

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-10-90-2	DATE RECEIVED 3-27-90
1 FROM (Agency or establishment) Department of Commerce		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the General Counsel		In accordance with the provisions of 44 USC 3303a the disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of the Chief Counsel for Technology			
4 NAME OF PERSON WITH WHOM TO CONFER Sherry Cage	5 TELEPHONE EXT 377-5181	DATE 10/25/90	ARCHIVIST OF THE UNITED STATES <i>C. Anderson</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 3/19/90	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherry M. Cage</i>	D TITLE Department Records Management Officer
-------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>U.S. Department of Commerce Office of the Secretary Office of the General Counsel Office of the Chief Counsel for Technology</p> <p>The Office of the Chief Counsel for Technology provides legal support to all Departmental units on matters relating to the Department's responsibilities in science and technology. One responsibility is the analysis, evaluation, and patenting of inventions developed by employees of NIST, NOAA, and other units.</p> <p><u>Index to Invention Case Files.</u> An alphabetically arranged card index of inventors and their invention(s).</p> <p>Destroy 20 years after last entry.</p>		
2.	<p><u>Patented Invention Case Files.</u> Descriptions of inventions, correspondence concerning the Government's rights and interests in the inventions, copies of the patent applications filed on the inventions, correspondence with the U.S. Patent and Trademark Office on the applications, and copies of the resulting patents.</p> <p>Transfer to WIND 3 years after patent is issued. Destroy when 20 years old.</p>		

Copies sent to agency, NN-W, NAT, NCF 10/30/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

PAGE

2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
5.	<p>Inactivated Invention Case Files. Descriptions of inventions and correspondence concerning the Government's rights and interests in the inventions. May contain copies of unsuccessful patent applications.</p> <p>Transfer to WNRC 3 years after files are inactivated. Destroy when 20 years old.</p>		