

**Attachment 1**

**OS Schedule A** as of January 30, 2025

Position Number	Title	Name	Hire Date	Vacant Status	Grade	Step	Salary	Fringes	Job DeptID
11355	Administrator Ofc of Document	Reid,Victor L	2/28/2011	F		8	0 153760.7	32751.02	BA15000000
20526	Ceremonial Services Officer	Handy,Terry	9/13/2021	F		14	8 134661	28682.79	BA12000000
21182	Executive Assistant			V		11	0 65285	13905.71	
33159	Archivist	Branch Jr.,William E	10/18/2004	F		13	9 116933	24906.73	BA13000000
41021	Executive Assistant	Scruggs,Arlethia D	10/21/2002	F		12	9 100827	21476.15	BA10000000
41666	Supervisory Records & Informat	Rahmaan,Ali	10/4/2004	F		13	0 119416	25435.61	BA13000000
41667	ARCHIVIST			V		12	0 80784	17206.99	
42711	Secretary of the District	Bassett,Kimberly Ann	1/2/2015	F	E3		0 189423.8	40347.27	BA10000000
42727	Deputy Secretary of the Distri	Candelaria,Alma	3/2/2020	F		8	0 132057.3	28128.21	BA10000000
42770	Notary & Authentications Offic			V		8	0 137328.5	29250.97	
42784	Protocol Officer	Andrews,Anthony	3/30/2020	F		7	0 124368.2	26490.42	BA16000000
44630	Program Analyst	Ferguson,Ronnell	11/13/2001	F		12	8 98322	20942.59	BA14000000
45445	NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	6/22/1990	F		12	8 98322	20942.59	BA14000000
46400	Notary and Authentication Spec	Ogburn,Joyce M	2/3/1983	F		13	8 113950	24271.35	BA14000000
46721	Attorney Advisor	Smith,Ayesha	7/13/2015	F		12	10 119156	25380.23	BA15000000
47454	Senior Writer-Editor	Kajubi,Damali B	5/30/2006	F		14	8 134661	28682.79	BA15000000
77339	Records & Information Manageme	Washington,Andrew J. C.	1/18/2011	F		12	9 100827	21476.15	BA13000000
77340	Attorney Advisor	Anderson,James Lewis	1/3/2023	F		13	5 123522	26310.19	BA10000000
82660	NOTARY & AUTHENTICATION SPEC	Johnson,LaShawn	4/18/2016	F		12	2 83289	17740.56	BA14000000
87577	Public Records Administrator	Matthews Jr.,Lopez	3/28/2022	F		8	0 151578.5	32286.22	BA13000000
91983	Archivist	Mason,Lana	8/14/2023	F		12	4 88300	18807.9	BA13000000
97567	Program Support Specialist	Campbell-Jenifer,Jennifer N	5/8/2017	F		11	4 71579	15246.33	BA15000000
99388	Editor	Henderson,Gina L.	2/14/2022	F		12	10 103333	22009.93	BA15000000
99690	Operations Analyst	Rembrandt,Wiwiek	10/22/2012	F		14	6 127615	27182	BA10000000
108895	Special Assistant	Collins,Joshua	12/19/2022	F		12	5 90805	19341.47	BA10000000
108896	Records & Information Manageme	Hill,Elizabeth N	4/10/2023	F		12	5 90805	19341.47	BA13000000
110022	Records & Information Manageme	Childs Sr.,Ishmael C	9/26/2022	F		11	2 67383	14352.58	BA13000000
110063	Staff Assistant	Dsilva,Jonathan	7/1/2024	F		9	4 59378	12647.51	BA15000000
110074	Staff Assistant	Campbell,Kamisha	10/17/2016	F		9	3 57647	12278.81	BA14000000
115340	Executive Assistant			V		13	0 93069	19823.7	

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**dule A** as of January 30, 2025

Title	Name	Job Dept Name	Pay Plan	Union Code	Budgeted Position	Combo Code	Fund
Administrator Ofc of Document	Reid,Victor L	Documents & Admin Issuances	XS	XAA	Y	145802	1010001
Ceremonial Services Officer	Handy,Terry	Ceremonial Services Unit	DS	XAA	Y	145800	1010001
Executive Assistant			DS	XAA	Y	145805	1010001
Archivist	Branch Jr.,William E	Office of Public Records	DS	XAA	Y	145803	1010001
Executive Assistant	Scruggs,Arlethia D	OTS-Secretary's Office	DS	XAA	Y	145804	1010001
Supervisory Records & Informat	Rahmaan,Ali	Office of Public Records	DS	MSS	Y	145270	1010001
ARCHIVIST			DS	XAA	Y	145803	1010001
Secretary of the District	Bassett,Kimberly Ann	OTS-Secretary's Office	DX	XXX	Y	145805	1010001
Deputy Secretary of the Distri	Candelaria,Alma	OTS-Secretary's Office	XS	XAA	Y	145805	1010001
Notary & Authentications Offic			XS	XAA	Y	145806	1060197
Protocol Officer	Andrews,Anthony	International Relations	XS	XAA	Y	145799	1010001
Program Analyst	Ferguson,Ronnell	Notary Commissions Section	DS	XAA	Y	145806	1060197
NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	Notary Commissions Section	DS	XAA	Y	145806	1060197
Notary and Authentication Spec	Ogburn,Joyce M	Notary Commissions Section	DS	XAA	Y	145806	1060197
Attorney Advisor	Smith,Ayesha	Documents & Admin Issuances	LA	XAA	Y	145802	1010001
Senior Writer-Editor	Kajubi,Damali B	Documents & Admin Issuances	DS	XAA	Y	145801	1010001
Records & Information Manageme	Washington,Andrew J. C.	Office of Public Records	DS	XAA	Y	145270	1010001
Attorney Advisor	Anderson,James Lewis	OTS-Secretary's Office	LA	XAA	Y	145802	1010001
NOTARY & AUTHENTICATION SPEC	Johnson,LaShawn	Notary Commissions Section	DS	XAA	Y	145806	1060197
Public Records Administrator	Matthews Jr.,Lopez	Office of Public Records	XS	XAA	Y	145803	1010001
Archivist	Mason,Lana	Office of Public Records	DS	XAA	Y	145803	1010001
Program Support Specialist	Campbell-Jenifer,Jennifer N	Documents & Admin Issuances	DS	XAA	Y	145802	1010001
Editor	Henderson,Gina L.	Documents & Admin Issuances	DS	XAA	Y	145800	1010001
Operations Analyst	Rembrandt,Wiwiek	OTS-Secretary's Office	DS	XAA	Y	145804	1010001
Special Assistant	Collins,Joshua	OTS-Secretary's Office	DS	XAA	Y	145805	1010001
Records & Information Manageme	Hill,Elizabeth N	Office of Public Records	DS	XAA	Y	145270	1010001
Records & Information Manageme	Childs Sr.,Ishmael C	Office of Public Records	DS	XAA	Y	145270	1010001
Staff Assistant	Dsilva,Jonathan	Documents & Admin Issuances	DS	XAA	Y	145802	1010001
Staff Assistant	Campbell,Kamisha	Notary Commissions Section	DS	XAA	Y	145806	1060197
Executive Assistant			DS	XAA	Y	145804	1010001

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**dule A** as of January 30, 2025

Title	Name	Fund Name	Program	CostCenter	Position Deptid	Department Name
Administrator Ofc of Document	Reid,Victor L	LOCAL FUNDS	500070	50143	BA15000000	Documents & Admin Issuances
Ceremonial Services Officer	Handy,Terry	LOCAL FUNDS	500069	50142	BA12000000	Ceremonial Services Unit
Executive Assistant		LOCAL FUNDS	100154	50142	BA90000000	DIR Office of the Secretary
Archivist	Branch Jr.,William E	LOCAL FUNDS	500075	50144	BA13000000	Office of Public Records
Executive Assistant	Scruggs,Arlethia D	LOCAL FUNDS	100003	50142	BA10000000	OTS-Secretary's Office
Supervisory Records & Informat	Rahmaan,Ali	LOCAL FUNDS	500074	50144	BA13000000	Office of Public Records
ARCHIVIST		LOCAL FUNDS	500075	50144	BA13000000	Office of Public Records
Secretary of the District	Bassett,Kimberly Ann	LOCAL FUNDS	100154	50142	BA10000000	OTS-Secretary's Office
Deputy Secretary of the Distri	Candelaria,Alma	LOCAL FUNDS	100154	50142	BA10000000	OTS-Secretary's Office
Notary & Authentications Offic		DISTRIBUTION FEES	500073	50142	BA14000000	Notary Commissions Section
Protocol Officer	Andrews,Anthony	LOCAL FUNDS	500072	50142	BA16000000	International Relations
Program Analyst	Ferguson,Ronnell	DISTRIBUTION FEES	500073	50142	BA14000000	Notary Commissions Section
NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	DISTRIBUTION FEES	500073	50142	BA14000000	Notary Commissions Section
Notary and Authentication Spec	Ogburn,Joyce M	DISTRIBUTION FEES	500073	50142	BA14000000	Notary Commissions Section
Attorney Advisor	Smith,Ayesha	LOCAL FUNDS	500070	50143	BA15000000	Documents & Admin Issuances
Senior Writer-Editor	Kajubi,Damali B	LOCAL FUNDS	500071	50143	BA15000000	Documents & Admin Issuances
Records & Information Manageme	Washington,Andrew J. C.	LOCAL FUNDS	500074	50144	BA13000000	Office of Public Records
Attorney Advisor	Anderson,James Lewis	LOCAL FUNDS	500070	50143	BA10000000	OTS-Secretary's Office
NOTARY & AUTHENTICATION SPEC	Johnson,LaShawn	DISTRIBUTION FEES	500073	50142	BA14000000	Notary Commissions Section
Public Records Administrator	Matthews Jr.,Lopez	LOCAL FUNDS	500075	50144	BA13000000	Office of Public Records
Archivist	Mason,Lana	LOCAL FUNDS	500075	50144	BA13000000	Office of Public Records
Program Support Specialist	Campbell-Jenifer,Jennifer N	LOCAL FUNDS	500070	50143	BA15000000	Documents & Admin Issuances
Editor	Henderson,Gina L.	LOCAL FUNDS	500069	50142	BA15000000	Documents & Admin Issuances
Operations Analyst	Rembrandt,Wiwiek	LOCAL FUNDS	100003	50142	BA10000000	OTS-Secretary's Office
Special Assistant	Collins,Joshua	LOCAL FUNDS	100154	50142	BA10000000	OTS-Secretary's Office
Records & Information Manageme	Hill,Elizabeth N	LOCAL FUNDS	500074	50144	BA13000000	Office of Public Records
Records & Information Manageme	Childs Sr.,Ishmael C	LOCAL FUNDS	500074	50144	BA13000000	Office of Public Records
Staff Assistant	Dsilva,Jonathan	LOCAL FUNDS	500070	50143	BA15000000	Documents & Admin Issuances
Staff Assistant	Campbell,Kamisha	DISTRIBUTION FEES	500073	50142	BA14000000	Notary Commissions Section
Executive Assistant		LOCAL FUNDS	100003	50142	BA10000000	OTS-Secretary's Office

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**dule A** as of January 30, 2025

Title	Name	Location Name	F/P Time	Term	Sched	WAE	Sal Plan	FTE
Administrator Ofc of Document	Reid,Victor L	One Judiciary Square	F	Reg	F	N	XS0001	1
Ceremonial Services Officer	Handy,Terry	John A. Wilson Building	F	Reg	F	N	DS0087	1
Executive Assistant		John A. Wilson Building	F				DS0087	1
Archivist	Branch Jr.,William E	Office of Public Records	F	Reg	F	N	DS0087	1
Executive Assistant	Scruggs,Arlethia D	John A. Wilson Building	F	Reg	F	N	DS0087	1
Supervisory Records & Informat	Rahmaan,Ali	Office of Public Records	F	Reg	F	N	DS0086	1
ARCHIVIST		Office of Public Records	F				DS0087	1
Secretary of the District	Bassett,Kimberly Ann	John A. Wilson Building	F	Reg	F	N	DX0000	1
Deputy Secretary of the Distri	Candelaria,Alma	John A. Wilson Building	F	Reg	F	N	XS0001	1
Notary & Authentications Offic		One Judiciary Square	F				DS0086	1
Protocol Officer	Andrews,Anthony	John A. Wilson Building	F	Reg	F	N	XS0001	1
Program Analyst	Ferguson,Ronnell	One Judiciary Square	F	Reg	F	N	DS0087	1
NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	One Judiciary Square	F	Reg	F	N	DS0087	1
Notary and Authentication Spec	Ogburn,Joyce M	One Judiciary Square	F	Reg	F	N	DS0087	1
Attorney Advisor	Smith,Ayesha	One Judiciary Square	F	Reg	F	N	LA0001	1
Senior Writer-Editor	Kajubi,Damali B	One Judiciary Square	F	Reg	F	N	DS0087	1
Records & Information Manageme	Washington,Andrew J. C.	Office of Public Records	F	Reg	F	N	DS0087	1
Attorney Advisor	Anderson,James Lewis	John A. Wilson Building	F	Reg	F	N	LA0001	1
NOTARY & AUTHENTICATION SPEC	Johnson,LaShawn	One Judiciary Square	F	Reg	F	N	DS0087	1
Public Records Administrator	Matthews Jr.,Lopez	Office of Public Records	F	Reg	F	N	XS0001	1
Archivist	Mason,Lana	Office of Public Records	F	Reg	F	N	DS0087	1
Program Support Specialist	Campbell-Jenifer,Jennifer N	One Judiciary Square	F	Reg	F	N	DS0087	1
Editor	Henderson,Gina L.	One Judiciary Square	F	Reg	F	N	DS0087	1
Operations Analyst	Rembrandt,Wiwiek	John A. Wilson Building	F	Reg	F	N	DS0087	1
Special Assistant	Collins,Joshua	John A. Wilson Building	F	Reg	F	N	DS0087	1
Records & Information Manageme	Hill,Elizabeth N	Office of Public Records	F	Reg	F	N	DS0087	1
Records & Information Manageme	Childs Sr.,Ishmael C	Office of Public Records	F	Reg	F	N	DS0087	1
Staff Assistant	Dsilva,Jonathan	One Judiciary Square	F	Reg	F	N	DS0087	1
Staff Assistant	Campbell,Kamisha	One Judiciary Square	F	Reg	F	N	DS0087	1
Executive Assistant		John A. Wilson Building	F				DS0087	1

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**dule A** as of January 30, 2025

Title	Name	Sensitivity Description
Administrator Ofc of Document	Reid,Victor L	Security
Ceremonial Services Officer	Handy,Terry	Security
Executive Assistant		Security
Archivist	Branch Jr.,William E	Security
Executive Assistant	Scruggs,Arlethia D	Security
Supervisory Records & Informat	Rahmaan,Ali	Security
ARCHIVIST		Security
Secretary of the District	Bassett,Kimberly Ann	Security
Deputy Secretary of the Distri	Candelaria,Alma	Security
Notary & Authentications Offic		Security
Protocol Officer	Andrews,Anthony	Security
Program Analyst	Ferguson,Ronnell	Security
NOTARY & AUTHENTICATION SPEC	Braxton,Tabatha R	Security
Notary and Authentication Spec	Ogburn,Joyce M	Security
Attorney Advisor	Smith,Ayesha	Security
Senior Writer-Editor	Kajubi,Damali B	Security
Records & Information Manageme	Washington,Andrew J. C.	Security
Attorney Advisor	Anderson,James Lewis	Security
NOTARY & AUTHENTICATION SPEC	Johnson,LaShawn	Security
Public Records Administrator	Matthews Jr.,Lopez	Security
Archivist	Mason,Lana	Security
Program Support Specialist	Campbell-Jenifer,Jennifer N	Security
Editor	Henderson,Gina L.	Security
Operations Analyst	Rembrandt,Wiwiek	Security
Special Assistant	Collins,Joshua	Security
Records & Information Manageme	Hill,Elizabeth N	Security
Records & Information Manageme	Childs Sr.,Ishmael C	Security
Staff Assistant	Dsilva,Jonathan	Security
Staff Assistant	Campbell,Kamisha	Security
Executive Assistant		Security

**FY 2025 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 2022 Actual	FY 2023 Actual	FY 2024 Approved	FY 2025 Approved	Change from FY 2024	Local (Dedicated Taxes)	Other	General (Local + Other)	Federal	Private	Enterprise Funds and Other	Intra-District
<b>AGENCY MANAGEMENT PROGRAM</b>		<b>AMP000</b>												
	COMMUNICATIONS	AMP003	259	262	276	277	1	277	0	277	0	0	0	0
	CONTRACTING AND PROCUREMENT	AMP005	10	0	0	0	0	0	0	0	0	0	0	0
	FLEET MANAGEMENT	AMP009	13	7	12	8	-4	8	0	8	0	0	0	0
	PERFORMANCE AND STRATEGIC MANAGEMENT	AMP016	661	690	917	1,465	548	1,465	0	1,465	0	0	0	0
<b>Subtotal: AGENCY MANAGEMENT PROGRAM</b>			<b>944</b>	<b>959</b>	<b>1,205</b>	<b>1,750</b>	<b>545</b>	<b>1,750</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEREMONIES</b>		<b>GO0022</b>												
	CEREMONIAL SERVICES	O02201	223	489	465	339	-126	339	0	339	0	0	0	0
<b>Subtotal: CEREMONIES</b>			<b>223</b>	<b>489</b>	<b>465</b>	<b>339</b>	<b>-126</b>	<b>339</b>	<b>0</b>	<b>339</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DOCUMENTS AND ADMIN. ISSUANCE</b>		<b>GO0023</b>												
	ADMINISTRATIVE ISSUANCES	O02301	533	570	652	649	-3	649	0	649	0	0	0	0
	D.C. REGISTER	O02302	154	160	159	162	3	162	0	162	0	0	0	0
<b>Subtotal: DOCUMENTS AND ADMIN. ISSUANCE</b>			<b>687</b>	<b>730</b>	<b>812</b>	<b>812</b>	<b>0</b>	<b>812</b>	<b>0</b>	<b>812</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INTERNATIONAL SERVICES</b>		<b>GO0024</b>												
	INTERNATIONAL RELATIONS AND PROTOCOL	O02401	131	130	159	151	-8	151	0	151	0	0	0	0
<b>Subtotal: INTERNATIONAL SERVICES</b>			<b>131</b>	<b>130</b>	<b>159</b>	<b>151</b>	<b>-8</b>	<b>151</b>	<b>0</b>	<b>151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NOTARY COMMISSION AND AUTHENTICATIONS</b>		<b>GO0025</b>												
	NOTARY AUTHENTICATIONS	O02501	613	708	734	751	17	0	751	751	0	0	0	0
<b>Subtotal: NOTARY COMMISSION AND AUTHENTICATIONS</b>			<b>613</b>	<b>708</b>	<b>734</b>	<b>751</b>	<b>17</b>	<b>0</b>	<b>751</b>	<b>751</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC RECORDS</b>		<b>GO0026</b>												
	ARCHIVAL ADMINISTRATION	O02601	1,118	895	443	536	93	536	0	536	0	0	0	0
	PUBLIC RECORDS MANAGEMENT	O02602	657	1,086	1,415	795	-620	546	249	795	0	0	0	0
<b>Subtotal: PUBLIC RECORDS</b>			<b>1,775</b>	<b>1,981</b>	<b>1,858</b>	<b>1,331</b>	<b>-527</b>	<b>1,082</b>	<b>249</b>	<b>1,331</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SPECIAL INITIATIVES</b>		<b>GO0027</b>												
	DC DEMOCRACY INITIATIVES	O02701	200	200	200	200	0	200	0	200	0	0	0	0
<b>Subtotal: SPECIAL INITIATIVES</b>			<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Office of the Secretary</b>			<b>4,573</b>	<b>5,197</b>	<b>5,432</b>	<b>5,334</b>	<b>-99</b>	<b>4,334</b>	<b>1,000</b>	<b>5,334</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Attachment 3

Type of Expenditure	Purchase Order Number	Business Name	CBE Number	Is SBE?	CBE Status	Expenditure Amount	Payment Date
OCFO	PO699601	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	5126	9/17/2024
OCFO	PO699139	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	5132	9/17/2024
OCFO	PO699138	TPW CONSULTANTS LLC	LSDZ88326052025	Y	Active	5293	9/17/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	507.5	8/30/2024
OCFO	PO710870	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	24697.01	9/17/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	461	7/11/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	184.4	7/11/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	30.84	7/29/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	260	8/26/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	548.11	8/29/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	956.55	8/29/2024
PCARD		TPW CONSULTANTS	LSDZ88326052025	Y	Active	682.25	9/30/2024
PCARD		ABC TECHNICAL SOLUTION	LSDZ52778092025	Y	Active	2951.47	9/30/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	1239.92	9/30/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	518.22	9/30/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	64.94	9/30/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	173.39	9/30/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	246.7	9/30/2024
PCARD		ABC TECHNICAL SOLUTION	LSDZ52778092025	Y	Active	6082.27	9/25/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	626.2	9/27/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	480.77	9/27/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	4133.76	9/27/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	95	9/23/2024
PCARD		TPW CONSULTANTS	LSDZ88326052025	Y	Active	984	9/20/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	359.47	9/23/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	10000	9/12/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	141.2	9/9/2024
PCARD		PUBLIC PERFORMANCE MAN	LSDRE57224112026	Y	Active	13384.15	9/2/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	105	6/24/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	1420	6/19/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	575.02	6/6/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	279.05	6/6/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	4525	5/30/2024
PCARD		METROPOLITAN	LSDZRE56176032027	Y	Active	2696.85	5/22/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	-781.07	5/16/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	1875	5/9/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	105	5/8/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	1420	5/8/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	1562.14	5/6/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	145.88	5/2/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	94.8	4/3/2024
OCFO	PO706330	HI TECH ELECTRIC LLC	LSZ21280122025	Y	Active	10719	5/25/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	2610	4/2/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	72.5	5/11/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	1595	4/23/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	1015	2/21/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	797.5	1/27/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	507.5	1/3/2024
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	1305	12/19/2023
OCFO	PO699844	DIGI DOCS INC DOCUMENT MGERS	LSDRE85025022027	Y	Active	27349.46	12/21/2023
PCARD		ABC TECHNICAL SOLUTION	LSDZ52778092025	Y	Active	1140.28	1/30/2024

Type of Expenditure	Purchase Order		CBE Number	Is SBE?	CBE Status	Expenditure	
	Number	Business Name				Amount	Payment Date
PCARD		ABC TECHNICAL SOLUTION	LSDZ52778092025	Y	Active	512.48	1/30/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	315.63	1/4/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	168.66	1/4/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	143.29	1/4/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	92.36	1/24/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	87.2	2/23/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	39.89	2/7/2024
PCARD		METROPOLITAN	LSDZRE56176032027	Y	Active	854.49	3/18/2024
PCARD		SENODA INC	LSZ96833052025	Y	Active	5000	3/25/2024
PCARD		STANDARD OFFICE SUPPLY	LSX32396012028	Y	Active	56.22	3/4/2024
PCARD		ABC TECHNICAL SOLUTION	LSDZ52778092025	Y	Active	1913.11	12/18/2023
OCFO		VICTORIA KOFFLEY		N		75	9/15/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		49.25	9/30/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		49.25	9/30/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73532.71	9/14/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73498.18	8/11/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-73498.18	8/8/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73498.18	8/8/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-73498.18	7/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73498.18	7/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		73658.56	9/6/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72916.76	7/13/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72755.16	7/13/2024
OCFO	PO709669	NATIONAL ASSOCIATION OF SECRE		N		4777	8/30/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-49.25	9/30/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-49.25	9/30/2024
OCFO		HOWARD UNIVERSITY		N		25000	9/25/2024
OCFO	PO705753	Aramark Services Inc		N		1748.4	7/2/2024
OCFO		ATT MOBILITY		N		1999.98	8/30/2024
OCFO	P2343239	STUDENTS FOR DC STATEHOOD		N		15000	5/14/2024
OCFO	P2343240	LONG LIVE GOGO FOUNDATION		N		15000	5/11/2024
OCFO	P2343895	LEAGUE OF WOMEN VOTERS ED FUND		N		75000	5/21/2024
OCFO	P2343236	HISTORICAL SOCIETY WASHINGTON		N		50000	5/11/2024
OCFO	P2343243	COALITION FOR DC REPRESENTATIO		N		45000	6/25/2024
PCARD		SPRINGSHARE LLC		N		5138	7/23/2024
PCARD		IN PJ RELOCATORS		N		1400	7/23/2024
PCARD		SUPPLY CHIMP		N		909.24	7/17/2024
PCARD		SHERATON PUERTO RICO		N		876.89	7/15/2024
PCARD		SQ ACE S AWARDS AND P		N		259	7/11/2024
PCARD		SOUTHWEST		N		250.96	7/31/2024
PCARD		COMCAST		N		234.94	7/15/2024
PCARD		READYREFRESHWATERSERV		N		191.89	7/31/2024
PCARD		SOUTHWEST		N		340.96	7/31/2024
PCARD		ASSOCIATION FOR THE ST		N		300	7/3/2024
PCARD		ASSOCIATION FOR THE ST		N		1024	8/7/2024
PCARD		CAPITAL ONE ARENA		N		-8013.28	8/15/2024
PCARD		COMCAST		N		234.94	8/9/2024
PCARD		AMTRAK CO26		N		276	9/27/2024
PCARD		ULINE		N		230.28	9/30/2024
PCARD		ULINE		N		1484	9/30/2024
PCARD		RF KENGLA FLAG COMP		N		1674.36	9/30/2024
PCARD		THE CROWLEY COMPANY		N		365	9/30/2024
PCARD		GRAMMARLY CO		N		2088	9/26/2024

Type of Expenditure	Purchase Order		CBE Number	Is SBE?	CBE Status	Expenditure	
	Number	Business Name				Amount	Payment Date
PCARD		CDW GOVT AA7WF3J		N		107.71	9/26/2024
PCARD		RSVP CATERING		N		6099	9/25/2024
PCARD		THE CROWLEY COMPANY		N		105	9/2/2024
PCARD		DELTA		N		506.21	9/25/2024
PCARD		ANGAD ARTS HOTEL ST LU		N		533.8	9/23/2024
PCARD		ULINE		N		1683.51	9/19/2024
PCARD		IN BRIAR PATCH SHREDD		N		2498	9/20/2024
PCARD		CUSTOMPINS.COM		N		1574	9/19/2024
PCARD		REI		N		1887	9/19/2024
PCARD		COMCAST		N		234.94	9/16/2024
PCARD		THE GATHERING SPOT		N		9858.88	9/9/2024
PCARD		CAPITAL ONE ARENA		N		8013.28	6/17/2024
PCARD		PAYPAL		N		97.5	6/13/2024
PCARD		RF KENGLA FLAG COMP		N		1175.55	6/11/2024
PCARD		INTERNATIONAL TRADE CT		N		218	6/10/2024
PCARD		COMCAST		N		475.81	6/10/2024
PCARD		SQ ACE S AWARDS AND P		N		259	6/10/2024
PCARD		ULINE		N		46.5	6/7/2024
PCARD		RF KENGLA FLAG COMP		N		74.45	6/5/2024
PCARD		SQ ACE S AWARDS AND P		N		259	6/5/2024
PCARD		IN IMAGINE PHOTOGRAPH		N		925	5/30/2024
PCARD		EVENT FEE NASS 2024 SU		N		100	5/29/2024
PCARD		PAYPAL		N		70	5/24/2024
PCARD		ULINE		N		202.91	5/23/2024
PCARD		LYRASIS		N		300	5/22/2024
PCARD		C FORBES INC		N		3440	5/21/2024
PCARD		AFPASSOCIATION OF AFR		N		405	5/20/2024
PCARD		SOUTHWEST		N		449.6	5/8/2024
PCARD		SHERATON PUERTO RICO		N		295.27	5/8/2024
PCARD		EVENT FEE NASS 2024 SU		N		500	5/7/2024
PCARD		GLP INC		N		3484.65	5/1/2024
PCARD		COMCAST		N		232.06	5/1/2024
PCARD		DC CENTRAL KITCHEN INC		N		2450	4/30/2024
PCARD		SQ ACE S AWARDS AND P		N		259	4/29/2024
PCARD		SP CUSTOMPINS.COM		N		976	4/24/2024
PCARD		TLFLEES FLOWER SHOP		N		412.5	4/16/2024
PCARD		SMART CITY NETWORKS		N		5733.83	4/10/2024
PCARD		TLFLEES FLOWER SHOP		N		2310	4/10/2024
PCARD		EVENTS DC		N		2150	4/3/2024
OCFO	PO705807	THE WASHINGTON RESEARCH		N		7500	4/24/2024
OCFO	PO705807	THE WASHINGTON RESEARCH		N		2600	4/24/2024
OCFO	PO705807	THE WASHINGTON RESEARCH		N		20300	4/24/2024
OCFO	PO706493	PROJECTION VIDEO SERV INC		N		35210	5/4/2024
OCFO	PO705751	NETWORKS PRODUCTIONS		N		20000	4/2/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		22662.97	6/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		50280.48	6/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-22662.97	6/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		-50280.48	6/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		22662.97	6/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		50280.48	6/16/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72119.46	5/4/2024
OCFO	PO705753	Aramark Services Inc		N		18538	4/25/2024
OCFO	PO707035	ADAM MATTHEW DIGITAL LTD		N		13840	6/19/2024

Type of Expenditure	Purchase Order		CBE Number	Is SBE?	CBE Status	Expenditure	
	Number	Business Name				Amount	Payment Date
OCFO		ADAM MATTHEW DIGITAL LTD		N		9850	6/26/2024
OCFO	PO699961			N		5996	1/3/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		71979.61	3/31/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		71993.51	3/31/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		71996.26	3/31/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72152.41	3/31/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72017.86	3/31/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		72023.86	3/31/2024
OCFO		NATIONAL ARCHIVES RECORDS AD		N		63.75	3/31/2024
PCARD		GREAT AMERICAN CORP		N		3486.25	1/22/2024
PCARD		GREAT AMERICAN CORP		N		3486.25	1/22/2024
PCARD		IN NATIONAL CHERRY BL		N		3375	2/9/2024
PCARD		CLYDES OF GALLERYPLAC		N		3290	1/29/2024
PCARD		LEADERSHIP GREATER WAS		N		3000	1/18/2024
PCARD		CORNER BAKERY 0096		N		1182.5	2/26/2024
PCARD		EVENT FEE NASS 2024 WI		N		1000	1/2/2024
PCARD		SQ ACE S AWARDS AND P		N		636	2/12/2024
PCARD		TST THE CARLYLE ROOM		N		7320	2/5/2024
PCARD		COMCAST		N		496.68	2/9/2024
PCARD		UNITED PLANNING ORGANI		N		450	1/10/2024
PCARD		UNITED PLANNING ORGANI		N		375	1/5/2024
PCARD		GIANT 2376		N		299.94	2/19/2024
PCARD		COMCAST		N		221.89	1/9/2024
PCARD		CORNER BAKERY 0096		N		210	2/19/2024
PCARD		WASHINGTON DIPLOMAT		N		150	1/2/2024
PCARD		SAFEWAY 2737		N		137.57	2/16/2024
PCARD		SQ ACE S AWARDS AND P		N		249	3/14/2024
PCARD		COMCAST		N		242.39	3/11/2024
PCARD		BARNESNOBLE PAPERSOUR		N		235.85	3/13/2024
PCARD		CORNER BAKERY 96		N		95	3/18/2024
PCARD		BARNESNOBLE PAPERSOUR		N		-13.35	3/15/2024
PCARD		PAYPAL		N		4830	3/8/2024
PCARD		SQ ACE S AWARDS AND P		N		259	11/3/2023
PCARD		GREAT AMERICAN CORP		N		3509.25	10/23/2023
PCARD		SP CUSTOMPINS COM		N		75	10/20/2023
PCARD		COMCAST		N		221.89	10/17/2023
PCARD		LYRASIS		N		300	10/19/2023
PCARD		CORNER BAKERY 0096		N		475	12/20/2023
PCARD		READYREFRESHWATERSERV		N		155.7	12/13/2023
PCARD		SQ ACE S AWARDS AND P		N		249	12/1/2023
PCARD		PAYPAL		N		3025	11/30/2023
PCARD		APPX SOFTWARE INC		N		2500	11/10/2023
PCARD		COMCAST		N		221.89	11/8/2023



## Attachment 4

# OFFICE OF THE SECRETARY FY 2024 PERFORMANCE PLAN

DECEMBER 1, 2023

# CONTENTS

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# 1 OFFICE OF THE SECRETARY

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*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

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### Strategic Objective

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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.

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### 3 2024 OPERATIONS

Operation Title	Operation Description	Type of Operation
<b>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.</b>		
Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
<b>Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.</b>		
Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service
Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service
<b>Provide support and outreach services to the diplomatic and international communities.</b>		
Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service
<b>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.</b>		
Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service
<b>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.</b>		
Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

## 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
<b>Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.</b>					
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
<b>Provide support and outreach services to the diplomatic and international communities.</b>					
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	Not Available	Not Available	Not Available	100%
<b>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.</b>					
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
<b>Ceremonial documents for constituents</b>			
Number of ceremonial documents prepared	507	721	729
<b>Serve as liaison with diplomatic community in DC</b>			
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
<b>Manage District government records</b>			
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
<b>Publish the DC Register and the DC Municipal Regulations</b>			
Number of rulemakings processed	338	326	203
Number of administrative issuances processed	143	184	155



## Attachment 5

# OFFICE OF THE SECRETARY PROPOSED FY 2025 PERFORMANCE PLAN

APRIL 3, 2024

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<b>4 Proposed 2025 Key Performance Indicators and Workload Measures</b>	<b>6</b>

# 1 OFFICE OF THE SECRETARY

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## 2 PROPOSED 2025 OBJECTIVES

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### Strategic Objective

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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.

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### 3 PROPOSED 2025 OPERATIONS

Operation Title	Operation Description	Type of Operation
<b>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.</b>		
Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
<b>Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.</b>		
Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service
Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service
<b>Provide support and outreach services to the diplomatic and international communities.</b>		
Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service
<b>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.</b>		
Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service
<b>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.</b>		
Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

## 4 PROPOSED 2025 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

### Key Performance Indicators

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
<b>Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.</b>					
Number of notary application processed (excludes government employees)	Up is Better	2,220	1,700	1700	1700
Number of documents authenticated	Up is Better	46,000	50,000	56,800	56,800
Number of customer served	Up is Better	30,000	30,000	12,200	12,200
<b>Provide support and outreach services to the diplomatic and international communities.</b>					
Percent of ambassador welcome letters sent within three months of start of new term	Up is Better	Not Available	Not Available	100%	100%
<b>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.</b>					
Percent of records requests fulfilled within five business days	Up is Better	60%	70%	60%	60%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	33.3%	20%	40%	40%
Number of records entered into the collections management system	Neutral	New in 2023	2,182	5	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	44.4%	60%	50%	50%
<b>Create and maintain a highly efficient, transparent, and responsive District government.</b>					
Percent of new hires that are District residents	Up is Better	New in 2023	33.3%	No Target Set	No Target Set
Percent of employees that are District residents	Up is Better	New in 2023	62.1%	No Target Set	No Target Set
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time.	Up is Better	New in 2023	No Applicable Incidents	No Target Set	No Target Set
Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia	Up is Better	New in 2023	0%	No Target Set	No Target Set

Key Performance Indicators (*continued*)

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years.	Up is Better	New in 2023	Not Available	No Target Set	No Target Set

Workload Measures

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

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, February 29, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=mf049b600f0615edadfc6c92d094e2794>

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

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2024 Emancipation Day Celebration
4. Open Discussion/Questions and Concerns
5. Next Meeting Date: March 14, 2024
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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, February 29, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=mf049b600f0615edadfc6c92d094e2794>

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

Agenda:

1. Welcome/Call to Order
  - Joshua officially started the meeting at 6:07 PM
2. Determination of Quorum
  - There were 5 of the 7 commissioners present, meaning that Quorum was met
  - Commissioners Hawkins, Nelson, Hackney, Grimes, and Freese were present.
3. Events for 2024 Emancipation Day Celebration
  - Full Democracy Luncheon, taking place on April 15<sup>th</sup> at the Washington Convention Center.
  - Joshua provided an overview of dates for EOM Emancipation Activities taking place at Freedom Plaza
    - Parade – Sunday, April 14<sup>th</sup> at 2:00 PM
    - Concert – Sunday, April 14<sup>th</sup> at 3:00 PM
    - Fireworks – Sunday, April 14<sup>th</sup> at 8:30 PM
4. Open Discussion/Questions and Concerns
  - Commissioner Grimes asked whether she could bring her daughter and her friends to the parade to march with the Mayor.
  - Commissioner Hawkins mentioned the Girl Scouts historic participation in the event.
5. Next Meeting Date: March 14, 2024
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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, March 14, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=mbbdcd167543bb2daa3667566fc06d8e7>

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

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2024 Emancipation Day Celebration
4. Open Discussion/Questions and Concerns
5. Next Meeting Date: March 14, 2024
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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, March 14, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=mbbdcd167543bb2daa3667566fc06d8e7>

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

Agenda:

1. Welcome/Call to Order
  - Joshua officially started the meeting at 6:05 PM
2. Determination of Quorum
  - There were 4 of the 7 commissioners present, meaning that Quorum was met
  - Commissioners Hawkins, Nelson, Hackney, and Freese were present.
3. Events for 2024 Emancipation Day Celebration
  - Joshua outlined the upcoming Full Democracy Luncheon, taking place on April 15<sup>th</sup> at the Washington Convention Center.
    - Commissioners would have a reserved table, potential opportunity for them to participate in the program
  - Joshua provided an overview of dates for EOM Emancipation Activities taking place at Freedom Plaza
    - Parade – Sunday, April 14<sup>th</sup> at 2:00 PM
    - Concert – Sunday, April 14<sup>th</sup> at 3:00 PM
    - Fireworks – Sunday, April 14<sup>th</sup> at 8:30 PM
4. Open Discussion/Questions and Concerns
  - Commissioner Hawkins suggested collaborating with a school for a program to bring Emancipation Day to youth
  - Commissioner Nelson mentioned participating in the Reading of the Names with Frank Smith
  - Commissioner Freese mentioned incorporating the libraries, they might have current programming planned, and the Commission could attend an event together.

5. Next Meeting Date: March 14, 2024

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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, April 4, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m1eccfe37967b5156762ba5c859235afa>

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

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2024 Emancipation Day Celebration
4. Open Discussion/Questions and Concerns
5. Next Meeting Date: April 11, 2024
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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, April 4th, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m1eccfe37967b5156762ba5c859235afa>

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

Agenda:

1. Welcome/Call to Order
  - Joshua officially started the meeting at 6:10 PM
2. Determination of Quorum
  - There were 4 of the 7 commissioners present, meaning that Quorum was met
  - Commissioners Hawkins, Nelson, Hackney, and Freese were present.
3. Events for 2024 Emancipation Day Celebration
  - Full Democracy Luncheon, taking place on April 15<sup>th</sup> at the Washington Convention Center.
  - Joshua provided an overview of dates for EOM Emancipation Activities taking place at Freedom Plaza
    - Parade – Sunday, April 14<sup>th</sup> at 2:00 PM
    - Concert – Sunday, April 14<sup>th</sup> at 3:00 PM
    - Fireworks – Sunday, April 14<sup>th</sup> at 8:30 PM
4. Open Discussion/Questions and Concerns
  - Commissioner Fresse mentioned corporate sponsorships playing a role in the concert.
  - Commissioner Nelson mentioned getting the media involved, specifically the radio stations and local news coverage.
  - Commissioner Hackney asked whether there were opportunities for federal agencies to get involved.
5. Next Meeting Date: April 11th, 2024
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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, April 11, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m11c59c9570333afcc352ef1a94730398>

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

Agenda:

1. Welcome/Call to Order
2. Determination of Quorum
3. Events for 2024 Emancipation Day Celebration
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](mailto:opengovoffice@dc.gov)*

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



**DC Emancipation Commemoration Commission Meeting**

Date: Thursday, April 11th, 2024 – 6:00 PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m11c59c9570333afcc352ef1a94730398>

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

Agenda:

1. Welcome/Call to Order
  - Joshua officially started the meeting at 6:10 PM
2. Determination of Quorum
  - There were 6 of the 7 commissioners present, meaning that Quorum was met
  - Commissioners Hawkins, Nelson, Hackney, Grimes, Henderson, and Freese were present.
3. Events for 2024 Emancipation Day Celebration
  - Full Democracy Luncheon, taking place on April 15<sup>th</sup> at the Washington Convention Center.
  - Joshua provided an overview of dates for EOM Emancipation Activities taking place at Freedom Plaza
    - Parade – Sunday, April 14<sup>th</sup> at 2:00 PM
    - Concert – Sunday, April 14<sup>th</sup> at 3:00 PM
    - Fireworks – Sunday, April 14<sup>th</sup> at 8:30 PM
4. Open Discussion/Questions and Concerns
  - Commissioner Henderson asked what time are the commissioners expected to arrive to the parade?
  - Commissioner Hawkins asked whether the fireworks would be at a different location than the parade?
  - Commissioner Grimes asked whether pets would be allowed at the concert.
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](mailto: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, November 26th, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m277877733e273069f6abc321688a3e4f>

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 6:05 PM
  
2. Determination of Quorum
  - Commissioners Mary Ivey, Jessica Tunon 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 Friday, January 17, 2025 at 8:30 AM
    - 2025 Martin Luther King Jr Day Peace Walk/Parade, scheduled for Saturday, January, 18, 2025
    - MLK Wreath Laying at the MLK Memorial – date TBD
    - Office of the Secretary – Office of Public Records MLK Program, date to be confirmed
    - MLK Commission Service Activity – TBD
  
4. Open Discussion/Questions and Concerns
  - After the events overview, Joshua Collins opened the floor for the Commissioners to share ideas for potential group outings

- Commissioner Ivey shared that she recently attended an exhibition at MLK Library entitled the Negro Motorist Green Book – an exhibit that offers a look at the reality of travel for African Americans in mid-century America and how the annual guide served as a resource for the nation’s rising African American middle class.
- Commissioner Evans also mentioned that a community service activity could be an option as well, suggested group should consider Martha’s Table to support a coat drive.
- Joshua mentioned that the Commission had some vacancies and would send the link out to the Commissioners to distribute to their respective networks and apply.

5. Next Meeting Date: Thursday, December 5<sup>th</sup> 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: Thursday, November 21st, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m277877733e273069f6abc321688a3e4f>

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
  - UPO MLK Jr. Memorial Breakfast – Friday, January 17<sup>th</sup>
  - Mayor Muriel Bowser MLK Parade – Saturday, January 18<sup>th</sup>
  - MLK Wreath Laying - TBD
  - OS MLK Program - TBD
  - Service Activity- TBD
4. Open Discussion/Questions and Concerns

Next Meeting: Thursday, December 5<sup>th</sup> 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: Thursday, December 5th, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m6945d8a1d12656f46e5d2160d94b101b>

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
  - UPO MLK Jr. Memorial Breakfast – Friday, January 17<sup>th</sup>
  - Mayor Muriel Bowser MLK Parade – Saturday, January 18<sup>th</sup>
  - MLK Wreath Laying - TBD
  - OS MLK Program - TBD
  - Service Activity- TBD
4. Open Discussion/Questions and Concerns

Next Meeting: Thursday, December 19<sup>th</sup> 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 5th, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m6945d8a1d12656f46e5d2160d94b101b>

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 6:08 PM
  
2. Determination of Quorum
  - Commissioners Mary Ivey, Howard Marks, Jessica Tunon and Dr. Deborah Evans were present. Quorum was not met, with 4 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 Friday, January 17, 2025 at 8:30 AM
    - 2025 Martin Luther King Jr Day Peace Walk/Parade, scheduled for Saturday, January, 18, 2025
    - MLK Wreath Laying at the MLK Memorial – date TBD
    - Office of the Secretary – Office of Public Records MLK Program, date to be confirmed
    - MLK Commission Service Activity – TBD
  
4. Open Discussion/Questions and Concerns
  - After the events overview, Joshua Collins opened the floor for the Commissioners to share ideas for potential group outings

- Commissioner Marks talked about engaging the Capitals with MLK Day of Service.
- Commissioner Tunan mentioned youth playing a more amplified role in the Wreath Laying Ceremony.
- Commissioner Ivey mentioned potentially getting some local churches to come speak.
- Joshua mentioned that the Commission had some vacancies and would send the link out to the Commissioners to distribute to their respective networks and apply.

5. Next Meeting Date: Thursday, December 5<sup>th</sup> 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: Thursday, December 19th, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m11b3e897b59d352c8e9ebba7b0369408>

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
  - UPO MLK Jr. Memorial Breakfast – Friday, January 17<sup>th</sup>
  - MLK Wreath Laying – Friday, January 17<sup>th</sup>
  - Mayor Muriel Bowser MLK Parade – Saturday, January 18<sup>th</sup>
  - OS MLK Program – The Negro Motorist Green Book at MLK – Thursday – Friday, January 10<sup>th</sup> \*
  - Service Activity- Martha's Table – Friday, January 11<sup>th</sup> \*
4. Open Discussion/Questions and Concerns

Next Meeting: Thursday, January 9<sup>th</sup> 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 19th, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m11b3e897b59d352c8e9ebba7b0369408>

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 6:03 PM
  
2. Determination of Quorum
  - Commissioners Mary Ivey, Howard Marks, Jessica Tunon, Manny Geraldo, and Dr. Deborah Evans were present. Quorum was met, with 5 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 Friday, January 17, 2025 at 8:30 AM
    - 2025 Martin Luther King Jr Day Peace Walk/Parade, scheduled for Saturday, January, 18, 2025
    - MLK Wreath Laying at the MLK Memorial – date TBD
    - Office of the Secretary – Office of Public Records MLK Program, date to be confirmed
    - MLK Commission Service Activity – TBD
  
4. Open Discussion/Questions and Concerns
  - After the events overview, Joshua Collins opened the floor for the Commissioners to share ideas for potential group outings
  - Commissioner Geraldo asked about ways to engage regionally, and work with MD/VA to commemorate the holiday, especially because

MLK was a global figure.

- Commissioner Evans mentioned potentially shifting the wreath laying to a later time of day, to accommodate young people and school.
- Commissioner Tunon asked about partnering with other faith institutions such as Jewish synagogues and Muslim mosques.
- Joshua mentioned that the Commission had some vacancies and would send the link out to the Commissioners to distribute to their respective networks and apply.

5. Next Meeting Date: Thursday, January 9<sup>th</sup> 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: Thursday, January 9th, 2024 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m813e06fb6621f51b25d811b30749abb2>

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
  - UPO MLK Jr. Memorial Breakfast – Friday, January 17<sup>th</sup>
  - MLK Wreath Laying – Friday, January 17<sup>th</sup>
  - Mayor Muriel Bowser MLK Parade – Saturday, January 18<sup>th</sup>
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, January 9th, 2025 - 6:00PM

Platform: WebEx –

<https://dcnet.webex.com/dcnet/j.php?MTID=m813e06fb6621f51b25d811b30749abb2>

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 6:08 PM
  
2. Determination of Quorum
  - Commissioners Mary Ivey, Howard Marks, Jessica Tunon, Manny Geraldo, and Dr. Deborah Evans were present. Quorum was met, with 5 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 Friday, January 17, 2025 at 8:30 AM
    - 2025 Martin Luther King Jr Day Peace Walk/Parade, scheduled for Saturday, January, 18, 2025
    - MLK Wreath Laying at the MLK Memorial – date TBD
    - Office of the Secretary – Office of Public Records MLK Program, date to be confirmed
    - MLK Commission Service Activity – TBD
  
4. Open Discussion/Questions and Concerns
  - After the events overview, Joshua Collins opened the floor for the Commissioners to share ideas for potential group outings

- Commissioner Geraldo mentioned that the Parade would be taking place on the same day as a Presidential inaugural activity and inquired about street closures.
- Commissioner Ivey asked what time the group should arrive at the UPO breakfast.
- Commissioner Marks asked whether his family members and synagogue community could come to the wreath laying ceremony.
- Joshua mentioned that the Commission had some vacancies and would send the link out to the Commissioners to distribute to their respective networks and apply.



## Attachment 8

# OFFICE OF THE SECRETARY

## FY 2024 PERFORMANCE ACCOUNTABILITY REPORT

JANUARY 6, 2025

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# 1 OFFICE OF THE SECRETARY

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*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 ACCOMPLISHMENTS

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Accomplishment	Impact on Agency	Impact on Residents
<p>OS launched the Office of Public Records Digital Archives, and updated General Records Schedule 20 - Electronic Records and Systems. Included in that is an update to the email retention policy.</p>	<p>This accomplishment is a significant step forward in building the Office of Public Records' digital program and in developing OPR into a 21st-century archive.</p>	<p>These accomplishments have significantly increased the public's access to records held in the DC Archives. For many years, the public has been requesting increased and convenient access to historic records. The updated electronic records archive ensures that born digital and digitized public records are preserved for the long term.</p>
<p>Completed the preliminary design for the ceremonial documents template refresh.</p>	<p>The enhanced public perception brought about by the new ceremonial document design can also boost OS's self-image.</p>	<p>The new ceremonial document design will enhance the appearance of our correspondence and will reflect positively on and amplify the public's perception of the service.</p>

### 3 2024 OBJECTIVES

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#### Strategic Objective

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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.

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## 4 2024 OPERATIONS

Operation Title	Operation Description
<b>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.</b>	
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.
<b>Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.</b>	
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.
<b>Provide support and outreach services to the diplomatic and international communities.</b>	
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.
<b>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.</b>	
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.
<b>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.</b>	
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 2024 STRATEGIC INITIATIVES

In FY 2023, Office of the Secretary had 8 Strategic Initiatives and completed 62.5%.

Title	Description	Update
Automated Receipt Response for Document Requests	Working with OCTO to create automated receipt confirmation for Ceremonial Document Requests. (Replacing current manual receipt confirmation)	Completed to date: Complete OS completed the automated receipt for ceremonial document requests.
Ceremonial Document Refresh	Enhancing the visual appearance of ceremonial documents by identifying and implementing new design elements.	Completed to date: 50-74% We redesign templates for ceremonial documents. Need to finalize the design.
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 implement this law. We will upgrade the current platform to meet the needs.	Completed to date: 50-74% We have adopted the regulations. A draft of the remote notary handbook and workflow and registration form have also been completed. We are pending the run tests.
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.	Completed to date: Complete Five finding aids have been added to the Digital repository.
Establish Digital Program	Acquire hardware and begin systematic digitization of historic records in the DC Archives.	Completed to date: Complete The digital program has been established. We have acquired five scanners and have begun systematically digitizing our collections, beginning with the Birth and Death records. We have also begun digitizing historic photograph collections starting with the Department of Housing and Office of the Mayor.
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.	Completed to date: Complete The design has been 75% completed and interior demolition and abatement has begun.
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.	Completed to date: 0-24% We are in the initial stages of this project. This is a multi-year project. This is a multi-year project.

Mayor's Orders  
Binding

Pursuant to 1 DCMR 101, bind  
original Mayor's Orders for 2019,  
2020, 2021, 2022, and 2023.

Completed to date: Complete

We have completed the 2023 Index and it is under  
review by our Editorial Team. Once that is completed  
we will proceed to the procurement process to bind  
the Orders.

It is pending review, but the work was complete.

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## 6 2024 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

### Key Performance Indicators

Measure	Directionality	FY 2022	FY 2023	FY 2024 Q1	FY 2024 Q2	FY 2024 Q3	FY 2024 Q4	FY 2024	FY 2024 Target	Was 2024 KPI Met?
<b>Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.</b>										
Number of notary application processed (excludes government employees)	Up is Better	2,220	1,700	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3417	1700	Met
Number of documents authenticated	Up is Better	46,000	50,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	57,200	56,800	Met
Number of customer served	Up is Better	30,000	30,000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	19,500	12,200	Met
<b>Provide support and outreach services to the diplomatic and international communities.</b>										
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%	
<b>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.</b>										
Percent of records requests fulfilled within five business days	Up is Better	60%	70%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	70%	60%	Met
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	33.30%	20%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	40.20%	40%	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	44.40%	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	52.20%	50%	Met
Number of records entered into the collections management system	Neutral	New in 2023	2,182	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6	5	Neutral Measure

Workload Measures

Measure	FY 2022	FY 2023	FY 2024 Q1	FY 2024 Q2	FY 2024 Q3	FY 2024 Q4	FY 2024
<b>Ceremonial documents for constituents</b>							
Number of ceremonial documents prepared	721	729	Annual Measure	Annual Measure	Annual Measure	Annual Measure	874
<b>Serve as liaison with diplomatic community in DC</b>							
Percent of National Day letters written versus number of National Days	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	98.2%
Number of diplomatic and delegation meetings	New in 2023	73	Annual Measure	Annual Measure	Annual Measure	Annual Measure	295
<b>Manage District government records</b>							
Number of records requests received	2,934	3,760	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2689
Volume of records accessioned to the DC Archives	11	18	Annual Measure	Annual Measure	Annual Measure	Annual Measure	103.2
Number of on-site researchers served	27	209	Annual Measure	Annual Measure	Annual Measure	Annual Measure	318
Number of publications added to the Library of Government Information	259	5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
<b>Publish the DC Register and the DC Municipal Regulations</b>							
Number of rulemakings processed	326	203	Annual Measure	Annual Measure	Annual Measure	Annual Measure	177
Number of administrative issuances processed	184	155	Annual Measure	Annual Measure	Annual Measure	Annual Measure	219

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## **FY 2024 Grant to Promote DC Voting Rights and Statehood Final Report Summary**

### **League of Women Voters' Education Fund (\$75,000)**

- For FY 2024, LWVEF's grant increased funding from 35k to 75k
- LWVEF has supported DC self-governance since 1938 and statehood since 1993
- Activities and accomplishments in FY 2024
  - Educating and mobilizing people across the country
  - Held digital outreach training for January GOTV/advocacy on behalf of DC statehood
  - All state and local Leagues were contacted on the DC Statehood Resolution. Trainings were done for CO, VA, TX. Outreach included a template of a sample DC Statehood Resolution
  - Developed educational modules to accompany *The Last Battlefront*, documentary film on the right of self-government in Washington, DC. Serve as resource material to follow viewings and available on website. Session held at American. More to follow.
  - Developed updated language for a web-based petition in support of DC statehood
  - Leveraged LWVUS Convention to educate and engage "grass tops" from across the country on DC statehood. Hosted DC Room at convention. Included other grantees to help support effort including Long Live Go-Go Foundation, DC History Center, EOM Statehood Office. Featured Mayor Bowser at plenary of over 1K leaders from all 50 states and the District
  - Hosted with other civil rights organizations, the John Lewis Day Celebration and Action on July 17 at JAWB. LWVDC developed master list of over 290 organizations of DC Statehood supporters. Amplified in 75 locations on the same day.
  - Featured "DC Is Our Home" interview series in DC Room during Convention, on website and distributed to media outlets to amplify message that real people live in DC
  - Held educational zoom and screenings of documentary films, like *The Last Battlefront* and *Who Cares about DC* supplemented by invitation to sign DC Statehood petition
    - 3 educational modules developed to support film viewings
    - Additional resources on films website
    - DMV area briefings offered
    - Reduced viewing charge to 5 Leagues across the country
  - Published one blog post and League in Action action alerts five times in support of Statehood

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- Expanded outreach through participation at the Netroots Conference which was attended by 3,000 from across the US and DC. 128 petitions signatures were collected. Outreach to about 200 throughout event
- Participated in joint organizing/engagement with coalition partners including DC History Center Conference, Emancipation Day, Pride Parade, Juneteenth, Parade, 4<sup>th</sup> of July Parade, MLK Reading, DC State Fair, Washington Mystics Game, ACC Luncheon Cruise, DMV Democracy Festival, Reeb Voting Rights Project at All Souls Unitarian
- Tracked congressional activities to leverage educational opportunities to build interest and awareness in support to DC Statehood
- Provided letters to editor on statehood to Washington Post and Washington Informer. DC Statehood interviews are being leveraged to create public service announcements. None published.
- Continued outreach and updating of Spanish language DC Statehood material. Direct outreach to CARECEN on voting issues for DC's Latino population
- Leveraged DC Statehood messages on social media platforms throughout election season. Contributed to the national League's VOTE-411 voter guide with specific questions relating to statehood and DC interests
- Intentional outreach to Spanish language community to share material. Consultations in earnest with Franklin Garcia. Distribution of material to CARECEN in Adams Morgan
- Assumed responsibility for the Youth Voices for DC Statehood (formerly sponsored by Anacostia Coordinating Council. This year, it was not held as a competition because of time constraints. Held as a showcase of youth talent. All participants received a framed certificate and gift card.
- Organized DC Statehood presentations with Close Up Foundation and other youth service organizations that bring students to DC. Approximately 150 students were engaged.
- Developed and distributed a fact sheet for young people to accompany LWVDC's Voter Services Team registration efforts targeting soon-to-be eligible voters.
- Assisted DC Arts & Humanities Education Collaborate with a project for 3<sup>rd</sup> graders learning about DC history



### DC History Center (\$50,000)

- Work towards publishing a statehood-themed issues of *Washington History Magazine*.
  - Featuring cutting-edge scholarship on DC’s history written and edited by historians, emerging scholars, journalists and community residents.
  - History of self-rule and disenfranchisement is focus of 2024 issue.
  - Expected to be the defining reference point for researchers, students, educators, and journalists seeking reliable and vetted information.
  - December 2024 release scheduled and print run of 2,500
  - January 2025 public release event scheduled with e-reader availability and popular JSTOR database. (JSTOR accessed 5,000 to 6,000 monthly)
- Amplification of statehood-aligned resources through the Teach the District professional development workshop for K-12 educators.
  - 2024 cohort 15 educators representing both DCPS and DC Public Charter schools in all 8 wards
  - Participants collaborate with collections representatives and museum educators to develop classroom resources that incorporate materials and ideas shared during the program. Final products can be used on their own or serve as inspiration for student-led civic engagement projects during the school year.
  - LibGuides on DC Statehood and Home Rule developed to align with DCPS Cornerstones. Regularly referenced and viewed. This year they were viewed 2,370 times.
- Preparation of long overdue update to the DC History Center’s North Gallery timeline of DC history to highlight the long-standing fight for elected representation and the impact of the lack of statehood on DC residents.
  - Redesign includes more emphasis on fighting for elected representation and the impact of the absence of statehood has on DC residents. To feature a call to action.
  - Installation is expected in 2025 in North Gallery which is visited by residents, convention goers and tourists.
- Grant funded activities communicated via biweekly newsletter, website, and social media platforms on Facebook, LinkedIn and Instagram.
- In FY 24, the DC History Center reached 132,000 people. DC History Center welcomed 58,000 visitors during staffed hours on Thursday-Sunday. Hall of History hours allow access on Mondays-Wednesdays, which are not staffed, so these numbers are not counted.



### **DC Vote (\$45,000)**

- Leveraged grassroots engagement and advocacy to advance DC Statehood as part of the larger voting rights package.
  - Participation in events included: Emancipation Day, Netroots Nation, the Democratic National Convention, the Alumni Spot and AZ based voter registration engagement initiative.
  - DC Statehood central to the 2025 legislative goals
  - Each event included statehood coloring mural
  - Other project advocacy focused on coupling DC Statehood with other issues—framed broadly around voting rights and democracy.
  - Mobilized support to attend congressional hearings, giving constituents a visible presence on Capitol Hill
  - Efforts lent way to broader coalition building with Hands Off DC Coalition—focused on federal overreach and DC autonomy as a racial justice issue
  - Tools used: social media, blog posts, event flyers, fact sheets, workshops and panel participation, leveraged local events to reach younger audiences

### **Long Live Go Go (\$15,000)**

- Supported DC Voting Rights and Statehood efforts through artistic activism by incorporating Go-Go music into civic engagement.
- Organized several events to showcase efforts including Emancipation Day, Turn Up the Wage School Tour and Go Go for Statehood workshops and gallery exhibits.
- Targeted DC residents of all ages. At national musical events, specifically outreached to younger audiences and culturally engaged.
- Estimated 10,00 engagements via activities
- Key lesson was combining entertainment with advocacy, using Go-Go music as a bridge to engage audiences in DC's fight for representation. Leveraging cultural pride of Go-Go appealed enough to keep audiences for advocacy message.
- Modular programming is envisioned to allow for replication or insertion at events.
- Traveling installation exhibit in the works with Georgetown gallery to allow different wards to experience exhibit.

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**Students for DC Statehood (\$15,000)**

- Actively fighting for DC Statehood since 2015.
- Strategy pivoted to summer itinerary due to budgetary delays
- Primarily performed outreach through national and District wide events and social media campaigns, including Emancipation Day, Capital Pride Parade, 4<sup>th</sup> of July Parade, 51star Luncheon, Outreach to area universities, meeting with TX delegation during CBC Week.
- Focused on youth engagement, advocacy and expansion
- Attended both Democratic and Republican National Conventions
- Established presence within youth network at Unrepresentation Nations and Peoples (UNPO). DC is a voting member of UNPO. This distinction allows a youth organization to be a participant observer. An SFDCS was able to address DC Statehood on a global scale.
- Increased social media using Instagram and Threads