

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		JOB NUMBER <i>71-241-03-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWM) WASHINGTON, DC 20408		DATE RECEIVED <i>12-9-2002</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 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	DATE <i>2-10-03</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 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 <i>12-3-2002</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 GRS OR SUPERSEDED JOB CITATION	10.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): Chief Information Officer Budget Files	N1-241-96-5 #31	

All copies sent to Agency, NWMW, NR

12-2003

**United States Patent and Trademark Office (USPTO)
Office of the Chief Information Officer**

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.

Records	Disposition
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.	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.