

United States Patent and Trademark Office (USPTO)
Undersecretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office

Records of the Public Advisory Committees

The Public Advisory Committees for the USPTO were created by statute in the American Inventors Protection Act of 1999 (Public Law 106-113) to advise the Under Secretary of Commerce for Intellectual Property and Director of the USPTO on the management of the patent and the trademark operations.

The Advisory Committees consist of citizens of the United States chosen to represent the interests of the diverse users of the USPTO. The Advisory Committees will review the policies, goals, performance, budget, and user fees of the patent and trademark operations, respectively, and will advise the Director on these matters.

The Advisory Committee records are included but are not limited to committee meetings, correspondence files, and comments on Rule Packages by Committee members.

Records	Disposition
<p>1. Committee Meetings. Records include agendas, committee correspondence, minutes, final reports, official speeches, lectures and briefings, meeting transcripts and related records documenting the committee accomplishments.</p>	<p>1. [Pending authorization]. Permanent. Cutoff files annually. Retire to Federal Records Center (FRC) when five years old. Transfer to NARA when 15 years old.</p>
<p>2. Working Files. Records that include general letters and memorandums, forms, reports, and other material all relating to administrative functions.</p>	<p>2. [Pending authorization]. Cutoff files annually. Destroy when 3 years old or no longer needed.</p>
<p>3. Rule Packages Files. Records include copies of rule changes, review notes, background materials, and other related papers used to provide comments to the Office of General Counsel with respect to regulatory conflicts and appropriate legal language in agency rulemaking procedures.</p>	<p>3. [N1-241-96-1 #11; Comprehensive Records Schedule (CRS), Section 2 Series 37]. Transfer records to the Office of General Counsel (OGC). OGC is the office of record for Rule Packages. Follow the related schedule in the OGC's office. All other copies are for reference only. Destroy when no longer needed by the Committee(s).</p>
<p>4. Electronic Mail and Word Processing System Copies:</p>	<p>4. Electronic Mail and Word Processing System Copies:</p>

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<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>a. Destroy/delete within 180 days or no longer needed after the recordkeeping copy has been produced.</p>
<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>b. Destroy/delete when dissemination, revision, or updating is complete.</p>