

---

# Office of the Secretary

www.os.dc.gov

Telephone: 202-727-6306

---

Description	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	% Change from FY 2014
Operating Budget	\$3,543,959	\$3,265,909	\$3,914,686	19.9
FTEs	25.0	24.5	30.0	22.4

---

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

## Summary of Services

The Office of the Secretary of the District of Columbia consists of three offices and two units. The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use. The Office of Documents and Administrative Issuances (ODAI) publishes the D.C. Register and the D.C. 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 programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives.

The agency's FY 2015 proposed budget is presented in the following tables:

## FY 2015 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2015 agency budget compared to the FY 2014 approved budget. It also provides FY 2012 and FY 2013 actual expenditures.

**Table BA0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2012	Actual FY 2013	Approved FY 2014	Proposed FY 2015	Change from FY 2014	Percent Change*
<b>General Fund</b>						
Local Funds	2,890	2,546	2,266	2,915	649	28.6
Special Purpose Revenue Funds	887	998	1,000	1,000	0	0.0
<b>Total for General Fund</b>	<b>3,777</b>	<b>3,544</b>	<b>3,266</b>	<b>3,915</b>	<b>649</b>	<b>19.9</b>
<b>Private Funds</b>						
Private Grant Funds	5	0	0	0	0	N/A
Private Donations	1	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>3,783</b>	<b>3,544</b>	<b>3,266</b>	<b>3,915</b>	<b>649</b>	<b>19.9</b>

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2015 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2015 Proposed Full-Time Equivalent, by Revenue Type

Table BA0-2 contains the proposed FY 2015 FTE level compared to the FY 2014 approved FTE level by revenue type. It also provides FY 2012 and FY 2013 actual data.

**Table BA0-2**

Appropriated Fund	Actual FY 2012	Actual FY 2013	Approved FY 2014	Proposed FY 2015	Change from FY 2014	Percent Change
<b>General Fund</b>						
Local Funds	18.0	19.0	18.0	24.5	6.5	36.1
Special Purpose Revenue Funds	4.4	6.0	6.5	5.5	-1.0	-15.4
<b>Total for General Fund</b>	<b>22.4</b>	<b>25.0</b>	<b>24.5</b>	<b>30.0</b>	<b>5.5</b>	<b>22.4</b>
<b>Total Proposed FTEs</b>	<b>22.4</b>	<b>25.0</b>	<b>24.5</b>	<b>30.0</b>	<b>5.5</b>	<b>22.4</b>

## FY 2015 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2015 budget at the Comptroller Source Group (object class) level compared to the FY 2014 approved budget. It also provides FY 2012 and FY 2013 actual expenditures.

**Table BA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2012	Actual FY 2013	Approved FY 2014	Proposed FY 2015	Change from FY 2014	Percent Change*
11 - Regular Pay - Continuing Full Time	1,731	1,757	1,695	1,993	298	17.6
12 - Regular Pay - Other	15	153	248	344	96	38.7
13 - Additional Gross Pay	0	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	307	328	433	530	97	22.4
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>2,054</b>	<b>2,237</b>	<b>2,376</b>	<b>2,867</b>	<b>491</b>	<b>20.6</b>
20 - Supplies and Materials	18	81	14	22	8	59.6
31 - Telephone, Telegraph, Telegram, Etc.	-4	8	0	0	0	N/A
40 - Other Services and Charges	923	402	106	160	54	50.6
41 - Contractual Services - Other	538	609	564	630	66	11.7
50 - Subsidies and Transfers	201	200	200	200	0	0.0
70 - Equipment and Equipment Rental	53	7	6	36	30	500.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,729</b>	<b>1,307</b>	<b>890</b>	<b>1,048</b>	<b>158</b>	<b>17.8</b>
<b>Gross Funds</b>	<b>3,783</b>	<b>3,544</b>	<b>3,266</b>	<b>3,915</b>	<b>649</b>	<b>19.9</b>

\*Percent change is based on whole dollars.

### Program Description

The Office of the Secretary operates through the following 7 programs:

**International Relations and Protocol** – provides liaison and outreach services to the diplomatic and international communities on behalf of the Mayor and local residents. This program is responsible for all international visitors to the District government, Sister City relationships, and relations between embassies and their neighbors.

**Ceremonial Services** – provides ceremonial document services to individuals, businesses, organizations, and government agencies so that they can have their activities and events recognized by the Mayor. Proclamations, greeting letters, and condolence letters are among the most requested documents.

**Office of Documents and Administrative Issuances** – provides technical, professional, and other legal services to the Mayor, District agencies, and the general public so that they can give and/or have official notice of all proposed and adopted legal mandates.

This program contains the following 2 activities:

- **D.C. Register** – provides review and technical assistance services to District executive and independent agencies so that they can comply with editorial standards and legal requirements of the District of Columbia’s Administrative Procedures Act, implementing regulations, and District of Columbia Documents Act of 1978; and
- **Administrative Issuances** – provides professional and technical assistance services to the Mayor and executive agencies so that they can implement major policies and programs and make appointments in a timely manner to foster the activities of government.

**Notary Commission and Authentications** – provides commissions for all notaries public in the District of Columbia and authenticates documents signed by District notaries public for domestic and foreign use.

**Office of Public Records** – provides archives and records management services to District government agencies and the public so that they can gain access to official government documents.

This program contains the following 3 activities:

- **Records Management** – provides temporary records management services to District government agencies and the public so that they can have access to public records stored in the District of Columbia Records Center;
- **Archival Administration** – provides historical records management services to District government agencies and the public so that they can have access to historical public records stored in the District of Columbia Archives; and
- **Library of Government Information** – provides publication management services to District government agencies and the public so that they can have access to publications created by the District government agencies.

**Executive Management** – manages the work of several commissions, provides official signatory services for the Mayor of the District of Columbia, takes on special projects at the request of the Mayor, and provides support for D.C. Democracy and related activities to attain statehood for the District of Columbia.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

### **Program Structure Changes**

The Office of the Secretary has no program changes in the FY 2015 proposed budget.

## FY 2015 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2015 budget by program and activity compared to the FY 2014 approved budget. It also provides the FY 2013 actual data.

**Table BA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2013	Approved FY 2014	Proposed FY 2015	Change from FY 2014	Actual FY 2013	Approved FY 2014	Proposed FY 2015	Change from FY 2014
<b>(1000) Agency Management</b>								
(1020) Contracting and Procurement	157	164	545	381	1.0	1.0	5.5	4.5
(1030) Property Management	0	4	5	1	0.0	0.0	0.0	0.0
(1070) Fleet Management	75	77	79	2	1.0	1.0	2.0	1.0
(1080) Communication	127	72	184	112	2.1	1.0	2.0	1.0
(1085) Customer Service	0	0	0	0	1.0	0.0	0.0	0.0
(1090) Performance Management	352	337	349	12	2.1	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>711</b>	<b>653</b>	<b>1,161</b>	<b>509</b>	<b>7.4</b>	<b>5.0</b>	<b>11.5</b>	<b>6.5</b>
<b>(1002) International Relations and Protocol</b>								
(1200) International Relations and Protocol	206	216	223	7	2.1	2.0	2.0	0.0
<b>Subtotal (1002) International Relations and Protocol</b>	<b>206</b>	<b>216</b>	<b>223</b>	<b>7</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1003) Ceremonial Services</b>								
(1300) Ceremonial Services	208	219	238	19	2.1	2.0	2.0	0.0
<b>Subtotal (1003) Ceremonial Services</b>	<b>208</b>	<b>219</b>	<b>238</b>	<b>19</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1004) Office of Documents and Administrative Issuances</b>								
(1401) D.C. Register	155	149	161	12	2.1	2.0	2.0	0.0
(1402) Administrative Issuances	176	201	215	14	1.0	2.0	2.0	0.0
<b>Subtotal (1004) Office of Documents and Admin. Issuances</b>	<b>331</b>	<b>350</b>	<b>376</b>	<b>26</b>	<b>3.2</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>(1005) Notary Commission and Authentications</b>								
(1501) Notary Authentications	472	573	500	-73	6.0	6.5	5.5	-1.0
<b>Subtotal (1005) Notary Commission and Authentications</b>	<b>472</b>	<b>573</b>	<b>500</b>	<b>-73</b>	<b>6.0</b>	<b>6.5</b>	<b>5.5</b>	<b>-1.0</b>
<b>(1006) Office of Public Records</b>								
(1600) Records Management	1,012	890	890	0	2.1	3.0	3.0	0.0
(1601) Archival Administration	88	94	250	156	1.0	1.0	1.0	0.0
(1602) Library of Government Information	79	71	76	5	1.0	1.0	1.0	0.0
<b>Subtotal (1006) Office of Public Records</b>	<b>1,179</b>	<b>1,055</b>	<b>1,217</b>	<b>161</b>	<b>4.2</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>
<b>(1007) Executive Management</b>								
(1701) Emancipation Day Activities	31	0	0	0	0.0	0.0	0.0	0.0
(1702) D.C. Democracy Initiatives	407	200	200	0	0.0	0.0	0.0	0.0
<b>Subtotal (1007) Executive Management</b>	<b>438</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>3,544</b>	<b>3,266</b>	<b>3,915</b>	<b>649</b>	<b>25.0</b>	<b>24.5</b>	<b>30.0</b>	<b>5.5</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2015 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2015 Proposed Budget Changes**

The Office of the Secretary's (OS) proposed FY 2015 gross budget is \$3,914,686, which represents a 19.9 percent increase over its FY 2014 approved gross budget of \$3,265,909. The budget is comprised of \$2,914,686 in Local funds and \$1,000,000 in Special Purpose Revenue funds.

### **Current Services Funding Level**

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2014 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2015 CSFL adjustments to the FY 2014 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OS' FY 2015 CSFL budget is \$2,389,255, which represents a \$123,347, or 5.4 percent, increase over the FY 2014 approved Local funds budget of \$2,265,909.

### **CSFL Assumptions**

The FY 2015 CSFL calculated for OS included an adjustment entry that is not described in detail on table 5. This adjustment was made for increases of \$117,116 in personal services to account for Fringe Benefit costs based on trend and comparative analyses and the impact of cost-of-living adjustments implemented in FY 2013, and \$6,231 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent.

### **Agency Budget Submission**

**Increase:** The OS proposed Local funds budget reflects adjustments for an increase of \$91,726 in the budget allocation for personal services to support an additional 1.0 Full-Time Equivalent (FTE) position in the Agency Management program. These adjustments, which enable OS to support program management functions, as well as projected salary step and Fringe Benefits costs, consist of increases of \$94,629 in the Agency Management Program, \$3,190 in the Office of Documents and Administrative Issuances, \$440 in the Ceremonial Services, and \$74 in the Office of Public Records, and a reduction of \$6,607 in the International Relations and Protocol programs.

The Special Purpose Revenue (SPR) funds budget increased by \$73,479 in the Office of Public Records program to meet operational needs. In the Notary Commission and Authentications program, the SPR budget for office supplies was increased by \$1,370.

**Decrease:** The proposed Local funds budget for nonpersonal services reflects a net reduction of \$91,726 to offset the increases in personal services. These adjustments are comprised of reductions of \$2,703 in the Agency Management Program and \$94,727 in the Office of Public Records, and an increase of \$5,704 in the Ceremonial Services programs.

The proposed Special Purpose Revenue funds budget reflects a net reduction in personal services of \$74,848 and 1.0 FTE in the Notary Commission and Authentications program. This adjustment aligns the budget with projected revenues.

### **Mayor's Proposed Budget**

**Enhance:** The Local funds budget reflects an increase of \$150,000 in the Office of Public Records program to support archive services. Additionally, the Local funds budget increased by \$100,000 to provide grant funding to assist the Statehood Delegation with operational costs.

**Transfer-In:** In an effort to simplify the reporting structure while increasing operational efficiency by eliminating interagency supervision, support services were consolidated in the Executive Branch with the transfer of \$375,431 and 5.5 FTEs from the Office of the Mayor to the Office of the Secretary. The amount is comprised of \$356,663 in personal services and \$18,768 in nonpersonal services.

**District's Proposed Budget**

**Transfer Out:** The Local funds budget decreased by \$100,000 due to the transfer of funds to establish the new Statehood Initiative Agency.

**FY 2014 Approved Budget to FY 2015 Proposed Budget, by Revenue Type**

Table BA0-5 itemizes the changes by revenue type between the FY 2014 approved budget and the FY 2015 proposed budget.

**Table BA0-5**  
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2014 Approved Budget and FTE</b>		<b>2,266</b>	<b>18.0</b>
Other CSFL Adjustments	Multiple Programs	123	0.0
<b>LOCAL FUNDS: FY 2015 Current Services Funding Level Budget (CSFL)</b>		<b>2,389</b>	<b>18.0</b>
Increase: To support additional FTEs	Multiple Programs	92	1.0
Decrease: To offset projected increases in personal services	Multiple Programs	-92	0.0
<b>LOCAL FUNDS: FY 2015 Agency Budget Submission</b>		<b>2,389</b>	<b>19.0</b>
Enhance: Increase funding for archive services	Office of Public Records	150	0.0
Enhance: Provide grant funding to assist the Statehood Delegation	Statehood Delegation	100	0.0
Transfer-In: Consolidation of support services for the Executive Branch	Agency Management	375	5.5
<b>LOCAL FUNDS: FY 2015 Mayor's Proposed Budget</b>		<b>3,015</b>	<b>24.5</b>
Transfer-Out: To establish the new Statehood Initiative Agency	Statehood Delegation	-100	0.0
<b>LOCAL FUNDS: FY 2015 District's Proposed Budget</b>		<b>2,915</b>	<b>24.5</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Approved Budget and FTE</b>		<b>1,000</b>	<b>6.5</b>
Increase: To align resources with operational goals	Office of Public Records	73	0.0
Increase: To align funding with nonpersonal services costs	Notary Commission and Authentications	1	0.0
Decrease: To recognize savings from a reduction in FTEs	Notary Commission and Authentications	-75	-1.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Agency Budget Submission</b>		<b>1,000</b>	<b>5.5</b>
No Change		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Mayor's Proposed Budget</b>		<b>1,000</b>	<b>5.5</b>
No Change		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2015 District's Proposed Budget</b>		<b>1,000</b>	<b>5.5</b>
<b>Gross for BA0 - Office of the Secretary</b>		<b>3,915</b>	<b>30.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2015:

**Objective 1:** Promote the District of Columbia and its rich history to local, national, and international communities through events and initiatives while supporting the quest for D.C. democracy.

**Objective 2:** Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries public for domestic and foreign use.

**Objective 3:** Provide support and outreach services to the diplomatic and international communities.

**Objective 4:** Provide convenient records management services to District government agencies, business community, and the public in order to provide efficient access to public records stored in the District of Columbia Records Center.

**Objective 5:** Provide timely technical, professional, and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.

---

## KEY PERFORMANCE INDICATORS

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 Actual <sup>1</sup>	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Number of notary application processed (excludes government employees)	1,283	1,500	1,500	1,500	1,500	1,500
Number of documents authenticated	33,243	35,000	62,738	54,780	55,000	55,000
Number of ceremonial documents processed	1,358	1,500	1,510	1,735	1,735	1,735
Percent of ambassador welcome letters sent within three months of start of new term	100%	100%	100%	100%	100%	100%
Number of foreign courtesy request and delegation visits	285	300	305	310	310	310
Number of record request processed	50,248	55,000	56,462	55,000	55,000	55,000
Number of rulemakings processed	173	350	433	450	450	450
Number of administrative issuances processed	137	200	254	275	275	275

### Performance Plan Endnote:

<sup>1</sup>Data is current as of September 30, 2013.