

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY**



Responses to 2025 OS Performance Oversight Questions

Kimberly A. Bassett
Secretary of the District of Columbia

Submission to

Committee on Executive Administration and Labor
Council of the District of Columbia
The Honorable Anita Bonds, Chairperson

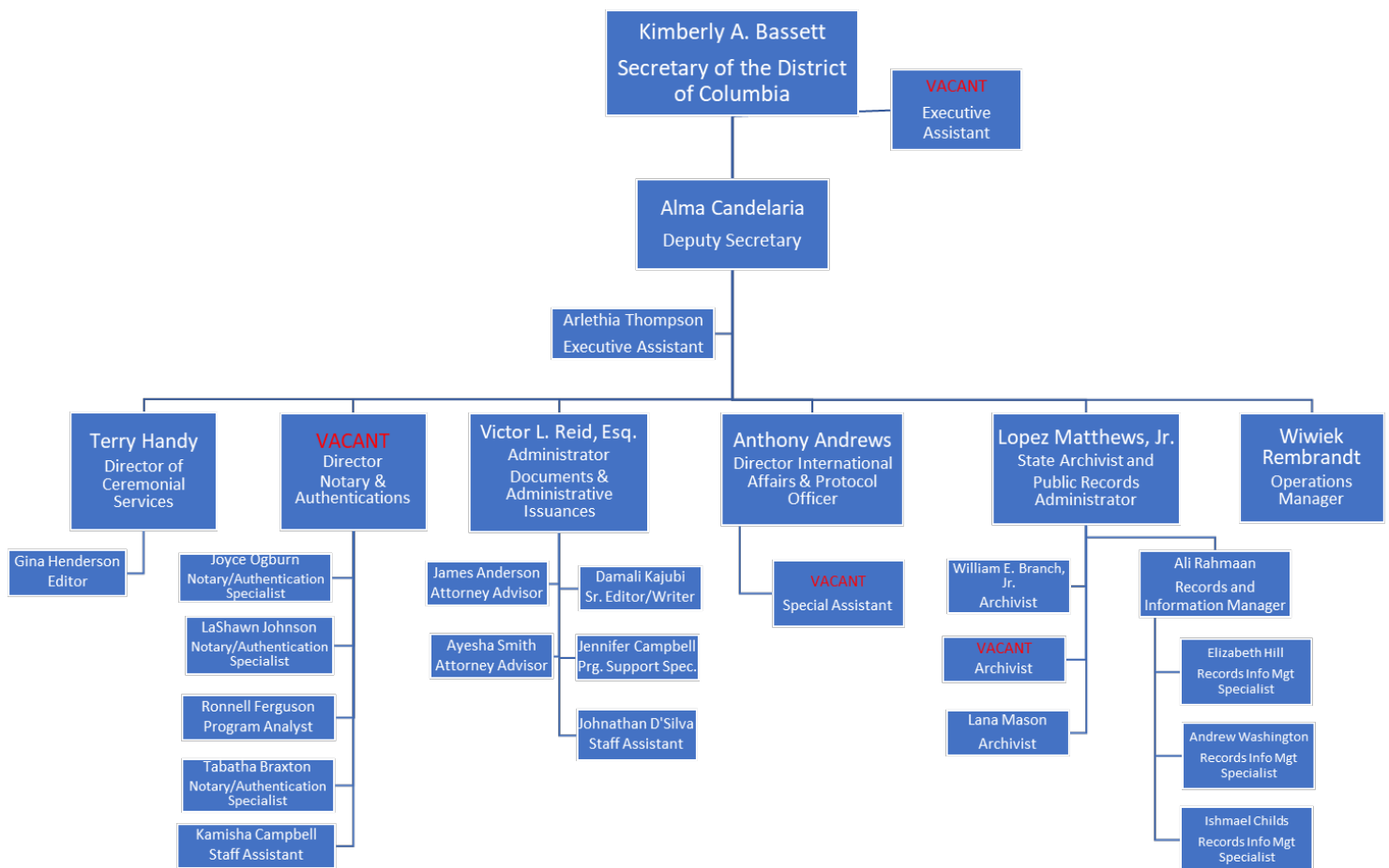
Thursday, February 13, 2025

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

STANDARD AGENCY QUESTIONS

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.
 - a. Please provide the number of divisions or bureaus within your agency, the number of staff in each division, the lead personnel of each division and their contact information, and the lead personnel's tenure in that division.
 - b. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - c. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response:



- a. The Office of the Secretary of the District of Columbia consists of four offices and one unit.

Division	Lead Personnel and Contact Information
Office of Documents and Administrative Issuances Number of staff: 6 FTEs	Victor L. Reid Victor.Reid@dc.gov Tenure: since 2/28/2011
Office of Public Records and Archives Number of staff: 8 FTEs	Lopez D. Matthews, Jr. Lopez.Matthews@dc.gov Tenure: since 3/28/2022
Office of Notary Commissions and Authentications Number of staff: 6 FTEs	Vacant
Office of Protocol and International Affairs Number of staff: 2 FTEs	Anthony Andrews Anthony.Andrews2@dc.gov Tenure: since 8/14/2023
Ceremonial Services Unit Number of staff: 2 FTEs	Terry Handy Terry.Handy@dc.gov Tenure: since 9/13/2021

- b. The roles and responsibilities of each division:
- The Office of Documents and Administrative Issuances (ODAI) publishes the *District of Columbia Register* and the *District of Columbia Municipal Regulations*.
 - The Office of Public Records and Archives (OPR) manages the District of Columbia Archives, Records Center, and the Library of Government Information.
 - The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use.
 - The Office of Protocol and International Affairs is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters. Washington, DC hosts one of the largest diplomatic communities in the world as well as many international agencies. This office serves as the primary link to the more than 175 embassies and two special interest sections located in the District of Columbia.
 - The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.
- c. Changes in the Office of the Secretary during the previous year:
- In FY24, Jonathan D'silva joined ODAI as a Staff Assistant.
 - In FY24, Lateef Mangum retired from DC.

- In FY25, Judi Gold was reassigned to Department of Aging and Community Living.
 - In FY25, Nicholas Welsh resigned from OPR.
 - In FY25, Joshua Collins resigned from OS.
2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, residency status, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Response:

See Attachment 1.

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response:

OS did not have any employees detailed to or from.

4. Please provide the Committee with:
- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY24 and Q1 of FY25;
 - b. A list of monthly costs for cell phones, tablets, and laptops;
 - c. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY24 and Q1 of FY25;
 - d. A list of travel expenses, arranged by employee for FY24 and Q1 of FY25, including the justification for travel; and
 - e. A list of the total workers' compensation payments paid in FY24 and Q1 of FY25, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

- a. List of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY24 and Q1 of FY25.

Device	Staff Name	Monthly Cost
iPhone 13	Ali Rahmaan	\$36.53
iPhone 13	Alma Candelaria	\$41.45
iPhone 13	Arlethia Thompson	\$46.60
iPad Pro	Arlethia Thompson	\$34.98
iPhone 13	Ayesha Smith	\$41.45
iPhone 13	Anthony Andrews	\$41.45
iPhone 13	Elizabeth Hill	\$41.45
iPhone 13	Gina Henderson	\$46.60
iPhone 13	Ishmael Childs	\$46.60
iPhone 13	James Anderson	\$41.45
iPhone 13	Joyce Ogburn	\$39.53
iPad 11	Office of Notary	\$30.01
iPad Pro	Office of Notary	\$30.01
iPhone 13	Kamisha Campbell	\$46.60
iPhone 13	Kimberly Bassett	\$41.45
iPad Pro	Kimberly Bassett	\$34.98
iPhone 13	LaShawn Johnson	\$36.53
iPhone 13	Lopez Matthews	\$36.53
iPad Pro	Lopez Matthews	\$30.01
iPhone 13	Tabatha Braxton	\$36.53
iPhone 13	Terry Handy	\$36.53
iPhone 13	Victor Reid	\$41.45
iPad Pro	Victor Reid	\$34.98
iPhone 13	William Branch	\$41.45
iPhone 13	Wiwiek Rembrandt	\$41.45
iPad	Wiwiek Rembrandt	\$30.01

- c. List of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY24 and Q1 of FY25.

Year	Make	Model	Assigned to	Ownership
2012	Dodge	Caravan	Office of Public Records	DC Owned
2012	Dodge	Caravan	Office of Public Records	DC Owned

d. List of travel expenses during FY24 and Q1 of FY25.

Employee	Travel Dates	Purpose	Expenses
Kimberly Bassett	July 9 – July 12, 2024	Attended National Association of Secretaries of State 2024 Summer Conference in San Juan, PR	\$2,134
Lopez Matthews	August 13-16, 2024	Attended Association of African American Museums in Baltimore, MD	\$405
Lopez Matthews	September 17 - 20, 2024	Attended the Council of State Archivist 2024 Conference in St. Louis, MO	\$1,378.63
Lopez Matthews	September 25 - 29, 2024	Attended the Study of African American Life and History (ASALH) Conference in Pittsburgh, PA	\$2,152.37
Kimberly Bassett	September 28, 2024	Attended the ArtWeekDC event in New York, NY	\$638.7
Anthony Andrews	September 28, 2024	Attended the ArtWeekDC event in New York, NY	\$276
Kimberly Bassett	October 14 – 21, 2024	Participated in the Japan Mission in Tokyo, Japan	\$4,629.36

e. List of the total workers' compensation payments paid in FY24 and Q1 of FY25.

Workers' Compensation	Financial Type	
	Medical	Total Paid
Fiscal Year		
Candelaria, Alma	\$468.48	\$468.48
FY 2024	\$468.48	\$468.48
Total Paid	\$468.48	\$468.48

5. For FY24 and Q1 of FY25, please list all intra-District transfers to or from the agency.

Response:

FY24:

Buyer Agency	Seller Agency	Service	Amount
Office of the Secretary	Office of Support Services (EOM)	Transportation, courier, and procurement Services	\$8,000
Office of the Secretary	Office of Finance and Treasury	Merchant services processor	\$14,885.59

Office of the Secretary	Mayor's Office of Deaf, DeafBlind and Hard of Hearing	Provide accessible communications upon request to individuals with disabilities	\$150
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FY25:

Buyer Agency	Seller Agency	Service	Amount
Office of the Secretary	Office of Support Services (EOM)	Transportation, courier, and procurement Services	\$8,000
Office of the Secretary	Office of Finance and Treasury	Merchant services processor	
Office of the Secretary	Mayor's Office of Deaf, DeafBlind and Hard of Hearing	Provide accessible communications upon request to individuals with disabilities	

6. For FY24 and Q1 of FY25, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
- The revenue source name and code;
 - The source of funding;
 - A description of the program that generates the funds;
 - The amount of funds generated by each source or program;
 - Expenditures of funds, including the purpose of each expenditure; and
 - The current fund balance.

Response:

Agency Code	Agency FUND	Description	DC Code/ Other Authorization	How is Amount Collected Determined	Type of Revenue Transaction	Who Makes Payment	Revenue in FY24	Expenditure FY24	Revenue in FY25 to date	Expenditure FY25 to date
BA0	600	Notary Commission and Authentications provides commissions for all notaries public in the District of Columbia and authenticates documents.	Sale of Gov't Publications Amendment Act of 1990	Predetermined amount by the DC code.	Fee	Citizens	\$1,144,585	\$925,021.66	\$287,917	\$187,434.58

7. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY24 and Q1 of FY25, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response:

FY24:

Parties to the MOU	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary AND National Archives and Records Administration	\$900,000	10/1/2023 – 9/30/2024	Records Storage Services.
Office of the Secretary AND Executive Office of the Mayor	\$8,000	10/1/2023 – 9/30/2024	EOM will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of the Secretary AND Office of Finance and Treasury	\$14,885.59	10/1/2023 – 9/30/2024	To establish merchant services to facilitate credit and debit transactions for revenue collections.

FY25:

Parties to the MOU	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary AND National Archives and Records Administration	\$980,000	10/1/2024 – 9/30/2025	Records Storage Services.
Office of the Secretary AND Executive Office of the Mayor	\$8,000	10/1/2024 – 9/30/2025	EOM will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of the Secretary AND Office of Finance and Treasury		10/1/2024 – 9/30/2025	To establish merchant services to facilitate credit and debit transactions for revenue collections.

8. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY22, FY23, FY24 and Q1 of FY25.
- For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
 - Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY24 and Q1 of FY25 for each program and activity code.
 - Attach the cost allocation plans for FY24 and Q1 of FY25.
 - In FY24 and Q1 of FY25, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name),

and reason the funds were not fully expended.

Response:

See Attachment 2.

9. Please provide as an attachment a chart showing the agency's overall Grants, Contracts, and Reprogramming received during FY24 and Q1 of FY25. Please breakdown into the following:
- Name and amount of federal source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
 - Name and amount of local source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
 - Identify whether each funding source is recurring or one-time;
 - Identify whether the contract was competitively bid or sole-source; and
 - Indicate the receiving agency and amount of funding for funds moved out of the agency.

Response:

FY24 Reprogramming:

From	To	Fund Type	Amount	Date	Description/Justification
AI0	BA0	Local	\$90,000	3/27/2024	To reimburse OS for the Emancipation Day Luncheon.
CH0	BA0	Local	\$125,000	8/1/2024	Due to vacancy savings, CH0 reprogrammed to BA0 to cover the increase of unbudgeted non personal services.
AI0	BA0	Local	\$10,000	9/4/2024	To cover the cost for Congressional Black Caucus Reception.

10. Please provide a copy of required Small Business Enterprise (SBE) Report for FY24.

Response:

See Attachment 3.

11. Please provide the following information regarding capital projects:
- A list of all capital projects in the financial plan.
 - For FY22, FY23, FY24 and Q1 of FY25 an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.
 - An update on all capital projects planned for FY25, FY26, FY27, FY28, and FY29.

- d. A description of whether the capital projects begun, in progress, or concluded in FY22, FY23, FY24, or Q1 of FY25, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Response:

OS' capital project is managed by the Department of General Services as the implementing agency.

FY25 Capital Funds:

(Dollars in Thousands)

Project #	Project Description	Allotment	Approved Funding					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
AB102C	OPR/New Archives - planning and design funds for the DC Archives project	45,324	57,803	0	0	0	0	0

Updates on capital projects:

- **New DC Archives** – The construction of a new DC Archives will address the District's records center storage needs and provide a facility that meets industry standards, consolidates current collections to one location, and will have the capacity to accommodate future expansion. The archive requires facilities with highly specialized technical building systems that provide the controlled and secure environments necessary to ensure the long-term safety of the collections. The new facility will provide better security for the collections and enhanced access for the public. The project includes the selective removal of the University of District of Columbia (UDC) Building #41 and the construction of a new purpose-built facility to accommodate the updated program for the Office of Public Records. In addition, this new facility will also host the Felix E. Grant Jazz archives and the UDC University archives.
- **Current status of the project:** The new state-of-the-art facility is estimated to be 117,630 gross square feet. The project received final design approvals from NCPD (April 2024) and CFA (November 2024). The DC Zoning Case final written order, which allows the construction of the DC Archives on the UDC Campus, was issued in March 2024. The design was approved during the January 23, 2025 Public Space Committee hearing. The project currently experiences delay due to structural repairs needed by the garage under building 41. This was not part of the initial scope but needs to be completed and the garage made structurally sound before the demolition of the building. It is about 5 to 6 months of delay due to this scope of work.

12. Please list all lawsuits pending and resolved, that name the agency as a party, during FY24 and Q1 of FY25. Identify the case name and number, claim and status.

Response:

There are no pending lawsuits against OS.

13. Please describe the agency's procedure for handling allegations of workplace harassment during FY24 and Q1 of FY25. Indicate the following:
- a. Date of offense;
 - b. Whether the parties report to the same supervisor;
 - c. The findings of substantiation or non-substantiation;
 - d. What official action was taken; and
 - e. Identify the deciding official in each case.

Response:

OS has not received any allegations of workplace harassment. In the case of harassment, the employee can report it to the supervisor or agency's general counsel. The general counsel will take the lead on the investigation.

14. Please describe the agency's handling of sexual harassment claims received during FY24 and Q1 of FY25. Indicate the following:
- a. Date of offense;
 - b. Whether the parties report to the same supervisor;
 - c. The findings of substantiation or non-substantiation;
 - d. What official action was taken;
 - e. Identify the investigating official or Sexual Harassment Officer (SHO) for each claim; and
 - f. The date the report was forwarded to the Mayor's Office of Legal Counsel.

Response:

The Office of the Secretary received no claims of sexual harassment in FY24 and Q1 of FY25. The agency's Sexual Harassment Officer (SHO) is Alma Candelaria and Terry Handy serves as an alternate.

15. Please list and describe all investigations, audits, studies, or reports by other entities regarding the work of the agency or conduct of agency employees during FY24 and Q1 of FY25.

Response:

OS did not have any investigations, audits, studies, or reports by other entities regarding the work of the agency or conduct of agency employees during FY24 and Q1 of FY25.

16. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY24 and Q1 of FY25.

Response:

OS did not have any publications, brochures, and pamphlets prepared by or for the agency during FY24 and Q1 of FY25.

17. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY24 and Q1 of FY25. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

Response:

OS did not have any studies, research papers, reports, and analyses that the agency prepared or contracted for during FY24 and Q1 of FY25.

18. Please provide a copy of the agency's FY24 performance plan. Please explain which performance plan objectives are completed in FY24 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response:

Completed FY24 Initiatives

Division	Initiative
Office of Public Records and Archives	<ul style="list-style-type: none">• Add finding aids to institutional repository to increase public access to collections.• Establish Digital Program• Complete design phase and move into construction of new Archives Facility for Office of Public Records
Ceremonial Services	<ul style="list-style-type: none">• Automated Receipt Response for Document Requests
Office of Documents and Administrative Issuance	<ul style="list-style-type: none">• Mayor's Orders Binding

Unfinished FY24 Initiatives

Division	Initiative
Office of Notary Commissions and Authentications	<ul style="list-style-type: none">• Implement Remote Notarizations
Ceremonial Services	<ul style="list-style-type: none">• Ceremonial Document Refresh
Office of Documents and Administrative Issuance	<ul style="list-style-type: none">• DCMR Review and Update

See Attachment 4.

19. Please provide a copy of your agency's approved FY25 performance plan as submitted to the Office of the City Administrator, including approved goals, objectives, timelines, planned program and projects, anticipated FTE allocation and expenditure, and metric outcomes to be analyzed.

Response:

See Attachment 5.

20. Please provide the number of FOIA requests for FY24 and Q1 of FY25, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Response:

FOIA Requests:

- FY 2024: 22
- FY 2025: 7

Dispositions:

- FY 2024
 - Granted: 4
 - Denied: 7
 - Transferred to other agencies: 11
 - None are pending.
- FY 2025: 6 are pending.

The average response time was 22 days. There is one FTE assigned to process the Office of the Secretary's FOIA Requests. The hours spent responding to the request are 80 hours and the cost is \$5,923.

21. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

Response:

OS does not have any employees who are part of the collective bargaining agreement.

22. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY24 and Q1 of FY25, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

Response:

- **District of Columbia Emancipation Commemoration Commission**

The Emancipation Commemoration Commission was established to advise the Mayor on implementing programs, activities, and forums to celebrate the public holiday commemorating the April 16, 1862, passage of the DC Compensated Emancipation Act which freed enslaved persons in the District of Columbia.

Members of the Commission:

Name	Ward of Residence
Helga Baskett-Tippett	Ward 4
Malissa Freese	Ward 7
Brian Hackney	Ward 8
Tiffaney Grimes	Ward 8
Ayanna Hawkins	Ward 5
Chanettia Nelson	Ward 7
Misty Henderson	

See Attachment 6 for the Commission's agendas and minutes.

- **Commission on the Martin Luther King Jr. Holiday**

The Commission assists the Mayor on the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. The Commission also encourages educational programs related to the holiday and the day of service.

Members of the Commission:

Name	Ward of Residence
Howard Marks	Ward 2
Mary Ivey Ward	Ward 6
Mary Taylor	Ward 7
Constance Woody	Ward 7

Jessica Tunon	Ward 6
Deborah Evans	Ward 5
Emanuel Geraldo	Ward 4

See Attachment 7 for the Commission's agendas and minutes.

23. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Indicate the following:
- Report due date;
 - If the agency complied;
 - Date of actual transmittal; and
 - To which entity the reports were filed.

Response:

Pursuant to 1 DCMR 415.1, on or before the 1st day of February of each year, the Secretary is required to compile and submit to the Council of the District of Columbia, on behalf of the Mayor, a report covering the disclosure activities of each agency and of the Executive as a whole during the preceding fiscal year.

24. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

Response:

OS encourages all employees to take courses offered by DCHR's Center for Learning and Development, and all OS staff are current with mandatory trainings.

The Attorney Advisors at the Office of Documents will also take Continuing Legal Education courses offered by the Mayor's Office of Legal Counsel.

25. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response:

To ensure that all employees are meeting individual job requirements, supervisors track the performance of their teams and as needed, conduct one-on-one meetings to correct any deficiencies in performance.

26. Please include a chart of FY24 employee evaluation rating showing the employee's job title, duties/responsibilities, classification grade, salary, date of employment, and FY23 evaluation rating. Also identify if the employee has been separated from the agency during FY24 and Q1 of FY25.

Response:

Employee Name	Title	Duties	Grade	Salary	Hire Date	FY24 Rating
Ali Rahmaan	Supervisory Records & Information	Supervises records management staff and oversees operations of the Public Records Center. Provides records management and reference support to District government agencies. Conducts training sessions for District government staff.	13	119,416	10/4/2004	3.43
Andrew Washington	Records & Information Management Specialist	Provides records management guidance and support to DC government agencies. Supports the accessioning of material into the Federal Records Center and destruction of temporary agency records. Advises DC government agencies with updating Records Schedules.	12	100,827	1/18/2011	3.3
Elizabeth Hill	Records & Information Management Specialist	Provides records management guidance and support to DC government agencies. Supports the accessioning of material into the Federal Records Center and destruction of temporary agency records. Advises DC government agencies with updating Records Schedules.	12	90,805	4/10/2023	3.7
Ishmael Childs	Records & Information Management Specialist	Provides general office support including managing telephone calls, emails and visitors to the city and correspondence. Oversees reference support to in-person patrons and researchers. Manages online reference requests. Manages research requests for land records including libers and architectural drawings.	11	67,383	9/26/2022	3.7
Lana Mason	Archivist	Supports the processing of historical material held in the DC Archives. Also provides reference support to researchers and other patrons.	12	88,300	8/14/2023	3.8
William Branch	Archivist	Provides reference support to the general public and the DC Government agencies. Supports the operations of the	13	116,933	10/18/2004	3.3

		Public Records Center and the DC Archives divisions.				
Damali Kajubi	Senior Writer-Editor	Publish weekly <i>DC Register</i> and manage the online platform, DCRegs (including usernames and passwords)	14	134,661	5/30/2006	4.93
Jennifer Campbell-Jenifer	Program Support Specialist	Process and Publish District of Columbia Register and assist with DCMR Codifications.	11	71,579	5/8/2017	5

27. Please provide a list of programs, initiatives, activities conducted by the agency to comply with a Racial Equity Lens objective.

Response:

Many OS programs and activities have supported racial equity. The Office of the Secretary has initiated programs, initiatives, or activities under the Racial Equity lens. They are as follows:

- Martin Luther King Jr Wreath Laying at MLK Memorial
- Reading of the Names at U St Civil War Memorial
- Participation in the MLK Day Peace Parade
- Participation in the DC Emancipation Day Parade
- Juneteenth Program

28. Please provide a chart of agency programs conducted during FY24. Include the following:
- a. Initiation date;
 - b. Number and grade of FTEs assigned;
 - c. Program manager;
 - d. Total budget expenditure for the program (e.g. FTE salaries, materials, etc.); and
 - e. Outcomes from implementation (e.g. policy changes, program continuation, public support comments, etc.)

Response:

Not Applicable.

29. Please provide a chart showing the agency's program priorities for FY24 and FY25. Include the following:
- a. Staffing numbers;
 - b. Expenditure;
 - c. Community outreach activities; and
 - d. Measurable outcomes or metrics associated for each priority.

Response:

Not Applicable.

30. Please provide a copy of the agency's FY24 Performance Accountability Report of strategic objectives, indicate if key performance indicators were met, and with which other government agency was the report filed.

Response:

See Attachment 8.

AGENCY SPECIFIC QUESTIONS

31. Please describe the role of the Office of the Secretary (OS) within the government of the District of Columbia. In your description, please note any differences between the role as it exists in the District versus other states.

Response:

The Office of the Secretary provides protocol, authentication and public records management services to the Mayor and District government agencies. In addition to managing the District of Columbia's Archives, commissioning all District of Columbia Notaries Public, and publishing the District of Columbia Register and the District of Columbia Municipal Regulations, the Office of the Secretary is responsible for maintaining official records of mayoral actions and preparing executive orders, proclamations, directives and administrative issuances.

The Office of the Secretary role is comparable to other states. The most noted functions that most of the states do that are done by other agencies in the District are election and corporation.

32. Please list OS's key objectives in FY24. For each objective, please describe:
- How and when the objective was selected;
 - Whether the Office met the objective in FY24;
 - Strategies and programs designed to meet these objectives.
 - Metrics or targets used to gauge the Office's effectiveness in meeting its objectives;

Response:

- Fully implement the digital preservation system with agency records managers trained and using the system.
 - This key objective was selected in FY 23 as a necessary step in the process of implementing the digital preservation of electronic records in the District Government. The project was successfully completed in FY24. To complete the project, OS developed an online training module and held in-person workshops to train DC Government records managers in the process of preserving electronic records. Metrics used to gauge the success of the project include the number of records managers trained in the preservation of electronic records and submission of electronic records into the system.
- The Office of Public Records will develop and implement electronic records retention policies. These policies will allow the office to capture digitized and born-digital media, including email, letter.
 - This key objective was selected in FY23 as a key step in beginning the process of preserving electronic records in the District of Columbia. The key objective was successfully completed in FY 24. To complete the project, OPR used standards and

guidelines developed by the National Archives and Records Administration and the Council of State Archivists. We also met with the Office of the Chief Technology Officer to discuss the needed records retention policies and implementation. The metric used to evaluate the success of this key objective was the publication of electronic records retention policies. The policies were successfully published in August 2024 with an update to General Records Schedule 20: Electronic Records Systems. It is now General Records Schedule 20: Electronic Records and Systems.

- OPR will work with a moving contractor to develop the plan to move archival records from the Naylor Court Facility as well as NARA facilities around the country into the new Office of Public Records slated for completion in 2026.
 - This objective was selected in FY23 as progress related to the construction of the new archives facility necessitated the beginning of planning for the move of archival material. This key objective began in FY 24 but will span through FY 27 due to the size of the collection and the nature of the move. Although a move contractor has not joined the project, OPR staff have met with the move coordinator associated with the contractor. This has allowed OPR staff to begin internal planning related to the organization of collections in the new facility. OPR staff are also in the process of completing an inventory of the Naylor Court facility. We have received an inventory of records from the Federal Records Centers regarding records held in these facilities.
- For FY24 and FY25, the Office of Documents will begin to review the online District of Columbia Municipal Regulations to determine obsolete chapters and sections. The Office of Documents Legal Team will develop a plan to effectively pursue this project in stages. There are 31 DCMR Titles, so that is a multi-year project.
 - When the Office of Documents created its online platform, DCRegs, in 2010, the online content was created by downloading all of the then existing DCMR hard copy content into the platform's database. This project did not include determining whether all the content was active or obsolete. The Office of Documents first began to publish the DCMR in the early 1980s. Since the initial publication of regulations, 31 Titles were created, and the government has been restructured multiple times. That restructuring caused agencies to be renamed, closed, or their areas of responsibility transferred to another agency. New agencies have also been created.

During our development and launch of the new DCRegs platform in 2016-2017, we noted the inconsistency of the DCMR content and the current structure of the government that needed to be addressed, but other projects required our attention. The Office of Documents' legal team has begun this multi-year project.

This project will be conducted when time permits when our daily work of publishing the District of Columbia Register is complete. We will review each Title of the DCMR for obsolescence and contact the appropriate agency for guidance on either repealing or amending appropriate regulations.

There are 31 Titles, and we will review each Title, determine the effective or obsolete chapters and sections, and then work with relevant agencies to either repeal or amend the appropriate regulations.

- Expand the Sister City program.
 - OPIA has laid the foundation for increasing the number of Sister City partners by engaging in conversations that hopefully lead to future partnership in the form of an MOU or Sister City agreement.

33. Please describe the OS's key objectives for FY25. For each objective, please describe how the Office plans to meet the objectives.

Response:

- Promote the District of Columbia and its history
 - 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.
- Access to Records
 - Provide 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.
- Review the online District of Columbia Municipal Regulations
 - For FY24 and FY25, the Office of Documents will begin to review the online District of Columbia Municipal Regulations to determine obsolete chapters and sections. The Office of Documents Legal Team will develop a plan to effectively pursue this project in stages. There are 31 DCMR Titles, so this is a multi-year project

34. Please describe any changes from FY24 to FY25 either to the key objectives of the Office of the Secretary or to how the Office plans to meet the objective.

Response:

There are no changes from FY24 to FY25 to the key objectives of the Office of the Secretary.

35. Please list all meetings, seminars, and trainings that were open to the public in FY24 and FY25 to date. For each, indicate the date of the meeting, the subject matter, and number of public attendees.

Response:

- Martin Luther King, Jr. and Activism in DC – January 16, 2024
 - A conversation with historian G. Derek Musgrove discussing the activism and role of Martin Luther King, Jr. in supporting local activism in Washington, DC.
 - Attendees: 52
- A Look Back at “Showmobiles” and the “Summer in the Parks” Program – February 16, 2024
 - The program with Dr. Felicianne Garland-Jackson focused on the role of the DC Department of Parks and Recreation and its use of “Showmobiles: to promote the arts throughout Washington, DC.
 - Attendees: 38
- Music and the Struggle for Freedom, Equality and Justice with Professor Herb Smith – April 25, 2024
 - This program focused on the history of Jazz and how music has been used to support the spread of culture and protest.
 - Attendees: 10
- Preserving Your Family History – June 18, 2024
 - This program was facilitated by our State Archivist and provided helpful tips for the public to use in preserving historic documents and artifacts held in their homes.
 - Attendees: 26

36. Please list all upcoming meetings, seminars, and trainings that are open to the public. Please describe how these meetings are noticed to the public, including any listservs or calendars that are used and how far in advance meetings are posted or scheduled.

Response:

Many OS events are open to the public, and we publicize these events using social media, emails, and posting the information on our website.

OS also manages the Commission on the Martin Luther King, Jr. Holiday and the DC Emancipation Day Commission, which are regulated by the Open Government Act, which requires that meetings be open and available to the public. Information on meetings and events is published on the OS website, an annual meeting calendar is published in the *DC Register*, and meetings and events are publicized on the Open DC website. Public outreach is also amplified on social media platforms, including Twitter and Instagram.

The Office of Public Records and Archives also held the following events:

- Dispatches from the Field: Training MPD Officers about the History of Policing in Black Communities – February 12, 2024
 - A discussion on the practices of the Metropolitan Police Department to train officers amid their interactions with the public. The presentation will cover how the

department trains and facilitates conversations around topics such as social and racial equity and structural and institutional racism.

- The event will be publicized through OS social media channels and listservs related to DC history and African American history. It will be publicized three weeks in advance.

37. In the OS's 2024 Performance Oversight Responses, the agency noted that the Office of Documents and Administrative Issuances (ODAI) and the Office of the Notary Commissions and Authentications (ONCA) would be moving to 899 North Capitol Street. Please advise if the move is complete and describe how the new space is aiding in the functioning of these two offices.

Response:

Both ONCA and ODAI successfully completed the move to 899 North Capital Street, NE in September 2024. The new location offers the space to grow, especially for ONCA. ONCA also has a conference room in the new space, which gives ONCA the ability to swear in multiple notaries at once.

38. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY24 and FY25 to date which significantly affects agency operations.

Response:

There was not legislation passed, or regulations adopted at the federal level during FY24 or FY25 to date that significantly affects OS operations.

39. Please explain the impact on your agency of any legislation passed at the local level during FY24 and FY25 to date which significantly affects agency operations.

Response:

There was not legislation passed, or regulations adopted at the local level during FY24 or FY25 to date that significantly affects OS operations.

40. Please describe efforts led by the Office of the Secretary related to promoting District of Columbia voting rights and statehood.

Response:

The Office of the Secretary continues to administer the statehood grants. OS has been authorized to issue competitive grants totaling \$200,000 in FY24 and FY25 to promote voting rights and Statehood for Washington, DC. The purpose of this grant is to enhance support for democracy among District residents by funding initiatives that advocate for DC voting representation in Congress, statehood, and legislative and budget autonomy.

As a member of the National Association of Secretaries of State, the Secretary advocates for the DC statehood among her peers the member of NASS.

The Office of the Secretary also highlights the District of Columbia voting rights and statehood through events OS organizes and participates, especially events organized by the Commission on the Martin Luther King Jr. Holiday and the District of Columbia Emancipation Commemoration Commission.

41. Please discuss any legislation or rulemaking your agency plans to submit to the Council in FY25. For each, please describe the need or issue that is being addressed.

Response:

OS does not plan to submit any legislation or rulemaking to the Council in FY25.

42. Please provide a detailed update on the new Office of Public Records (OPR) building on the campus of the University of the District of Columbia. Please include:
- a. An up-to-date project timeline;
 - b. A description of any changes to the project plan or timeline made in FY24 and FY25 to date;
 - c. A description of any delays or issues that may affect the project plan or timeline;
 - d. A list of any public events, including meetings and tours, related to the project planned for FY25.

Response:

The DC Archives Project is currently experiencing a 5-to-6-month schedule delay. The current delays are due to necessary structural repairs on the garage level of Building 41, which must be completed before the building's structural demolition to ensure that the building is structurally stable. This work was originally a separate UDC project and not part of DGS's initial scope. To minimize further delays, DGS is working with the university to absorb this scope through an MOU.

In Spring/Summer 2024, the Design team made multiple design adjustments so that the project will comply with the Greener Government Buildings Act of 2022. Revisions included the elimination of fossil fuels (except for emergency generators), improving the

building envelope thermal performance and air tightness, and revising mechanical systems to reduce the energy use intensity. This caused some design delays; however, it does not appear to have impacted on any critical path items.

The removal of the existing OUC antenna from UDC Building 41 and the installation of the new antenna took longer than originally anticipated. DGS/Gilbane should weigh in on whether or not this had critical path impacts.

UDC hired an A/E team to investigate their parking garage structure. This team found a number of areas that require structural repairs. Completion of these structural repairs will delay the commencement of the Building 41 structural demolition, which is a critical path item.

On a positive note, the project received final design approvals from NCPC (April 2024) and CFA (November 2024). The DC Zoning Case final written order, which allows the construction of the DC Archives on the UDC Campus, was issued in March 2024. The design was approved during the 1/23/2025 Public Space Committee hearing.

43. Please describe how the Office is working to keep the public informed about project updates and timelines.

Response:

Not Applicable.

44. Please list any new staff hired by the Office of Public Records in FY24 and FY25 and describe their positions.

Response:

The Office of Public Records (OPR) did not have any vacancy in FY24.

In FY25, OPR is in the process of hiring one Archivist to fill the vacancy left by the resignation of one of the Archivists. This position supports the processing of historical material held in the DC Archives and provides reference support to researchers and other patrons.

45. The Office of Public Records previously indicated to the Committee that it intends to contract with an experienced Records Management Contractor to develop a detailed inventory of the approximately 80,000 cubic feet of agency records held at locations across the District. Please describe the backlog of records which need to be inventoried and indicate whether OPR is still intending to pursue a contract for this project. If so, indicate the anticipated cost and timeline for beginning solicitation.

Response:

An inventory of records held at various facilities around the District has been completed. Throughout FY23 and FY24, the State Archivist met with the District Agencies possessing these records to review their status. OPR staff have begun working with these agencies to identify their physical needs and dispositions to identify records management needs.

46. Please list all electronic databases maintained by your agency, including:
- A detailed description of the information tracked or maintained within each system;
 - The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - Whether the public can access all or part of the system.

Response:

Division	Type of Databases	Explanation	Public Accessibility
ONCA	OnBase	<p>OnBase was installed in 2019. Since then, there have been many upgrades. OnBase was upgraded in FY23 for in-person electronic notarizations.</p> <p>OnBase is used to electronically receive and track all notary applications and to maintain a list of notaries public. OnBase also tracks applicant payments, orientation status, and when the notary oath is taken. It also disseminates notifications.</p>	The public has access to the Search for a Notary Public map and to the online application.
ODAI	DCRegs	DCRegs database tracks notices submitted for publication from four main user groups: the DC Council, Executive agencies, independent government agencies, and DC Public Charter Schools. Within the database, DCRegs tracks each uploaded notice by assigning the notice an ID. DCRegs tracks the name of the user who created the notice and users who make any changes to the uploaded notice, as well as	The public has access to information through DCRegs: District of Columbia Register (2008 to present), District of Columbia Municipal Regulations and Mayor's/Commissioners Orders.

		<p>the action type (e.g., submit, return, confirm for publication), and date and time for each action. Authorized users can view the tracking information using the Notice History for each notice.</p> <p>DCRegs was created in 2009. In October 2017, ODAI launched a new DCRegs based on FileNet Architecture, which among other things, allows for faster searches. FileNet will also allow ODAI to upload historical documents that were published as hardcopies.</p>	
OPR	AXAEM	<p>AXAEM tracks all holdings in both the archives and the records center; monitor and facilitate reference requests; automate the acceptance of records into the records center; implement workflows for the accessioning of archival collections; monitor visitors to the facility; and maintain data about agency records officers and the activities they are authorized to perform.</p>	<p>The following components are coded and are designed to be publicly accessible, but will not be fully functional until we have the following bibliographic data for our records:</p> <ul style="list-style-type: none"> • Acceptance of records into the records center (role-specific access granted to agency records officers); and • Online request form (access to the front end, not the underlying data).
OPR	ArchivesSpace	<p>OPR acquired ArchivesSpace in FY22. The application is designed to support core functions in archives administration such as accessioning; description and arrangement of processed materials, including analog, hybrid, and born-digital content; management of authorities (agents and subjects) and rights; and reference service. The application supports collection management through collection management records, tracking of events, and a growing number of administrative reports. The</p>	<p>The public-facing interfacing that will be integrated into the OPR digital archive for public research.</p>

		application also functions as a metadata authoring tool, enabling the generation of EAD, MARCXML, MODS, Dublin Core, and METS formatted data.	
OPR	SpringShare	The SpringShare software platform provides various applications to assist with archival information management. The database application is called "libconnect". It is a database of records managers and patrons who have submitted requests to the DC Archives. It allows the DC Archives to track interactions with the public and records managers. It also allows the office to send email blasts to designated records managers.	Public access is through the Springshare libguides application, which allows for reference guides and forms to submit requests to OPR.
OPR	Quartex by AM	In FY22, OPR acquired Quartex by Adam Matthews. Quartex is a digital asset management (DAM) system that enables libraries and archives to showcase digital archival material.	Once fully implemented, the system will allow the worldwide public access to search digitized records uploaded to the system, and finding aids generated by ArchivesSpace from OPR.
OPR	Preservica	Preservica is a digital preservation system that manages digitized and born digital records. It allows for DC government records managers to accession permanent electronic records into the system for preservation in perpetuity. It will store the electronic records in a Department of Defense Certified glacier cloud storage center.	There is no public access to this system. Public access to material is managed through Quartex by AM.

47. Please discuss in detail any changes to the DCRegs online platform in FY24 and FY25 to date and any anticipated changes for the remainder of FY25.

Response:

During FY24 and FY25 to date, the Office of Documents has not made any changes to the DCREgs online platform. For the remainder of FY25, the Office of Documents anticipates that it will add features to enhance usability. Usability in this context refers to whether the user can successfully use DCREgs to accomplish specific tasks. Usability also encompasses not just how well the product works, but how the user expects the platform to work.

We will focus on the following:

- The way the Search functions display search results;
- The way DCREgs handles numerical data prescribed by users in a search field (Mayor's Orders);
- Enhancing the usability of the DCREgs screens; and
- Issues with some features of the Agency, Council and Public Charter User Main menus and associated DCREgs-generated email messages.

48. Has the Office received or solicited any feedback from either the public or government agencies regarding the user experience of the DCREgs platform? If so, please describe any suggestions or recommendations made and any actions ODAI is taking to address.

Response:

The Office of Documents has not received or solicited feedback from the public but has received comments and suggestions regarding the DCREgs platform's search functionality from our internal customers. See #47 for a full description of the work the Office anticipates for FY25 to enhance the search function and user experience.

49. How many notary applications were received in FY24 and FY25 to date? Of these, how many have been approved?

Response:

Applications Received FY24	1,426
Applications Approved FY24	865
Applications Received FY25	142
Applications Approved FY25	103

50. How many e-notary applications have been received and approved in FY24 and FY25 to date?

Response:

	Received	Approved
E-Notary FY24	18	8
E-Notary FY25	9	0

51. What is the status of implementation of remote notary services? In your response, please include any updates to licensing requirements, training, and regulations that are planned or in progress.

Response:

ONCA is in the final stages of implementing the remote notary service. The implementation is delayed due to the transition in office leadership. However, this has been a priority and will be the first task for the new Director for ONCA. The Handbook has been completed, and the system has been configured for this capability.

52. Please describe the different training requirements for notaries, e-notaries, and remote notaries. In your response, indicate whether the training is conducted by ONCA or by a third party. Please describe how ONCA reviews or designs the training and what standards are considered in approving the training.

Response:

ONCA provides training for the applicants to be commissioned as notaries. For e-notaries, ONCA refers the applicants to the third party.

53. Please list the total dollar amount of fees associated with document authentications for each of the following fiscal years: FY23, FY24, and FY25 to date. Please describe how that revenue is allocated.

Response:

Fiscal Year	Amount of Fees Collected for Authentications
FY23	\$838,895
FY24	\$994,620
FY25	\$278,017

For FY25, OS has budget authority of \$1 million in Special Purpose Revenue (SPR) funds. These funds are generated from revenues collected by ONCA. SPR is allocated to cover the salary of six FTEs in ONCA, annual maintenance cost for ONCA system, supports OS contractual services.

54. Please list the total dollar amount of fees associated with notary applications/services collected for each of the following fiscal years: FY23, FY24, and FY25 to date. Please describe how that revenue is allocated.

Response:

Fiscal Year	Amount of Fees Collected for Notary Applications
FY23	\$6,810
FY24	\$4,020
FY25	\$9,900

For FY25, OS has budget authority of \$1 million in Special Purpose Revenue (SPR) funds. These funds are generated from revenues collected by ONCA. SPR is allocated to cover the salary of six FTEs in ONCA, annual maintenance cost for ONCA system, supports OS contractual services.

55. Please describe the services provided by the Ceremonial Services Unit, and how many total documents the Ceremonial Services Unit produced in FY24 and FY25 to date.

Response:

The Ceremonial Services Unit produces the following types of documents from the Mayor:

- Anniversary Letters: for wedding anniversaries 50 years or more and other anniversaries of 5 or more in 5-year increments.
- Birthday Letters: for 75th Birthdays and higher in increments of 5 years.
- Scouting Achievement: to District resident Boy Scouts who have achieved the Eagle Scout and Girl Scouts who earn the scouting Gold Award.
- Letters of Appreciation: for individuals or organizations that have performed public service or contributed to the success of an event for the Mayor, the government, or the city.
- Condolence Letters: to the family of a deceased individual or for memorial services.
- Letters of Congratulations: for significant accomplishments of individuals or organizations and for weddings, anniversaries, birthdays, and retirements.
- Letters of Greeting: to acknowledge individuals or organizations hosting conferences, conventions, family reunions, or other events in the Washington metropolitan area.
- Retirement Letters: for retiring District and Federal employees.
- Proclamations:
 - For civic, humanitarian, or charitable contributions by individuals or organizations that have made a significant impact on the quality of life in the District of Columbia, their communities, or the nation.
 - To support and raise awareness of local and national health issues, social causes, cultural events, and historic commemorations.

- To enhance relations with Washington, DC's diplomatic community by acknowledging and honoring the national days, historic commemorations, and cultural events of foreign nations.

The Ceremonial Services Unit produced 1036 documents in FY24 and 207 documents to date in FY25.

56. Please describe activities of the Office of Protocol and International Affairs in FY24 and FY25 to date, including services provided to the diplomatic/international community and outreach to the local community.

Response:

The Office of the Secretary conducts its outreach and engagement activities in a myriad of ways to reflect the broad and diverse role we play in the international community on behalf of the Mayor. While we often initiate activities, we also collaborate with sister-government agencies both local and federal and community-based organizations. In all cases, we regularly inform the international community of our activities and opportunities to partner.

These include through:

- OS has an active social media presence.
- Active engagement with our diplomatic corps upon naming a new Ambassador.
- A robust National Day letter program that commemorates each country's national day or independence. In 2024, we sent 175 letters.
- Lighting of the Frederick Douglass Memorial Bridge to commemorate milestone anniversaries of countries
- The National Day letter program is supplemented by commemorative tweets when appropriate.
- Hosting meetings with Ambassadors and Embassy staff on a variety of topics, including introductory meetings to programs embassies are interested in, such as partnerships with DC Public Schools, Washington, DC's Sister City Program, educational and cultural interests, or concerns over issues facing the country's citizens residing in DC, and more. OS held 75 meetings in 2023.
- The Embassy Neighborhood Task Force manages, mitigates, and resolves issues between DC residents and more than 175 embassies around the city by connecting the resources of the DC Government and the US State Department to the appropriate parties.
- The Embassy Adoption Program, part of DC Public School Global Division, allows 5th and 6th-grade students to learn about the history and culture of nations worldwide through partnerships with embassies in DC. OS is responsible for assisting with EAP promotion and recruitment in the diplomatic community.
- Coordination and logistics around meetings through the International Visitor Leadership Program, which brings international visitors to DC from around the world to the United States as part of a mid-career educational exchange program. OPIA serves as the coordinating office for these meetings with DC government officials. In

2024, we hosted 23 groups from 63 countries over the calendar year. A total of over 180 visitors participated.

- Serve in a leadership role for the National Cherry Blossom Festival in partnership with the Embassy of Japan.
- Serve as a liaison to EOM offices as needed, i.e., Scheduling, other offices needing special handling like MPD, DDOT on issues of parking in front of the Consulate/crowding street, OTR on deeds and taxes, etc.
- We support our sister agencies regularly through outreach with diaspora events, including events that celebrate milestones, commemorative dates, parades, service dates, etc. These events often inspire international interest from embassies, which OS helps coordinate.
- OS is also invited to attend events hosted by the Office of Foreign Missions (OFM), which hosts events that include all embassies in Washington, DC, to ensure that the city has a constant presence in this community. These events are generally social and in 2024, included, OFM Street Fair, and the OFM Trick or Treat Ball, and Gingerbread House Building challenge.
- We also assist the Office of Federal and Regional Affairs in securing an embassy sponsor for the winter conference of the US Conference of Mayors. Mayor Bowser serves as the Chair of the International Affairs Committee, and this year the event was held at the residence of Spanish Ambassador.

57. Please describe the Embassy Neighborhood Task Force and list its activities in FY24 and FY25 to date.

Response:

The Embassy Neighborhood Task Force (ENTF) helps manage, mitigate, and resolve issues promptly between DC residents and over 175 embassies around the city by connecting the resources of the DC Government and the US State Department to the appropriate parties.

Issues are presented to OS through ANC Commissioners and the DC City Council. OS engages DC Government offices such as DOEE, Department of Licensing and Consumer Protection, DC Water, DDOT, DPW, OCFO, etc., as needed. The Office of Foreign Missions at the State Department is also represented on the task force and works with OS to manage concerns regarding diplomatic missions and their needs. The Embassy Neighborhood Task Force has been a critical part of OS's outreach in the international community, residential communities, and its elected and non-elected leaders.

Some of the activities:

- Neighbor dispute with ambassador over tree trimming.
- Several noise violations and protests at the embassy of Israel and ambassador's residence.
- Protest noise in the Kalorama neighborhood at the Chinese Ambassador's residence.

- Assists in notification and scheduling of DOB inspection to the embassy of China, South Korea, and Netherlands.
- Assist in removal of abandoned vehicle in front of Canadian Embassy.
- Response to fire alarm at the Canadian embassy.
- Meeting with ANC and German embassy personnel over construction at embassy.
- Street crossing concerns on Foxhall rd. near the residence of the Spanish and Belgian ambassadors' residence.
- Excessive lighting into neighbor's homes emanating from embassy of El Salvador.
- Assistance to the Embassy of St. Kitts and Nevis obtaining correct permit for construction.
- Assistance to the Embassy of Trinidad and Tobago with blueprints for their embassy with Department of Building.
- Assistance to the Trinidad and Tobago Charge D' Affairs with damage sustained from watermain burst.
- Removal of tattered flags from outside a defunct hotel and repatriation of flags.
- Assistance with removal on uncleared snow in front of Ambassador's residence.
- Assistance with unkempt former Syrian residence.

58. Please list all events conducted with embassies in FY24 and FY25 to date. For each event, note what embassy the agency worked with and whether the event was open to the public.

Response:

Below are the list of events:

- Passport DC event
- Meeting with Argentine economic section
- Qatar Delegation visit
- Japanese Emperor's birthday celebration
- US-UK bilateral reception
- Chinese Lunar New Year celebration
- Art Across the diaspora (El Salvador)
- Japanese Business Federation Visit
- Malaysian Lunar New Year Celebration
- Cuba Black History Month Celebration
- Meeting with Gabonese Ambassador
- Art Exhibition- Embassy of El Salvador
- Bulgarian National Day Celebration
- Meeting with Japanese Deputy in Charge of Mission-closed
- Embassy Chef Challenge-closed
- Qatar Interfaith Celebration-closed
- Farewell Reception for Australian departing diplomats-closed
- St. Patrick's Day Celebration at Irish Embassy-closed

- Chinese Embassy Art exhibit-closed
- South African (SA) Minister of Foreign Affairs visit at SA Embassy-closed
- Sri Lankan Ambassador visit with the Mayor-closed
- Greek National Day Celebration-closed
- Meeting with Head of Consular Division of TECRO-closed
- Spelman College visit with EU Ambassador at Delegation-closed
- Visit of Japanese Prime Minister, Kishida-closed
- South Africa's Freedom Day Celebration-closed
- Pacific Islanders' Ambassadors reception-closed
- Farwell Reception for Trinidad and Tobago Ambassador-closed
- Congressional French Caucus D-Day celebration-closed
- Canadian Aga Khan Museum art event-closed
- EU Transatlantic Bridge Awards-closed
- Meeting with Ambassador of Austria-closed
- British Embassy Pride Kickoff event-closed
- Cameroon National Day
- Taiwan inauguration of President Lai Ching-te
- Eritrean National Day-closed
- Sri Lankan Wonder of the World Celebration
- Fiesta Asia (ASEAN countries) - open
- Italy National Day - open
- Maldives Ambassador's Visit- closed
- ASEAN Cultural Day Celebration - open
- Japanese BBQ evening event-closed
- 4Flavor of the Caribbean- open
- Cricket World Cup Kick-off celebration - closed
- Slovenia National Day - closed
- Celebration of King's Birthday (UK) - closed
- Philippines National Day celebration - closed
- Punta del Este meets DC-Uruguay - open
- Meeting with Chinese Minister Jing Quan - closed
- 40th Anniversary of Sister City Relations with Beijing - closed
- Caribbean Heritage Month - open
- Burundi 62nd Independence Day celebration - closed
- 30th anniversary of Rwanda Freedom Day - closed
- National Day of Egypt - closed
- Romanian-US Friendship Day - closed
- Peruvian Independence Day celebration - closed
- Thai King's 6th cycle Anniversary - closed
- Embassy of Ireland's Football Classic - closed
- Morocco National Day Celebration- closed

- El Salvador's Torbellinos Exhibit - open
- Celebrating Diversity in British History - closed
- Bahamas Independence Day Celebration - closed
- World Steel Pan Day - closed
- Chinese-American Youth Concert - closed
- Gabonese Day Celebration - closed
- El Salvador's American chef exhibit - open
- Ukrainian Independence Day celebration - closed
- Meet Tawain Food Adventure - closed
- Holand Social mixer - closed
- Ethiopian Cup - open
- Ethiopian New Year's Gala - closed
- Black Women Congressional Alliance- British Embassy - closed
- What's Next- Irish Embassy - closed
- St. Kitts Nevis Independence National Day - closed
- Belize National Day - closed
- German Unity Day - closed
- Trinidad and Tobago Interfaith Service - closed
- Dominican Republic Mural Opening - open
- Founding Day Celebration of the 75th anniversary of People's Republic of China-closed
- Taiwan National Day - closed
- Spanish National Day Celebration - closed
- Greek Classic Symposium - closed
- French embassy Marquis de Lafayette Discussion - closed
- Cuban National Day - closed
- Peru National Day - closed
- Meeting with Ambassador of Botswana - closed
- Diwali Celebration - closed
- Belgian King's birthday celebration - closed
- UAE National Day - closed
- Meeting with representative of Türkiye Embassy
- Bahrain National Day Celebration - closed
- Anniversary of Lafyette Address to Congress - closed
- Embassy of Japan Tourism reception - closed
- Embassy of Jamaica Great Gatsby Ball - closed
- US Conference of Mayor's Reception- Embassy of Spain - closed
- Embassy of Italy celebration of Sartogo - closed
- Farwell Reception of UK Ambassador Dame Karen Pierce - closed
- Mayor's Ambassadors' Reception - closed

59. Please describe the Sister City program, including a list of all sister cities, and a list of all activities in FY24 and FY25 to date. Please also describe any work to expand the Sister City program in FY24 and F0Y25 to date.

Response:

The Sister City program fosters partnerships between cities around the world, focusing on areas of economic development, education, youth and cultural exchange, and government administration.

Given that Washington, DC is a capital city, we exclusively partner with other capital cities around the world, with the exception of Sunderland, England, as George Washington's ancestral home.

These partnerships lead to collaborative projects, initiatives, and productive relationships between governments, fostering community engagement here and abroad.

The District of Columbia has signed Sister City Agreements or Protocols of Friendship with the following 15 cities:

- Bangkok, Thailand
- Dakar, Senegal
- Beijing Municipality, People's Republic of China
- Brussels Capital Region, Belgium
- Tshwane (Pretoria), South Africa
- Paris, France
- Athens, Greece
- Seoul Metropolitan Government, Republic of Korea
- Accra, Ghana
- Sunderland, United Kingdom–George Washington's Ancestral Home
- Rome, Italy
- Ankara, Turkey
- Brasilia, Brazil

Activities related to Sister Cities partners include:

- Mayor's Ambassadors' Reception.
- Attended National Day celebrations of Sister City Partners.
- Attended the Sartogo panel discussion and exhibit at the Italian embassy and national day celebration
- Assisted in facilitating a meeting between the Tshwane municipal government and other government agencies.
- Resolved protest action at the residence of the Chinese Ambassador.
- Hosted several IVLP delegations which included Sister City partners.
- Assisted in the recruitment of Sister City Embassies to participate in Passport DC.
- Met with representatives from the South African Embassy on the renewal of our Sister City agreement.
- Anniversary celebration of Brazil Independence Day.

- Mandela Washington Fellows Program, National Day celebrations, meeting with Foreign Minister.
- Experience Africa embassy/business expo and discussion.
- Bastille Day Celebration at the French Ambassador's residence, anniversary of Lafayette address to congress, meeting on commercial activity forum at embassy.
- Celebration of 40th Anniversary of Sister city relations with Beijing, panda fun fest and Chinese New Year Celebration.
- Brazil-DC Department of Health - Health Equity Forum.
- Addis Ababa – continued DC Government agencies discussion.
- Facilitated discussion with DMV and Ghanaian DMV.
- Happy Africa Day.
- Attended several events hosted by the Embassy of El Salvador.

To date, OPIA has laid the foundation for increasing the number of Sister City partners by engaging in conversations that we hope will lead to an agreement or future partnership in the form of an MOU and possibly Sister City agreement.

60. Please describe the goals and activities of the Emancipation Commission in FY24 and FY25 to date, including a detailed description of the Commission's public engagement methods.

Response:

The Commission will focus on educating DC residents about the history of Emancipation Day, Voting Rights, and the fight for DC Statehood to promote DC pride, and to build awareness about the meaning of the April 16th public holiday and the legacy of freedom.

Every year, in collaboration with the Executive Office of the Mayor, the Office of the Secretary, and the Commission, will plan and organize an annual Emancipation Day Parade and Democracy Luncheon.

61. Please describe the goals and accomplishments of the DC Voting Grant in FY24 and FY25 to date. Please attach all grantees' reports from FY24 and FY25 to date.

Response:

The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY24 and FY25, OS has been authorized to issue competitive grants totaling \$200,000 to promote voting rights and Statehood for Washington, DC.

The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis.

The goal for FY25 remains the same to strengthen awareness for Statehood for Washington, DC.

See Attachment 9 for the grantees' reports.

62. Please list all grants that have been solicited or awarded to promote DC self-determination and Statehood in FY24 and FY25 to date. For each grant awarded, please include the amount, recipient organization, the recipient organization's chief executive, and the specific purpose of the grant.

Response:

Awardees of DC Democracy Grant

Fiscal Year	RFA Issued	Recipient	Amount	Chief Executive	Purpose
FY24	Monday, November 06, 2023	DC Vote	\$45,000	Jack Jacobson	To achieve full voting rights in US Congress and statehood for Washington, DC
		Historical Society of Washington, DC	\$50,000	Laura Brower Hagood	To achieve full voting rights in US Congress and statehood for Washington, DC
		League of Women's Voters Education Fund	\$75,000	Barbara Zia	To achieve full voting rights in US Congress and statehood for Washington, DC
		Students for DC Statehood	\$15,000	Isaac Wimmer	To achieve full voting rights in US Congress and statehood for Washington, DC
		Long Live GoGo	\$15,000	Kelyse Adams	To achieve full voting rights in US Congress and statehood for Washington, DC
FY 25	Monday, November 11, 2024	DC Vote	\$60,000	Jack Jacobson	To achieve full voting rights in US Congress and statehood for Washington, DC
		Historical Society of Washington, DC	\$60,000	Laura Brower Hagood	To achieve full voting rights in US Congress and statehood for Washington, DC

		League of Women's Voters of DC	\$55,000	Barbara Zia	To achieve full voting rights in US Congress and statehood for Washington, DC
		Long Live GoGo	\$15,000	Kelyse Adams	To achieve full voting rights in US Congress and statehood for Washington, DC

63. Please describe the goals and activities of the Commission on the Martin Luther King Jr. Holiday in FY24 and FY25 to date, and any planned meetings or activities for the remainder of FY25.

Response:

The Commission on the Martin Luther King Jr. Holiday assists the Mayor with the District's celebration to commemorate the birth of Dr. King. The Commission recommends and helps to implement events to be sponsored by the District of Columbia government. The Commission also encourages educational programs related to the holiday and the day of service.

Activities in FY24:

Date	Event	Location
January 12, 2024	United Planning Organization Annual MLK Jr. Memorial Breakfast	Ronald Reagan Building and International Trade Center
January 12, 2024	MLK Wreath Laying	Martin Luther King Jr. Memorial
January 13, 2024	Serve DC's MLK Day of Action:	Arthur Capper Community Center
January 15, 2024	Martin Luther King Day Peace Walk	MLK Boulevard
January 16, 2024	A Conversation on Martin Luther King Jr. and Activism in DC	Virtual

Activities in FY25:

Date	Event	Location
January 17, 2025	United Planning Organization Annual MLK Jr. Memorial Breakfast	Ronald Reagan Building and International Trade Center
January 17, 2025	MLK Commissioner Wreath Laying	Martin Luther King Jr. Memorial
January 18, 2025	Martin Luther King Day Peace Walk and Parade	Entertainment and Sports Arena

64. Will the new archives facility house any programs of the University of the District of Columbia (UDC)?

Response:

The new DC Archives facility will house the Felix E. Grant Jazz Archives and the UDC University Archives.

65. How will the Office of the Secretary work with UDC after the project is complete to address concerns related to the building? Please describe if there will be dedicated staff on both the UDC and OS side to coordinate any concerns.

Response:

As expressed in our MOA, OS and UDC have created a communications plan to coordinate any concerns regarding the building between the State Archivist and UDC's Vice President for Facilities and Real Estate Management.

66. What are the temperature and humidity controls and environmental considerations of the new archives?

Response:

As a publicly owned building in the District of Columbia, the new DC Archives building will comply with the Green Building Act. The building is designed to achieve at least a LEED Gold certification and will meet the requirements of the Greener Government Buildings Act of 2022, which includes the requirement to adhere to net zero energy standards and not incorporate fossil fuel consumption.

The primary goal for an archival storage facility is the preservation and protection of its collections. The new DC Archives facility must maintain an interior environment that slows deterioration from excessive light, temperature, humidity, and air pollutants. To achieve this goal, the environmental conditions for collections storage space and collections-containing processing spaces must be held within a very stringent temperature and humidity range that varies based on media type. These criteria should not be compromised at any time. Unlike other building types, these temperatures and humidity levels must be maintained 24 hours a day, 7 days a week. Achieving and maintaining these specified levels of temperature and humidity control require a high demand for electricity to condition the air serving these spaces and results in a higher than typical Energy Use Intensity (EUI) for the building. To mitigate this high energy use, the project will implement a robust system of particulate sensors with the goal of limiting the number of air

changes per hour, which require a significant amount of energy. The goal is to passively maintain the interior conditions to the greatest extent possible.

Mechanical System Overview

Archival storage rooms will be provided with pre-conditioned outdoor air to meet ASHRAE 62.1 minimum ventilation requirements. This air will be provided from a rooftop Dedicated Outdoor Air System (DOAS) unit and regulated through a CAV unit to manage outdoor air percentages to recirculation air handling units (AHU) within mechanical rooms. The DOAS unit will also be provided with an enthalpy wheel to recover additional energy.

Chilled water will be provided throughout the building and the various systems with a modular, air-cooled heat recovery chiller. A heat recovery air cooled modular chiller will assist with good energy conservation practices ultimately mitigating heating load demands by retaining otherwise rejected heat into the atmosphere and redistributing into our mechanical system. Heating hot water will be provided throughout the building with electric boilers. The boiler and pumping system are designed with a heat recovery loop.

Passive desiccant units will provide the necessary dehumidification requirements for critical archival storage spaces. They will provide a tighter range of control that will allow for longer preservation of environmentally sensitive documents. These units are decoupled from the recirculation units that serve respective spaces in order to dehumidify only the required amount of air flow to achieve the desired design condition. This will assist in mitigation of energy cost throughout the life cycle of the system.

Non-archival/record storage spaces will be served by downstream DOAS fan powered boxes. Individual terminal units will be provided for specific zones throughout space to offer a wider range of control. These terminal units will be hydronic cooled and heated. This ultimately eliminates the need for a separate conditioned cooling source and can be simultaneously fed with the archival spaces from a single heat recovery chiller further assisting efforts in meeting our sustainability goals.

Advanced Monitoring to Minimize Air Changes

The supply of outside air into the archival spaces will be based on the actual conditions in each space. Using an advanced monitoring-based strategy, we anticipate the normal operations shall run between 1-2 air changes per hour (ACH). To accomplish this, each archival storage space will utilize sensors to monitor carbon dioxide (CO₂), temperature, humidity, ammonia, acetic acid vapor, formaldehyde, nitric oxide, sulfur dioxide, ozone, hydrogen sulfide, and particulate matter at levels PM 2.5 and PM 10. If the sensors detect a level that exceeds the acceptable limits defined by NARA, the HVAC units will still have the ability to incrementally increase to 6-8 ACH within the space until the pollutant level is below setpoint limits.

A second feature of the advanced monitoring-based strategy is the ability to cycle the mechanical units every 15 minutes to maintain a better steady state temperature in spaces. This will reduce the operating running time by approximately 50% and, with the reduced air changes, keep the temperature fluctuations at a minimum.

Other Energy-saving Strategies

Two other strategies that the team has implemented are adjusting temperature setpoints and a 10% decrease in the lighting power density. By adjusting the temperature setpoints to have a plus/minus of 5°F in lieu of the previously established plus/minus of 2°F. The revised setting is still within the range acceptable to the National Archives and Records Administration (NARA), but it will facilitate a reduction in the re-heat requirement in the archival spaces along with reducing the number of times the units cycle on and off which will reduce the overall energy consumption. Control sequences will be written to avoid undesirable fluctuations in temperature and ensure that relative humidity is maintained at acceptable levels.

Building Envelope

The precast concrete sandwich panels, which surround the archival storage spaces, have been revised to include XPS insulation rather than the previously specified polyisocyanurate insulation. The insulation thickness has increased to improve thermal performance. The project team has also incorporated a perimeter space approximately 4 feet wide around archival storage rooms. This essentially serves as a large buffer zone providing additional environmental separation between the storage rooms and exterior. In general, a goal of the project is to supply air to the archival storage rooms and “hold” that temperature and humidity for as long as possible before an air change is required. With that in mind, the interior of the surrounding precast concrete panels will have a continuous air barrier. Vapor barriers will be applied to interior walls and horizontal assemblies that separate archival and non-archival storage space. Doors will be gasketed to prevent air leakage.

67. How will the new archives contribute to community engagement in the neighborhood and for those interested in District records?

Response:

The DC Archives will regularly engage the community and those interested in District records through regular public programming and exhibits at the facility. It will also engage through online resource guides and online exhibits.

68. What considerations are being made for personal security for visitors and staff at the new archives facility?

Response:

The DC Archives will have a regular security staff to monitor the facility and provide security screening at the entrance.

69. What considerations are being made for data security, and the physical security of records to be stored at the archives?

Response:

Electronic records stored at the DC Archives will have data security provided by OCTO for internal systems storage. Our cloud-based storage systems each maintain the International Organization for Standardization (ISO) approved information security management systems to secure data. The physical security of records held in the facility will be managed through on-site security and security systems that limit room area access to approved staff.

70. A tour is to be held on January 27 of the new archives location.
- Are any further tours or project update events planned for the public?
 - Are these published on the Office of the Secretary website?
 - Has thought been given to planning ongoing tours of the new facility after the project is complete?

Response:

The Department of General Services (DGS) and the contractor, Gilbane Construction, will manage tours of the construction site, including the January 27th tour. The goal is to provide UDC students interested in architecture with the opportunity to learn about construction management as the project progresses. The tours are managed through the construction website set up by DGS and Gilbane. There is a link to this site from the OS/OPR website. OS/OPR will manage tours of the new facility after completion. The tours will cover the public spaces and be handled in the same fashion as tours of the current Naylor Court Facility.

71. What workforce development efforts does the archives engage in? Please describe any apprenticeships and internships the agency has. Does the archives work with the District of Columbia Public Schools or the University of the District of Columbia to train archivists and archivist staff?

Response:

OS routinely provides internship and volunteer opportunities to interested students and the general public as space allows. The OS/OPR internship allows students and volunteers to work closely with OPR staff to process archival collections, scan records to support digitization, and assist researchers. Yearly, OPR partners with the District of Columbia Public Schools to provide an internship opportunity for a high school student in their Real-World History Program. We also host an intern through the DCHR District Leadership Program.

72. What is the current staffing level of the DC Archives and how does this compare to that of other states based on the volume of records maintained?

Response:

OPR current staffing level is 8 FTEs. Archives with similar size record volumes have an average staff of 21 FTEs.

73. Does the Office expect to increase the staffing level once the project is complete?

Response:

OS will seek to increase the staffing level to match that of archives of similar sizes.

74. Are there any associated costs for a member of the public to conduct research at the new facility? Please describe any hourly research charges, copying costs, or fees to have records pulled.

Response:

The Office of Public Records and Archives does not currently charge for its services.

75. What efforts are being undertaken to digitize the DC Archive documents and make them more easily searchable?

Response:

Between FY23 and FY 24, OS has invested in building the digitization capacity of the DC Archives through the acquisition of scanning equipment, a digital archive and a digital preservation system. Through an effort managed by our State Archivist, OS has begun to digitize historic birth and death records, land records, speeches, and photographs. Digitized materials are made available and searchable in our digital archive.