
Office of the Secretary

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Table BA0-1

Description	FY 2022	FY 2023	FY 2024	FY 2025	% Change
	Actual	Actual	Approved	Proposed	from FY 2024
OPERATING BUDGET	\$4,572,833	\$5,196,948	\$5,432,377	\$5,333,813	-1.8
FTEs	25.0	28.9	29.0	29.0	0.0
CAPITAL BUDGET	\$309,130	\$1,956,726	\$41,431,826	\$57,802,919	39.5
FTEs	0.0	0.0	0.0	0.0	N/A

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

Capital Program Objectives

The Office of the Secretary of the District of Columbia's sole capital project is the DC Archives, which holds historical and permanently valuable records of the DC Government such as birth and death records, wills, land records, and marriage records.

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 2025 proposed budget is presented in the following tables:

FY 2025 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BA0-2 contains the proposed FY 2025 budget by revenue type compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data.

Table BA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change		Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	% Change*					from FY 2024	% Change
GENERAL FUND												
Local Funds	3,617	4,183	4,432	4,334	-99	-2.2	19.0	23.0	23.0	23.0	0.0	0.0
Special Purpose Revenue Funds	956	1,014	1,000	1,000	0	0.0	6.0	5.9	6.0	6.0	0.0	0.0
TOTAL FOR GENERAL FUND	4,573	5,197	5,432	5,334	-99	-1.8	25.0	28.9	29.0	29.0	0.0	0.0
GROSS FUNDS	4,573	5,197	5,432	5,334	-99	-1.8	25.0	28.9	29.0	29.0	0.0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2025 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2025 Proposed Operating Budget, by Account Group

Table BA0-3 contains the proposed FY 2025 budget at the Account Group level compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual expenditures.

Table BA0-3

(dollars in thousands)

Account Group	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	Percentage Change*
701100C - Continuing Full Time	2,443	2,791	3,083	3,137	54	1.8
701200C - Continuing Full Time - Others	69	34	74	0	-74	-100.0
701300C - Additional Gross Pay	119	26	0	0	0	N/A
701400C - Fringe Benefits - Current Personnel	515	606	682	668	-14	-2.0
701500C - Overtime Pay	0	0	0	0	0	N/A
SUBTOTAL PERSONNEL SERVICES (PS)	3,147	3,458	3,839	3,806	-33	-0.9
711100C - Supplies and Materials	22	23	50	12	-38	-75.0
712100C - Energy, Communications and Building Rentals	2	0	0	0	0	N/A
713100C - Other Services and Charges	103	139	310	254	-57	-18.3
713200C - Contractual Services - Other	1,091	1,319	1,018	1,062	44	4.3
714100C - Government Subsidies and Grants	200	200	200	200	0	0.0
715100C - Other Expenses	0	39	0	0	0	N/A
717100C - Purchases Equipment and Machinery	8	18	15	0	-15	-100.0
SUBTOTAL NONPERSONNEL SERVICES (NPS)	1,426	1,739	1,593	1,528	-65	-4.1
GROSS FUNDS	4,573	5,197	5,432	5,334	-99	-1.8

*Percent change is based on whole dollars.

FY 2025 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BA0-4 contains the proposed FY 2025 budget by division/program and activity compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 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 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
(AMP000) AGENCY MANAGEMENT PROGRAM										
(AMP003) Communications	259	262	276	277	1	1.8	2.0	2.0	2.0	0.0
(AMP005) Contracting and Procurement	10	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(AMP009) Fleet Management	13	7	12	8	-4	0.0	0.0	0.0	0.0	0.0
(AMP016) Performance and Strategic Management	661	690	917	1,465	548	3.6	4.0	3.0	4.0	1.0
SUBTOTAL (AMP000) AGENCY MANAGEMENT PROGRAM	944	959	1,205	1,750	545	5.4	6.0	5.0	6.0	1.0
(GO0022) CEREMONIES										
(O02201) Ceremonial Services	223	489	465	339	-126	1.8	2.0	3.0	2.0	-1.0
SUBTOTAL (GO0022) CEREMONIES	223	489	465	339	-126	1.8	2.0	3.0	2.0	-1.0
(GO0023) DOCUMENTS AND ADMIN ISSUANCE										
(O02301) Administrative Issuances	533	570	652	649	-3	4.5	5.0	5.0	5.0	0.0
(O02302) DC Register	154	160	159	162	3	0.9	1.0	1.0	1.0	0.0
SUBTOTAL (GO0023) DOCUMENTS AND ADMIN ISSUANCE	687	730	812	812	0	5.4	6.0	6.0	6.0	0.0
(GO0024) INTERNATIONAL SERVICES										
(O02401) International Relations and Protocol	131	130	159	151	-8	0.9	1.0	1.0	1.0	0.0
SUBTOTAL (GO0024) INTERNATIONAL SERVICES	131	130	159	151	-8	0.9	1.0	1.0	1.0	0.0
(GO0025) NOTARY COMMISSION AND AUTHENTICATIONS										
(O02501) Notary Authentications	613	708	734	751	17	6.0	5.9	6.0	6.0	0.0
SUBTOTAL (GO0025) NOTARY COMMISSION AND AUTHENTICATIONS	613	708	734	751	17	6.0	5.9	6.0	6.0	0.0
(GO0026) PUBLIC RECORDS										
(O02601) Archival Administration	1,118	895	443	536	93	3.6	5.0	3.0	4.0	1.0
(O02602) Public Records Management	657	1,086	1,415	795	-620	1.8	3.0	5.0	4.0	-1.0
SUBTOTAL (GO0026) PUBLIC RECORDS	1,775	1,981	1,858	1,331	-527	5.4	8.0	8.0	8.0	0.0

Table BA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
(GO0027) SPECIAL INITIATIVES										
(O02701) DC Democracy Initiatives	200	200	200	200	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (GO0027) SPECIAL INITIATIVES	200	200	200	200	0	0.0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	4,573	5,197	5,432	5,334	-99	25.0	28.9	29.0	29.0	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**. For detailed information on this agency's Cost Center structure as reflected in the District's Chart of Accounts, please see **Schedule 30-CC FY 2025 Proposed Operating Budget and FTEs, by Division/Office**. Additional information on this agency's interagency agreements can be found in **Appendix H**. All schedules can be found in the FY 2025 Operating Appendices, Volume 6 located on the Office of the Chief Financial Officer's website.

Program Description

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

Ceremonies – 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.

Documents and Administrative Issuance – 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:

- **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.
- **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.

International Services – 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.

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.

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:

- **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.
- **Public 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.

Special Initiatives – 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 Changes

The Office of the Secretary has no program structure changes in the FY 2025 proposed budget.

FY 2024 Approved Budget to FY 2025 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2024 approved budget and the FY 2025 proposed budget. For a more comprehensive explanation of changes, please see the FY 2025 Proposed Budget Changes section, which follows the table.

Table BA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2024 Approved Budget and FTE		4,432	23.0
No Change		0	0.0
LOCAL FUNDS: FY 2025 Recurring Budget		4,432	23.0
Decrease: To align personnel services and Fringe Benefits with projected costs	Multiple Programs	-50	0.0
Reduce: To align resources with operational spending goals	Agency Management Program	-49	0.0
LOCAL FUNDS: FY 2025 Mayor's Proposed Budget		4,334	23.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2024 Approved Budget and FTE		1,000	6.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2025 Mayor's Proposed Budget		1,000	6.0
GROSS FOR BA0 - OFFICE OF THE SECRETARY		5,334	29.0

(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 interagency projects funded within this agency, please see Appendix J, FY 2025 Interagency Budgets, in the Executive Summary budget volume.

FY 2025 Proposed Operating Budget Changes

Table BA0-6 contains the proposed FY 2025 budget by fund compared to the FY 2024 approved budget.

Table BA0-6

Appropriated Fund	FY 2024 Approved	FY 2025 Proposed	% Change from FY 2024
Local Funds	\$4,432,377	\$4,333,813	-2.2
Special Purpose Revenue Funds	\$1,000,000	\$1,000,000	0.0
GROSS FUNDS	\$5,432,377	\$5,333,813	-1.8

Mayor's Proposed Budget

Decrease: OS' proposed Local funds budget reflects a decrease of \$49,814 across multiple programs to align personnel services with projected costs.

Reduce: OS' proposed Local funds budget reflects a reduction of \$48,750 in the Agency Management Program to account for cost savings in supplies and contractual services costs.

FY 2025 Proposed Full-Time Equivalents (FTEs)

Table BA0-7 contains the summary of FY 2025 Proposed Budgeted Full-Time Equivalents (FTEs).

Table BA0-7

Total FY 2025 Proposed Budgeted FTEs	29.0
Total FTEs employed by this agency	29.0

Note: Table BA0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2025 budget, compared to how FTEs were budgeted in FY 2024.

- It starts with the FY 2025 budgeted FTE figure, 29.0 FTEs.
- It subtracts 0.0 FTEs budgeted in BA0 in FY 2025 who are employed by another agency.
- It adds 0.0 FTEs budgeted in other agencies in FY 2025 who are employed by BA0.
- It ends with 29.0 FTEs, the number of FTEs employed by BA0, which is the FTE figure comparable to the FY 2024 budget.