



**United States Patent and Trademark Office (USPTO)**  
**Office of System Architecture and Engineering (OSAE)**

**1. Fax Modem Pool**

The Fax Modem Pool (FMP) project is designed to meet the need for fax and modem connectivity through a network-based fax/modem pool that reduces both the security risk and the cost of individual telephone circuits supporting workstation modems. The project includes development of a prototype as a means of achieving project goals quickly and with as little risk as possible. The FMP prototype was used to evaluate different configurations and approaches, to help validate functional and system requirements, and to aid in finalizing the full system architecture and operational configuration.

The prototype system was developed in the Emerging Technology Center (ETC) Laboratory and has been deployed on PTONet at the conclusion of Phase I of the project. Subsequent to this deployment, a pilot phase was initiated to provide end users an opportunity to evaluate the features and user interface of the FMP system.

The FMP operates in a Microsoft Windows NT environment to provide incoming and outgoing fax communications as a network service of PTONet. The fax server interfaces with MS Exchange and MS Mail. The faxes are stored and retrieved as TIFF files. Retrieval capabilities do not include exporting to a database or ASCII file. The fax server assigns unique ID numbers to each incoming fax and contains a time and date stamp utility. In addition to routing faxes to a central repository for retrieval, the FMP2 utilizes e-mail to notify recipients of received fax transmissions.

<b>Records</b>	<b>Disposition</b>
1. System software and updates.	1. [N1-241-96-5 #71]. Transfer to the configuration management tool prior to unit testing.
2. Life Cycle Management Documentation.	2. [N1-241-96-5 #71]. Transfer electronic copy to the configuration management tool prior to Technical Review Board meeting for each phase as required in the Quality Assurance Plan and the Configuration Management Plan.
3. Inputs (electronic):	3. Inputs (electronic):
a. Official fax transmissions received. These faxes are retained in online storage no longer than 9 months.	a. [Pending authorization]. Temporary. Delete after the recordkeeping copy has been produced.
b. Unofficial fax transmissions received. These faxes are retained in online storage no longer than 3 months.	b. [Pending authorization]. Temporary. Destroy/Delete after the recordkeeping copy has been produced.
c. Fax images generated in-house for transmission.	c. [Pending authorization]. Temporary. Retain image until successfully transmitted, or attempt to transmit terminated, then delete.

*Previously approved authorities still apply. JMS 6/8/01*

4. Outputs (paper and electronic):	4. Outputs (paper and electronic):
a. Notification of incoming official fax (paper).	a. [Pending authorization]. Temporary. Printout paper copy and follow disposition for related records.
b. Outgoing fax image file (electronic).	b. [Pending authorization]. Temporary. Retain image until successfully transmitted, or attempt to transmit terminated, then delete.
c. Time and date stamp files (electronic).	c. [Pending authorization]. Temporary. Delete when they are no longer needed for administrative, legal, audit, or other operational purposes.
5. Backups.	5. Back up daily and delete when replaced by a subsequent comprehensive backup. Back up tape will be used as vital record copy.
6. Fax back return receipt (automatically generated email).	6. Fax back return receipt (automatically generated email).
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.	a. [Pending authorization]. Destroy/delete after the recordkeeping copy has been produced.
b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	b. [Pending authorization]. Destroy/delete when dissemination, revision, or updating is complete.