

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0241-2024-0001

Status: APPROVED
Date Approved: 12/20/2024

General Information

Agency or Establishment	United States Patent and Trademark Office
Record/Scheduling Group	0241 - Records of the Patent and Trademark Office
Records Schedule Applies To	Agency-wide
Schedule Subject	Demographic Surveys, Studies and Reports
Additional Schedule Information	<p>The information collected will assist the USPTO in generating new insights about the applicant community and to understand the characteristics of that community that may influence their engagement in the innovation process, including occupation, income, and education. The information collected will inform the USPTO's understanding of inventors and applicants' experiences before, during, and after issuance or abandonment of their patent or trademark application in order to, track factors that may contribute to their successful (granted) filings, and those that might impede their success in the filing process. The analysis of demographic, socioeconomic, and experiential information from patent and trademark applicants will allow the USPTO and other agencies to improve the level of service and accessibility they provide to the public. The information collected through surveys and conducting studies will provide critical inputs to the USPTO's ability to compare applicant experiences across demographic groups and facilitate more effective quantification of inter-group disparities.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 1

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0241-2024-0001

Item #	Title	Disposition
0001	Demographic Customer Experience Survey - Raw Data	Temporary
0002	Demographic Customer Experience Survey - Structured Reports	Permanent
0003	Demographic Customer Experience Survey - Public-Use Data Sets	Permanent

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Records Schedule Items

DAA-0241-2024-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Demographic Customer Experience Survey - Raw Data	
Item Description	Surveys based on collected information of demographic, socioeconomic, and experiential information from applicants. Including but not limited to: Ethnicity Race Sex Military Status Education	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
MANUAL CITATION		
Agency Code	N/A	
Manual Title	N/A	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when completed	
Retention Period	Destroy 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	https://www.federalregister.gov/executive-order/13985	
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0241-2024-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Demographic Customer Experience Survey - Structured Reports	
Item Description	The compiled reports consist of statistical studies about patent and trademark filers and their experiences.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
MANUAL CITATION	
Agency Code	N/A
Manual Title	N/A
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	https://www.federalregister.gov/executive-order/13985
Current Records Format	Textual data
Approximate first year of records covered by this authority	2024
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1/1/2024 To: 12/31/2024
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0241-2024-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Demographic Customer Experience Survey - Public-Use Data Sets
Item Description	Post Survey Collection Data. The compiled public-use-data sets consist of patent and trademark filing statistics and disaggregated anonymized (group level) data about the demographic, socioeconomic and experiential information collected. This includes, but is not limited to, data elements such as race, ethnicity, sex, military status, and education.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	Yes
MANUAL CITATION	
Agency Code	0241
Manual Title	0241
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	n/a
Current Records Format	Structured data formats:35GB
Approximate first year of records covered by this authority	2024
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2024 To: 12/31/2024
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/20/2024