

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-16-97- /	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9-11-97	
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Assistant Secretary for Administration			
3. MINOR SUBDIVISION Modernization of Administrative Processes			
4. NAME OF PERSON WITH WHOM TO CONFER Aggie Calloway	5. TELEPHONE 202-720-2225	DATE 1-15-98	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached -1- page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>Apr 3 1998</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE U.S. Department of Agriculture Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED.		

The Modernization of Administrative Processes (MAP) office of the U.S. Department of Agriculture (USDA) promotes, guides, and monitors the improvement of administrative processes throughout USDA. The office seeks to develop and implement projects to modernize the administrative processes used to manage the money, personnel, property, and information resources of USDA.

1. Modernization of Administrative Processes Files, 1991-1997

The files contain copies and some originals of correspondence, memorandums, reports, presentations, plans, mission statements, charters, internal committee meeting minutes, and other documentation relating to the activities of MAP. The item also includes background information used in developing and implementing various projects. The files are arranged by subject.

Temporary. Transfer to FRC upon approval of his schedule. Destroy in 2004.