

AUG 18 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-95-82-15
DATE RECEIVED	AUG 18 1982
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1 OCT 1982 Date	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Agriculture

2. MAJOR SUBDIVISION  
Forest Service

3. MINOR SUBDIVISION  
Administrative Management

4 NAME OF PERSON WITH WHOM TO CONFER  
Norina G. Mosby

5. TEL EXT  
382-9897

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/12/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald M. Koontz</i> Hoyt L. Abney	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Records under 1340 were generally approved under schedule NNI66-136 (March 14, 1966) This schedule revises the retention period for patent case files and establishes a general correspondence file service-wide.  Case files are created from information from Forest Service employees who seek to have their inventions patented. The Office of the General Counsel through the Department of Agriculture is primarily responsible for application approval, filing and prosecuting patent applications. They maintain the USDA official case files for 17 years. The Forest Service retains duplicate case files. The final outcome of a patent application is (1) Patent issued (2) Case abandoned or (3) Inventor-ownership determination. The patent process may take 2-3 years.  1340-3 Patents (This file includes general correspondence pertaining to the patent process. W.O; All Offices: Destroy records when 5 years old	NNI66-136 # 24 [in manual. 4-5-3-3]	
2	1340- <del>3</del> <sup>31</sup> Patent Case Files (This file contains documentation such as (OGC-3) search and application reports from Patent Attorney, NTIS-303 form from the inventor and other records related to the patent process.)	new item	3 items

115-107

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

Copy to agency, 10/5/82  
to NNF + all FRC'S (except 3KD + 6KPS) - 10/8/82  
Closed Ord. 10-7 82. CRM  
Copies to NNF + FRC'S MDC sheet attached to FRC copy

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p><del>A.</del> All Offices: Destroy closed case file 3 years after date of closure.</p> <p>1340-4 Reports (Deleted).</p>	[was U-U-U-10-10]	