
Office of the Secretary

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Table BA0-1

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Approved	FY 2020 Approved	% Change from FY 2019
OPERATING BUDGET	\$3,853,954	\$4,787,756	\$4,156,761	\$4,590,007	10.4
FTEs	25.7	26.0	26.0	27.0	3.8

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 2020 approved budget is presented in the following tables:

FY 2020 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table BA0-2 contains the approved FY 2020 budget by revenue type compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual data.

Table BA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change*	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change
GENERAL FUND												
Local Funds	2,666	2,913	3,057	3,490	433	14.2	20.0	20.0	20.0	21.0	1.0	5.0
Special Purpose Revenue Funds	1,023	1,007	1,100	1,100	0	0.0	5.7	6.0	6.0	6.0	0.0	0.0
TOTAL FOR GENERAL FUND	3,690	3,920	4,157	4,590	433	10.4	25.7	26.0	26.0	27.0	1.0	3.8
INTRA-DISTRICT FUNDS												
Intra-District Funds	164	868	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	164	868	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	3,854	4,788	4,157	4,590	433	10.4	25.7	26.0	26.0	27.0	1.0	3.8

*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 2020 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2020 Approved Operating Budget, by Comptroller Source Group

Table BA0-3 contains the approved FY 2020 budget at the Comptroller Source Group (object class) level compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual expenditures.

Table BA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Percentage Change*
11 - Regular Pay - Continuing Full Time	2,013	2,234	2,237	2,486	249	11.1
12 - Regular Pay - Other	106	92	98	110	12	12.0
13 - Additional Gross Pay	53	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	422	490	458	506	48	10.6
15 - Overtime Pay	0	0	19	0	-19	-100.0
SUBTOTAL PERSONAL SERVICES (PS)	2,593	2,818	2,812	3,103	291	10.3
20 - Supplies and Materials	40	20	50	50	0	0.0
31 - Telecommunications	3	2	0	0	0	N/A
40 - Other Services and Charges	273	127	117	196	79	67.9

Table BA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Percentage Change*
41 - Contractual Services - Other	725	1,607	954	989	35	3.7
50 - Subsidies and Transfers	200	200	200	200	0	0.0
70 - Equipment and Equipment Rental	20	13	24	52	28	119.2
SUBTOTAL NONPERSONAL SERVICES (NPS)	1,261	1,970	1,345	1,487	143	10.6
GROSS FUNDS	3,854	4,788	4,157	4,590	433	10.4

*Percent change is based on whole dollars.

FY 2020 Approved Operating Budget and FTEs, by Division/Program and Activity

Table BA0-4 contains the approved FY 2020 budget by division/program and activity compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 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 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019
(1000) AGENCY MANAGEMENT										
(1020) Contracting and Procurement	25	10	23	5	-18	1.0	0.0	0.0	0.0	0.0
(1030) Property Management	5	0	5	5	0	0.0	0.0	0.0	0.0	0.0
(1070) Fleet Management	5	7	5	8	2	0.0	0.0	0.0	0.0	0.0
(1080) Communication	246	205	280	227	-53	2.0	3.0	3.0	2.0	-1.0
(1090) Performance Management	636	724	631	714	83	2.0	3.0	3.0	4.0	1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	917	945	944	958	14	5.0	6.0	6.0	6.0	0.0
(1002) INTERNATIONAL RELATIONS AND PROTOCOL										
(1200) International Relations and Protocol	129	132	140	143	3	1.0	1.0	1.0	1.0	0.0
SUBTOTAL (1002) INTERNATIONAL RELATIONS AND PROTOCOL	129	132	140	143	3	1.0	1.0	1.0	1.0	0.0
(1003) CEREMONIAL SERVICES										
(1300) Ceremonial Services	110	116	123	228	105	2.0	1.0	1.0	2.0	1.0
SUBTOTAL (1003) CEREMONIAL SERVICES	110	116	123	228	105	2.0	1.0	1.0	2.0	1.0
(1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE										
(1401) D.C. Register	214	119	119	272	153	1.0	1.0	1.0	1.0	0.0
(1402) Administrative Issuances	490	548	567	582	14	5.0	5.0	5.0	5.0	0.0
SUBTOTAL (1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	704	666	686	854	167	6.0	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 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019
(1005) NOTARY COMMISSION AND AUTHENTICATIONS										
(1501) Notary Authentications	497	586	556	578	22	5.7	6.0	6.0	6.0	0.0
SUBTOTAL (1005) NOTARY COMMISSION AND AUTHENTICATIONS	497	586	556	578	22	5.7	6.0	6.0	6.0	0.0
(1006) OFFICE OF PUBLIC RECORDS										
(1600) Records Management	810	1,462	665	742	78	3.0	3.0	2.0	2.0	0.0
(1601) Archival Administration	370	672	843	887	44	2.0	2.0	4.0	4.0	0.0
(1602) Library of Government Information	94	8	0	0	0	1.0	1.0	0.0	0.0	0.0
SUBTOTAL (1006) OFFICE OF PUBLIC RECORDS	1,274	2,142	1,508	1,630	122	6.0	6.0	6.0	6.0	0.0
(1007) EXECUTIVE MGMT										
(1701) Emancipation Day Activities	25	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(1702) DC Democracy Initiatives	200	200	200	200	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (1007) EXECUTIVE MGMT	225	200	200	200	0	0.0	0.0	0.0	0.0	0.0
(9960) YR END CLOSE										
(9961) Yr End Close	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) YR END CLOSE	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	3,854	4,788	4,157	4,590	433	25.7	26.0	26.0	27.0	1.0

(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 2020 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 2020 approved budget.

FY 2019 Approved Budget to FY 2020 Approved Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2019 approved budget and the FY 2020 approved budget. For a more comprehensive explanation of changes, please see the FY 2020 Approved Budget Changes section, which follows the table.

Table BA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2019 Approved Budget and FTE		3,057	20.0
No Change		0	0.0
LOCAL FUNDS: FY 2020 Recurring Budget		3,057	20.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	169	0.0
Increase: To support operational requirements	Multiple Programs	1	0.0

Table BA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
Enhance: To provide one-time funding to support the implementation of e-notarizations (\$80k) and the conservation of historical records (\$30k)	Office of Public Records	110	0.0
Enhance: To support 1.0 FTE Editor/Public Information Officer position	Ceremonial Services	100	1.0
Enhance: To support maintenance cost of the ONCA system	Office of Public Records	55	0.0
Transfer-Out: To the Office of Administrative Hearings to support the OAH Jurisdiction Expansion Amendment Act of 2018	Office of Public Records	-1	0.0
LOCAL FUNDS: FY 2020 Mayor's Proposed Budget		3,490	21.0
No Change		0	0.0
LOCAL FUNDS: FY 2020 District's Approved Budget		3,490	21.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Approved Budget and FTE		1,100	6.0
Increase: To align resources with operational spending goals	Agency Management	28	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Notary Commission and Authentications	22	0.0
Decrease: To realize savings in nonpersonal services	Multiple Programs	-50	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2020 Mayor's Proposed Budget		1,100	6.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2020 District's Approved Budget		1,100	6.0
GROSS FOR BA0 - OFFICE OF THE SECRETARY		4,590	27.0

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

FY 2020 Approved Budget Changes

The Office of the Secretary's (OS) approved FY 2020 gross budget is \$4,590,007, which represents a 10.4 percent increase over its FY 2019 approved gross budget of \$4,156,761. The budget is comprised of \$3,490,007 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 2019 approved budget to the FY 2020 recurring budget.

Mayor's Proposed Budget

Increase: OS' proposed FY 2020 Local funds budget includes a net increase of \$169,425 across multiple programs to reflect projected salary steps, Fringe Benefits, and other personal services adjustments. In Local nonpersonal services, the agency proposes an increase of \$754 across multiple programs to align the budget with projected costs for professional and contractual services. In Special Purpose Revenue funds, the proposed budget is increased by \$28,367 in the Agency Management program to support anticipated equipment costs and by \$21,642 in the Notary Commission and Authentications program to support personal services adjustments.

Decrease: The Special Purpose Revenue budget proposal is reduced by \$50,009 in nonpersonal services to align the budget for professional services with operational spending goals.

Enhance: OS' Local funds budget proposal includes a one-time increase of \$110,000, of which \$80,000 supports the implementation of e-notarizations, as required by the Revised Uniform Law on Notarial Acts Act of 2018, and \$30,000 supports the conservation of historical records in the Office of Public Records. The proposal also includes Local funds increases of \$99,527 and 1.0 Full-Time Equivalent (FTE) for an

Editor/Public Information Officer position and \$55,000 to support maintenance costs associated with the Office of Notary Commissions and Authentications' (ONCA) automated system.

Transfer-Out: OS' proposed Local funds budget includes a reduction of \$1,460 in the Agency Management program to reflect the transfer of funding to the Office of Administrative Hearings (OAH) to support the OAH Jurisdiction Expansion Amendment Act of 2018.

District's Approved Budget

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

Agency Performance Plan*

The Office of the Secretary (OS) has the following strategic objectives for FY 2020:

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. Provides 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. 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.
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.

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. (2 Activities)

Activity Title	Activity Description	Type of Activity
Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service
DC Democracy Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project

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
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 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Number of customer served	No	42,667	40,000	35,071	40,000	40,000
Number of documents authenticated	No	58,535	60,000	68,489	60,000	60,000
Number of notary application processed (excludes government employees)	No	1945	2000	2223	2000	2000

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

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of ambassador welcome letters sent within three months of start of new term	No	62.9%	100%	100%	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 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Number of archival finding aids available online	No	Not Available	15	6	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 me	No	Not Available	95%	100%	95%	95%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	No	Not Available	80%	40%	80%	80%
Percent of records requests fulfilled within five business days	No	Not Available	80%	82%	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 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of ceremonial documents prepared	No	Not Available	Not Available	New in 2019

2. Serve as liaison with diplomatic community in DC

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Percent of National Day letters written versus number of National Days	No	Not Available	100%	100%

3. Manage District government records

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of on-site researchers served	No	Not Available	151	196
Number of publications added to the Library of Government Information	No	Not Available	15	80
Number of records requests received	No	Not Available	874	968
Number of transfers (“SF-135s”) made by District agencies to the Federal Records Center	No	Not Available	243	206
Volume of records accessioned to the DC Archives	No	Not Available	93	614

4. Publish the DC Register and the DC Municipal Regulations

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of administrative issuances processed	No	195	281	165
Number of rulemakings processed	No	495	353	339

Performance Plan End Notes:

*For more information about the structure and components of FY 2020 draft performance plans, please see the FY 2020 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**Key Performance Indicators that are new may not have historical data and may only have FY 2020 targets.

*** District wide measures for the objective "Create and maintain a highly efficient, transparent and responsive District government" have been introduced as part of FY 2019 and FY 2020 Performance Plans and will be reported by the Office of the City Administrator (OCA). FY 2019 and FY 2020 are pilot years for this initiative, therefore not all data are available.