INACTIVE - ALL ITEMS SUPERSEDEDE OR OBSOLETE

Schedule Number: N1-241-06-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:
  - Item 1a was superseded by N1-241-10-001, item 8.1
  - Item 1b was superseded by N1-241-10-001, item 8.2

Date Reported: 06/30/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 2.)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 
WASHINGTON, DC 20408

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

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

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 SIGNATURE OF AGENCY REPRESENTATIVE
11-16-2005 Susan K. Brown

TITLE RECORDS OFFICER, USPTO

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Internal Patent Examination and Certification Records

Records associated with Patent employee examinations that allow for certification. Records include test materials, announcements, results, registration and other related program materials.

a. Examinations and grading overlays
Retention: Temporary, retain 7 years, 3 months after examination is administered.

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.