	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		221.94	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		135	4/13/2023
OCFO		JP MORGAN CHASE BANK NA		N		107.13	4/13/2023
PCARD			7472144400	N		23245.04	4/14/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72919.09	4/23/2023
PCARD		PENSACOLA		N		54	4/25/2023
PCARD		PENSACOLA		N		182.34	4/25/2023
PCARD		800COMCAST		N		221.89	4/26/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72890.14	4/26/2023
OCFO	PO686094	NETWORKS PRODUCTIONS		N		10000	4/28/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73033.16	5/4/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73033.16	5/4/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-73033.16	5/4/2023
PCARD		800COMCAST		N		221.89	5/10/2023
PCARD			6505945955	N		1000	5/10/2023
PCARD			6505945955	N		300	5/10/2023
PCARD		WASHINGTON		N		94.95	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		23245.04	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		4856	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		3300	5/10/2023

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
OCFO		JP MORGAN CHASE BANK NA		N		862.86	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		640.82	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		636.4	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		260.15	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		221.89	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		182.34	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		105	5/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		54	5/10/2023
PCARD		WASHINGTON		N		80	5/19/2023
PCARD			3126060722	N		399	5/26/2023
PCARD			3126060722	N		399	5/26/2023
PCARD			3126060722	N		399	5/26/2023
PCARD		WASHINGTON		N		80	5/29/2023
OCFO		Arlethia D Thompson		N		4589.73	5/30/2023
OCFO		Arlethia D Thompson		N		4400	5/30/2023
OCFO		Arlethia D Thompson		N		2750	5/30/2023
OCFO		Arlethia D Thompson		N		2500	5/30/2023
OCFO		Arlethia D Thompson		N		2000	5/30/2023
OCFO		Arlethia D Thompson		N		1732.5	5/30/2023
OCFO		Arlethia D Thompson		N		1058.61	5/30/2023
OCFO		Arlethia D Thompson		N		982	5/30/2023
OCFO		Arlethia D Thompson		N		862.86	5/30/2023
OCFO		Arlethia D Thompson		N		577.16	5/30/2023
OCFO		Arlethia D Thompson		N		500	5/30/2023
OCFO		Arlethia D Thompson		N		490	5/30/2023
OCFO		Arlethia D Thompson		N		448.74	5/30/2023
OCFO		Arlethia D Thompson		N		390	5/30/2023
OCFO		Wade Wallace		N		358.8	5/30/2023
OCFO		Arlethia D Thompson		N		329	5/30/2023
OCFO		Arlethia D Thompson		N		315.12	5/30/2023
OCFO		Arlethia D Thompson		N		298.77	5/30/2023
OCFO		Arlethia D Thompson		N		291.5	5/30/2023
OCFO		Arlethia D Thompson		N		221.94	5/30/2023
OCFO		Arlethia D Thompson		N		180.95	5/30/2023
OCFO		Arlethia D Thompson		N		135	5/30/2023
OCFO		Arlethia D Thompson		N		107.13	5/30/2023
OCFO		Arlethia D Thompson		N		101.76	5/30/2023
OCFO		Arlethia D Thompson		N		20.96	5/30/2023
OCFO		Arlethia D Thompson		N		-5.76	5/30/2023
OCFO		Wade Wallace		N		-358.8	5/30/2023
OCFO		Arlethia D Thompson		N		-620.5	5/30/2023
OCFO		Arlethia D Thompson		N		-862.86	5/30/2023
OCFO		Arlethia D Thompson		N		-1083.76	5/30/2023
OCFO		Arlethia D Thompson		N		-1665.74	5/30/2023
OCFO		Arlethia D Thompson		N		-6126.74	5/30/2023
OCFO		Arlethia D Thompson		N		-6696.88	5/30/2023
OCFO		Arlethia D Thompson		N		-8221.49	5/30/2023
PCARD			5137514422	N		4693	6/1/2023
PCARD		WASHINGTON		N		1910	6/6/2023
OCFO		JP MORGAN CHASE BANK NA		N		5000	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		1272	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		1272.59	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		1000	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		521.04	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		399	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		399	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		399	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		300	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		250.3	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		221.89	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		142.89	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		97.62	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		94.95	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		80	6/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		80	6/10/2023
PCARD			7472144400	N		-677.04	6/16/2023

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
OCFO		Arlethia D Thompson		N		23245.04	6/16/2023
OCFO		Arlethia D Thompson		N		4856	6/16/2023
OCFO		Arlethia D Thompson		N		3300	6/16/2023
OCFO		Arlethia D Thompson		N		1192	6/16/2023
OCFO		Arlethia D Thompson		N		640.82	6/16/2023
OCFO		Arlethia D Thompson		N		571.13	6/16/2023
OCFO		Arlethia D Thompson		N		105	6/16/2023
OCFO		Arlethia D Thompson		N		-745.82	6/16/2023
OCFO		Arlethia D Thompson		N		-1763.13	6/16/2023
OCFO		Arlethia D Thompson		N		-31401.04	6/16/2023
OCFO		Arlethia D Thompson		N		5000	6/21/2023
OCFO		Arlethia D Thompson		N		-5000	6/21/2023
OCFO		Arlethia D Thompson		N		5000	6/22/2023
OCFO		Arlethia D Thompson		N		1910	6/22/2023
OCFO		Arlethia D Thompson		N		1272	6/22/2023
OCFO		Arlethia D Thompson		N		1000	6/22/2023
OCFO		Arlethia D Thompson		N		521.04	6/22/2023
OCFO		Arlethia D Thompson		N		399	6/22/2023
OCFO		Arlethia D Thompson		N		399	6/22/2023
OCFO		Arlethia D Thompson		N		399	6/22/2023
OCFO		Arlethia D Thompson		N		300	6/22/2023
OCFO		Arlethia D Thompson		N		221.89	6/22/2023
OCFO		Arlethia D Thompson		N		94.95	6/22/2023
OCFO		Arlethia D Thompson		N		80	6/22/2023
OCFO		Arlethia D Thompson		N		80	6/22/2023
OCFO		Arlethia D Thompson		N		-1526.95	6/22/2023
OCFO		Arlethia D Thompson		N		-10149.93	6/22/2023
PCARD			2024653201	N		5000	6/26/2023
PCARD		WASHINGTON		N		5188	6/28/2023
OCFO		IMPREST FUND BAIF198		N		37.4	6/30/2023
PCARD		SQ ACE S AWARDS AND P		N		1750	7/7/2023
OCFO		JP MORGAN CHASE BANK NA		N		5188	7/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		5000	7/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		4693	7/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		1910	7/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		950.59	7/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		579.96	7/10/2023
OCFO		JP MORGAN CHASE BANK NA		N		-677.04	7/10/2023
OCFO		Arlethia D Thompson		N		4693	7/11/2023
OCFO		Arlethia D Thompson		N		950.59	7/11/2023
OCFO		Arlethia D Thompson		N		677.04	7/11/2023
OCFO		Arlethia D Thompson		N		-677.04	7/11/2023
OCFO		Arlethia D Thompson		N		-5643.59	7/11/2023
OCFO		IMPREST FUND BAIF198		N		71.14	7/14/2023
PCARD		SPRINGSHARE LLC		N		4964	7/14/2023
PCARD		COMCAST		N		449.73	7/17/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73065.85	7/20/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73267.95	7/20/2023
PCARD		THE WEBSTAUANT STORE		N		616.34	7/21/2023
PCARD		ULINE		N		428.31	7/25/2023
PCARD		ULINE		N		290.8	7/25/2023
PCARD		TLFLEES FLOWER SHOP		N		495	7/25/2023
PCARD		THE WEBSTAUANT STORE		N		-89.2	7/26/2023
PCARD		READYREFRESHWATERSERV		N		107.13	7/26/2023
PCARD		ASSOCIATION FOR THE ST		N		1495	7/26/2023
OCFO		Arlethia D Thompson		N		5188	7/27/2023
OCFO		Arlethia D Thompson		N		5000	7/27/2023
OCFO		Arlethia D Thompson		N		1750	7/27/2023
OCFO		Arlethia D Thompson		N		579.96	7/27/2023
OCFO		Arlethia D Thompson		N		-5579.96	7/27/2023
OCFO		Arlethia D Thompson		N		-6938	7/27/2023
PCARD		SOUTHWEST		N		293.96	7/27/2023
PCARD		SOUTHWEST		N		293.96	7/27/2023
PCARD		COMCAST		N		221.89	8/8/2023
OCFO		JP MORGAN CHASE BANK NA		N		4964	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		1750	8/9/2023

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
OCFO		JP MORGAN CHASE BANK NA		N		1495	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		616.34	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		495	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		449.73	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		428.31	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		371.64	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		362.92	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		293.96	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		293.96	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		290.8	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		243.08	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		240	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		131.5	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		107.13	8/9/2023
OCFO		JP MORGAN CHASE BANK NA		N		-89.2	8/9/2023
PCARD		MARKET SQUARE CLEANERS		N		240	8/10/2023
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73262.41	8/13/2023
OCFO		IMPREST FUND BAIF198		N		22.31	8/16/2023
PCARD		GAYLORD BROS INC		N		2158.64	8/16/2023
PCARD		NATIONAL ASSOCIATION O		N		300	8/21/2023
PCARD		THE WEBSTAUANT STORE		N		1439.73	8/23/2023
PCARD		SQ KEITH LIPERT GALLE		N		14675	8/31/2023
PCARD		STATE DEPARTMENT GIFTS		N		5645	8/31/2023
PCARD		THE WEBSTAUANT STORE		N		137.68	9/4/2023
PCARD		COMCAST		N		221.89	9/8/2023
PCARD		SP CUSTOMPINSCOM		N		1942	9/8/2023
PCARD		THE CROWLEY COMPANY		N		9990	9/11/2023
PCARD		THE POINT		N		1748.15	9/11/2023
OCFO		Arlethia D Thompson		N		14675	9/12/2023
OCFO		Arlethia D Thompson		N		5645	9/12/2023
OCFO		Arlethia D Thompson		N		1035.44	9/12/2023
OCFO		Arlethia D Thompson		N		400	9/12/2023
OCFO		Arlethia D Thompson		N		340	9/12/2023
OCFO		Arlethia D Thompson		N		137.68	9/12/2023
OCFO		Arlethia D Thompson		N		20.56	9/12/2023
OCFO		Arlethia D Thompson		N		-92.05	9/12/2023
OCFO		Arlethia D Thompson		N		-1363.95	9/12/2023
OCFO		Arlethia D Thompson		N		-20797.68	9/12/2023
PCARD		GAYLORD BROS INC		N		9991.94	9/15/2023
PCARD		SQ ACE S AWARDS AND P		N		249	9/19/2023
PCARD		SQ ACE S AWARDS AND P		N		249	9/19/2023
PCARD		SQ ACE S AWARDS AND P		N		249	9/19/2023
OCFO		JP MORGAN CHASE BANK NA		N		14675	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		5645	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		2583.57	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		2158.64	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		1439.73	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		1414.2	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		981.19	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		592.72	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		400	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		340	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		314.06	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		300	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		240	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		221.89	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		138.14	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		124.37	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		105	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		20.56	9/20/2023
OCFO		JP MORGAN CHASE BANK NA		N		-92.05	9/20/2023
PCARD		IN BRIAR PATCH SHREDD		N		815	9/22/2023
PCARD		IN BRIAR PATCH SHREDD		N		330	9/22/2023
OCFO		Arlethia D Thompson		N		1272.59	9/25/2023
OCFO		Arlethia D Thompson		N		636.4	9/25/2023
OCFO		Arlethia D Thompson		N		636.4	9/25/2023

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
OCFO		Arlethia D Thompson		N		260.15	9/25/2023
OCFO		Arlethia D Thompson		N		250.3	9/25/2023
OCFO		Arlethia D Thompson		N		221.89	9/25/2023
OCFO		Arlethia D Thompson		N		182.34	9/25/2023
OCFO		Arlethia D Thompson		N		142.89	9/25/2023
OCFO		Arlethia D Thompson		N		97.62	9/25/2023
OCFO		Arlethia D Thompson		N		54	9/25/2023
OCFO		Arlethia D Thompson		N		-636.4	9/25/2023
OCFO		Arlethia D Thompson		N		-3118.18	9/25/2023
PCARD		GRAMMARLY COJJYE9PZ		N		2088	9/26/2023
PCARD		HYATT REG JACKSONVILLE		N		770.36	9/26/2023
PCARD		HYATT REG JACKSONVILLE		N		962.95	9/26/2023
OCFO		Arlethia D Thompson		N		4964	9/27/2023
OCFO		Arlethia D Thompson		N		2583.57	9/27/2023
OCFO		Arlethia D Thompson		N		2158.64	9/27/2023
OCFO		Arlethia D Thompson		N		1942	9/27/2023
OCFO		Arlethia D Thompson		N		1748.15	9/27/2023
OCFO		Arlethia D Thompson		N		1495	9/27/2023
OCFO		Arlethia D Thompson		N		1439.73	9/27/2023
OCFO		Arlethia D Thompson		N		1414.2	9/27/2023
OCFO		Arlethia D Thompson		N		981.19	9/27/2023
OCFO		Arlethia D Thompson		N		616.34	9/27/2023
OCFO		Arlethia D Thompson		N		592.72	9/27/2023
OCFO		Arlethia D Thompson		N		495	9/27/2023
OCFO		Arlethia D Thompson		N		449.73	9/27/2023
OCFO		Arlethia D Thompson		N		428.31	9/27/2023
OCFO		Arlethia D Thompson		N		371.64	9/27/2023
OCFO		Arlethia D Thompson		N		362.92	9/27/2023
OCFO		Arlethia D Thompson		N		314.06	9/27/2023
OCFO		Arlethia D Thompson		N		300	9/27/2023
OCFO		Arlethia D Thompson		N		293.96	9/27/2023
OCFO		Arlethia D Thompson		N		293.96	9/27/2023
OCFO		Arlethia D Thompson		N		290.8	9/27/2023
OCFO		Arlethia D Thompson		N		249	9/27/2023
OCFO		Arlethia D Thompson		N		249	9/27/2023
OCFO		Arlethia D Thompson		N		249	9/27/2023
OCFO		Arlethia D Thompson		N		243.08	9/27/2023
OCFO		Arlethia D Thompson		N		240	9/27/2023
OCFO		Arlethia D Thompson		N		240	9/27/2023
OCFO		Arlethia D Thompson		N		221.89	9/27/2023
OCFO		Arlethia D Thompson		N		138.14	9/27/2023
OCFO		Arlethia D Thompson		N		131.5	9/27/2023
OCFO		Arlethia D Thompson		N		124.37	9/27/2023
OCFO		Arlethia D Thompson		N		107.13	9/27/2023
OCFO		Arlethia D Thompson		N		105	9/27/2023
OCFO		Arlethia D Thompson		N		-89.2	9/27/2023
OCFO		Arlethia D Thompson		N		-1369.27	9/27/2023
OCFO		Arlethia D Thompson		N		-1439.73	9/27/2023
OCFO		Arlethia D Thompson		N		-4437.15	9/27/2023
OCFO		Arlethia D Thompson		N		-8573.75	9/27/2023
OCFO		Arlethia D Thompson		N		-9924.93	9/27/2023
OCFO		IMPREST FUND BAIF198		N		78.75	9/30/2023
OCFO		IMPREST FUND BAIF198		N		78.75	9/30/2023
OCFO		IMPREST FUND BAIF198		N		-78.75	9/30/2023
OCFO		IMPREST FUND BAIF198		N		-78.75	9/30/2023

Office of the Secretary FY2023

Agency Office of the Secretary

Agency Code BA0

Fiscal Year 2023

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 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 Target
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 Measure records)						
Number of notary application processed (excludes government employees)	Up is Better	1401	1971	1500	2220	1500
Number of documents authenticated	Up is Better	40,000	45,000	40,000	46,000	40,000
Number of customer served	Up is Better	Not Available	25,000	10,000	30,000	10,000
3 - Provide support and outreach services to the diplomatic and international communities. (1 Measure)						
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	78.4%	Not Available	100%	Not Available	100%
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 Measure records)						
Percent of records requests fulfilled within five business days	Up is Better	Not Available	99.1%	50%	60%	50%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	6.3%	21%	30%	33.3%	20%
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	Not Available	14.8%	60%	44.4%	40%
Number of records entered into the	Neutral	New in	New in	New in	New in	New in

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 Target
collections management system		2023	2023	2023	2023	2023

Operations

Operations Title	Operations Description	Type of Operations
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 Activity records)		
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
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 Activity records)		
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
3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)		
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
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 Activity records)		
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
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)		
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 2020 Actual	FY 2021 Actual	FY2022 Actual
1 - Ceremonial documents for constituents (1 Measure)			
Number of ceremonial documents prepared	568	507	721
3 - Serve as liaison with diplomatic community in DC (2 Measure records)			
Number of diplomatic and delegation meetings	New in 2023	New in 2023	New in 2023

Measure	FY 2020 Actual	FY 2021 Actual	FY2022 Actual
Percent of National Day letters written versus number of National Days	70.5%	0%	100%
4 - Manage District government records (4 Measure records)			
Volume of records accessioned to the DC Archives	25.3	68	11
Number of on-site researchers served	Not Available	3	27
Number of publications added to the Library of Government Information	20	222	259
Number of records requests received	1098	2194	2934
5 - Publish the DC Register and the DC Municipal Regulations (2 Measure records)			
Number of rulemakings processed	393	338	326
Number of administrative issuances processed	149	143	184

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Commission the notaries (2 Strategic Initiative records)		
Implement Remote Notarizations	The Council passed the legislation to implement remote notarizations – to allow notaries to notarize documents via electronic and audio-visual technology. In FY23, ONCA will finalize the Rules and implement this law. We will upgrade the current platform to meet the needs.	09-30-2023
Amendments to the Notary Code	The Code for notaries public needs to be amended to meet the needs in a number of areas including the seal, surety bond, validity of notarial acts, and amendments to the remote notarization legislation. The language will be provided to OPLA and the appropriate Council Committee.	09-30-2023
Library of Government Information (2 Strategic Initiative records)		
Build an institutional repository	During FY23, the Office of Public Records will embark on the development of an institutional repository that provides online public access to DC archives digital collections, and finding aids.	09-30-2023
Juneteenth program for Office of Public Records	Hold a program that discusses an important historical topic to recognize the Juneteenth Holiday.	09-30-2023
Manage District government records (1 Strategic Initiative)		
Complete design phase of new Archives Facility for Office of Public Records	Work with architectural firm Hartman-Cox to establish the design of the new facility for OPR.	09-30-2023
Publish the DC Register and the DC Municipal Regulations (2 Strategic Initiative records)		
DCRegs Website Review and Technical Adjustments	During FY18, ODAI launched a new version of its website, DCRegs. During FY23, ODAI will continue to 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. This work takes time, but it is done while the Editor performs of duties and responsibilities.	09-30-2023

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Legal Materials Authentication	During FY23, 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.	09-30-2023
Serve as liaison with diplomatic community in DC (2 Strategic Initiative records)		
Sister City Plan and Refresh the current and viable Sister Cities with Washington, DC	This is to first evaluate the current Sister City agreements and identify three to five Sister Cities where an annual event can be organized by the Office of the Secretary and the respective Sister Cities' diplomatic and diaspora communities. In addition, assessing inactive Sister City agreements with the intent to identify two new Sister Cities that can replace the inactive ones. Working with Sister Cities International to establish Washington, DC as the permanent city to annually host the Sister Cities International youth in 2023.	09-30-2023
International Visitor Leadership Program	Continues participating in the International Visitor Leadership Program (IVLP) with the U.S. Department of State. This program exposes the emerging leaders in Washington, DC to their counterparts from around the world.	09-30-2023



OFFICE OF THE SECRETARY
FY 2024 PERFORMANCE PLAN

DECEMBER 1, 2023

CONTENTS

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1 OFFICE OF THE SECRETARY

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.

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.

2 2024 OBJECTIVES

Strategic Objective

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.

Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.

Provide support and outreach services to the diplomatic and international communities.

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.

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.

Create and maintain a highly efficient, transparent, and responsive District government.

3 2024 OPERATIONS

Operation Title	Operation Description	Type of Operation
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.		
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
Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.		
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
Provide support and outreach services to the diplomatic and international communities.		
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
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.		
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
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.		
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

4 2024 STRATEGIC INITIATIVES

Title	Description	Proposed Completion Date
ONCA Implement Remote Notarizations.	The Council passed the legislation to implement remote notarizations – to allow notaries to notarize documents via electronic and audio-visual technology. In FY24, ONCA will finalize the Rules and implement this law. We will upgrade the current platform to meet the needs.	9/30/2024
Add finding aids to institutional repository to increase public access to collections.	During FY24, the Office of Public Records will add 5 finding aids to its institutional repository that provides online public access to DC archives digital collections, and finding aids.	9/30/2024
Establish Digital Program	Acquire hardware and begin systematic digitization of historic records in the DC Archives.	9/30/2024
Automated Receipt Response for Document Requests	Working with OCTO to create automated receipt confirmation for Ceremonial Document Requests. (Replacing current manual receipt confirmation)	9/30/2024
Ceremonial Document Refresh	Enhancing the visual appearance of ceremonial documents by identifying and implementing new design elements.	9/30/2024
DCMR Review and Update	Begin to review the online DCMR to determine obsolete chapters and sections. ODAI staff will develop a plan to effectively pursue this project in stages.	9/30/2024
Mayor's Orders Binding	Pursuant to 1 DCMR 101, bind original Mayor's Orders for 2019, 2020, 2021, 2022, and 2023.	9/30/2024
Complete design phase and move into construction of new Archives Facility for Office of Public Records	Work with architectural firm Hartman-Cox to finalize the design of the new facility for OPR and begin building construction.	9/30/2024

5 2024 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2021	FY 2022	FY 2023	FY 2024 Target
Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.					
Number of notary application processed (excludes government employees)	Up is Better	1,971	2,220	1,700	1700
Number of documents authenticated	Up is Better	45,000	46,000	50,000	56,800
Number of customer served	Up is Better	25,000	30,000	30,000	12,200
Provide support and outreach services to the diplomatic and international communities.					
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	Not Available	Not Available	Not Available	100%
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.					
Percent of records requests fulfilled within five business days	Up is Better	99.1%	60%	70%	60%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	21%	33.3%	20%	40%
Number of records entered into the collections management system	Neutral	New in 2023	New in 2023	2,182	5
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	14.8%	44.4%	60%	50%

Workload Measures

Measure	FY 2021	FY 2022	FY 2023
Ceremonial documents for constituents			
Number of ceremonial documents prepared	507	721	729
Serve as liaison with diplomatic community in DC			
Percent of National Day letters written versus number of National Days	0%	100%	100%
Number of diplomatic and delegation meetings	New in 2023	New in 2023	73
Manage District government records			
Number of records requests received	2,194	2,934	3,760
Volume of records accessioned to the DC Archives	68	11	18
Number of on-site researchers served	3	27	209
Number of publications added to the Library of Government Information	222	259	5
Publish the DC Register and the DC Municipal Regulations			
Number of rulemakings processed	338	326	203
Number of administrative issuances processed	143	184	155

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Emancipation Day Holiday Commission Meeting

Date: Thursday, January 26, 2023 – 6:30 PM

Platform: WebEx -

<https://dcnet.webex.com/dcnet/j.php?MTID=m15b6f948ad43bcb9256d94579df092d4>

Facilitator/ Lead: Secretary Kimberly A. Bassett/ Special Assistant (PIO): Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. 2022 Emancipation Day Events Recap
4. Potential Events for 2023 Emancipation Day Week
5. Open Discussion/Questions and Concerns
6. Next Meeting Date: February 9, 2023
7. Adjournment

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the DC Emancipation Day Meeting

Date: Thursday, January 26, 2023 - 6:35PM - 7:03PM

Platform: Web Ex –

<https://dcnet.webex.com/dcnet/j.php?MTID=m15b6f948ad43bcb9256d94579df092d4>

Facilitator/ Lead: Secretary of State Kimberly Bassett

In Attendance: Commissioner Mary Ivey, Commissioner Ayanna Hawkins, Commissioner Howard Marks, Commissioner Helga Baskett-Tippett, and Commissioner Frank Smith; Secretary of State Kimberly Bassett, Special Assistant/Public Information Officer Joshua Collins, Deputy Secretary Alma Candelaria, Editor Gina Henderson

Agenda:

1. Welcome/Call to Order

- Secretary Bassett opened the meeting by providing Office of the Secretary Staff introductions.
- Secretary Bassett shared that the Office of the Secretary was invited to testify on behalf of the Emancipation Commission for the Committee on Public Works and Operations under Councilmember Brianne Nadeau next Wednesday, February 1st at 9:30 AM.
- Commissioner Marks asked for clarity about the hearing date start time.
- Secretary Bassett stated that the hearing starts at 9:00 AM, but she would be speaking closer to 11:00 AM and invited the Commissioners to be present and available.
- Secretary Bassett thanked the Commissioners for their work and support over the last two years, during the COVID-19 pandemic.
- Secretary Bassett officially called the Commission meeting to order at 6:39 PM

2. Determination of Quorum

- Commissioners Ivey, Hawkins, Marks, Baskett-Tippett, Smith attended.
- Staff Members Candelaria, Collins, and Henderson also attended for the Office of the Secretary.
- Secretary Bassett stated that we didn't have a quorum but that was allowed because there was no vote scheduled for the meeting.

3. 2022 Emancipation Day Events Recap

- Secretary Bassett stated that no official recap of 2022 Emancipation Activities would be discussed at the meeting because all the commissioners present participated. She also provided that this year we would not be doing as many events as last year.
 - Link to 2022 Emancipation Events: [DC Emancipation Day 2022](#)
- Secretary Bassett stated that the Office of Public Records, Dr. Lopez Matthews, has recommended that Emancipation Day events be planned throughout the month, instead of primarily during the celebratory week. This approach will allow for deeper exploration of topics, better outreach to our audiences and wider participation rates.

4. Potential Events for 2023 Emancipation Day Week

- Secretary Bassett stated that this year the Commission would be bringing back the Full Democracy Champions Breakfast. She mentioned that the venue was still being confirmed.
- Secretary Bassett asked the commissioners to think about potential speakers and topics. Secretary Bassett mentioned that Commissioner Marks helped previously with finding a Rabbi.
- Secretary Bassett asked Commissioner Marks if he would be willing to assist with using the Rabbi again.
- Secretary Bassett stated that the breakfast will take place on Friday, April 14th at 8:30 AM. She then provided that the date for the parade will be Saturday, April 15th, as well as the Cherry Blossom Festival occurring the same day.

5. Open Discussion/Questions and Concerns

- Secretary Bassett asked each Commission to reach out if they were willing to continue serving on the Commission given that all terms were expiring or expired. Renominations were being forwarded unless otherwise indicated.
- She also invited Commissioners to share names for other Commissions including the MLK and new Juneteenth Commission.
- Secretary Bassett reiterated that if the commissioners knew of topics to please

share them with the group. She also mentioned that we were looking for new commissioners and asked for the current members to send resumes to Joshua Collins or herself. She clarified that we're looking for new members for all Office of the Secretary Commissions, not just the Emancipation Commission.

- Commissioner Marks mentioned a concern that it will be difficult to have participation at the Emancipation Day Parade, with the Cherry Blossom Festival happening the same day.
- Secretary Bassett stated that since there will be an influx of people in the city, it's a great opportunity to educate them about DC History and Voting Rights.
- Secretary Bassett mentioned that the Emancipation Day parade will be earlier in the day, and that it doesn't usually conflict with the Cherry Blossom Festival. Secretary Bassett stated that the Office of the Secretary is not responsible for planning the parade, however as we plan events, she wants to ensure that the Cherry Blossom parade is over before the concert and evening festivities begin.
- Commissioner Hawkins asked whether the goal was for people to attend both events and eventually migrate up Constitution Ave. She asked whether the Emancipation Day parade occurred prior to the Cherry Blossom Festival parade, followed by the concert?
- Secretary Bassett stated that in the past, people have done both and is hopeful that the location of the Emancipation Day parade will encourage people to attend the Cherry Blossom festivities as well.
- Commissioner Marks asked Secretary to consider cross visibility, and cross publicity. He spoke about an opportunity to advertise Emancipation Day Parade/Activities within the Chery Blossom Festival promotions.
- Commissioner Hawkins asked about adding Commissioners to the Emancipation Day Commission in lieu of the Juneteenth Commission. She spoke to potential programming options to link or bridge the Juneteenth Holiday as well as the Emancipation Day celebrations.
- Commissioner Hawkins shared that she believes that there is an opportunity to link both and help DC residents make the connection and not just look at it as another day off.
- Commissioner Smith stated that he does think the turnaround between the two events can be challenging and thinks there should be a joint celebration.
- Secretary Bassett mentioned that she would speak with Dr. Lopez Matthews to see about potential programming options to bridge the two holidays.

- Commissioner Smith, who will serve on the Juneteenth Commission, offered to join the Secretary at the hearing and looked forward to one day hosting events of the Commission at his soon to be open museum—African American Civil War Memorial.
- Secretary Bassett restated meeting takeaways and shared that she will speak with Commissioner Smith separately to go through the legislation to get clarity on where the Juneteenth Commission will be housed.
- Secretary Bassett mentioned that her office will continue to include members of the MLK Commission so that both groups can support each other's events to ensure the both stay active and relevant.
- Secretary Bassett thanked the Commissioners for their input and closed the meeting at 7:03 PM

6. Next Meeting Date: February 09, 2023

7. Adjournment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Emancipation Day Holiday Commission Meeting

Date: Thursday, February 9 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m22101e62f22581d8e4bc9e4a4b29559c>

Facilitator/ Lead: Secretary Kimberly A. Bassett/ Special Assistant (PIO): Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Emancipation Day Commission Hearing Review
4. Potential Events for 2023 Emancipation Day Celebration
5. Upcoming Events
6. Open Discussion/Questions and Concerns
7. Next Meeting Date: February 23, 2023
8. Adjournment

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the DC Emancipation Day Meeting

Date: Thursday, February 09, 2023 - 6:04PM -

7:03PM

Platform: Web Ex –

<https://dcnet.webex.com/dcnet/j.php?MTID=m22101e62f22581d8e4bc9e4a4b29559c>

Facilitator/ Lead: Secretary of State Kimberly Bassett

In Attendance: Commissioner Mary Ivey, Commissioner Howard Marks, Commissioner Ayanna Hawkins, Commissioner Malissa Freese, Commissioner Helga Baskett-Tippett, Commissioner Frank Smith; Secretary of State Kimberly Bassett, Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
 - Secretary Bassett called the meeting to order at 6:04 PM
2. Determination of Quorum
 - Commissioners Ivey, Hawkins, Marks, Baskett-Tippett, Smith, and Freese attended.
 - Secretary of State Kimberly Bassett and Special Assistant Joshua Collins attended for the Office of the Secretary.
 - Quorum was met with six of nine Commissioners in attendance, however no vote was taken.
3. 2023 Emancipation Day Activities Update
 - Secretary Bassett began the meeting by providing an update on plans for this year's Emancipation Day activities. She informed the Commissioners that she

attended a budget meeting, as well as let the Commissioners know that there will be a need for volunteers/participants for the Emancipation Day parade.

- Secretary Bassett stated that she was still waiting for the final word on the Emancipation breakfast, but will have an update in the coming days.
- She mentioned that Dr. Lopez Matthews, Public Records Administrator and Chief Archivist, is researching Emancipation subject areas that will be included in the planning of activities.
- Secretary Bassett met with the National Bell Festival to discuss a ringing of the bells across the city for the holiday. After her remarks, she opened the floor for discussion from the Commissioners..

4. Open Discussion/Questions and Concerns

- Commissioner Marks stated that Rabbi Alexander accepted the invitation to provide the prayer at the Democracy Breakfast.
- Commissioner Hawkins mentioned the Girls Scouts at Shiloh Baptist Church were interested in participating in the parade.
- Commissioner Ivey mentioned a potential group outing to St. Augustine, FL to view a historic slave port. She stated that this could be an activity for next year.
- Commissioner Hawkins mentioned utilizing Emancipation Day to bridge events for the Juneteenth commission, potentially collaborating with Commissioner Smith on his new museum.
- Commissioner Marks stated that he thinks Emancipation Day activities should be extended to all schools across the city, not just public schools.
- Commissioner Hawkins mentioned including Councilmember Orange; potentially making him honorary Chairman of the parade. She also mentioned it could help elevate the profile of the event.
- Commissioner Smith mentioned that the Afro American Civil War Museum usually invites people to participate in an event called the Reading of the Names ceremony where people come together and read the names of the slaves that became free on DC Emancipation Day. He also mentioned that he wanted to make it a citywide activity and shared that the names would be available on the African American Civil War website.
- Commissioner Basket-Tippett proposed creating a trivia quiz for residents. She shared that the Commission could give out a prize for the most correct answers.
- Commissioner Smith mentioned doing a joint event for all three commissions, MLK, Emancipation, and Juneteenth.
- Commissioner Smith mentioned that part of the work of the museum is the

Passport to Freedom program and suggested that there is a way to Arc all the programming from Emancipation as well as Juneteenth and MLK.

- Commissioner Smith mentioned creating a schedule for Emancipation Day so that the Commission can coordinate events.
- Commissioner Marks mentioned including the Congressional Black Caucus Foundation to reach out to black politicians that could also help drive turnout for the events.
- Commissioner Smith suggested outreach to friends and family that live outside the District to garner additional support for statehood.
- Next steps will be for the Commission to provide a list of activities for Emancipation Wknd; The Office of the Secretary will confirm the dates for the breakfast

5. Next Meeting Date: February 23, 2023

6. Adjournment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Emancipation Day Holiday Commission Meeting

Date: Thursday, February 23, 2023 – 6:30 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m22101e62f22581d8e4bc9e4a4b29559c>

Facilitator/ Lead: Special Assistant (PIO): Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Potential Events for 2023 Emancipation Day Celebration
4. Open Discussion/Questions and Concerns
5. Next Meeting Date: March 09, 2023
6. Adjournment

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



DC Emancipation Day Commemoration Commission Meeting

Date: February 23, 2023

Time: 6:37 PM–7:04 PM

Platform: Web Ex -

<https://dcnet.webex.com/dcnet/j.php?MTID=m22101e62f22581d8e4bc9e4a4b29559c>

Facilitator: Joshua Collins

In Attendance: Joshua Collins, Public Information Officer & Special Assistant to Kimberly A. Bassett, Secretary of State, and Gina Henderson, Editor, OS Ceremonial Services Unit

Commissioners in Attendance: Frank Smith, Kimberley Grimes, Mary Ivey, Malissa Freese, Helga Baskett-Tippett

AGENDA:

1. Welcome/Call to Order

- Joshua Collins called the meeting to order officially at 6:37 PM.

2. Determination of Quorum

- Commissioners Smith, Grimes, Ivey, Freese, and Baskett-Tippett attended.
- Public Information Officer Joshua Collins and Editor Gina Henderson attended for the Office of the Secretary.
- Quorum was met with five of nine Commissioners in attendance. However, no subject matter was covered during the meeting that required a vote.

3. Overview of 2023 DC Emancipation Day Events

- Joshua Collins provided an update on the list of events sponsored by the Office of the Secretary.
- Joshua Collins stated that this year OS will coordinate the Democracy Champions Emancipation Day Luncheon from 12 PM-2 PM on April 14, 2023, at the Washington Convention Center. The keynote speaker is still being confirmed.
- Joshua Collins also provided that this year OS will sponsor five Emancipation Day events; all will be organized and facilitated by Dr. Lopez Matthews, Jr., State Archivist and Public Records Administrator for the District of Columbia. Among the events scheduled so far:
 1. Black Resistance in DC by Professor Elizabeth Clark-Lewis, April 4, 2023 – 6:30 PM EST on WebEx
 2. A Conversation on Black Music – details TBD
 3. Black Resistance in the 70s –details TBD
 4. DC Statehood – details TBD
 5. Woodlawn Cemetery—details TBD

4. Open Discussion/Questions and Concerns

- Commissioner Frank Smith of the African American Civil War Memorial and Museum discussed the Reading of the Names Activity, which highlights the names of enslaved people that became free on DC Emancipation Day. He plans for this event to take place simultaneously across the city and more information will be posted on their website.
 - <https://www.afroamcivilwar.org/>
- Commissioner Smith shared that names will be read at about a dozen schools in the District in an effort to turn this practice into a real educational program.
- Commissioner Smith mentioned that Franklin School is independently planning an Emancipation Day event.
 - <https://planetwordmuseum.org/franklin-school/>
- Commissioner Baskett-Tippett shared that she has names of churches that she thinks would be interested in participating in the Reading of the Names.
- Next steps will be for Commissioner Smith to provide the names of the schools that he is currently working with on the Reading of the Names activity.

- Commissioner Mary Ivey stated that the young people Commissioner Smith is working with, might also be interested in volunteering for the Emancipation Day Parade.

5. Next Meeting Date: March 09, 2023

6. Adjournment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



**District of Columbia Emancipation Day Commission
Meeting**

Date: Thursday, March 09, 2023 – 6:30 PM

Platform: WebEx -

<https://dcnet.webex.com/dcnet/j.php?MTID=me389080191a773233698847882af72e4>

Facilitator/ Lead: Secretary Kimberly A. Bassett/ Special Assistant (PIO): Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2023 Emancipation Day Week
4. Open Discussion/Questions and Concerns
5. Next Meeting Date: March 23, 2023
6. Adjournment

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



DC Emancipation Day Commemoration Commission Meeting

Date: March 9, 2023

Time: 6:37 PM– 7:05 PM

Platform: Web Ex -

<https://dcnet.webex.com/dcnet/j.php?MTID=m22101e62f22581d8e4bc9e4a4b29559c>

Facilitator: Joshua Collins

In Attendance: Joshua Collins, Public Information Officer & Special Assistant to Kimberly A. Bassett, Secretary of State

Commissioners in Attendance: Mary Ivey, Malissa Freese, Howard Marks, Ayanna Hawkins,

AGENDA:

1. Welcome/Call to Order
 - Joshua Collins called the meeting to order officially at 6:37 PM.
2. Determination of Quorum
 - Commissioners Ivey, Freese, Marks and Hawkins attended. With only 4 of 9 Commissioners in attendance, quorum was not met. However, there were no items on the agenda that required voting.
3. Overview of 2023 DC Emancipation Day Events
 - Joshua Collins provided a brief overview of the minutes from the last meeting. He stated that the Emancipation Breakfast would be a luncheon this year. The luncheon is scheduled from 12:00 PM – 2:00 PM on April 14, 2023, at the Washington Convention Center. He shared with the commissioners that the keynote speaker was still being confirmed.

- Joshua Collins also shared that Commissioner Frank Smith would not be joining the call, however the information about the Reading of the Names event would be on the website next week.

a. <https://www.afroamcivilwar.org/>

- Commissioner Mark stated that since the Emancipation Breakfast had been changed to a luncheon that he would reach out to Rabbi Alexander and confirm his availability.

- Joshua Collins then introduced Dr. Lopez Matthews, State Archivist and Public Records Administrator for the District of Columbia. Dr. Lopez joined the call and shared that there are a total of three confirmed events that his office is leading for Emancipation Day. All events will be virtual:

1. Black Resistance in DC by Professor Elizabeth Clark-Lewis, April 3, 2023 – 6:30 PM EST

a. <http://opr.dc.gov/resistancetoday>

2. DC's Black Power in the 1970s: A Conversation with Niani Kilkenny

a. <http://opr.dc.gov/bpdc>

3. Black Resistance in the Civil War Era (Lecture by Roger Davidson)

a. <http://opr.dc.gov/civilwar>

- After Dr. Matthew's presentation, Joshua Collins opened the floor up for discussion and feedback from the Commissioners.

4. Open Discussion/Questions and Concerns

- Commissioner Mark mentioned that there was a DC State Senator that was a champion for DC Emancipation and we should highlight his work, even if not directly during the luncheon or the weekend of events.
- Commissioner Hawkins asked Dr. Lopez about the connection between the 50th Anniversary of Hip Hop program and DC Emancipation. Especially with Go-Go being acknowledged as the official music of DC.
- Joshua Collins shared that if any of the commissioners knew of youth or adults interested in volunteering for the Emancipation Day Parade to please share and we would make sure to connect them with the MOCA offices who are leading the planning for the parade.

5. Next Meeting Date: March 23, 2023

6. Adjournment

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



**District of Columbia Emancipation Day Commission
Meeting**

Date: Thursday, March 23, 2023 – 6:30 PM

Platform: WebEx -

<https://dcnet.webex.com/dcnet/j.php?MTID=me389080191a773233698847882af72e4>

Facilitator/ Lead: Secretary Kimberly A. Bassett/ Special Assistant (PIO): Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2023 Emancipation Day Week
4. Open Discussion/Questions and Concerns
5. Next Meeting Date: April 06, 2023
6. Adjournment

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



**District of Columbia Emancipation Day Commission
Meeting**

Date: Thursday, April 6, 2023 – 6:30 PM

Platform: WebEx -

<https://dcnet.webex.com/dcnet/j.php?MTID=me389080191a773233698847882af72e4>

Facilitator/ Lead: Secretary Kimberly A. Bassett/ Special Assistant (PIO): Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2023 Emancipation Day Week
4. Open Discussion/Questions and Concerns
5. Adjournment

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the Martin Luther King, Jr. Holiday Meeting

Date: Tuesday, December 5, 2023 - 6:30PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=mb9bc7d7fbe7018c23e4910ef73a33b8e>

Facilitator/ Lead: Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Office of the Secretary Updates
4. Open Discussion/Questions and Concerns

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the Martin Luther King, Jr. Holiday Meeting

Date: Tuesday, December 5, 2023 - 6:30PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=mb9bc7d7fbe7018c23e4910ef73a33b8e>

Facilitator/ Lead: Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
 - Joshua Collins opened the call with brief welcome remarks and officially called the meeting to order at 6:34 PM
2. Determination of Quorum
 - Commissioners Jessica Tunon, Howard Marks, Mary Ivey, Constance Woody were present. Quorum was met, with 4 out of the 7 commissioners present.
3. Office of the Secretary Updates
 - Secretary Bassett welcomed the new commissioners and provided brief remarks about the role of the commission, as well as upcoming events.
 - The Secretary mentioned the 2024 Martin Luther King Jr Parade, which is scheduled for January 15, 2024.
 - The Secretary also mentioned the United Planning Organization Breakfast, which is scheduled for January 12, 2024.
 - There will also be an Office of the Secretary MLK Program, with additional details forthcoming.
 - The Secretary asked the group whether the current meeting time of 6:30 PM on Tuesdays works for everyone.
 - The Commissioners were open to moving the meeting earlier.
 - The Secretary announced that the next meeting will take place at 6:00 PM.
4. Open Discussion/Questions and Concerns
 - Commissioner Marks mentioned he was honored to be placed on the MLK Commission and offered the theme of Rainbow Coalition to ensure that

residents would be reminded of the multiracial effort that was associated with Dr. King's work.

- Commissioner Woody stated that she was previously involved on the Commission on Aging and looked forward to working with the MLK Commission, however in-person engagements might be challenging for her due to limited mobility.
- Commissioner Ivey suggested the program be centered around cultural connections and food, to bring people out.
- Commissioner Tunon suggested that the event should feature humor, comedy to keep things light.

5. Next Meeting Date: Tuesday, December 12th at 6:00 PM

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the Martin Luther King, Jr. Holiday Meeting

Date: Tuesday, December 12, 2023 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=ma7dc389f852cecc34cf1dc39ff858de>

Facilitator/ Lead: Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Office of the Secretary Updates
4. Open Discussion/Questions and Concerns

Next Meeting: Tuesday, December 19th at 6:00 PM

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the Martin Luther King, Jr. Holiday Meeting

Date: Tuesday, December 12, 2023 - 6:30 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=ma7dc389f852cecc34cf1dc39ff858de>

Facilitator/ Lead: Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
 - Joshua Collins opened the call with brief welcome remarks and officially called the meeting to order at 6:35 PM

2. Determination of Quorum
 - Commissioners Jessica Tunon, Howard Marks, Mary Ivey, Constance Woody, and Dr. Deborah Evans were present. Quorum was met, with 5 out of the 7 commissioners present.

3. Mayor's Office of Talent and Appointments Official Swearing In
 - Uno Izegbo, Director of the Mayor's Office of Talent and Appointments (MOTA) and Tiera Williams (MOTA) administered the official oath to all commissioners present and extended congratulatory remarks to the group.

4. Office of the Secretary Updates
 - Joshua Collins provided an overview of upcoming Martin Luther King Jr Day Holiday events
 - United Planning Organization Breakfast at the Ronald Reagan Building International Trade Center, scheduled for January 12, 2024 at 8:30 AM
 - MLK Wreath Laying at the MLK Memorial, scheduled for January 12, 2024 at 12:00 PM
 - 2024 Martin Luther King Jr Day Peace Walk/Parade, scheduled for January 15, 2024 at 11:00 AM

- Office of the Secretary – Office of Public Records MLK Virtual Program, date to be confirmed

- The Secretary provided additional insight about the MLK Virtual Program by mentioning opportunities for the Commissioners to participate by introducing speakers, as well as reading quote excerpts from MLK, or potentially reading a poem or singing a song.
- The Secretary offered that for the events scheduled for January 12th, that the Office of the Secretary would assist commissioners with transportation from one event to the next if needed.

5. Open Discussion/Questions and Concerns

- Commissioner Evans committed to attending all the events and also volunteered to introduce one of the speakers at the OS MLK Program.
- Commissioner Tunon stated that she also would be willing to introduce a speaker at the OS MLK Virtual Program.
- Commissioner Ivey volunteered to reach out to Dr. Fred Ware of the Howard University School of Divinity to gauge his availability to participate in the OS MLK Virtual Program.
- Commissioner Marks also committed to attending the MLK programs, depending on his schedule/ongoing commitments with the ANC.

6. Next Meeting Date: Tuesday, December 19th at 6:00 PM

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the Martin Luther King, Jr. Holiday Meeting

Date: Tuesday, December 19, 2023 - 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m6f572deb4b51643483215a425ce3a82b>

Facilitator/ Lead: Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Office of the Secretary Updates
4. Open Discussion/Questions and Concerns

Next Meeting: Tuesday, January 9th at 6:00 PM

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Secretary of the District of Columbia



Commission on the Martin Luther King, Jr. Holiday Meeting

Date: Tuesday, December 19, 2023 - 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=ma7dc389f852cecc34cf1dc39ff858de>

Facilitator/ Lead: Special Assistant/Public Information Officer Joshua Collins

Agenda:

1. Welcome/Call to Order
 - Joshua Collins opened the call with brief welcome remarks and officially called the meeting to order at 6:07 PM

2. Determination of Quorum
 - Commissioners Howard Marks, Mary Ivey, and Dr. Deborah Evans were present. Quorum was not met, with 3 out of the 7 commissioners present.

3. Office of the Secretary Updates
 - Joshua Collins provided an overview of upcoming Martin Luther King Jr Day Holiday events
 - United Planning Organization Breakfast at the Ronald Reagan Building International Trade Center, scheduled for January 12, 2024 at 8:30 AM
 - MLK Wreath Laying at the MLK Memorial, scheduled for January 12, 2024 at 12:00 PM
 - 2024 Martin Luther King Jr Day Peace Walk/Parade, scheduled for January 15, 2024 at 11:00 AM
 - Office of the Secretary – Office of Public Records MLK Virtual Program, date to be confirmed

4. Open Discussion/Questions and Concerns
 - Commissioner Evans asked about parking accommodations for the UPO MLK Breakfast to determine the best travel option.
 - Commissioner Evans also mentioned that she had contacted Duke Ellington

School of the Arts about providing a guest to provide an artistic contribution during the program.

- Joshua reminded the group that the Office of the Secretary would ensure that commissioners are able to travel from the UPO Breakfast to the MLK Wreath Laying.
- Commissioner Ivey stated that her speaker lead for the OS Virtual MLK Program has a time commitment at 6:30 PM on 01/15.
- Commissioner Ivey stated that the former Pastor of 19th Street Baptist Church is facilitating an MLK Program on 01/19 at 6:30 PM; This could potentially be an opportunity for the Commission to partner, if not too late.
- Commissioner Marks also committed to attending the MLK programs, depending on his schedule/ongoing commitments with the ANC.

5. Next Meeting Date: Tuesday, January 9th at 6:00 PM



OFFICE OF THE SECRETARY

FY 2023 PERFORMANCE ACCOUNTABILITY REPORT

JANUARY 12, 2024

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1 OFFICE OF THE SECRETARY

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.

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.

2 2023 ACCOMPLISHMENTS

Accomplishment	Impact on Agency	Impact on Residents
OPR has restructured the records management division.	This has allowed us to communicate with agencies and provide individualized support more efficiently. This has also led to an increase in agencies interacting with the agency.	This has allowed OPR to provide better Records Management support to DC government agencies. This ensures that they have proper support in preserving historic documents of Washington, DC.
Implementing In-Person Electronic Notarizations (IPEN)	This is a long overdue project for OS and we are finally able to launch it.	Notaries can now conduct in-person electronic notarizations. Residents can now have documents notarized electronically, without paper.
OPR has acquired a digital preservation system.	This system brings us closer to compliance with our mission of becoming a 21st century archive that follows industry standards.	This system will allow the government to preserve electronic records created by District Government agencies. This will ensure that this material is preserved in perpetuity. Prior to this, agencies and OPR were using content management systems but not an archival digital preservation system.

3 2023 OBJECTIVES

Strategic Objective

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.

Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.

Provide support and outreach services to the diplomatic and international communities.

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.

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.

Create and maintain a highly efficient, transparent, and responsive District government.

4 2023 OPERATIONS

Operation Title	Operation Description
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.	
Ceremonial documents for constituents: Daily Service	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.
DC Democracy Grant: Key Project	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.
Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.	
Authenticate documents for international and domestic use: Daily Service	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.
Commission the notaries: Daily Service	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.
Provide support and outreach services to the diplomatic and international communities.	
Serve as liaison with diplomatic community in DC: Daily Service	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.
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.	
Manage District government records: Daily Service	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.
Library of Government Information: Daily Service	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.
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.	
Publish the DC Register and the DC Municipal Regulations: Daily Service	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.

5 2023 STRATEGIC INITIATIVES

In FY 2023, Office of the Secretary had 9 Strategic Initiatives and completed 44.44%.

Title	Description	Update
Build an institutional repository	During FY23, the Office of Public Records will embark on the development of an institutional repository that provides online public access to DC archives digital collections, and finding aids.	Completed to date: Complete The Institutional Repository is developed. The Office is currently in the process of populating the repository for launch in January 2023.
Complete design phase of new Archives Facility for Office of Public Records	Work with architectural firm Hartman-Cox to establish the design of the new facility for OPR.	Completed to date: Complete The design of the new facility was substantially completed by August 2023.
Juneteenth program for Office of Public Records	Hold a program that discusses an important historical topic to recognize the Juneteenth Holiday.	Completed to date: Complete OPR held a successful Juneteenth Program, "Black Clubwomen and the Making of DC," a lecture by Dr. Ashley Robertson-Preston.
Implement Remote Notarizations	The Council passed the legislation to implement remote notarizations - to allow notaries to notarize documents via electronic and audio-visual technology. In FY23, ONCA will finalize the Rules and implement this law. We will upgrade the current platform to meet the needs.	Completed to date: 50-74% The Rules for remote notaries must be published. They have been submitted and it is processed through IQ. This is anticipated to be finalized in the first quarter of FY24. Once completed there are some amendments to the Code that need to be implemented.
Amendment to the DC Code for Notaries Public	The Code for notaries public needs to be amended to meet the needs in a number of areas including the seal, surety bond, validity of notarial acts, and amendments to the remote notarization legislation. The language will be provided to OPLA and the appropriate Council Committee.	Completed to date: 0-24% The draft of the proposed amendments has been completed, however, there are now two additional amendments that need to be considered. OS's General Counsel must review the proposals.

Sister City Plan and Refresh the current and viable Sister Cities with Washington, DC

This is to first evaluate the current Sister City agreements and identify three to five Sister Cities where an annual event can be organized by the Office of the Secretary and the respective Sister Cities' diplomatic and diaspora communities. In addition, assessing inactive Sister City agreements with the intent to identify two new Sister Cities that can replace the inactive ones. Working with Sister Cities International to establish Washington, DC as the permanent city to annually host the Sister Cities International youth in 2023.

Completed to date: 50-74%

All 15 Sister City agreements have been reviewed and assessed for health, engagement level and mutually beneficial/forward leaning interests. The list of possible candidate Capital Cities has been identified and is in the process of being ranked, after consultation with agency partners. The options memo is in draft and will be presented to the Mayor for consideration and selection. The partnership with Sister City International is on hold pending the outcome of a leadership transition.

There was a vacancy in this office and other staff from different divisions have to help out.

International Visitor Leadership Program

Continues participating in the International Visitor Leadership Program (IVLP) with the U.S. Department of State. This program exposes the emerging leaders in Washington, DC to their counterparts from around the world.

Completed to date: Complete

The Office of the Secretary has actively participated in the IVLP Program. Our ability to facilitate meetings with incoming international visitors is subject to the office's availability. OS has established guidelines for organizing offices to help accommodate as many meetings as possible. This structure has assisted our office in formalizing the process and normalizing expectations. We have been lauded for our partnership annually and have included our DC government offices to expand the circle of practitioners of these professional exchange meetings. Some of these meetings have led to further engagement and invitations to travel abroad for our DC government experts.

DCRegs Website
Review and
Technical
Adjustments

During FY18, ODAI launched a new version of its website, DCRegs. During FY23, ODAI will continue to 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. This work takes time, but it is done while the Editor performs of duties and responsibilities.

Completed to date: 75-99%

This Initiative has progressed very well and we will move to develop DCRegs 3.0 in conjunction beginning this fiscal year. OCTO will assist with this work.

This is on ongoing initiative.

Legal Materials
Authentication

During FY23, 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.

Completed to date: 0-24%

We have yet to move forward with this initiative during the Fiscal Year. The Office has new staff who may be able to work on this project. Lack of resources.

6 2023 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023	FY 2023 Target	Was 2023 KPI Met?	Explanation of Unmet KPI
Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.											
Number of notary application processed (excludes government employees)	Up is Better	1,971	2,220	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1700	1,500	Met	
Number of documents authenticated	Up is Better	45,000	46,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	50,000	40,000	Met	
Number of customer served	Up is Better	25,000	30,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	30,000	10,000	Met	
Provide support and outreach services to the diplomatic and international communities.											
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	Not Available	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No data available	100%		
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.											
Percent of records requests fulfilled within five business days	Up is Better	99.1%	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	70%	50%	Met	
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	21%	33.3%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	20%	20%	Met	
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	14.8%	44.4%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	60%	40%	Met	

Key Performance Indicators *(continued)*

Measure	Directionality	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023	FY 2023 Target	Was 2023 KPI Met?	Explanation of Unmet KPI
Number of records entered into the collections management system	Neutral	New in 2023	New in 2023	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2182	New in 2023	New in 2023	

Workload Measures

Measure	FY 2021	FY 2022	FY 2023 Q1	FY 2023 Q2	FY 2023 Q3	FY 2023 Q4	FY 2023
Ceremonial documents for constituents							
Number of ceremonial documents prepared	507	721	Annual Measure	Annual Measure	Annual Measure	Annual Measure	729
Serve as liaison with diplomatic community in DC							
Percent of National Day letters written versus number of National Days	0%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%
Number of diplomatic and delegation meetings	New in 2023	New in 2023	Annual Measure	Annual Measure	Annual Measure	Annual Measure	73
Manage District government records							
Number of records requests received	2,194	2,934	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3760
Volume of records accessioned to the DC Archives	68	11	Annual Measure	Annual Measure	Annual Measure	Annual Measure	18
Number of on-site researchers served	3	27	Annual Measure	Annual Measure	Annual Measure	Annual Measure	209
Number of publications added to the Library of Government Information	222	259	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
Publish the DC Register and the DC Municipal Regulations							
Number of rulemakings processed	338	326	Annual Measure	Annual Measure	Annual Measure	Annual Measure	203
Number of administrative issuances processed	143	184	Annual Measure	Annual Measure	Annual Measure	Annual Measure	155

FY 2023 GRANT TO PROMOTE DC VOTING RIGHTS AND STATEHOOD REPORT SUMMARY

DC VOTE! (\$100,000)

- Planned/implemented significant programming inside DC with events that focus on nontraditional audiences, including younger audiences and politically unengaged residents. Specifically, to host convenings, organize events, and reach a broader cross-section of communities.
- Building out/strengthening “Art Drives Statehood” program.
- The program integrated voting rights and Statehood work into cultural and artistic spaces around DC and the US.
- Traditional events included the DC Pride Parade, Broccoli City Fest, National Cannabis Festival, Project Glow, and national events with Netroots Nation, South by Southwest, and the Turn Up the Wage School Tour.
- 2023 Hosted Art Drives Statehood event at the Atlas Theater that benefited Art Enables, a vocational arts program for artists with disabilities. Featured Washington Nationals’ pitcher. Attended by 300; covered widely in the press.
- Broadened outreach to other voting rights organizations, such as Black Voters Matter, Public Citizen, and League of Conservation Voters.
- Revitalized basketball court featuring “51” at the Harrison Recreation Center in NW DC.
- Statehood Stage at U Street Art All Night hosted a Statehood stage on U Street featuring five local artists and the traveling DC Statehood coloring mural. More than 400 patrons gathered and 100 signatures were secured on the DC Vote Statehood petition.

STUDENTS FOR DC STATEHOOD (\$15,000)

- Report included Executive Summary, 3 identified goals: 1) Youth Engagement 2) Advocacy and 3) Expansion.
- Youth Engagement included participation in DC-based events, including the Emancipation Day Parade, DC Pride, 4th of July Parade, DC History Center’s Special Screening of “Becoming Douglass Commonwealth,” March on Washington 60th Anniversary March.
- New and increased recruitment of membership, increased use of social media, posting flyers, tabling at events on campuses.
- Flyers at DC-based schools included QR code that linked to IG account for information and ability to communicate directly with organization.
- IG focused from July-September. Increased social media presence on IG by 1523%, reaching 3,164 accounts with 5,922 impressions.
- Increased amplification of organization message through other organizations, public officials, ANC Commissioners via reposting messages and sharing email listservs.

Attachment 9

- Events in fall included social mixer on September 21 for students at universities in the District and beyond. Participating institutions included the DC International School, George Washington University, Emory University, Georgetown University, Virginia Tech, Virginia Commonwealth University and American University.
- Attendees received DC Students for Statehood collateral (T-shirts, cups, portable power banks, and information sheets. 150 items distributed.
- Senator Paul Strauss attended and spoke to the assembled group on the importance of DC Statehood.
- Events included tabling/outreach on campuses, Capitol Hill and JAWB Tours, virtual event celebrating National Coming Out Day, mobilization efforts for call to action against DC gun violence hearing.
- Post Carding campaign in November 2023.
- IG campaigns around events, calls to action, demystifying Statehood myths.
- Spearheaded Capitol Hill visit in partnership with DC Democrats on Statehood to identify Members of Congress who have not supported DC Statehood.
- Letter writing focused on Members who have not supported DC Statehood.
- Increased DC Statehood activities on campuses of Virginia Commonwealth University, Emory University, Hampton University, and North Carolina AT&T University.
- New location: 16th Street NW office space-1020 16th Street NW, Suite 104, Washington, DC 20036, and new email address: studentsfordcstatehood@gmail.com.

ANACOSTIA COORDINATING COUNCIL (\$15,000)

- Organized the DC Emancipation Day/Statehood Concert (150 attendees/10k online viewers and Youth Competition 50 contestants and 150 in-person attendees/10k online viewers.
- Sponsored Youth Voices for DC Statehood Creative Competition. Third year for ACC, and participants included youth from the DC Dream Center, not MBSYE Program.
- Awards dinner was held on September 27, 2023, at the Secret Garden. Live streamed on YouTube.
- Video shared with platforms throughout the city to promote youth involvement in the statehood movement.

DC HISTORY CENTER (\$35,000)

- **Leveraged expertise of the University Advisory Group (15 scholars who teach and/or research DC history in the region and nationwide) to educate the public about DC statehood.**
 - Dr. Michael K. Fauntroy, associate professor of policy and government at George Mason University, shared a presentation with the DC Judicial and Bar Conference entitled: *Looking Back on How Home Rule Influenced our Local Court*. Materials are available on the DC Bar website.
 - Dr. Adrienne Petty, associate professor of history at William & Mary, and Dr. Amanda Huron, associate professor of interdisciplinary social sciences at the University of the District of Columbia, led UAG in creating resources called, "Essential Questions," mini

syllabi for college and graduate programs centering on issues including Home Rule, DC Statehood, and Compensated Emancipation. Essential Questions launched in November 2023 at dchistory.libguides.com for college-level and K-12 educators for free.

- **Hired media relations specialist to market and publicize the 49th Annual DC History Conference, including DC Statehood presentations.**
 - The DC History Conference was held from March 23-25 and was co-sponsored by DC Public Library and Humanities DC at the MLK Library.
 - Included DC Secretary of State Kimberly A. Bassett and the History Network.
 - Keynote session recognized 50th Anniversary of the DC Home Rule Act.
 - Prologue DC's Sarah Shoenfeld, a leading DC historian, was introduced by OS/OPR DC State Archivist Dr. Lopez Matthews. The DC Home Rule Act of 1973: A 50th Anniversary Remembrance featured Arrington Dixon, Carol Schwartz, and moderator Denise Rolark Barnes.
 - Funding helped improve the conference and audience. Coverage was picked up by The Washington Post, WTOP-FM, WAMU-FM, WPFW-FM, and WUSA-TV.
 - 675 participants onsite. 1,058 registered. 67% of participants were first-time DC History Conference attendees.
- **Made available statehood-aligned resources through the *Teach the District* professional development workshop for K-12 educators.**
 - Annual teacher training that brings local history to life and shares the importance of civic engagement. Five-day workshop held July 24-28. Teachers are paid for their participation.
 - Seventeen DC educators were selected representing 14 schools. Grade spans include 2-6, and 9-12. Three school systems engaged (DCPS, DC Public Charter and private).
 - Teach the District resource guide saw 1,133 views between July launch and end of fiscal year.
 - Statehood grant covered the stipend of intern, Phillip Warfield, a PhD candidate at Howard University.
- **Created and marketed an entirely new exhibit focused on the fight for DC statehood, Home Rule 50, on view in our West Gallery.**
 - Partnered with Nolan Williams, Jr., of NEWorks Production, on pop-up exhibit featuring contemporary images by emerging photographers.
 - The exhibit explores themes of self-governance, full citizenship, free elections, and DC Statehood.
 - The opening event brought 251 people to the exhibit, and 58% of attendees were first-time visitors to the DC History Center.
 - A July 2023 special screening of *Becoming Douglass Commonwealth: From DC Disenfranchisement to Full Democracy* drew 93 attendees. 61% were first-time visitors. Senator Paul Strauss featured in panel following screening.
 - From kickoff to closing, 8,000 visitors enjoyed the exhibit.
 - The exhibit was extended and an additional 7,990 visited by the end of the fiscal year. A total of 15,990 people attended during the grant period. An additional 185 students and teachers also experienced the exhibit through the *Teach the District* program.
 - The DC History Center is exploring opportunities to have the exhibit travel given its overwhelming success.

LEAGUE OF WOMEN VOTERS EDUCATION FUND (\$35,000)

- The League of Women Voters has supported DC self-government since 1938 and DC Statehood specifically since 1993.
- Activities include direct in-person, virtual presentations, activist workshops, and film screening events. Milestone during reporting period include participation in the DC State Fair, hosting Art & Activism events and a special screening of *The Last Battlefront*, a documentary.
- **Direct Education and Mobilization Across Nation Includes:**
 - LWVDC Statehood Toolkit and DC Statehood Resources are available at lwvdc.org providing educational resources for local Leagues across the country to educate and engage local citizens and elected officials about the absence of full democracy in the nation's capital.
 - DC Statehood Resources includes 22 organizations, organization profile, contact information, how to follow on social media.
 - In partnership with DC Statehood coalition, monitoring congressional actions regarding DC local affairs.
 - In partnership with DC Statehood Local Table partners tracked resolutions introduced in state legislatures across country in support of DC Statehood and connected with top grassroots leaders. As of March 2023, 25 states have introduced resolutions.
 - Participated in LWVUS events, meetings across the country leading into state conventions, strategy session on upgrades in League in Action apps.
 - Presented to three students' groups from across the country, including the Close Up Foundation, Baldwin Wallace College, and Washington DC 101 at the Catholic University of America.
 - Regular outreach and presentations for the Close-Up Foundation during the school year. LWVDC uses this platform to present to students from across the country. Education and civic engagement are core messages.
 - Upcoming educational piece on DC Home Rule for the DC History Center's *Washington History Magazine (Fall 2024 edition/outside grant period)*.
 - Successfully placed a letter to editor in the Washington Post on February 10, 2023, entitled "Congress should stay out of DC issues."
 - LWVDC guest blogged on League's website in August 2023, *Congressional Budget Riders Could Make DC Less Safe* on how lack of statehood negatively impacts DC residents. 9k League leaders on this distribution list from every state and local League across all 50 states. 187 views noted.
- **Educating and Mobilizing DC Residents to Advocate for Statehood with their Networks Across the Country Includes:**
 - Participated in MLK Parade, Emancipation Day Parade, Hosted DC Statehood Kick Off event with African American Civil War Museum.
 - Supported Apollo 51 activist group at local DC event in June 2023. Photo booth inviting DC residents to land the 51st star on the flag.
 - Participated in July 4, 2023, Palisades Parade (Ward 3). Included leafletting on DC Statehood. Distribution of DC Statehood pins. Hundreds in attendance.

- Participated in DC Councilmember Zachary Parker’s (Ward 5) Community Day at Turkey Thicket Recreation Center. 200 in attendance DC Statehood material shared. Featured a DC Statehood Art Activity including the DC Official Tree, and included 50 participants.
- Participated in farewell event for Bo Shuff presenting him with Certificate of Appreciation. Also attended Anacostia Coordinating Council’s luncheon, where he was honored.
- Attended DC State Fair at Franklin Park on September 10, 2023. Engaged 160 attendees. The newsletter list grew by 50, representing all 8 wards.
- Engaged visitors in an art piece called DC State of Mind, which incorporated DC icons.
- Utilized poster that highlighted “10 Things to Know About DC Statehood.” Encouraged clear and direct language that engages people.
- Participated in Anacostia Coordinating Council’s Youth Voices for DC Statehood at The Secret Garden. Fifty DC residents were in attendance, and event was live-streamed to nearly 140 virtual participants. Included a dozen DC youth.
- Hosted screening of The Last Battlefront: Quest for the Vote on the 235-year fight for self-governance in DC. A panel followed with a very engaged audience. DC Statehood material was available for guests. LWVDC sponsored the reception. Fifty in attendance.
- **Enhancing Communication Through Artistic Activism and Updating Educational Materials**
 - Hosted Art & Activism event in Ward 3 at Tenley-Friendship Neighborhood Library. Yarn bombing event. Ten DC residents participated.
 - A follow-up event was organized in October called Stitching for Statehood—Yarn Bombing 2.0. Knitting groups across DC were engaged to increase participation.
 - LWVDC continued delivering slide presentation Q&A Quilts and Advocacy that was created following the highly successful Quilts4DC project. Focused on inspiring community groups to use community art/craft projects to elevate their issues, educate, inspire, and energize.
 - Virtually presented Q&A Quilts & Advocacy to Wee Bee Quilters of DC. Upcoming presentation to The Charter 100 of Washington, DC in new year.
 - Looking to partner on national initiatives on voter registration and youth voters.
 - LWVDC Interview Project in all 8 wards to gather personal stories on what DC Statehood means to them. Ten interviews were completed, and 32 hours were spent on research outreach, including conducting the interviews and editing on this project.
 - All interviews are completed. Plans under development to leverage interviews to continue educating people on Statehood. Posting on website, sharing using social media, creating an action in the League in Action mobile app, sharing with the media and more.
 - 11,000 people contacted through LWVEF channels.
 - All social media platforms are used, including YouTube channel.
 - DC Statehood Toolkit available on website in English and Spanish.