

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0241-2019-0002**  
Schedule Status                **Approved**  
  
Agency or Establishment        **Patent and Trademark Office**  
Record Group / Scheduling Group **Records of the Patent and Trademark Office**  
Records Schedule applies to    **Major Subdivision**  
Major Subdivision                **Office of the Ombudsman**  
Schedule Subject                 **USPTO Office of the Ombudsman Records**  
Internal agency concurrences will be provided    **No**

Background Information            **The records concern the functions and administration of the USPTO Office of the Ombudsman ("Office"). The Office is an independent, confidential, informal, and impartial conflict resolution practitioner, and it maintains all communications with those seeking its assistance in strict confidence. The Office takes all reasonable steps to safeguard the anonymity and confidentiality of its inquirers in accordance with 5 U.S.C. § 571-584 and International Ombudsman Association standards. This includes protecting the identity of any individual contacting the Office as well as any information that could be used to identify that individual.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

0001

## Outline of Records Schedule Items for DAA-0241-2019-0002

Sequence Number

1.

**Inquiries and Resolutions**

**Disposition Authority Number: DAA-0241-2019-0002-0001**

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 434 711 466"><b>Inquiries and Resolutions</b></p> <p data-bbox="370 485 1130 517">Disposition Authority Number <b>DAA-0241-2019-0002-0001</b></p> <p data-bbox="370 536 1393 642"><b>Records include inquiries for ombudsman services, as well as reviews and analysis, correspondence, notes, status updates, resolutions, and responses related to such inquiries</b></p> <p data-bbox="370 661 911 693">Final Disposition <b>Temporary</b></p> <p data-bbox="370 712 846 744">Item Status <b>Active</b></p> <p data-bbox="370 763 818 795">Is this item media neutral? <b>Yes</b></p> <p data-bbox="370 815 805 921">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b></p> <p data-bbox="370 940 1130 1004">GRS or Superseded Authority Citation <b>DAA-0241-2018-0005-0003</b></p> <p data-bbox="370 1044 667 1076"><b>Disposition Instruction</b></p> <p data-bbox="370 1095 1198 1127">Cutoff Instruction <b>Cutoff upon closure or resolution</b></p> <p data-bbox="370 1146 1219 1178">Retention Period <b>Destroy upon closure or resolution</b></p> <p data-bbox="370 1219 662 1251"><b>Additional Information</b></p> <p data-bbox="370 1270 1078 1302">GAO Approval <b>Required and Received</b></p>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
07/25/2019	Certify	Ivan King	Records Management Specialist	Office of the Chief Information Office - Records and Information Governance Division
12/03/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/04/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/04/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/09/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist