INACTIVE - ALL ITEMS SUPERSEDEED OR OBSOLETE

Schedule Number: N1-241-03-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:
Superseded by GRS 1.3, item 040 (DAA-GRS-2015-0006-0005)

Date Reported: 06/30/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on separate page)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWM)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Patent and Trademark Office

2. MAJOR SUBDIVISION
Office of the Chief Information Officer/ Office of Data Architecture and Services

3. MINOR SUBDIVISION
Data Administration Division/Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
Susan K. Brown

5. TELEPHONE
(703) 308-7400

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,

DATE
12-9-2002

SIGNATURE OF AGENCY REPRESENTATIVE
Susan K. Brown

TITLE
Records Officer

7. Item NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Please see attached item(s):

1 Chief Information Officer Budget Files

9. GRS OR SUPERSEDED JOB CITATION
N1-241-96-5 #31

10. ACTION TAKEN (NARA USE ONLY)

STANDARD FORM SF 115 (REV. 3-91)
Prepared by NARA
36 CFR 1228

& copies sent to Agency, NWM, NR
1. Chief Information Officer Budget Files – N1-241-96-5 #31 Revision

Cost statements, rough data, and similar materials used to prepare annual budget estimates. Includes budget estimates, justifications, correspondence, reports, spreadsheets, trend analysis, appropriation language sheets, narrative statements, and related schedules. Used to forecast budget.

<table>
<thead>
<tr>
<th>Records</th>
<th>Disposition</th>
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<tbody>
<tr>
<td>1. Cost statements, rough data, and similar materials used to prepare annual budget estimates. Includes budget estimates, justifications, correspondence, reports, spreadsheets, trend analysis, appropriation language sheets, narrative statements, and related schedules. Used to forecast budget.</td>
<td>1. Close at the end of each fiscal year and transfer to the FRC when 5 years old. Destroy 10 years after the close of the fiscal year covered by the budget.</td>
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