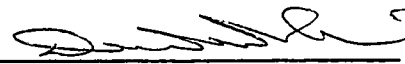


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>N1-241-89-2</i>	DATE RECEIVED <i>8/29/89</i>
1 FROM (Agency or establishment) DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION PATENT AND TRADEMARK OFFICE		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION OFFICE OF LEGISLATION		5 TELEPHONE EXT 557-0410	DATE <i>12/22/89</i>
4 NAME OF PERSON WITH WHOM TO CONFER MS. JANICE PICKERING	5 TELEPHONE EXT 557-0410	DATE <i>12/22/89</i>	ARCHIVIST OF THE UNITED STATES 

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE <i>8/31/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Hall Pickering</i>	D. TITLE <i>Records Officer</i>
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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>RECORDS OF THE OFFICE OF LEGISLATION & INTERNATIONAL AFFAIRS (OLIA).</p> <p><u>General Subject File.</u> Consists of project case files and other records concerning proposed legislation, multilateral, and bilateral agreements, international intellectual property negotiations, and other activities of OLIA. Files include memoranda, drafts, reports, comments on proposals, and related materials. <i>ANNUAL ACCUMULATION: 4 FT</i></p> <p>Disposition: PERMANENT. Transfer to WNRC 5 years after termination of project. Transfer to the National Archives 25 years after termination of project.</p> <p><u>Project Files Maintained by OLIA Staff.</u> Project case files and related records created and maintained by individual OLIA staff during the life of a project.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>DISPOSITION: At conclusion of project remove duplicates and nonrecord materials from file. Place completed file in OLIA General Subject File.</p> <p>3. <u>Congressional File.</u> Arranged by congressional session. Copies of bills, statements, testimony, and related records referred to OLIA by the General Counsel's Office for comment. Copies of OLIA comments, if any, are attached.</p> <p>Disposition: DESTROY when six years old. Records may be transferred to the WNRC when three years old.</p>		