

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



Responses to 2026 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 5, 2026

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

I. Standard Questions

A. Governance and Personnel

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.

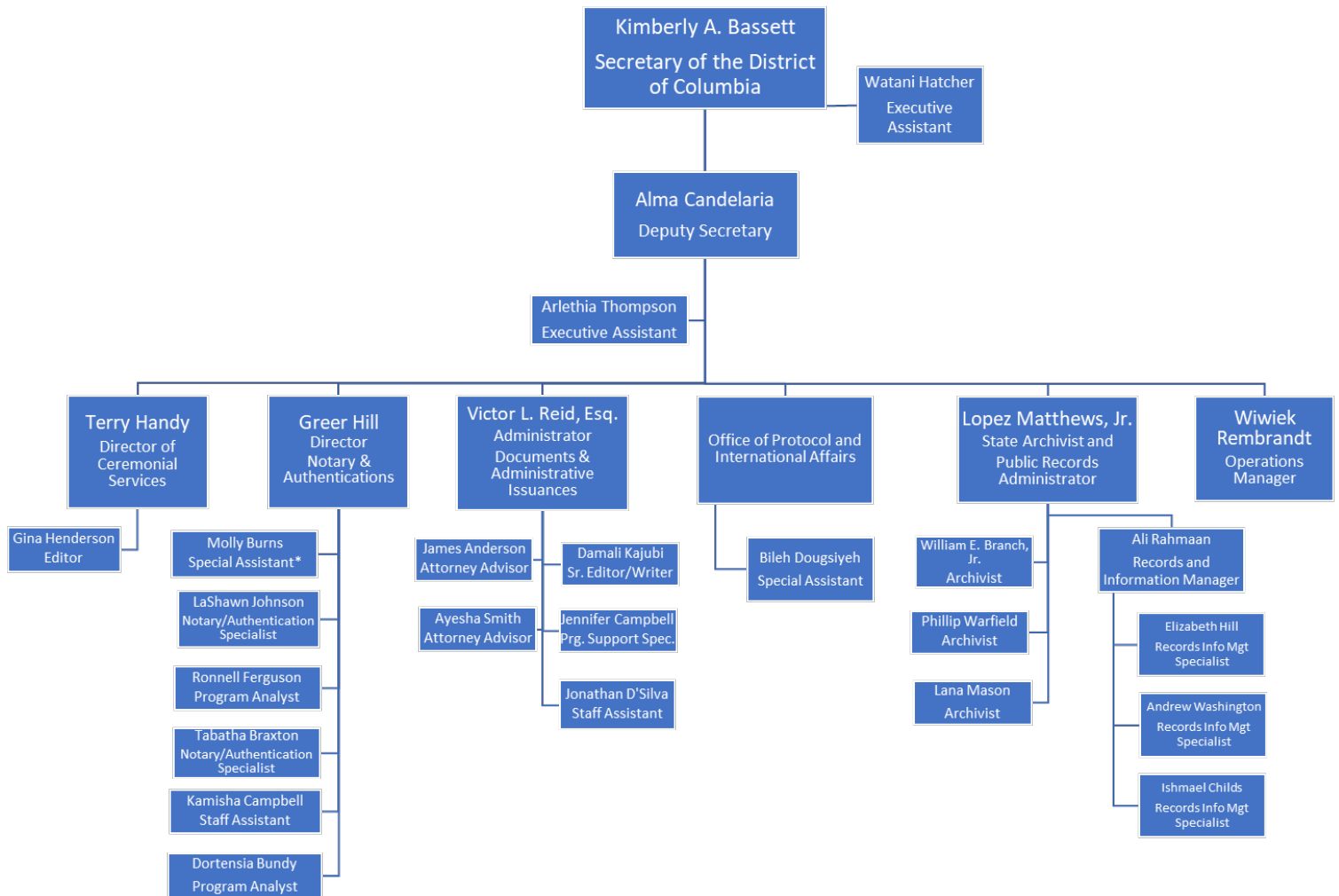
Response:

- 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: 7 FTEs	Greer Hill Greer.Hill@dc.gov Tenure: since 2/10/2025
Office of Protocol and International Affairs Number of staff: 1 FTE	Bileh Dougsiyeh bileh.dougsiyeh@dc.gov Tenure: since 5/5/2025
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 180 embassies and 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:
- One FTE under International Affairs is temporarily assigned to the Office of Notary to work on a special project to improve the Office of Notary's operations.



*Temporarily assigned to Notary

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 currently detailed to or from your agency. For each detailed employee, include:
 - a. The reason for the detail;
 - b. The job duties if detailed to your agency;
 - c. The start date of detail;
 - d. The agency the employee is detailed to/from; and
 - e. The projected date of return.

Response:

OS did not have any employees detailed to or from the agency.

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 FY25 and Q1 of FY26;
 - 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 FY25 and Q1 of FY26;
 - d. A list of travel expenses, arranged by employee for FY25 and Q1 of FY26, including the justification for travel; and
 - e. A list of the total workers' compensation payments paid in FY25 and Q1 of FY26, 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 FY25 and Q1 of FY26.

First Name	Last Name	Device Type	FY25 Cost	Monthly Cost
DORTENSIA	BUNDY	iPhone 16 128GB	\$ -	\$ 42.55
WILLIAM	BRANCH	iPhone 13 128GB	\$ 492.03	\$ 40.49
VICTOR	REID	iPhone 13 128GB	\$ 492.03	\$ 40.49
ARLETHIA	THOMPSON	iPhone 16(128 GB Black)	\$ 536.92	\$ 42.55
WIWIEK	REMBRANDT	iPhone 13 128GB	\$ 492.03	\$ 40.49
BILEH	DOUGSIYEH	iPhone 13 128GB	\$ 492.03	\$ 40.49
GINA	HENDERSON	iPhone 13 128GB	\$ 536.92	\$ 42.55
AYESHA	SMITH	iPhone 13 128GB	\$ 492.03	\$ 40.49
GREER	HILL	iPhone 15	\$ 40.58	\$ 40.49
ARLETHIA	THOMPSON	iPad	\$ 353.08	\$ 21.99
MOLLY	BURNS	iPhone 15	\$ 235.79	\$ 40.49
KIMBERLY	BASSETT	Apple 12.9-inch iPad Pro 256GB	\$ 353.08	\$ 21.99
JAMES	ANDERSON	iPhone 13 128GB	\$ 492.03	\$ 40.49

PHILLIP	WARFIELD	iPhone 15 128GB	\$ 336.74	\$ 40.49
KIMBERLY	BASSETT	iPhone 13 128GB	\$ 516.91	\$ 40.49
LOPEZ	MATTHEWS	iPhone 13 128GB	\$ 438.38	\$ 36.57
LOPEZ	MATTHEWS	iPad	\$ 360.12	\$ 30.01
WIWIEK	REMBRANDT	IPAD Pro 10.5 256 GB	\$ 360.12	\$ 30.01
TERRY	HANDY	iPhone 15 128GB	\$ 215.17	\$ 40.49
TABATHA	BRAXTON	iPhone 13 128GB	\$ 438.38	\$ 36.57
ALMA	CANDELARIA	iPhone 13 128GB	\$ 492.03	\$ 40.49
VICTOR	REID	iPad Pro 11-inch 256GB	\$ 353.08	\$ 21.99
LASHAWN	JOHNSON	iPhone 16 128GB	\$ 438.38	\$ 36.57
ALI	RAHMAAN	iPhone 13 128GB	\$ 438.38	\$ 36.57
ELIZABETH	HILL	iPhone 15	\$ 492.03	\$ 40.49
KAMISHA	CAMPBELL	iPhone 12 64GB	\$ 536.92	\$ 42.55
WATANI	HATCHER	iPhone 15	\$ 178.56	\$ 40.49
ISHMAEL	CHILDS	iPhone 13 128GB	\$ 536.92	\$ 42.55

c. List of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY25 and Q1 of FY26.

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 FY25 and Q1 of FY26.

Employee	Travel Dates	Purpose	Expenses
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 FY25 and Q1 of FY26.

Workers' Compensation	Financial Type		
	Medical	Indemnity	Total
Fiscal Year			
FY 2025	\$66,983.12	\$2,393.48	\$69,376.60
FY 2026	\$4,106.88	\$2,901.27	\$7,008.15
Total	\$71,090.00	\$5,294.75	\$76,384.75
Claim Number/Fiscal Year	Total		

C-WC-23-06079	\$8,981.03
FY 2025	\$6,079.76
FY 2026	\$2,901.27
C-WC-24-00425	\$67,403.72
FY 2025	\$63,296.84
FY 2026	\$4,106.88
Grand Total	\$76,384.75

5. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY25 and Q1 of FY26, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response:

FY25:

Parties to the MOU	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary AND National Archives and Records Administration	\$985,000	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.

FY26:

Parties to the MOU	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary AND National Archives and Records Administration	\$1,017,000	10/1/2025 – 9/30/2026	Records Storage Services.
Office of the Secretary AND Executive Office of the Mayor	\$8,000	10/1/2025 – 9/30/2026	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		10/1/2025 – 9/30/2026	To establish merchant services to facilitate credit and debit transactions for revenue collections.
Office of the Secretary AND Department of General Services	\$26,590.77	10/1/2025 – 9/30/2026	To provide security guard services for the 1300 Naylor Court facility.

6. Does the agency have independent contracting authority? If so, please provide a chart detailing the active contracts the agency entered, the date the contract was entered into, dollar amount, contracting entity, contract expiration date, purpose, and option years.

Response:

OS does not have independent contracting authority.

7. Please provide a complete, up-to-date list of contract workers working directly for your agency, ordered by program and activity, and including the following information for each position:
- Title of position;
 - Indication that the position is filled or vacant;
 - Date employee began in the position;
 - Whether the position must be filled to comply with federal or local law;
 - If applicable, the federal or local law that requires the position be filled;
 - The entity from which they are contracted; and
 - The contracted annual cost.

Response:

OS does not have any contract workers.

8. Please provide, for each month of FY25 and Q1 of FY26, the net number of personnel separated from and hired to the agency.

Response:

FTEs:

Month	Separations	Hires
Oct-24	0	0
Nov-24	0	0
Dec-24	0	0

Jan-25	2	0
Feb-25	0	1
Mar-25	0	0
Apr-25	0	2
May-25	1	1
Jun-25	1	0
Jul-25	0	1
Aug-25	0	0
Sep-25	0	0
Oct-25	0	0
Nov-25	0	0
Dec-25	0	0
Jan-26	0	1

B. Government Operations

9. Please provide a list of programs, initiatives, activities conducted by the agency in FY 25 to support the Mayor’s Grow DC plan.

Response:

All programs and activities in the Office of the Secretary support the Mayor’s Grow DC plan.

10. Please provide a chart of agency programs conducted during FY25. Include the following:

- Initiation date;
- Number and grade of FTEs assigned;
- Program manager;
- Total budget expenditure for the program (e.g. FTE salaries, materials, etc.); and
- Outcomes from implementation (e.g. policy changes, program continuation, public support comments, etc.)

Response:

Program	Initiation Date	Number and Grade of FTEs assigned	Program Manager	Outcomes
Birth Record Digitization	FY23	FTEs: 3; Grade(s): ExS-08;	Lopez Matthews	Documents are continually made accessible online

Processing: Walter Washington Collection	May 2025	FTEs: 1; Grade(s): CS-12	Phillip Warfield	Program continuation
Death Record Digitization	FY23	FTEs: 2; Grade(s): ExS-08; CS-12	Lopez Matthews	Documents are continually made accessible online
Land Record Digitization	FY23	FTEs: 1; Grade(s): CS-12	Lana Mason	Documents are continually made accessible online
ArchivesSpace Data Migration	FY23	FTEs: 3; Grade(s): CS-12	Lana Mason	Program continuation
Digital Preservation System Implementation	FY24	FTEs: 3; Grade(s): MSS Reg 13; CS-12	Ali Rahmaan	Program continuation
Processing: Urban Renewal – Housing Collection 1978 – 1982	October 2024	FTEs: 1; Grade(s): CS-12	Lana Mason	Available for research
Processing: Historical Files, includes Orders, Memorandums, etc, 1934-1965	October 2024	FTEs: 1; Grade(s): CS-12	Lana Mason	Available for research
Official Photographs Digitization Project	July 2024	FTEs: 1; Grade(s): ExS-08	Lopez Matthews	Program Continuation
Records Management Monthly Workshops	Oct 2024	FTEs: 4; Grade(s): MSS Reg-13; OS-13; CS-12	Ali Rahmaan	Training for DC Government Records Managers
Reference Support	FY86	FTEs: 6; Grade(s): CS-12; ExS-08; MSS Reg-13; OS-13;	Ishmael Childs	Fulfillment of research requests
Records Transfers	FY86	FTEs: 4; Grade(s): MSS Reg-13; OS-13; CS-12	Ali Rahmaan	Program continuation
Records Destruction	FY86	FTEs: 4; Grade(s): OS-	William Branch	Program continuation

		13; MSS Reg-13; CS-12		
Records Scheduling	FY86	FTEs: 4; Grade(s): CS-12; OS-13; MSS Reg-13;	Elizabeth Hill	Program continuation
Facilities Management	FY91	FTEs: 3; Grade(s): OS-12; ExS-08;	Andrew Washington	Program continuation
Public Programming	FY91	FTEs: 2; Grade(s): OS-13; ExS-08;	William Branch	Program continuation

11. Please provide a chart showing the agency's program priorities for FY25 and FY26. Include the following:
- Staffing numbers;
 - Expenditure;
 - Community outreach activities; and
 - Measurable outcomes or metrics associated for each priority.

Response:

Priority	Staffing Numbers	Community Outreach Activities	Measurable Outcomes
Develop and implement a series of training workshops for the DC Government Records Officers	4	Agency contacts notified via email	47 Records Managers trained on various aspects of Records Management
Adding an additional 5,000 records to OPR digital archive	3	The public is notified about the availability of online records through social media postings and an email blast	5,000 records completed and made available via the digital archive
Develop a tentative plan for the move of OPR collections held at the Naylor Court Facility and National Archives facilities to the soon-to-be-completed OPR facility in Van Ness.	2	None	Ongoing; Project delays have affected the full completion of a comprehensive plan. Consultations have happened with move planners from other State Archives and the National Archives.

Implement verifiable data collection tools (forms, surveys, etc.) at all service and performance areas for ONCA	3	None	<ul style="list-style-type: none"> • Improved data integrity • Transparency • Staff accountability • Customer service improvements • Data-driven decision-making
Notary application improvement project	3	None	<ul style="list-style-type: none"> • Planning and successful implementation of OCTO supported solution to manage ONCA applicant data • Workflow improvement: reduce redundancies • Improved data integrity • Transparency • Staff accountability • Customer service improvements • Data-driven decision-making
Authentication Service Request Form (Mail-In and Walk-In)	5	None	<ul style="list-style-type: none"> • Improved compliance in data collection to meet Hague requirements • Improved service • Improved data integrity • Staff accountability
Mail-In Service Chain-of-Custody and Segregation of Duties	5	None	<ul style="list-style-type: none"> • Improved compliance in data collection • Improved service • Improved data integrity • Staff accountability • Improved customer service
Remote Notary Implementation	3	None	Successful launch

12. Please provide a copy of your agency’s approved FY26 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 2.

13. Please provide a copy of the agency’s FY25 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 3.

Program	Measure Name	Directionality	FY25 Target	FY25 Report
OPR	Number of records entered into the collections management system	Up is Better	5	6
OPR	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	50%	65%
OPR	Percent of agencies with a retention schedule updated or reviewed within the fiscal year	Up is Better	40%	60%
OPR	Percent of records requests fulfilled within five business days	Up is Better	60%	80%
ONCA	Number of documents authenticated	Up is Better	56,800	58,500
ONCA	Number of notary applications processed (excludes government employees)	Up is Better	1,700	2,729
ONCA	Number of customers served	Up is Better	12,200	15,000

14. Describe problems and challenges, including chronic maintenance issues and design flaws, in agency-owned or leased facilities.

Response:

OS does not have any agency-owned or leased facilities.

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

Response:

FY26 Capital Budget for DC Archives (Project: AM0.AB102C.ARCHIVES)

Task	Authority	Allotment	Expenditures	Commitments	Obligations	Allotment Balance	Authority Balance
Design	\$6,334,878.48	\$6,334,878.48	\$4,385,732.45	\$0.00	\$1,238,446.92	\$710,699.11	\$710,699.11
Project Management	\$1,511,310.36	\$1,511,310.36	\$1,215,541.23	\$0.00	\$203,122.73	\$92,646.40	\$92,646.40
Construction	\$160,217,869.89	\$39,334,373.89	\$10,608,083.09	\$959,432.00	\$27,175,959.41	\$590,899.39	\$121,474,395.39
Total	\$168,064,058.73	\$47,180,562.73	\$16,209,356.77	\$959,432.00	\$28,617,529.06	\$1,394,244.90	\$122,277,740.90

New DC Archives Facility:

- Based on the recently approved funding allocation, which restored funding in 4 equal allotments spanning FY2028 through FY2031, the project is targeted for delivery in late calendar year 2030.
- While the project is now fully funded, cost escalations resulting from pushing the project out are being evaluated. The project team is engaging in value engineering (VE) exercises to ensure the project remains on budget. Some of the VE ideas being discussed will require redesigning efforts and may trigger additional Entitlement reviews.

Extension of Life Projects at Naylor Court Facility:

- OS and the Department of General Services (DGS) have identified areas for improvement within the Naylor Court Facility. DGS is currently in the procurement process to select contractors to begin the extension of life project.

16. A description of whether the capital projects begun, in progress, or concluded in FY23, FY24, FY25, or Q1 of FY26, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Response:

Extension of life projects at the Naylor Court facility has impacted the OS operations budget, including an upgrade to the Naylor Court Fire System, requiring new system monitoring.

17. What capital or operating projects arose from these issues in FY25 and FY26, including cost and actions taken?

Response:

Acquisition of a new fire monitoring contract to ensure continued monitoring of the Naylor Court Facility.

18. Please provide the number of FOIA requests for FY25 and Q1 of FY26, 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:

FY 2025:

Requests: 11

Granted: 1

Denied: 7

Transferred to Other DC Public Bodies: 3

Pending at the end of the fiscal year: 1

Average Response time: 54 days

FTEs to process requests: 1

Estimated number of hours: 40

Estimated cost: \$3,487

FY 2026:

Requests: 2

Pending: 2

19. 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 FY25 and Q1 of FY26, 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
Tiffany Grimes	Ward 8
Ayanna Hawkins	Ward 5
Chanettia Nelson	Ward 7
Misty Henderson	Ward 7

See Attachment 4 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 1
Deborah Evans	Ward 5
Emanuel Geraldo	Ward 4

See Attachment 5 for the Commission’s agendas and minutes.

20. 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.

21. Please describe the agency's customer feedback and public engagement. How does the agency solicit feedback from members of the public (i.e., District residents served)? What has the agency learned from this feedback?

Response:

- The Office of Public Records and Archives engages the public through social media and public programming. The Office often receives customer feedback in three main ways: in-person conversation, telephone, and via email. The Office has received only positive reviews regarding changes to the reference experience implemented throughout FY23 – FY24, and the availability of records online. We have also received positive feedback from our Records Managers regarding increased support provided by the office. One of the things we have learned based on feedback is that it is incumbent upon us to understand where District residents should go to seek records not in our possession. We have updated our FAQs to better direct District residents as they seek support from other agencies and have trained our reference staff to understand how to direct District residents to these other agencies.
- In FY25, ONCA sought public feedback via surveys and focus groups with existing customers. In FY26, feedback loops target specific service area stakeholder groups: authentication customers- non-business; authentication customers- business/couriers; new notaries (Orientation survey); current/renewal notaries; Call Center customers; Mail In Service Center customers; Walk-In Center customers; community-based service agencies/partners. The feedback has been overwhelmingly positive, with reports of improved professionalism. ONCA opportunities include improving walk-in customer service center service delivery; staff capacity building, regular outreach/updates, reminders to renew, etc. The feedback also notes that residential notaries have an interest in best practices and strategies to build business, while business notaries request updates in industry best practices and changes. Moreover, virtual program options are desired as well as in-person programming held on a consistent day of the week.

C. Data

22. In filterable and sortable spreadsheet, please list all electronic databases maintained by your agency, including the following:
- a. A detailed description of the information tracked within each system;
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - c. Whether the public can be granted access to all or part of each 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 action type (e.g., submit, return, confirm for publication), and date and time for each action. Authorized users can view tracking information using	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 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 hard copies.</p>	
OPR	AXAEM	<p>AXAEM tracks all holdings in both the archives and the records center; monitors and facilitates reference requests; automates the acceptance of records into the records center; implements workflows for the accessioning of archival collections; monitors visitors to the facility; and maintains 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 application also functions as a metadata authoring tool, enabling the generation of EAD, MARCXML, MODS, Dublin Core, and METS formatted data.</p>	<p>The public-facing interfacing that will be integrated into the OPR digital archive for public research.</p>

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 agency contacts and patrons who have submitted requests to the DC Archives. It allows the DC Archives to track interactions with the public and agency contacts. It also allows the office to send email blasts to designated agency officials and the public. We have updated the system to include the “LibAnswers” Application to support reference requests.	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.

23. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY25 and Q1 of FY26. Please provide copies.

Response:

- The Office of Public Records has produced two email blasts regarding updates to the archives and the availability of records on the Digital Archive. They can be accessed here:

<https://dc-archives.libconnect.com/public/browserview/mecb92e3>
<https://dc-archives.libconnect.com/public/browserview/mecf4ce9>

24. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY25 and Q1 of FY26. 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, or analyses that the agency prepared or contracted for during FY25 and Q1 of FY26.

D. Laws, Audits, and Reports

25. Please list any legislation that impacts your agency from the prior two fiscal years and provide a status report on the agency's implementation related to each piece of legislation.

Response:

None.

26. Please identify any legislative changes that would enable the agency to better meet its mission.

Response:

None.

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

Response:

According to 1 DCMR 414.1, on or before the 1st Day of February of each year, the Secretary is required to 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 of a

whole during the previous fiscal year pursuant to the Freedom of Information Act, D.C. Law 1-96, 23 DCR 3744 (1977).

28. Please list all pending lawsuits in which the agency, or its officers or employees acting in their official capacities, are named as defendants, and for each case provide the following:
- a. The case name;
 - b. Court where the suit was filed;
 - c. Case docket number;
 - d. Case status; and
 - e. A brief description of the case

Response:

There are no pending lawsuits against OS.

29. Please list the total amount of money the agency or the District, on behalf of the agency, expended to settle claims against it, or its officers or employees acting in their official capacities, in FY25 and FY26, to date.

Response:

OS has not expended any settlement claims in FY25 and FY26, to date.

30. Please list each settlement the agency or the District, on behalf of the agency, entered into in FY25 and FY26 to date that involved claims against the agency, or its officers or employees in their official capacity, including any settlements covered by D.C. Code § 2-402(a)(3). For each settlement, provide:
- a. The amount of the settlement,
 - b. If related to litigation, the case name and brief description;
 - c. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Response:

OS does not enter into any settlements in FY25 and FY26, to date.

31. Please describe the agency's procedure for handling allegations of workplace harassment during FY25 and Q1 of FY26. Indicate the following:
- a. Date of offense;
 - b. Whether the parties report to the same supervisor;
 - c. The findings of substantiation or non-substantiation; and
 - d. What official action was taken.

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.

32. Please describe the agency's handling of sexual harassment claims received during FY25 and Q1 of FY26. 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:

OS received no claims of sexual harassment in FY25 and Q1 of FY26. The agency's Sexual Harassment Officer (SHO) is Alma Candelaria, and Terry Handy serves as an alternate.

33. Please list all administrative complaints or grievance received in FY25 and Q1 of FY26. Indicate the following:
- a. The nature of the complaint;
 - b. The review procedure followed; and
 - c. The resolution of the complaint.
 - d. Whether or not the employee(s) complaint was resolved by moving to a different workspace, and or supervision.

Response:

OS received no claims of administrative complaints or grievances in FY25 and Q1 of FY26.

34. Please list all investigations, audits, or reports on your agency or any employee of your agency conducted in FY25 and Q1 of FY26. Include copies of any concluded reports and indicate the anticipated date of conclusion for any ongoing reports.

Response:

OS does not have any investigations, audits, or reports on OS or any employee conducted in FY25 and Q1 of FY26.

35. Please list all requests for information submitted to the agency in FY 24, FY 25 and Q1 of FY26 by the Office of the Inspector General; D.C. Auditor; Internal audit; and any other federal or local oversight entities. For each request, please indicate:
- The subject of the request;
 - The requesting agency;
 - The date received;
 - The information was supplied; and
 - Whether the information was supplied by the date request. If information was not timely supplied, please indicate the reason for any delays.

Response:

OS does not receive any requests for information.

36. 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.

37. Is the agency currently party to any active non-disclosure agreements? If so, please provide all allowable information on all such agreements, including:
- The number of agreements;
 - The department(s) within the agency associated with each agreement; and
 - Whether any agreements are required for specific positions (please list each position by division and program and indicate whether the position is contracted).

Response:

OS is not currently a party to any active non-disclosure agreements.

38. Please include a chart of FY25 employee evaluation rating showing the employee's job title, duties/responsibilities, classification grade, salary, date of employment, and FY25 evaluation rating. Also, please identify if the employee has been separated from the agency during FY25 or Q1 of FY26.

Response:

Employee Name	Title	Duties	Grade	Salary	Hire Date	FY25 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	4.2
Lana Mason	Archivist	Supports the processing of historical material held in the DC Archives. Also provides reference support to researchers and other patrons.	12	90,805	8/14/2023	3.8

E. Finance and Budget

39. 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 FY25 and Q1 of FY26.
- 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 FY25 and Q1 of FY26 for each program and activity code.
 - Attach the cost allocation plans for FY25 and FY26.
 - In FY25 and Q1 of FY26, 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 6.

40. For FY25 and Q1 of FY26, please list all intra-District transfers to or from the agency.

Response:

From	To	Date	Amount	Fund	Purpose
AA0 - Executive Office of the Mayor	BA0 - Office of the Secretary	9/15/2025	\$25,000.00	Local	The reprogrammed funds were needed to procure the cost of the Mayor and Council Congressional Black Caucus Reception.
AT0 - Office of the Chief Financial Officer	BA0 - Office of the Secretary	11/4/2025	\$11,320.00	SPR	The funds were needed to increase the Budget Authority for the Office of the Secretary.
AT0 - Office of the Chief Financial Officer	BA0 - Office of the Secretary	7/25/2025	\$200,000.00	SPR	The funds are needed to pay the incoming invoices for the National Archives and Records Administration.

41. For FY25 and Q1 of FY26, 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:

FY25:

Revenue Source	Source of Funding	Description of Program	Revenue	Expenditure	Expenditure Purpose	Current Fund Balance
1060	ONCA	The primary source of its revenue generation is the Office of Notary Commissions and Authentications (ONCA), which receives money for notary fees.	\$1,211,260.00	\$1,198,653.32	Pay employees and NARA contract	\$1,346.68

Q1 FY26:

Revenue Source	Source of Funding	Description of Program	Revenue	Expenditure	Expenditure Purpose	Current Fund Balance Authority
1060	ONCA	The primary source of its revenue generation is the Office of Notary Commissions and Authentications (ONCA), which receives money for notary fees.	\$298,410.00	\$123,274.95	Pay employees and NARA contract	\$966,066.08

42. Please fill out the attached spreadsheet titled “Grants Received,” and list all federal and/or private grants received by your agency in FY25 and Q1 of FY26, current balances, and indicate any that lapsed during or at the end of FY25. Please submit the completed document in both Excel and PDF formats, and ensure to include 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:

Not Applicable.

43. Please provide a status report, including timeframe of completion, for all projects for which your agency currently has capital funds available.

Response:

Not Applicable.

44. Please list all budget enhancement requests (Form B or similar) submitted in FY25 and Q1 of FY 26 and all budget enhancements received in FY25 and Q1 of FY26, please provide a status report on the implementation of each enhancement.

Response:

This request asks for information that is protected from disclosure by the deliberative process and executive privileges.

II. Agency Specific Questions

i. Public Engagement

1. Please list all meetings, seminars, and trainings that were open to the public in FY25 and FY26 to date. For each, indicate the date of the meeting, the subject matter, and number of public attendees.

Response:

Program	Description	Date	Participants
Dispatches from the Field: Training Officers about the History of Policing Black Communities	Dr. Sharita Jacobs-Thompson discussed her course on the History of Policing Black Communities and how she used that training to support police departments around the country.	2/12/2025	22
Genealogy Records in the DC Archives	Presentation by Lopez Matthews, Jr. discussing how to conduct genealogical research at the DC Archives.	4/15/2025	20
Slavery, Resistance, and Emancipation in Washington, DC	Lecture by historian C.R. Gibbs on Washington, DC in the era of emancipation.	4/21/2025	15
The Legacy of the Freedman's Savings Bank	Lecture by Rodney Brooks on the work of the Freedman's Bank and the devastation it brought to the African American Community in Washington, DC.	4/22/2025	22
Jazz and Protest	Presentation by Professor Herb Smith discussing how music is used as a form of protest.		10
Tracing 4 Generations of Family History in Washington, DC	Presentation by Yvonne Liser on the results of her research into family history.	6/17/2025	31
DC Alley Fest	Public Event sponsored by Alley Living Together to bring together residents and businesses in Blagden Alley and Naylor Court to share what is available.	7/29/2025	60

DC Archives Crawl (in partnership with the DC History Center)	Collections available at the DC Archives and DC History Center.	10/15/2025	25
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- ONCA conducts New Notary Orientation every 2nd and 4th Wednesday of each month. Number of attendees in FY25: 1,150 and FY26, to date: 471.

2. 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:

- ONCA is planning to have a Notary Open House in FY26, to provide updates and the industry’s best practices.
- All programs organized by OPR are made available to the public through postings on our social media channels, the DC History Listserv, and an email blast from OS to archives supporters. Information is shared two weeks prior to the event. Below is a tentative list of programming planned for FY26:

1. Celebrating 40 Years of the DC Archives
 - a. Description: An event recognizing the establishment of the DC Office of Public Records and Archives
 - b. February 25, 2026, at 5 pm
2. African American Education in DC
 - a. Description: Presentation by former DC Archives intern Alice Thomas discussing her book on African American Education in Washington, DC.
 - b. Date: February 17, 2026, at 6 pm
3. Pierre L’Enfant and the Building of Washington, DC
 - a. Description: Presentation by Lopez Matthews, Jr., on the work of Pierre L’Enfant in the design of Washington, DC.
 - b. Date: March 2026
4. Mary McLeod Bethune in Washington, DC
 - a. Description: A conversation with Crystal DeGregory and Ashley Preston Robertson on the legacy of civil rights activist Mary McLeod Bethune
 - b. Date: March 2026
5. Washington, DC: The Nation’s Capital Through Photographs
 - a. Description: A presentation by Lopez Matthews, Jr., highlighting images reflecting the important role of Washington, DC as the nation’s capital from part 1 of the DC Government Official Photographs Collection.
 - b. Date: April 1, 2026
6. Early Documents of Washington DC History in the DC Archives

- a. Description: Presentation by Lopez Matthews, Jr., sharing documents from 1792 – 1845 held in the collections of the DC Archives.
 - b. Date: July 2026
3. 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 FY25 and FY26 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.

In 2025, OS advanced the District’s long-standing commitment to full voting rights, self-determination, and statehood through targeted grantmaking, public education, and civic engagement. These efforts focused on elevating national awareness of DC’s lack of congressional representation and empowering trusted nonprofit partners to engage residents, visitors, and policymakers. The grant program supports nonprofit organizations conducting education, outreach, advocacy, and engagement related to: 1) DC Voting rights and representation, 2) DC statehood and self-governance, and 3) Civic education tied to democracy and civil rights.

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

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

4. Please describe the goals and activities of the Commission on the Martin Luther King Jr. Holiday in FY25 and Q1 of FY26, and any planned meetings or activities for the remainder of FY26.

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 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

Activities in FY26:

Date	Event	Location
January 15, 2026	MLK Remembrance and Recognition Luncheon (Proclamation to The Florida Avenue Grill)	The Florida Avenue Grill
January 16, 2026	42nd Annual United Planning Organization Annual MLK Jr. Memorial Breakfast	Ronald Reagan Building and International Trade Center
January 16, 2026	MLK Library X 1619 Project Celebration	Martin Luther King Jr. Library
January 17, 2026	MLK Library Children’s Celebration	Martin Luther King Jr. Library
January 18, 2026	International Salute to MLK	Willard Intercontinental Hotel
January 19, 2026	National Action Network MLK Breakfast	Salamander Washington
January 19, 2026	MLK Peace Walk & Rally	MLK Ave., SE
January 19, 2026	40 th MLK Mural Celebration	Martin Luther King Jr. Library

ii. D.C. Archives

1. Please provide a detailed update on the new Archives facility 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 FY25 and FY26 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 FY26.

Response:

- a. An up-to-date project timeline:

Based on the recently approved funding allocation, which restored funding in 4 equal allotments spanning FY28 through FY31, the project is targeted for delivery in late calendar year 2030.

- b. A description of any changes to the project plan or timeline made in FY25 and FY26 to date:

The project completion and delivery are pushed out from 2028 to late 2030 based on the newly available project funding (as discussed above). However, the garage structural remediation work is commencing this month (January 2026). The plan is to complete the garage remediation and roll into the demolition of Building #41 in late Spring 2026. The demolition activities will continue through the end of calendar year 2026.

- c. A description of any delays or issues that may affect the project plan or timeline:

While the project is now fully funded, cost escalations resulting from pushing the project out are being evaluated. The project team is engaging in value engineering (VE) exercises to ensure the project remains on budget. Some of the VE ideas being discussed will require redesign efforts and may trigger additional Entitlement reviews.

- d. A list of any public events, including meetings and tours, related to the project planned for FY26:

There are currently no events planned, as FY26 will consist of the demolition of Building 41.

- 2. Please describe how the Office is working to keep the public informed about project updates and timelines.
 - a. Please describe how the Office has coordinated with the Department of General Services to facilitate completion of the project?

Response:

The public is kept abreast of the project through a project update webpage managed by the General Contractor and the project page on the DGS Website. There is a link to the site on

the OS webpage. The public is also updated via attendance at meetings of the Friends of the DC Archives.

- a. Please describe how the Office has coordinated with the Department of General Services to facilitate completion of the project?

The Secretary and the State Archivist regularly attend and participate in project meetings with the Department of General Services and the contractor.

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

Response:

The new archives facility will house both the Felix Grant Jazz Archives and the UDC University Archives.

4. 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:

The Office of the Secretary and UDC have agreed to facilitate concerns related to the building with coordination between the State Archivist and the Vice President for Facilities at UDC.

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

Response:

The new archives facility will maintain the archival standards set by the National Archives and Records Administration for archival facilities. These standards will be maintained using state-of-the-art systems designed by the system engineers. They will ensure that the building maintains an archival standard temperature and humidity range and address any environmental concerns.

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

Response:

Building security is being developed based on the standards for archival facilities set by the National Archives and Records Administration in consultation with the Protective Services Division of DGS and the security consultants employed as part of the design team.

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

Response:

The physical security of the building is being developed based on archival standards related to controlled access to secure spaces in the facility. This also includes limiting access to only those who are required to enter certain spaces. Data security is maintained with the support of the Office of the Chief Technology Officer. Security is also maintained through Department of Defense-approved protection provided by our digital preservation system vendor.

8. Are any further tours or project update events planned for the public?
 - a. Are these published on the Office of the Secretary website?
 - b. Has thought been given to planning ongoing tours of the new facility after the project is complete?

Response:

Currently, there are plans to conduct tours when they are deemed safe and significant progress has been made toward the completion of the facility. These tours will be published on the Office of the Secretary website and our social media channels. There has been thought given to providing tours of the facility after completion. These tours would be made prior to the records being transferred into the facility. After records are transferred, tours will be limited to public spaces like those given at the Naylor Court facility.

9. What workforce development efforts do 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 has an archives internship that provides learning opportunities to students interested in archives. The students learn archival processing and basic digitization skills. The archives partners with the District of Columbia Public Schools yearly to host a Real World History Intern who participates in our internship program. We also work with schools, including Theodore Roosevelt High School, Luke C. Moore Opportunity Academy, and Ballou High

School, to provide educational programming and opportunities. On the collegiate level, OS makes our internship available to students from all universities in the District of Columbia through relationships with faculty and by being a host site for internship programs.

10. 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?
 - a. Does the Office expect to increase the staffing level once the project is complete?

Response:

The DC Archives currently has 8 FTEs. OS does expect to work with EOM to increase the staffing level of the archives once the project is complete.

11. 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:

There are currently no costs associated with conducting research in the new facility.

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

Response:

The DC Archives currently has four ongoing long-term digitization projects to make our collection more accessible and searchable. These projects include the Birth Records, Death Records, and the Land Records Index. The office also has one special digitization project, the Official DC Photographs Collection, 1947-1978, of 23,000 photographs. Our digitized collections are all available to the public and searchable on our Digital Archive, which can be accessed through the OS website.

iii. DC Regulations

1. Please discuss in detail any changes to the DCRegs online platform in FY25 and FY26 to date and any anticipated changes for the remainder of FY26.

Response:

During FY25, the Office of Documents worked with the Office of the Chief Technology Officer (OCTO) to add features that enhance the usability of the DCRegs online platform.

The features included:

- Adding more filters to the Search functions on the DCRegs Home page to improve the way DCRegs displays search results.
- Changing the DCRegs Home page user interface to allow users to display Mayor's Orders and Memoranda by year.
- Adding more features on the Agency, Council, and Public Charter User Main menus to allow users to track the processing status of notices submitted for publication.
- Improving the text of DCRegs-generated email messages that are automatically submitted to the users.

OCTO completed the changes and placed them in a beta site for ODAI to test before the changes are moved to the production site. The Office of Documents has a skeletal team of 6 team members and does not have a full-time FTE dedicated to overseeing the development and content management of the platform. The testing was interrupted during the closure of the Federal Government from October 1, 2025, through November 12, 2025, when the Office of Documents was assigned the duties of issuing marriage licenses in the District. The completion of the tasks associated with the marriage licensing extended after November 12, 2025. Resources were focused on publishing the District of Columbia Register and issuing marriage licenses.

For the remainder of FY26, the Office of Documents will:

- Complete testing of the new features in the beta site;
- Add online help features to enhance usability; and
- Change the DCRegs interface to allow ODAI to add more historical documents, such as Mayor's Orders.

2. 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 conducted surveys of our public and agency users due to staffing resources. ODAI received feedback from some of our users, who reported that it was difficult to use the information generated from the DCRegs search functions. The Office of Documents worked with OCTO to add more filters for prescribing searches, to change the default for returning results, and the formats that DCRegs uses to handle numerical data and dates. OCTO placed these changes on the beta site. ODAI will continue to work with OCTO until the changes are moved to production.

The DCRegs search database was designed to include only notices published in the DC Register since 2009, when the application went into production. Our users' expectation is that the DCRegs database should provide all the Mayor's Orders and Memoranda, many of which were published as hard copies before 2009. ODAI plans to modify the DCRegs home

page to incorporate Mayor’s Orders and Memoranda that were not published in the online DC Register.

iv. Notary and Ceremonial Services

1. How many notary applications were received in FY25 and FY26 to date? Of these, how many have been approved?

Response:

	FY25	FY26 to date
Approved	1,518	462
Denied	208	12
Total	1,726	474

2. How many e-notary applications have been received and approved in FY25 and FY26 to date?

Response:

	FY25	FY26 to date
Received	170	150
Approved	152	125

3. 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 performed extensive research into remote notary solutions for implementation in FY25. In FY25, there were fewer than 35 inquiries or survey-reported interest in remote notary commissions. In addition, industry-wide, there has been low conversion or expansion of traditional notary commissions to remote notary. States report less than 10% conversion, with those that have been commissioned to provide remote notary services reporting low customer interest and costs as prohibitive.

As a result of this research, in FY26 Q1, ONCA planned, designed, and is currently testing an internal tool, leveraging existing DC OCTO resources, in lieu of high-cost contractor-supported technology solutions to yield a low-cost, high-impact solution for constituents and other stakeholders.

By Q3 of FY26, a remote notary solution will be available.

There have been no changes to licensing requirements, training, and regulations; everything remains the same.

- 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:

DC Notary Training Requirements

This table summarizes training requirements and any prescribed training content for traditional notaries (paper/in-person), electronic notaries (e-notaries), and remote notarization (RON) based strictly on DC Official Code and 17 DCMR Chapter 24.

Notary type	Facilitator	Training requirement (what is required + timing)	Training must cover (where specified)	DC Code citation	DCMR citation (17 DCMR)
Traditional notary (tangible records; in-person)	ONCA	Must complete training as part of the commissioning process for a first-time applicant/new commission applicant.	Ethics; Laws; Procedures; Rules relevant to notarial acts (training content prescribed at a high level).	D.C. Official Code § 1-1231.21(a)-(b).	17 DCMR § 2400.2(a).
Electronic notary (e-notary; electronic records; in-person)	Third Party External approved vendors	Before performing the first electronic notarial act, must complete a Mayor-approved training course; additionally, within 30 calendar days of receiving the electronic notary endorsement, must complete an ONCA-provided training course (or forfeit the endorsement).	Not specified in DC Code/DCMR as electronic-specific content. (General notary training content is specified at D.C. Official Code § 1-1231.21(b): Ethics; Laws; Procedures; Rules relevant to notarial acts.)	D.C. Official Code § 1-1231.20(c); § 1-1231.21(b).	17 DCMR § 2400.5(a)(1).
Remote notarization (RON;	Third Party	No separate training course requirement is stated in DC Code	Not specified.	D.C. Official Code § 1-1231.13a(k).	17 DCMR § 2416.1.

remotely located individual)	External approved vendors	or 17 DCMR. Before the first remote notarial act, the notary must notify the Mayor/ONCA and identify the technologies to be used.			
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5. Please list the total dollar amount of fees associated with document authentications for each of the following fiscal years: FY24, FY25, and FY26 to date. Please describe how that revenue is allocated and how many documents were authenticated.

Response:

Fiscal Year	Fees Collected for Document Authentications	Approximate Number of Documents Authenticated
FY24	\$ 994,620.00	66,308
FY25	\$ 1,086,375.00	72,425
Q1 FY26	\$ 328,485.00	21,899

For FY26, OS has budget authority of approximately \$1.1 million in Special Purpose Revenue (SPR) funds. These funds are generated from revenues collected by ONCA. SPR is allocated to cover the Personnel Services in ONCA, the annual maintenance cost for ONCA’s notary application system, and support OS contractual services.

6. Please list the total dollar amount of fees associated with notary applications/services collected for each of the following fiscal years: FY24, FY25, and FY26 to date. Please describe how that revenue is allocated.

Response:

Fiscal Year	Commissioned Notaries: Revenue
FY24	\$ 133,200.00
FY25	\$ 114,450.00
Q1 FY26	\$ 35,550.00

For FY26, OS has budget authority of approximately \$1.1 million in Special Purpose Revenue (SPR) funds. These funds are generated from revenues collected by ONCA. SPR is allocated to cover the Personnel Services in ONCA, the annual maintenance cost for ONCA’s notary application system, and support OS contractual services.

7. Please describe the services provided by the Ceremonial Services Unit, and how many total documents the Ceremonial Services Unit produced in FY25 and FY26 to date.

Response:

The Ceremonial Services Unit is responsible for processing requests for ceremonial documents from the Mayor, to include proclamations, salutes, citations, certificates of appreciation, public service awards, greetings, congratulatory or condolence letters, and other items of a ceremonial nature. The tasks performed by the Ceremonial Services Unit to complete the processing of a ceremonial document include:

- Monitor the Intranet Quorum (IQ) Constituent Relationship Management (CRM) platform to ensure its effective operation and to receive and manage incoming ceremonial document requests.
- Evaluate each request (approximately 2,000 requests each year) to ensure that requirements for receiving ceremonial documents are met and to determine the appropriate response or document type needed.
- Research the subject of each ceremonial document request to establish validity and to gather background information necessary to prepare each document.
- Draft, review, edit, finalize, print, and apply the Mayor's signature and the District of Columbia seal to ceremonial documents.
- Notify each requestor by email that documents are ready and provide instructions for receiving completed documents.
- Package and distribute each ceremonial document per the requestor's instructions.

The Ceremonial Services Unit provides ceremonial documents to individuals, businesses, organizations, and government agencies. In FY25, the Ceremonial Services Unit produced 1,023 ceremonial documents and has produced more than 220 ceremonial documents thus far in FY26.

v. International Affairs

1. Please describe activities of the Office of Protocol and International Affairs in FY25 and Q1 of FY26, including services provided to the diplomatic/international community and outreach to the local community.

Response:

In FY25 and Q1 of FY26, the Office of Protocol and International Affairs (OPIA) has been tireless in its mission to bridge the gap between our local neighborhoods and the global stage. Our work is rooted in the belief that being a global capital is a tremendous resource that must give back to every resident of the District. Being home to 181 Embassies and Missions has

directly benefited residents in DC and provided significant value to our presence on the global stage. Through 210 high-level diplomatic engagements, we have solidified Washington, DC, as a premier destination for international partnerships while ensuring these relationships translate into meaningful benefits for our community.

To ensure that our status as a global diplomatic hub coexists harmoniously with our local residential life, the Office continues to lead the Mayor’s Embassy Neighborhood Task Force (ENTF). This proactive mechanism serves as a vital resource for DC residents, acting as the primary mediator for sensitive urban issues that arise between the diplomatic corps and local neighborhoods. Whether addressing infrastructure concerns such as fence heights and rodent control or operational challenges like parking and noise, the ENTF provides a direct line of resolution for the community. Throughout FY25 and Q1 of FY26, the task force successfully managed 34 specific interventions, demonstrating our commitment to maintaining the daily quality of life for our residents while upholding the District’s unique international responsibilities.

Our commitment to giving back to the District is best exemplified by our deep involvement in flagship cultural and educational partnerships that transform Washington, DC’s international presence into tangible resources for our residents. Through our support of the Embassy Adoption Program, which celebrated its landmark 50th anniversary this past year, the program has now connected more than 50,000 DC students across all eight wards to the world stage, providing fifth- and sixth-graders with life-changing global perspectives directly in their classrooms. Our support to this program involves recruiting Embassies to participate and ensuring the highest level of involvement among the 181 embassies in DC. We further enrich the District’s social and economic fabric through our collaboration on Passport DC, an initiative that allows residents to experience international cultures firsthand as embassies open their doors to the public, and our support of the Winternational Embassy Showcase, a vibrant festival where the diplomatic community shares its art, cuisine, and traditions with thousands of attendees. By actively leaning into these partnerships, we ensure that our city’s global status serves as a powerful engine for local education, cultural enrichment, and community pride.

2. Please elaborate on your offices’ role in administration of the International Visitor Leadership Program

Response:

The Office of the Secretary hosted 28 IVLP meetings in FY25 and Q1 FY26. The Office of the Secretary serves as the critical bridge between the U.S. Department of State’s IVLP program and the local expertise of the district government. Our office performs a strategic and operational role to ensure that global leaders experience the very best of Washington, DC’s governance and innovation.

- Expert Identification and Strategic Matchmaking: Our International Affairs team is pivotal in identifying the most qualified DC Government and non-government subject

matter experts to engage with visiting delegations. We ensure that the themes provided by the seven partner organizations are met with high-caliber exchanges that showcase the District’s leadership in various sectors.

- Comprehensive Logistics Management: Beyond identifying participants, our office takes full responsibility for the logistical success of these visits. This includes securing appropriate meeting venues, managing complex schedules, and providing expert facilitation to ensure a productive and professional exchange for all parties involved.

3. Please describe the Embassy Neighborhood Task Force and list its activities in FY25 and Q1 of FY26.

Response:

The Mayor’s Embassy Neighborhood Task Force (ENTF) is a highly effective, proactive mechanism created by Mayor Bowser to maintain the delicate balance between the District’s unique status as a global diplomatic hub and the daily quality of life for our residents.

The ENTF acts as a primary mediator, successfully resolving sensitive urban issues that arise between embassies and local neighborhoods. These range from infrastructure concerns like fence height and rodents to operational issues such as parking and noise.

Results in FY25 and Q1 of FY26:

- In FY25 and Q1 of FY26, the ENTF has successfully managed 34 interventions. These actions have been vital in de-escalating potential conflicts and fostering stronger, more collaborative relationships between DC residents and the international diplomatic community.

4. Please list all events conducted with embassies in FY25 and Q1 of FY26. For each event, note what embassy the agency worked with and whether the event was open to the public.

Response:

Total Number of Embassy Events: 102*

*Please note that this list does not include other international engagements and events in FY25 and Q1 FY26, which do not involve the Embassies. There were a total of 176 international events and engagements in FY25 and Q1 FY26, which include both Embassy and non-Embassy events and engagements.

Date	Title	Embassy	Purpose	Open to the public
10/9/2024	Embassy of Greece: A Crisis in American Academia Panel	Greece	To attend a panel discussion hosted by the Embassy of	No

			Greece on the role of Greek classics in American academia	
10/10/2024	National Day of Spain	Spain	To attend a reception celebrating the National Day of Spain hosted by the Spanish Ambassador	No
10/15/2024	Reception and Panel Discussion on Marquis de Lafayette (French Embassy)	France	To attend a reception and panel discussion hosted by the French Embassy on the legacy of Marquis de Lafayette	No
10/18/2024	Cuban National Cultural Day Celebration	Cuba	Cuban National Cultural Day Celebration, highlighting the traditional Guayabera	No
10/21/2024	Embassy of Peru - Literature Festival	Peru	Peruvian Embassy's Literature Festival, celebrating Peruvian and Latin American literary culture	No
10/22/2024	Green Transition Summit at Swedish Embassy	Sweden	Green Transition Summit at the Swedish Embassy focused on sustainable innovation and climate solutions	No
10/22/2024	Music Performance Celebrating 20 Years of Bulgaria in NATO (Bulgarian Embassy)	Bulgaria	Music performance hosted by the Bulgarian Embassy, celebrating 20 years of Bulgaria's NATO membership	No
10/24/2024	Quilt Exhibition and Panel Discussion	Colombia	A Quilt exhibition and panel discussion hosted by the Colombian Embassy, highlighting peacebuilding efforts by Afro-Colombian survivors of massacres that occurred on Colombia's Caribbean Coast	No
10/25/2024	Pisco Night (Embassy of Peru)	Peru	The Peruvian Embassy's Pisco Night Celebrating Peru's Gastronomy/Food Culture	No
10/26/2024	Embassy Night at the Washington International Horse Show	(Not Specified)	Embassy Night at the Washington International Horse Show	No
10/29/2024	Türkiye National Day Reception	Turkey	The celebration of the 101st anniversary of the Republic of Turkey	No
11/14/2024	Belgium King Day Reception	Belgium	Reception in celebration of Belgium's King's Day	No

11/19/2024	National Romanian Day	Romania	Reception celebrating the Romanian National Day	No
11/20/2024	Invitation to 50th Republic Day of Malta Concert	Malta	Event Celebrating the 50th Republic Day of Malta	No
11/22/2024	Fashion Show with Salvadoran Designers at Embassy of El Salvador	El Salvador	Fashion Show with El Salvadorian designers	No
11/22/2024	MOAPIA - Kimchi Day Kimjang	Republic of Korea	Kimchi-making event celebrating Kimchi Day and Korean Gastronomy/Food Culture	Yes
12/2/2024	UAE National Day Celebration	United Arab Emirates	The 53rd anniversary of the United Arab Emirates	No
12/3/2024	Thailand National Day	Thailand	The National Day of Thailand	No
12/4/2024	Celebrating Cultural Bridges between Arab Andalusian and Latin American heritage	Morocco & Panama	Event celebrating the cultural bridges between Arab and Latin American heritage	No
12/4/2024	Qatar National Day Celebration	Qatar	Event celebrating National Qatar Day	No
12/5/2024	Winternational: 11th Annual Embassy Showcase	(Not Specified)	11th Annual Embassy Showcase	Yes
12/10/2024	National Day of Bahrain	Bahrain	The celebration of the National Day of the Kingdom of Bahrain and the Anniversary of His Majesty King Hamad bin Isa Al Khalifa's Accession to the throne	No
12/12/2024	Embassy of Japan Tourism Reception	Japan	Tourism Reception at the Embassy of Japan	No
12/20/2024	Embassy of Jamaica Christmas Reception	Jamaica	Christmas Reception at the Embassy of Jamaica	No
1/11/2024	Inaugural Gala Celebration with Sister Cities International	Germany	Post inauguration event of the 47th President of the United States	No
1/20/2025	Inauguration Tailgate and Parade Viewing - Embassy of Canada	Canada	Inauguration tailgate of the United States President at the Canadian Embassy	No
1/21/2025	Irish Coffee and Smoked Salmon Post Inauguration Brunch	Ireland	Post Inauguration Brunch held by the Irish Ambassador	No

1/23/2024	Panel on Architect Sartogo at the Embassy of Italy	Italy	Panel dedicated to the architect Piero Sartogo, who designed the Italian Embassy in Washington, DC	No
1/24/2025	76th Republic Day of India Reception	India	To attend the 76th Republic of India Reception	No
2/4/2025	Sri Lanka National Day Reception	Sri Lanka	To attend the National Sri Lankan Day Reception	No
2/21/2025	Celebration of Black History at the Embassy of Cuba Event	Cuba	To Celebrate Black History Month at the Embassy of Cuba	No
2/26/2025	Emperor of Japan's Birthday Reception	Japan	To attend a reception to celebrate the Birthday of the Emperor of Japan	No
3/3/2025	National Day of Bulgaria	Bulgaria	Event Celebrating the National Day of Bulgaria	No
3/4/2025	Embassy of Trinidad and Tobago Cultural Carnival event	Trinidad and Tobago	Carnival Watch event at the Embassy of Trinidad and Tobago	No
3/7/2025	Embassy of the Republic of Singapore Embassy Night for 2026 US Conference of Mayors Winter Meeting	Singapore	Meeting with the Embassy of the Republic of Singapore for 2026 US Conference of Mayors Winter Meeting	No
3/11/2025	Swiss Breakfast Reception for U.S. Women Mayors	Switzerland	Swiss Breakfast reception for U.S. Women Mayors	No
3/24/2025	Japan-America Society of Washington, DC	Japan	Reception honoring the United States relationship with Japan	No
3/26/2025	Greek Independence Day Celebration	Greece	Celebration of Greek Independence Day	No
4/2/2025	Spelman on the Hill at the Embassy of Rwanda	Rwanda	(Not specified)	No
4/8/2025	Japan Cherry Blossom Festival	Japan	Reception Celebrating the National 2025 Cherry Blossom Festival	No
14-May-25	National Cherry Blossom Festival - Ambassador's Dinner	Japan	Dinner honoring U.S. - Japan relations and in support of the National Cherry Blossom Festival	No
20-May-25	Cameroon's National Day Celebration	Cameroon	Event Celebrating the 53rd National Cameroon Day	No

20-May-25	Italian Embassy: Digital Diplomacy Series	Italy	Event highlighting U.S. - Italy ties in digital diplomacy through a panel on technology and the creator economy	No
28-May-25	Independence Day & Armed Forces Day of the Republic of Azerbaijan	Azerbaijan	Event Celebrating Azerbaijan's Independence Day and Armed Forces Day	No
5/30/2025	African Union Africa Day Celebration	Multi-country	Event Celebrating "Africa Day 2025"	No
6/3/2025	Festa Della Repubblica Reception	Italy	Event Celebrating Italy's Republic Day with a Diplomatic reception hosted by the Italian Embassy	No
6/4/2025	National Slovenia Day and Armed Forces Day of Slovenia	Slovenia	Reception commemorating the National Day and Armed Forces Day of Slovenia.	No
6/4/2025	Spanish Embassy Pride Celebration	Spain	Reception Celebrating Spanish culture and LGBTQ inclusion during Pride month	No
6/5/2025	Irish Embassy Pride Celebration	Ireland	Reception Celebrating Irish culture and LGBTQ inclusion during Pride month	No
6/5/2025	Tunisian Embassy: Washington Global Charter School	Tunisia	Fundraiser event benefiting Washington, DC Global Public Charter Schools	No
6/6/2025	Sweden's National Day Celebration	Sweden	Reception Celebrating Sweden's National Day	No
6/12/2025	127th Anniversary of the Proclamation of Philippine Independence	Philippines	Event Celebrating the 127th Anniversary of the Philippines Proclamation of Independence	No
6/17/2025	National Iceland Day	Iceland	Event Celebrating Iceland's National Day	No
6/25/2025	Embassy of Belgium Farewell Reception	Belgium	Celebration bidding farewell to departing staff members of the Belgian Embassy	No
6/27/2025	Djibouti 48th Anniversary of Independence Day	Djibouti	Reception commemorating the 48th Anniversary of Djibouti's Independence	No
7/1/2025	Canada Day	Canada	Event Celebrating National Canada Day	No
7/10/2025	Embassy Chef's Challenge	Multi-country	Embassies compete in a culinary showcase, promoting international cuisine and cultural diplomacy through food	No

7/14/2025	Cocktail Reception for France's National Holiday	France	Cocktail Reception celebrating France's National holiday at the French Ambassador's Residence	No
7/15/2025	NFL Madrid Game Reception: Commanders vs. Dolphins	Spain	Reception at the Spanish Ambassador's Residence to promote the upcoming NFL game (Washington Commanders vs. Miami Dolphins)	No
7/16/2025	Peru Independence Day Reception	Peru	Reception hosted at the ambassador's residence to celebrate the 204th anniversary of Peru's independence	No
7/16/2025	United by Rugby Reception	United Kingdom, Fiji	Reception hosted by the British Ambassador, bringing together the national rugby unions of England, the USA, and Fiji to promote global rugby partnerships and the upcoming Rugby World Cups in the USA.	No
7/19/2025	178th Independence Day Celebration of Liberia	Liberia	A celebration to commemorate the 178th Anniversary of Liberia	No
7/24/2025	National Day Reception for Ecuador	Ecuador	Reception Celebrating Ecuador's National Day	No
7/30/2025	Winternational Embassy Launch Breakfast	Various	Winternational Embassy Launch Presentation	No
7/30/2025	Social Secretaries and Cultural Attaches Celebration	Various	Celebrating social secretaries and cultural attaches at Meridian	No
7/30/2025	Morocco National Day Reception	Morocco	Morocco's national day celebration	No
8/26/2025	Farewell of Chargé d'affaires of Indonesia	Indonesia	Farewell of Chargé d'affaires	No
9/8/2025	Central America & Belize Independence Event	Belize, Costa Rica, El Salvador, Guatemala, Honduras, Panama, and the Dominican Republic	204 th Anniversary of the Independence of Central America and the 44 th Anniversary of the Independence of Belize	No
9/9/2025	Singapore's 60th National Day Celebration	Singapore	On the Occasion of Singapore's 60th National Day	No

9/10/2025	Ukraine's Independence Day	Ukraine	Ukraine's Independence Day Reception	No
9/12/2025	Sawasdee Reception	Thailand	Reception to celebrate Sawasdee Festival	No
9/14/2025	Sawasdee Festival	Thailand	Sawasdee Festival	Yes
9/15/2025	Mexico National Day Reception	Mexico	215th anniversary of the Independence of Mexico	No
9/16/2025	Malaysia's National Day Reception	Malaysia	Reception to commemorate Malaysia's 68th National Day	No
9/17/2025	"Play Ball, Panama! Welcoming the Baseball Americas Cup 2025"	Panama	Welcoming the Baseball Americas Cup 2025	No
9/17/2025	Embassy of Vietnam: Invitation to Anniversary Reception	Vietnam	Vietnam National Day Reception	No
9/18/2025	The visit of Her Majesty Queen Sofia	Spain	On the occasion of the visit of Her Majesty Queen Sofia	No
9/30/2025	Papua New Guinea Reception for Independence Day	Papua New Guinea	Papua New Guinea Independence Day reception	No
10/1/2025	Dominican Trade Delegation RRB/ITC	Dominican Republic	Engagement with a visiting business delegation from the Dominican Republic	No
10/1/2025	Nigerian American Day Reception	Nigeria	Celebrate Nigerian American Day	No
10/7/2025	Reception to welcome Newly Appointed Ukrainian Ambassador, Her Excellency Olha Stefanishyna	Ukraine	Welcoming the new ambassador	No
10/9/2025	National Day Celebration of Spain	Spain	National Day Celebration	No
10/18/2025	Spirit Around the World Night	Multiple (Mexico, Canada, Brazil)	Spirit Around the World Night at the Washington Spirit Game	Yes
10/22/2025	Embassy of the State of Qatar Grand Opening Reception	Qatar	Embassy of the State of Qatar Grand Opening Reception	No
10/29/2025	Asean Culture Day 2025	Malaysia	Celebrating ASEAN traditions and cultures	No

11/10/2025	Embassy of the Bahamas Reception	Bahamas	Celebrate the restoration of the embassy	No
11/13/2025	Embassy Adoption Program Diplomatic Tea	Italy	Discussing the upcoming iteration of the embassy adoption program and awarding previous participants	No
11/20/2025	Meeting with the Ambassador of Ghana	Ghana	Greeting the new ambassador of Ghana	No
12/2/2025	54th Anniversary of the United Arab Emirates National Day Celebration	UAE	National Day Celebration	No
12/3/2025	The National Day of the Kingdom of Thailand 2025	Thailand	National Day Celebration	No
12/4/2025	Meeting the Ambassador of Ecuador, Cristian Espinosa	Ecuador	Presentation of a portrait of Mayor Bowser	No
12/9/2025	Embassy of Ireland Holiday Reception	Ireland	Holiday Reception	No
12/9/2025	Winter Soiree - Spanish Cultural Center	Spain	Winter Celebration	No
12/11/2025	German Embassy Traditional German Christmas Market Event	German	German Christmas market	No
12/16/2025	Republic of Indonesia Year-End Reception	Indonesia	Year-end reception	No
12/17/2025	Traditional Ukrainian Christmas Dinner Event	Ukraine	Dinner with Ukraine Ambassador and Chair of the Advisory Board of Ukraine House and newly appointed Advisor to the President of Ukraine on Reconstruction and Investment.	No

5. Please describe the Sister City program, including a list of all sister cities, and a list of all activities in FY25 and Q1 of FY26. Please also describe any work to expand the Sister City program in FY25 and Q1 of FY26.

Response:

The District of Columbia currently maintains sister city agreements with the following cities:

Accra (Ghana), Addis Ababa (Ethiopia), Ankara (Turkey), Athens (Greece), Bangkok (Thailand), Brasilia (Brazil), Brussels (Belgium), Dakar (Senegal), Paris (France), Rome (Italy), San Salvador (El Salvador), Seoul (South Korea), Sunderland (UK), and Tshwane/Pretoria (South Africa).

Our engagements with sister cities over the course of FY25 and Q1 FY26 proved that sister city relationships can directly benefit the District's policy goals and cultural vibrancy.

Highlight Activity:

- Bangkok Visit (Sept 14-16, 2025): Bangkok is DC's first-ever Sister City, and both Bangkok and the Embassy of Thailand have been very active partners of DC in FY25. This visit served as the "gold standard" for our revitalized program. It included the Sawasdee Thai Festival, a high-level bilateral meeting between Mayor Bowser and the Governor of Bangkok, and technical presentations on early childhood education and climate resilience.

6. Please describe what participation your office has with the National Association of Secretaries of State?

Response:

The Secretary of State of the District of Columbia is a member of the National Association of Secretaries of State (NASS). The Secretary usually attends the NASS Winter Conference and Summer Conference. Secretary Kimberly Bassett is currently a member of the International Relations Committee, the State Records and Archives Committee, and the Technology and Security Committee.

vi. Interagency Coordination

1. Please describe how many in-person site visits were conducted of District agencies and what did the site visit entail? Please provide for FY25 and Q1 of FY26.
 - a. Does your office plan to increase the amount of site visits?

Response:

- The Records Management team has completed 89 in-person site visits between FY25 and Q1 of FY26. These visits entail providing support for various records management needs. These needs include introductory records management training, assessment of agency records stored on site, assessment of agency storage areas for suitability and security, record schedule development, and conducting an audit of records identified as ready for either transfer to the records center, archives, or destruction. In-person site visits are guided by agency need and will continue to occur regularly. It must be noted that, due to staffing limitations, 90% of all records management consultations and meetings occur virtually.

2. Please describe the current status of the Collections Management System and your office's ongoing coordination with OCTO for maintenance of the system?

Response:

The collections management system, ArchivesSpace, has been built and is running smoothly. Collection data has been fully ingested into the system, allowing our staff to locate records and assist researchers. OCTO has provided a dedicated systems engineer to maintain the system by performing regular upgrades and troubleshooting to provide steady system performance. Throughout FY26, OS and OCTO will continue to coordinate the ongoing maintenance of the system and upgrades.