

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on page 2.)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-241-06-1</i>	DATE RECEIVED <i>12-2-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION Architecture, Engineering and Technology Services			
4. NAME OF PERSON WITH WHOM TO CONFER Susan K. Brown, Records Officer	5. TELEPHONE 571-272-5429	DATE <i>3/20/07</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>11-16-2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan K Brown</i>	TITLE <i>RECORDS OFFICER, USPTO</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Internal Patent Examination and Certification Records</p> <p>Records associated with Patent employee examinations that allow for certification. Records include test materials, announcements, results, registration and other related program materials.</p> <p>a. Examinations and grading overlays Retention: Temporary, retain 7 years, 3 months after examination is administered.</p> <p>b. Test Answers, sign-up rosters, used examination books, sign in sheets, confidentiality agreements, results notifications Retention: Temporary, retain for 1 year after examination is administered.</p>	new series	