

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	771-241-06-2
1. FROM (Agency or establishment) U.S. Patent and Trademark Office		DATE RECEIVED	8-28-2006
2. MAJOR SUBDIVISION Office of the Chief Information Officer		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Architecture, Engineering and Technical Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Susan K. Brown, Records Officer	5. TELEPHONE 571-272-5429	DATE	ARCHIVIST OF THE UNITED STATES
		7/1/07	<i>Mark Wentz</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8-23-2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan K Brown</i>	TITLE Records Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
-1	 Trademarks Registration and Maintenance 1 - Trademarks Program and Policy Subject Files 2 - Trademark Case File Records and Related Indexes 3 - Trademark Case File Feeder Records and Related Indexes 4 - Trademarks General Administrative & Short Term Subject Files <i>See attached</i>	see attached	

Set 7/7/08 Copies sent to Agency, NWMD, NWMF, NWMU, NWJAP

Trademarks Registration and Maintenance

Records scheduled under the Trademark Registration and Maintenance series contains official federal records that reflect registration and maintenance of trademarks.

A trademark is a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs, that identifies and distinguishes the source of the goods of one party from those of others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product. Throughout this document term "trademark" refers to both trademarks and service marks.

The United States Patent and Trademark Office (USPTO) reviews trademark applications for federal registration and determines whether an applicant meets the requirements for federal registration. Federal registration of trademarks is governed by the Trademark Act of 1946, 15 U.S.C. §1051 et seq., and the Trademark Rules of Practice, 37 C.F.R. Part 2.

The following constitute the series:

- 1 - Trademarks Program and Policy Subject Files**
- 2 - Trademark Case File Records and Related Indexes, selected**
- 3 - Trademark Case File Records and Related Indexes, non-selected**
- 4 - Trademark Case File Feeder Records and Related Indexes**
- 5 - Trademarks Routine Subject Files**
- 6 - Trademarks General Administrative & Short Term Files**

1

Trademarks Program and Policy Subject Files

These records document the overall direction, operation, programs of the Trademark Organization and official policy actions of the Commissioner for Trademarks.

Includes the official record copy of manuals, reports, studies, memoranda, committee papers, minutes of meetings, notes, and similar records that pertain to overall high-level management, oversight, and direction of Trademark policies, internal training programs for examination and registration of trademarks, briefing books prepared for the Commissioner, issue papers and reports to higher levels on USPTO programs and plans; and strategic and long-range planning files.

RETENTION:

Permanent: Transfer to NARA 20 years after closure or when superseded.

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Trademark Case File Records and Related Indexes, selected

This series consists of the Trademark application and case files, as well as any related index or finding aids for the case files. Documents include records of intake, examination, prosecution, assignment, registration and post- registration activity that constitute the record of a case file.

RETENTION:

Permanent: Transfer selected files to NARA 6 years after trademark registrations are cancelled or expired or go abandoned.

Selection criteria:

- Trademarks of Federal agencies
- Trademarks of State entities
- Trademarks that held an active registration of more than 30 years
- Native American Tribal Insignia
- Marks having met selective industry distinction
- Marks having set distinction in appeal

3

Trademark Case File Records and Related Indexes, non- selected

This series consists of non-selective Trademark application and case files, as well as any related index or finding aids for the case files and applications for registration that went abandoned. Documents include records of intake, examination, prosecution, assignment, registration and post- registration activity that constitute the record of a case file that do not meet selection criteria.

RETENTION:

Temporary: destroy non-selected files 2 years after trademark registrations are cancelled, expired or go abandoned.

Selection criteria:

- Trademarks of Federal agencies
- Trademarks of State entities
- Trademarks that held an active registration of more than 30 years
- Native American Tribal Insignia
- Marks having met selective industry distinction
- Marks having set distinction in appeal

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Trademark Case File Feeder Records and Related Indexes

This series consists of source records and records generated by various Trademark automated information systems that are then loaded into the official case file record. They are considered a feeder to the official case file. The permanent records are held in the official case file and/or official repository, and the feeder systems hold records and information on a temporary basis.

Extra paper copies or papers that are scanned into the systems are considered feeder records and are not permanent.

RETENTION:

Temporary: Destroy or delete when transfer to official Trademark Case File has been verified and the feeder documentation is no longer needed for current agency business.

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Trademarks Routine Subject Files

These records cover general subject files and records that document unique lower-level program administration. Includes correspondence of an administrative nature, periodic reports, quality reviews, memoranda, calendars of the Commissioner, various temporary committee records and reports.

RETENTION:

Temporary: Destroy or delete when 5 years old.

Trademarks General Administrative & Short Term -Files

These are records -necessary for the performance of the Trademark Organization but do not document significant oversight, policy, procedures, direction or programs. The majority of these are program-unique records associated with data entry, tracking and extra copies found elsewhere in the schedules.

This includes non-Commissioner correspondence that has no long-term administrative value, periodic reports, memoranda, and similar reports created, received, or maintained by Trademark offices; records of production and pendency documentation, processing logs, withdrawal notices, tracking of applications, copies of controlled correspondence, copies of registration certificates, education and training program administrative information

RETENTION:

Temporary: Destroy when superseded or when no longer needed for USPTO business.