

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-310-98-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-10-98</i>	
1. FROM (Agency or establishment) United States 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Agricultural Research Service			
3. MINOR SUBDIVISION Office of Technology Transfer			
4. NAME OF PERSON WITH WHOM TO CONFER Stephen Pollard	5. TELEPHONE 202-720-3359	DATE <i>7/16/98</i> <i>by</i> ARCHIVIST OF THE UNITED STATES <i>Michael J. [Signature]</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 <u>-1-</u> 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>9/4/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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		
<p>NARA reserves the right during archival processing to dispose of marginal, duplicative, fragmentary, or non-identifiable audiovisual materials and records that are already scheduled under approved agency schedules and General Records Schedules, as well as those records lacking sufficient historical value to warrant permanent retention by the United States Government.</p>			

JUL 21 1998 *mm**Copy to: Agency
NR*

Supersedes NC1-310-80-2, Item 116

1. Patents

These records include patents, licenses, applications, interference files, and other legal documents, correspondence, data, and illustrative material pertaining to the application for and issuance of patents, USDA-wide. Files are arranged alphabetically by subject-numeric filing scheme.

a. Granted/Abandoned Patents.

(1) Applications, correspondence, and related material.

Office of Primary
Responsibility:

Cut off annually at end of year issued or
abandoned. Retire to FRC four years after
cut off.

Destroy 20 years after patent is issued or
abandoned.

EXCEPTIONS: Where application is *parent* of other applications, cut off
all related applications after last application in chain has become abandoned
or granted and destroy all related files 20 years after cutoff.

(2) Seal Copy

Destroy when no longer
needed for administrative use.

b. Licenses.

ARS has primary responsibility for administering the Patent License Program for
the USDA. Files consist of applications, correspondence, and progress reports.

(1) Office of Primary Responsibility:

Destroy 1 year after
expiration of patent.

(2) Other Offices:

Destroy upon expiration of
patent.