
Office of the Secretary

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Table BA0-1

Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Approved	FY 2022 Approved	% Change from FY 2021
OPERATING BUDGET	\$4,443,163	\$4,283,122	\$4,806,056	\$4,535,032	-5.6
FTEs	26.0	26.0	27.0	27.0	0.0
CAPITAL BUDGET	\$-43	\$0	\$0	\$0	N/A
FTEs	0.0	0.0	0.0	0.0	N/A

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 2022 approved budget is presented in the following tables:

FY 2022 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table BA0-2 contains the approved FY 2022 budget by revenue type compared to the FY 2021 approved budget. It also provides FY 2019 and FY 2020 actual data.

Table BA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021	% Change*	Actual FY 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021	% Change
GENERAL FUND												
Local Funds	3,231	3,541	3,706	3,435	-271	-7.3	20.0	20.0	21.0	21.0	0.0	0.0
Special Purpose Revenue Funds	1,025	742	1,100	1,100	0	0.0	6.0	6.0	6.0	6.0	0.0	0.0
TOTAL FOR GENERAL FUND	4,256	4,283	4,806	4,535	-271	-5.6	26.0	26.0	27.0	27.0	0.0	0.0
INTRA-DISTRICT FUNDS												
Intra-District Funds	187	0	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	187	0	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	4,443	4,283	4,806	4,535	-271	-5.6	26.0	26.0	27.0	27.0	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 2022 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2022 Approved Operating Budget, by Comptroller Source Group

Table BA0-3 contains the approved FY 2022 budget at the Comptroller Source Group (object class) level compared to the FY 2021 approved budget. It also provides FY 2019 and FY 2020 actual expenditures.

Table BA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021	Percentage Change*
11 - Regular Pay - Continuing Full Time	2,287	2,329	2,445	2,522	77	3.2
12 - Regular Pay - Other	166	207	187	127	-61	-32.4
13 - Additional Gross Pay	44	9	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	534	557	516	548	33	6.4
SUBTOTAL PERSONAL SERVICES (PS)	3,031	3,102	3,148	3,197	49	1.6
20 - Supplies and Materials	18	32	19	20	1	7.9
31 - Telecommunications	1	1	0	0	0	N/A
40 - Other Services and Charges	125	254	38	18	-20	-52.4
41 - Contractual Services - Other	1,053	693	1,386	1,084	-302	-21.8
50 - Subsidies and Transfers	200	200	200	200	0	0.0
70 - Equipment and Equipment Rental	15	1	16	16	0	-0.1
SUBTOTAL NONPERSONAL SERVICES (NPS)	1,412	1,182	1,658	1,338	-320	-19.3
GROSS FUNDS	4,443	4,283	4,806	4,535	-271	-5.6

*Percent change is based on whole dollars.

FY 2022 Approved Operating Budget and FTEs, by Division/Program and Activity

Table BA0-4 contains the approved FY 2022 budget by division/program and activity compared to the FY 2021 approved budget. It also provides FY 2019 and FY 2020 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 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021	Actual FY 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021
(1000) AGENCY MANAGEMENT										
(1020) Contracting and Procurement	14	7	10	10	0	0.0	0.0	0.0	0.0	0.0
(1030) Property Management	1	0	5	0	-5	0.0	0.0	0.0	0.0	0.0
(1070) Fleet Management	7	17	8	8	0	0.0	0.0	0.0	0.0	0.0
(1080) Communication	214	233	232	250	19	3.0	1.9	2.0	2.0	0.0
(1090) Performance Management	812	630	666	612	-54	3.0	3.8	4.0	4.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,047	887	920	880	-40	6.0	5.7	6.0	6.0	0.0
(1002) INTERNATIONAL RELATIONS AND PROTOCOL										
(1200) International Relations and Protocol	135	139	147	148	2	1.0	1.0	1.0	1.0	0.0
SUBTOTAL (1002) INTERNATIONAL RELATIONS AND PROTOCOL	135	139	147	148	2	1.0	1.0	1.0	1.0	0.0
(1003) CEREMONIAL SERVICES										
(1300) Ceremonial Services	124	198	208	216	8	1.0	1.9	2.0	2.0	0.0
SUBTOTAL (1003) CEREMONIAL SERVICES	124	198	208	216	8	1.0	1.9	2.0	2.0	0.0
(1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE										
(1401) D.C. Register	133	340	142	145	3	1.0	1.0	1.0	1.0	0.0
(1402) Administrative Issuances	603	635	637	568	-68	5.0	4.8	5.0	5.0	0.0
SUBTOTAL (1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	736	975	779	714	-65	6.0	5.7	6.0	6.0	0.0
(1005) NOTARY COMMISSION AND AUTHENTICATIONS										
(1501) Notary Authentications	605	567	648	621	-27	6.0	6.0	6.0	6.0	0.0
SUBTOTAL (1005) NOTARY COMMISSION AND AUTHENTICATIONS	605	567	648	621	-27	6.0	6.0	6.0	6.0	0.0
(1006) OFFICE OF PUBLIC RECORDS										
(1600) Records Management	759	428	989	752	-237	2.0	1.9	2.0	2.0	0.0
(1601) Archival Administration	837	889	916	1,005	89	4.0	3.8	4.0	4.0	0.0
SUBTOTAL (1006) OFFICE OF PUBLIC RECORDS	1,596	1,317	1,905	1,757	-148	6.0	5.7	6.0	6.0	0.0

Table BA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021	Actual FY 2019	Actual FY 2020	Approved FY 2021	Approved FY 2022	Change from FY 2021
(1007) EXECUTIVE MGMT										
(1702) DC Democracy Initiatives	200	200	200	200	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (1007) EXECUTIVE MGMT	200	200	200	200	0	0.0	0.0	0.0	0.0	0.0
TOTAL APPROVED OPERATING BUDGET	4,443	4,283	4,806	4,535	-271	26.0	26.0	27.0	27.0	0.0

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

Note: For more detailed information regarding the approved funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2022 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/Division Structure Changes

The Office of the Secretary has no program structure changes in the FY 2022 approved budget.

FY 2021 Approved Budget to FY 2022 Approved Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2021 approved budget and the FY 2022 approved budget. For a more comprehensive explanation of changes, please see the FY 2022 Approved Budget Changes section, which follows the table.

Table BA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2021 Approved Budget and FTE		3,706	21.0
Removal of One-Time Costs	Office of Public Records	-536	0.0
LOCAL FUNDS: FY 2022 Recurring Budget		3,170	21.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	21	0.0
Increase: To realize savings in nonpersonal services	Multiple Programs	16	0.0
Decrease: To realize savings in nonpersonal services	Multiple Programs	-41	0.0
Enhance: To support the National Archives and Records Administration contract	Multiple Programs	250	0.0
Enhance: To support publishing the District Register online application	Multiple Programs	15	0.0
Enhance: To support office supplies	Multiple Programs	4	0.0
LOCAL FUNDS: FY 2022 Mayor's Proposed Budget		3,435	21.0
No Change		0	0.0
LOCAL FUNDS: FY 2022 District's Approved Budget		3,435	21.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2021 Approved Budget and FTE		1,100	6.0
Increase: To align personal services and Fringe Benefits with projected costs	Notary Commission and Authentications	28	0.0
Decrease: To offset projected adjustments in personal services costs	Multiple Programs	-28	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2022 Mayor's Proposed Budget		1,100	6.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2022 District's Approved Budget		1,100	6.0
GROSS FOR BA0 - OFFICE OF THE SECRETARY		4,535	27.0

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

FY 2022 Approved Operating Budget Changes

Table BA0-6 contains the approved FY 2022 budget by fund compared to the FY 2021 approved budget.

Table BA0-6

Appropriated Fund	FY 2021 Approved	FY 2022 Approved	% Change from FY 2021
Local Funds	\$3,706,056	\$3,435,032	-7.3
Special Purpose Revenue Funds	\$1,100,000	\$1,100,000	0.0
GROSS FUNDS	\$4,806,056	\$4,535,032	-5.6

Recurring Budget

The FY 2022 approved budget for OS includes a reduction of \$536,024 to account for the removal of one-time funding appropriated in FY 2021, which was comprised of \$367,020 to support the record retention schedule costs for independent agencies and \$169,004 to replace an offsetting reduction of recurring funds.

Mayor's Proposed Budget

Increase: The proposed Local funds budget for OS includes a net increase of \$21,230 to align the budget with projected salary steps and Fringe Benefit costs. Another Local funds increase of \$15,700 is to support nonpersonal services across multiple programs.

The Special Purpose Revenue (SPR) funds budget reflects an increase of \$28,027 in the Notary Commission and Authentications program to align the budget with projected salary steps and Fringe Benefit costs.

Decrease: OS' Local funds budget proposal includes a decrease of \$40,930 in nonpersonal services across multiple programs.

In Special Purpose Revenue funds, OS proposes a reduction of \$28,027 in nonpersonal services across multiple programs to offset projected increases in personal services.

Enhance: The proposed Local funds budget for OS includes an enhancement of \$250,000 to support the National Archives and Record Administration contract. Additionally, the Local budget proposal includes an enhancement of \$15,000 for the Office of Documents to continue to publish the District of Columbia Register (DCRegs) via the online web application. A final increase of \$4,000 in the Agency Management program supports office supplies.

District's Approved Budget

No Change: The Office of the Secretary's budget 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 2022:

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 2019 Actual	FY 2020 Target	FY 2020 Actual	FY 2021 Target	FY 2022 Target
Number of customer served	No	40,766	40,000	Data Forthcoming	30,000	25,000
Number of documents authenticated	No	62,987	60,000	40,000	45,000	40,000
Number of notary application processed (excludes government employees)	No	2193	1700	1401	1700	1700

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

Measure	New Measure/ Benchmark Year	FY 2019 Actual	FY 2020 Target	FY 2020 Actual	FY 2021 Target	FY 2022 Target
Percent of ambassador welcome letters sent within three months of start of new term	No	100%	100%	78.4%	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 2019 Actual	FY 2020 Target	FY 2020 Actual	FY 2021 Target	FY 2022 Target
Number of archival finding aids available online	No	33	15	Data Forthcoming	15	10
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	83.5%	95%	Data Forthcoming	75%	60%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	No	51.8%	80%	6.3%	40%	30%
Percent of records requests fulfilled within five business days	No	82.6%	80%	Data Forthcoming	60%	50%

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 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of ceremonial documents prepared	No	New in 2019	1210	568

2. Serve as liaison with diplomatic community in DC

Measure	New Measure/ Benchmark Year	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Percent of National Day letters written versus number of National Days	No	100%	100%	70.5%

3. Manage District government records

Measure	New Measure/ Benchmark Year	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of on-site researchers served	No	196	467	Data Forthcoming
Number of publications added to the Library of Government Information	No	80	18	20
Number of records requests received	No	968	3067	1098
Number of transfers (“SF-135s”) made by District agencies to the Federal Records Center	No	206	131	43
Volume of records accessioned to the DC Archives	No	614	174	25.3

4. Publish the DC Register and the DC Municipal Regulations

Measure	New Measure/ Benchmark Year	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
Number of administrative issuances processed	No	165	116	149
Number of rulemakings processed	No	339	333	393

Performance Plan Endnotes:

*For more information about the structure and components of FY 2022 draft performance plans, please see the FY 2022 Approved Budget and Financial Plan, Volume 1, Appendix E.

**Key performance indicators that are new may not have historical data and may only have FY 2022 targets.

***To view the final versions of agency FY 2022 performance plans when they become available in December 2021, see the OCA website at <https://oca.dc.gov/>.