

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON DC 20408

1. FROM (Agency or establishment)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Elizabeth L. Behal, Ed.D.

5. TELEPHONE
202 720-8020

LEAVE BLANK (NARA use only)

JOB NUMBER
NI - 016 - 00 - 1

DATE RECEIVED
10/26/99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
1-6-00

ARCHIVIST OF THE UNITED STATES
[Signature]

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 -2- 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,

is not required; is attached; or has been requested.

DATE 10/26/1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Elizabeth L. Behal, Ed.D.	TITLE Departmental Records Officer, U.S. Department of Agriculture
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1..	<p>Record Group 016 - Office of the Secretary, U.S. Department of Agriculture. *See revised item description (attached).</p> <p>Item 1000.4.a. Schedules of Daily Activities.</p> <p>Under GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of Mitchell Ray Geasler, during his tour as Special Assistant to the Secretary of Agriculture, November 1992 to December 1994. Please see attached list.</p> <p>Disposition: Permanent. Transfer to National Archives and Records Administration upon approval of this schedule.</p> <p><i>immediately</i> Retire to Federal Records Center. Transfer to the National Archives six (6) years after retirement. *</p> <p>* Approved by agency records officer via e-mail, 11/100. <i>RHH</i></p>		

Agency of NWML, NR, NWML

8. Description of Item and Proposed Disposition

Subject Files of Mitchell Ray Geasler, November 1992 to July 1999

Unique and substantive records pertaining to the activities of Mitchell Ray Geasler, during his tenure as Special Assistant to the Secretary of Agriculture (November 1992 to December 1994) and Special Assistant to the Deputy Assistant Secretary, Research, Education, and Economics (January 1995 to July 1999)

Disposition: **Permanent**. Retire immediately to FRC. Transfer to the National Archives six (6) years after retirement.

The above changes to this proposed schedule have been approved by:

R. Gregory Woodell 3/30/00
NARA appraiser Date

C. H. [Signature]
USDA representative

[Signature] 3/30/00
Date

Records of Mitchell Ray Geasler Special Assistant to the Secretary of Agriculture USDA Reorganization 1992-1994		
<u>Box Number</u>	<u>File Number</u>	<u>File Name</u>
1	1	Historical Documents. Various Dates
1	2	Documents Related to the USDA Streamlining Plan. Various Dates.
1	3	The National Drug Policy - The White House. July 3, 1999
1	4 & 5	Proposed Reductions in USDA County Based Agency Office Sites. November 30, 1992
1	6	Notebook for State Directors Meeting. November 30, 1992
1	7	Notebook with OMB/USDA County Based Office Review Results. December 1, 1992
1	8	OMB/USDA "Other Agencies" Review Team. December 1992
1	9	Forest Service Team - Steering Group Briefing. December 14, 1992
2	1	Reorganization Plan - Assistant Secretary for Research, Education, and Economics. 1993
2	2	Briefing the Secretary - History of Farm Service Agencies Field Office Restructuring Plans. May 20, 1993
2	3	State Agricultural Experiment Station - State Appropriations Analysis. June 1993
2	4	Future Forces in American Agriculture. June 15, 1993
2	5	Historical Reorganization Options Pertaining to S & E Agencies. August 11, 1993
2	6	Reinventing The Government - National Performance Review Task Group. Intra-Agency Team. August 20, 1993
2	7	Relevant

Records of Mitchell Ray Geasler		
Special Assistant to the Deputy Assistant Secretary, Research, Education and Economics		
USDA-REE Related Files 1995-1999		
<u>Box Number</u>	<u>File Number</u>	<u>File Name</u>
1	1 & 2	National Performance Review: Reinventing Government NPR Phase II. January 1995
1	3	USDA Government Performance and Results Act - Annual Performance for Performance Measurement Pilots. April 14, 1995
1	4	USDA Leadership Conference. September 19, 1995
1	5	Agricultural Research Facilities Study - University of Delaware. September 21, 1995
1	6	Chairman Roberts 57 Questions. November 15, 1995
1	7	National Agricultural Pesticide Impact Assessment Program. December 22, 1995
1	8 & 9	REE Strategic Plan Information. 1996
1	10	Program Results Team. 1996
1	11	PRD - University Government Partnership. March 3, 1996
1	12	REE Legislative Program. December 5, 1996
2	1	Strategic Planning Task Force Information. 1996
2	2	Report on Quality of Agricultural Research. January 29, 1996
2	3	REE Policy Council. April 9, 1996
2	4	The Economic Research Service Strategic Plan Information. April 30, 1996 - 2000
2	5	Nominations to the National Agricultural Research, Extension, Education and Economics Advisory Board. May 17, 1996 - September 25, 1997
2	6	Informational Memorandum for the Secretary Re: Hypoxia in the Gulf of Mexico. July 31, 1996
2	7	Recommendations Concerning Agriculture and Research. August 1996
2	8	Alternative Crops in Tobacco Regions. September 1996
2	9	National Agricultural Research, Extension, Education and Economics Advisory Board. September 16-18, 1996
2	10	Regional Natural Resource Science Councils. October 18, 1996
2	11	Board on Agricultural Information. December 13, 1996 - Jan 16, 1997
2	12	Working Paper Toward a National Rural Policy. December 17, 1996
2	13	Information Resource Management Plan. December, 20 1996

Records of Mitchell Ray Geasler		
Special Assistant to the Deputy Assistant Secretary, Research, Education and Economics		
USDA-REE Related Files 1995-1999		
<u>Box Number</u>	<u>File Number</u>	<u>File Name</u>
2	14	REE White Papers. 1997
2	15	REE Performance Plans. 1997
2	16	REE Retreat. 1997
2	17	USDA Strategic Plan, 1997
3	1	Response to Senator Luger's Question Regarding Research, Education, and Extension. 1997
3	2	Fund for Rural America Information. 1997
3	3	FSIS Policies on Transgenic "Cloned" Animals, 1997
3	4	International Council of Scientific Unions. January 16, 1997
3	5	Executive Office of the President - Office of Science and Technology Policy. February 27, 1997
3	6	GPRA Meeting Notes. March 13, 1997
3	7	Brownfield's Interagency Steering Committee Meeting Notes. March 18, 1997
3	8	Emerging Issues Affecting the Sustainability and Competitiveness of U.S. Agriculture (Revised September 8, 1997)
3	9	National REE Advisory Board Meeting Information. March 25 - 27, 1997
3	10	Civil Rights Leadership Training. April 7, 1997
3	11	Agricultural Research Service Research Management Information. May 14, 1997
3	12	National Agricultural Research, Extension, Education, and Economics Advisory Board Meeting. August 4-5, 1997
3	13	GPRA Strategic Plan. August 18, 1997
3	14	Food Safety Information. 1997-1998