
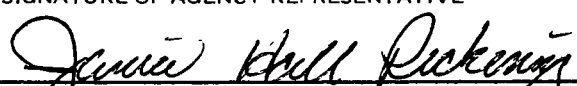


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-241-89-3	DATE RECEIVED
1 FROM (Agency or establishment) DEPARTMENT OF COMMERCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION PATENT AND TRADEMARK OFFICE		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 THE COMMISSIONER		DATE 1/11/90	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER JANICE HALL PCKERING	5 TELEPHONE EXT 557-0410		
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 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, 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 10-6-89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Officer
---------------------------	---	------------------------------------

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><u>Item 5, Congressional Correspondence Files.</u> Add the following as Item 5c.</p> <p>Copies of all correspondence with Members of Congress maintained in offices below that of the Commissioner or Deputy Commissioner.</p> <p><u>DISPOSITION:</u> DESTROY when five years old or sooner if no longer needed for reference. Transfer to the WNRC not authorized.</p>		