

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		JOB NUMBER <i>N1-241-02-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWM) WASHINGTON, DC 20408		DATE RECEIVED <i>6-25-02</i>	
1. FROM (Agency or establishment) U.S. Patent and Trademark Office		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Chief Information Officer/ Office of Data Management			
3. MINOR SUBDIVISION Data Administration Division/Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER Susan K. Brown	5. TELEPHONE (703) 308-7400	DATE <i>1-24-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 on the attached _____ 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>6-12-2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan K Brown</i>	TITLE Records Officer
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7. Item NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Please see attached item(s): USPTO Office of Initial Patent Examination (changes to existing dispositions) Provisional Patent Applications	N1-241-96-3 #83	
<i>cc Agency, NWM, NWMU</i>			

United States Patent and Trademark Office
Office of Initial Patent Examination (OIPE) - Application Processing Division

1. Provisional Patent Applications (Revised)

Provisional Patent Applications are records regulated by the General Agreement on Tariffs and Trade (GATT), effective June 8, 1995 and the American Inventors Protection Act of 1999 (AIPA). These records may be relied upon, in an application that issues as a patent, to establish a U.S. filing date for an invention, among other things. Each application includes a cover sheet identifying it as a provisional application. The Provisional Patent Application may be used by examiners to determine the earliest effective filing date for a patent application.

Records	Disposition
a. Provisional applications referred to in a patent application that issued as a patent.	a. [Pending authorized update to N1-241-96-3 #83; please reference "Patent Case Files," N1-241-96-3 #4(a) and Abandoned Applications," N1-241-96-3 #7]. TEMPORARY. Close Provisional Patent Applications at the end of each fiscal year and maintain in a separate file at the USPTO Repository. Transfer to the FRC 5 years after closure. Maintain for 40 years after closure or longer if needed for agency business.
b. All others	b. [Pending authorized update to N1-241-96-3 #83(b)]. Destroy after 5 years old from filing date or when longer needed for agency business.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		JOB NO. N1-241-02-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWM) WASHINGTON, DC 20408		DATE RECEIVED 11-8-01	
1. FROM (Agency or establishment) U.S. Patent and Trademark Office		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Chief Information Officer/ Office of Data Management			
3. MINOR SUBDIVISION Data Administration Division/Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER Susan K. Brown	5. TELEPHONE (703) 308-7400	DATE	ARCHIVED IN THE NATIONAL ARCHIVES WITHDRAWN

6. 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 on the attached 1 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 11-3-01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan K Brown</i>	TITLE Records Officer
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7. Item NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Please see attached item(s):</p> <p>USPTO Office of Initial Patent Examination (OEPE) (changes to existing dispositions)</p> <p>Provisional Patent Applications</p> <p><i>cc: Agency NWM D NWCT</i></p>	N1-241-96-3 #83	<p>Job withdrawn per e-mail from agency dated March 22, 200</p> <p><i>SMB</i></p>

United States Patent and Trademark Office
Office of Initial Patent Examination (OIPE) - Application Processing Division

1. Provisional Patent Applications (Revised)

Provisional Patent Applications are records regulated by the General Agreement on Tariffs and Trade (GATT), effective June 8, 1995 and the American Inventors Protection Act of 1999 (AIPA) which may be relied upon in an application that issues as a patent to establish a U.S. filing date for an invention, among other things. Each application includes a cover sheet identifying it as a provisional application. The file consists of paper originals and microfiche copies. The Provisional Patent Application may be used by examiners to determine the earliest effective filing date for a patent application.

Records	Disposition
a. Provisional applications that are referenced in an application that has been issued as a patent.	a. [Pending authorized update to N1-241-96-3 #83; please reference "Patent Case Files," N1-241-96-3 #4(a)]. Permanent. Close Provisional Patent Applications at the end of each fiscal year and maintain in a separate file at the USPTO Repository. Retire to the FRC 10 years after closure. Transfer to the National Archives 40 years after closure.
b. Provisional applications that are not referenced in an application that has issued as a patent.	b. [Pending authorized update to N1-241-96-3 #83]. Close Provisional Patent Applications at the end of each fiscal year and maintain in a separate file at the USPTO Repository. Retire to the FRC 10 years after closure. Destroy 23 years after closure.
c. All other copies.	c. [N1-241-96-3 #83(b)]. Destroy after 1 year old from filing date.