Office of the Secretary

www.os.dc.gov
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Table BA0-1

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Approved	FY 2019 Proposed	% Change from FY 2018
OPERATING BUDGET	$3,467,611	$3,853,954	$4,058,186	$4,156,761	2.4
FTEs	26.1	25.7	26.0	26.0	0.0

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 the international community.

Summary of Services
The Office of the Secretary of the District of Columbia consists of four offices and one unit. 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 Office of Protocol and International Affairs manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.

The agency's FY 2019 proposed budget is presented in the following tables:

FY 2019 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BA0-2 contains the proposed FY 2019 budget by revenue type compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data.

Table BA0-2
(dollars in thousands)

	Dollars in Thousands						Full-Time Equivalents					
Appropriated Fund	**Actual FY 2016**	**Actual FY 2017**	**Approved FY 2018**	**Proposed FY 2019**	**Change from FY 2018**	**% Change***	**Actual FY 2016**	**Actual FY 2017**	**Approved FY 2018**	**Proposed FY 2019**	**Change from FY 2018**	**% Change**
GENERAL FUND												
Local Funds	2,555	2,666	2,958	3,057	99	3.3	23.2	20.0	20.0	20.0	0.0	0.0
Special Purpose Revenue Funds	912	1,023	1,100	1,100	0	0.0	2.9	5.7	6.0	6.0	0.0	0.0
TOTAL FOR GENERAL FUND	**3,468**	**3,690**	**4,058**	**4,157**	**99**	**2.4**	**26.1**	**25.7**	**26.0**	**26.0**	**0.0**	**0.0**
INTRA-DISTRICT FUNDS												
Intra-District Funds	0	164	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	**0**	**164**	**0**	**0**	**0**	**N/A**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**N/A**
GROSS FUNDS	**3,468**	**3,854**	**4,058**	**4,157**	**99**	**2.4**	**26.1**	**25.7**	**26.0**	**26.0**	**0.0**	**0.0**

*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 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2019 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2019 budget at the Comptroller Source Group (object class) level compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual expenditures.

Table BA0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Percentage Change*
11 - Regular Pay - Continuing Full Time	1,941	2,013	2,178	2,237	59	2.7
12 - Regular Pay - Other	99	106	52	98	47	89.9
13 - Additional Gross Pay	-12	53	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	384	422	392	458	66	16.9
15 - Overtime Pay	0	0	19	19	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	**2,411**	**2,593**	**2,640**	**2,812**	**172**	**6.5**
20 - Supplies and Materials	35	40	50	50	0	-0.3
31 - Telephone, Telegraph, Telegram, Etc.	4	3	0	0	0	N/A

Table BA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Percentage Change*
40 - Other Services and Charges	153	273	162	117	-46	-28.2
41 - Contractual Services - Other	663	725	965	954	-11	-1.1
50 - Subsidies and Transfers	200	200	200	200	0	0.0
70 - Equipment and Equipment Rental	1	20	40	24	-16	-40.5
SUBTOTAL NONPERSONAL SERVICES (NPS)	**1,056**	**1,261**	**1,418**	**1,345**	**-73**	**-5.2**
GROSS FUNDS	**3,468**	**3,854**	**4,058**	**4,157**	**99**	**2.4**

*Percent change is based on whole dollars.

FY 2019 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BA0-4 contains the proposed FY 2019 budget by division/program and activity compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table BA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
(1000) AGENCY MANAGEMENT										
(1020) Contracting and Procurement	59	25	23	23	0	1.0	1.0	0.0	0.0	0.0
(1030) Property Management	0	5	5	5	0	0.0	0.0	0.0	0.0	0.0
(1070) Fleet Management	0	5	4	5	1	0.0	0.0	0.0	0.0	0.0
(1080) Communication	284	246	265	280	15	2.1	2.0	3.0	3.0	0.0
(1090) Performance Management	912	636	689	631	-58	2.1	2.0	3.0	3.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	**1,255**	**917**	**986**	**944**	**-43**	**5.3**	**5.0**	**6.0**	**6.0**	**0.0**
(1002) INTERNATIONAL RELATIONS AND PROTOCOL										
(1200) International Relations and Protocol	125	129	135	140	5	1.0	1.0	1.0	1.0	0.0
SUBTOTAL (1002) INTERNATIONAL RELATIONS AND PROTOCOL	**125**	**129**	**135**	**140**	**5**	**1.0**	**1.0**	**1.0**	**1.0**	**0.0**
(1003) CEREMONIAL SERVICES										
(1300) Ceremonial Services	144	110	118	123	5	3.2	2.0	1.0	1.0	0.0
SUBTOTAL (1003) CEREMONIAL SERVICES	**144**	**110**	**118**	**123**	**5**	**3.2**	**2.0**	**1.0**	**1.0**	**0.0**
(1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE										
(1401) D.C. Register	213	214	115	119	4	3.2	1.0	1.0	1.0	0.0
(1402) Administrative Issuances	474	490	535	567	32	3.2	5.0	5.0	5.0	0.0
SUBTOTAL (1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	**687**	**704**	**650**	**686**	**36**	**6.3**	**6.0**	**6.0**	**6.0**	**0.0**

Table BA0-4
(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
(1005) NOTARY COMMISSION AND AUTHENTICATIONS										
(1501) Notary Authentications	454	497	508	556	48	6.1	5.7	6.0	6.0	0.0
SUBTOTAL (1005) NOTARY COMMISSION AND AUTHENTICATIONS	**454**	**497**	**508**	**556**	**48**	**6.1**	**5.7**	**6.0**	**6.0**	**0.0**
(1006) OFFICE OF PUBLIC RECORDS										
(1600) Records Management	343	810	737	665	-73	2.1	3.0	3.0	2.0	-1.0
(1601) Archival Administration	92	370	641	843	202	1.0	2.0	2.0	4.0	2.0
(1602) Library of Government Information	91	94	82	0	-82	1.0	1.0	1.0	0.0	-1.0
SUBTOTAL (1006) OFFICE OF PUBLIC RECORDS	**526**	**1,274**	**1,461**	**1,508**	**47**	**4.2**	**6.0**	**6.0**	**6.0**	**0.0**
(1007) EXECUTIVE MGMT.										
(1700) Exec. Mgmt	249	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(1701) Emancipation Day Activities	28	25	0	0	0	0.0	0.0	0.0	0.0	0.0
(1702) DC Democracy Initiatives	0	200	200	200	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (1007) EXECUTIVE MGMT.	**277**	**225**	**200**	**200**	**0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
(9960) YR END CLOSE										
(9961) Yr End Close	0	-1	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) YR END CLOSE	**0**	**-1**	**0**	**0**	**0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
TOTAL PROPOSED OPERATING BUDGET	**3,468**	**3,854**	**4,058**	**4,157**	**99**	**26.1**	**25.7**	**26.0**	**26.0**	**0.0**

(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 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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.

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 2 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; and
* **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.

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 including support of District of Columbia self determination, voting rights, and statehood.

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 Change

The Office of the Secretary has no program structure changes in the FY 2019 proposed budget.

FY 2018 Approved Budget to FY 2019 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2018 approved budget and the FY 2019 proposed budget. For a more comprehensive explanation of changes, please see the FY 2019 Proposed Budget Changes section, which follows the table.

Table BA0-5
(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2018 Approved Budget and FTE		**2,958**	**20.0**
No Change		0	0.0
LOCAL FUNDS: FY 2019 Recurring Budget		**2,958**	**20.0**
COLA: FY 2019 COLA Adjustment	Multiple Programs	66	0.0
Agency Request-Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	58	0.0
Agency Request-Decrease: To align resources with operational spending goals	Multiple Programs	-25	0.0

Table BA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2019 Mayor's Proposed Budget		**3,057**	**20.0**
No Change		0	0.0
LOCAL FUNDS: FY 2019 District's Proposed Budget		**3,057**	**20.0**
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Approved Budget and FTE		**1,100**	**6.0**
COLA: FY 2019 COLA Adjustment	Notary Commission and Authentications	16	0.0
Agency Request-Increase: To align personal services and Fringe Benefits with projected costs	Notary Commission and Authentications	32	0.0
Agency Request-Decrease: To align budget with projected revenues	Multiple Programs	-48	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Mayor's Proposed Budget		**1,100**	**6.0**
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 District's Proposed Budget		**1,100**	**6.0**
GROSS FOR BA0 - OFFICE OF THE SECRETARY		**4,157**	**26.0**

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

FY 2019 Proposed Budget Changes

The Office of the Secretary's (OS) proposed FY 2019 gross budget is $4,156,761, which represents a 2.4 percent increase over its FY 2018 approved gross budget of $4,058,186. The budget is comprised of $3,056,761 in Local funds and $1,100,000 in Special Purpose Revenue funds.

Recurring Budget

No Change: The Office of the Secretary's budget proposal reflects no change from the FY 2018 approved budget to the FY 2019 recurring budget.
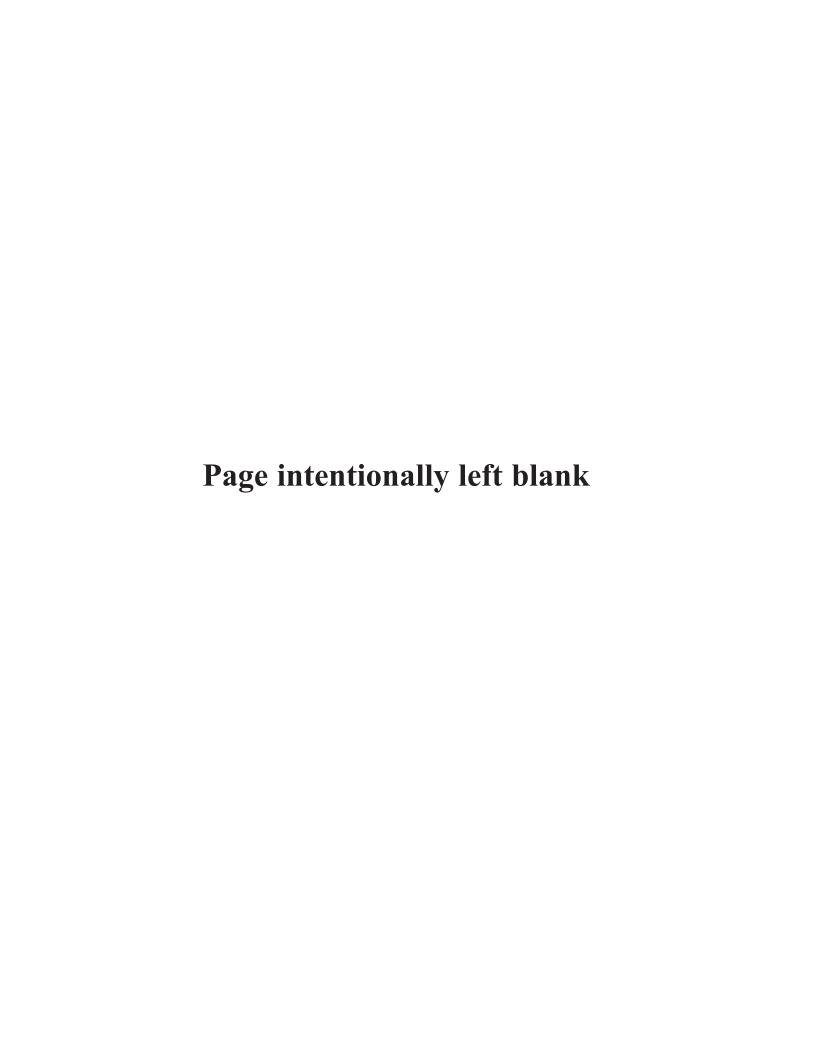
Mayor's Proposed Budget

Cost-of-Living Adjustment: OS' budget proposal includes cost-of-living adjustments (COLA) of $66,007 in Local funds and $16,200 in Special Purpose funds.

Agency Request – Increase: OS proposes an increase of $57,730 in Local funds across multiple programs to properly fund the costs associated with salary steps and Fringe Benefits. In Special Purpose Revenue funds, the proposed budget includes an increase of $31,715 in personal services due to salary and Fringe Benefits adjustments within the Notary Commission and Authentications program.

Agency Request – Decrease: OS' proposed Local funds budget includes a net decrease of $25,162 in nonpersonal services across multiple programs. This adjustment partially offsets the proposed increase in personal services costs. In Special Purpose Revenue funds, the proposed budget includes a net decrease of $47,914 in nonpersonal services across multiple programs. This adjustment aligns the budget with projected revenues.

District's Proposed Budget

No Change: The Office of the Secretary's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

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Agency Performance Plan*

The Office of the Secretary (OS) has the following strategic objectives for FY 2019:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy.
2. Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.
3. Provide support and outreach services to the diplomatic and international communities.
4. Provide meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents.
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.
6. Create and maintain a highly efficient, transparent and responsive District government.**

ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into "daily services" (ex. sanitation disposal), and long-term "key projects" that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy. (3 Activities)

Activity Title	Activity Description	Type of Activity
DC DemocracyGrant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project
Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
Emancipation Day celebration	The District of Columbia Compensated Emancipation Commission develops plans, programs, projects and activities to celebrate the holiday and commemorate the District of Columbia Compensated Emancipation Act.	Key Project

2. Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)

Activity Title	Activity Description	Type of Activity
Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service

2. Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)

Activity Title	Activity Description	Type of Activity
Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service

3. Provide support and outreach services to the diplomatic and international communities. (1 Activity)

Activity Title	Activity Description	Type of Activity
Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service

4. Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (2 Activities)

Activity Title	Activity Description	Type of Activity
Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service
Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service

5. Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates. (1 Activity)

Activity Title	Activity Description	Type of Activity
Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, "What does the agency need to measure to determine success?"

2. Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Number of customer served	No	31,013	35,000	42,667	40,000	40,000
Number of documents authenticated	No	50,571	55,000	58,535	60,000	60,000
Number of notary application processed (excludes government employees)	No	2,084	1,500	1,945	2,000	2,000

3. Provide support and outreach services to the diplomatic and international communities. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of ambassador welcome letters sent within three months of start of new term	No	100%	100%	62.9%	100%	100%

4. Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (4 Measures)

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Number of archival finding aids available online	No	Not Available	Not Available	Not Available	15	15
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	No	Not Available	Not Available	Not Available	95%	95%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	No	Not Available	Not Available	Not Available	80%	80%
Percent of records requests fulfilled within five business days	No	Not Available	Not Available	Not Available	80%	80%

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; "How much are we doing?"

1. Ceremonial documents for constituents

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of ceremonial documents prepared	No	Not Available	Not Available	Data Forthcoming

2. Serve as liaison with diplomatic community in DC

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Percent of National Day letters written versus number of National Days	No	Not Available	Not Available	100%

3. Manage District government records

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of on-site researchers served	No	Not Available	Not Available	151
Number of publications added to the Library of Government Information	No	Not Available	Not Available	15%
Number of records requests received	No	Not Available	Not Available	874

3. Manage District government records

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	No	Not Available	Not Available	243
Volume of records accessioned to the DC Archives	No	Not Available	Not Available	93

4. Publish the DC Register and the DC Municipal Regulations

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of administrative issuances processed	No	Not Available	195	281
Number of rulemakings processed	No	Not Available	495	353

Performance Plan Endnotes:

*For more information about the structure and components of FY 2019 draft performance plans, please see the FY 2019 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government". New measures will be tracked in FY 2018 and FY 2019 and published starting in the FY 2019 Performance Plan.

***Key Performance Indicators that are new may not have historical data and may only have FY 2019 targets.