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# Office of the Secretary

[www.os.dc.gov](http://www.os.dc.gov)

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$3,782,846	\$3,245,931	\$3,265,909	0.6
FTEs	22.4	24.0	24.5	2.1

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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 provides services to the government and citizens through the Office of Notary Commissions and Authentications (commissions notaries and authenticates documents), the Office of Documents and Administrative Issuances (“ODAI,” publishers of the D.C. Register and the D.C. Municipal Regulations), and the Office of Public Records (managers of the D.C. Records Center, the District of Columbia Archives, and the Library of Government Information). Furthermore, the Office of Ceremonial Services is responsible for all Mayoral proclamations and ceremonial documents and the Office of Protocol and International Affairs manages Sister City relationships and communications between the Executive Office of the Mayor and foreign government representatives.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,013	2,890	2,246	2,266	20	0.9
Special Purpose Revenue Funds	858	887	1,000	1,000	0	0.0
<b>Total for General Fund</b>	<b>2,871</b>	<b>3,777</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>0.6</b>
<b>Private Funds</b>						
Private Grant Funds	0	5	0	0	0	N/A
Private Donations	0	1	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,871</b>	<b>3,783</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>0.6</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table BA0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BA0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	18.0	18.0	18.0	18.0	0.0	0.0
Special Purpose Revenue Funds	3.2	4.4	6.0	6.5	0.5	8.3
<b>Total for General Fund</b>	<b>21.2</b>	<b>22.4</b>	<b>24.0</b>	<b>24.5</b>	<b>0.5</b>	<b>2.1</b>
<b>Total Proposed FTEs</b>	<b>21.2</b>	<b>22.4</b>	<b>24.0</b>	<b>24.5</b>	<b>0.5</b>	<b>2.1</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	1,558	1,731	1,833	1,695	-138	-7.5
12 - Regular Pay - Other	0	15	0	248	248	N/A
13 - Additional Gross Pay	43	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	278	307	391	433	42	10.7
<b>Subtotal Personal Services (PS)</b>	<b>1,880</b>	<b>2,054</b>	<b>2,224</b>	<b>2,376</b>	<b>152</b>	<b>6.8</b>
20 - Supplies and Materials	28	18	29	14	-15	-51.1
31 - Telephone, Telegraph, Telegram, Etc.	0	-4	0	0	0	N/A
40 - Other Services and Charges	163	923	183	106	-78	-42.2
41 - Contractual Services - Other	598	538	597	564	-33	-5.5
50 - Subsidies and Transfers	200	201	200	200	0	0.0
70 - Equipment and Equipment Rental	2	53	13	6	-7	-53.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>992</b>	<b>1,729</b>	<b>1,022</b>	<b>890</b>	<b>-132</b>	<b>-12.9</b>
<b>Gross Funds</b>	<b>2,871</b>	<b>3,783</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>0.6</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 Commissions 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 the Emancipation Day celebration and related activities to commemorate District of Columbia Emancipation Day.

**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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1020) Contracting and Procurement	157	162	164	1	1.1	1.0	1.0	0.0
(1030) Property Management	3	4	4	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	74	76	77	1	0.0	1.0	1.0	0.0
(1080) Communication	97	141	72	-70	2.1	2.0	1.0	-1.0
(1085) Customer Service	74	83	0	-83	1.1	1.0	0.0	-1.0
(1090) Performance Management	348	366	337	-29	2.1	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>752</b>	<b>833</b>	<b>653</b>	<b>-180</b>	<b>6.3</b>	<b>7.0</b>	<b>5.0</b>	<b>-2.0</b>
<b>(1002) International Relations and Protocol</b>								
(1200) International Relations and Protocol	180	181	216	34	1.1	2.0	2.0	0.0
<b>Subtotal (1002) International Relations and Protocol</b>	<b>180</b>	<b>181</b>	<b>216</b>	<b>34</b>	<b>1.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1003) Ceremonial Services</b>								
(1300) Ceremonial Services	679	253	219	-34	2.1	2.0	2.0	0.0
<b>Subtotal (1003) Ceremonial Services</b>	<b>679</b>	<b>253</b>	<b>219</b>	<b>-34</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>								
(1400) Regulations Activity	0	0	0	0	1.1	0.0	0.0	0.0
(1401) D.C. Register	197	191	149	-42	2.1	2.0	2.0	0.0
(1402) Administrative Issuances	153	79	201	122	1.1	1.0	2.0	1.0
<b>Subtotal (1004) Office of Documents and Admin. Issuances</b>	<b>350</b>	<b>271</b>	<b>350</b>	<b>79</b>	<b>4.2</b>	<b>3.0</b>	<b>4.0</b>	<b>1.0</b>
<b>(1005) Notary Commission and Authentications</b>								
(1501) Notary Authentications	349	474	573	100	4.4	6.0	6.5	0.5
<b>Subtotal (1005) Notary Commission and Authentications</b>	<b>349</b>	<b>474</b>	<b>573</b>	<b>100</b>	<b>4.4</b>	<b>6.0</b>	<b>6.5</b>	<b>0.5</b>
<b>(1006) Office of Public Records</b>								
(1600) Records Management	984	867	890	23	2.1	2.0	3.0	1.0
(1601) Archival Administration	81	98	94	-4	1.1	1.0	1.0	0.0
(1602) Library of Government Information	77	69	71	2	1.1	1.0	1.0	0.0
<b>Subtotal (1006) Office of Public Records</b>	<b>1,142</b>	<b>1,035</b>	<b>1,055</b>	<b>21</b>	<b>4.2</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>
<b>(1007) Executive Management</b>								
(1701) Emancipation Day Activities	330	200	0	-200	0.0	0.0	0.0	0.0
(1702) D.C. Democracy Initiatives	0	0	200	200	0.0	0.0	0.0	0.0
<b>Subtotal (1007) Executive Management</b>	<b>330</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>3,783</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>22.4</b>	<b>24.0</b>	<b>24.5</b>	<b>0.5</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Secretary's (OS) proposed FY 2014 gross budget is \$3,265,909, which represents a 0.6 percent increase over its FY 2013 approved gross budget of \$3,245,931. The budget is comprised of \$2,265,909 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 2013 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 initial adjustments in the budget proposal represent changes that should be compared to the FY 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,265,909, which represents a \$19,978, or 0.9 percent, increase over the FY 2013 approved Local funds budget of \$2,245,931.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OS included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$12,971 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$7,006 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OS increased Local funds personal services by \$39,294 in support of projected salary, step, and Fringe Benefit increases. The agency also increased Local funds for Other Services and Charges by \$4,408 for projected cost increases. The agency increased Special Purpose Revenue (SPR) funds by \$83,043 in support of projected salary, step, Fringe Benefit increases, and the addition of 0.5 FTE in its Notary Commission and Authentications program.

**Decrease:** To absorb increases in Local funds personal services, OS reduced Contractual Services and Equipment by \$28,440 and Supplies by \$15,262. To absorb the personal services increases in SPR funds, the agency reduced Other Services and Charges by \$83,043.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$16,802 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Special Purpose Revenue funds were reduced by \$16,802 to offset the proposed cost-of-living adjustment.

### **District's Proposed Budget**

The Office of the Secretary has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

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

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,246</b>	<b>18.0</b>
Other CSFL Adjustments	Multiple Programs	20	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,266</b>	<b>18.0</b>
Increase: Salary, steps, and Fringe Benefits	Multiple Programs	39	0.0
Increase: Other Services and Charges	Multiple Programs	4	0.0
Decrease: Contractual Services and Equipment	Office of Public Records	-28	0.0
Decrease: Supplies	Agency Management	-15	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,266</b>	<b>18.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,266</b>	<b>18.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,266</b>	<b>18.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,000</b>	<b>6.0</b>
Increase: Salary, steps, Fringe Benefits, and FTEs	Notary Commission and Authentications	83	0.5
Decrease: Other Services and Charges	Multiple Programs	-83	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,000</b>	<b>6.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	17	0.0
Decrease: To offset the proposed cost of living adjustment	Office of Public Records	-17	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,000</b>	<b>6.5</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,000</b>	<b>6.5</b>
<b>Gross for BA0 - Office of the Secretary</b>		<b>3,266</b>	<b>24.5</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 2014:

**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 communities, 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 the general public in order to give and/or have official notice of all proposed and adopted legal mandates.

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## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Current and historical documents and issuances digitized, indexed, and available via website	8,077	8,000	4,871	8,000	8,000	8,000
Number of D.C. Registers Published	52	53	30	52	52	52
Number of customers served by the Notary Commissions and Authentications	14,400	15,000	12,088	15,000	15,000	15,000
Percentage of ambassador welcome letters sent within three months of start of new ambassador's term	100%	100%	100%	100%	100%	100%
Percentage of record requests fulfilled digitally	15%	20%	20%	30%	35%	40%
Percentage of agency record retention schedules reviewed and approved	5%	8%	7%	10%	15%	18%