

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *N1-241-90-1*

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
10/11/89

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 PATENT SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER
JANICE HALL PICKERING

5. TELEPHONE EXT.
557-0410

DATE *6/20/91* ARCHIVIST OF THE UNITED STATES
[Signature]

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 | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
|----------------|---------------------------------------|------------------------|
| <i>10-5-89</i> | <i>Janice Hall Pickering</i> | <i>Records Officer</i> |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|--|-----------------------------------|-------------------------------------|
| 1. | <p><u>RECORDS OF THE ASSIGNMENT/CERTIFICATION SERVICES DIVISION</u></p> <p>LICENSING FILES FOR GOVERNMENT INTERESTS. Copies of documents licensed to the Federal Government, the rights, title and interest to trademarks and inventions and the Letters Patent obtained therefrom.</p> <p>DISPOSITION. PERMANENT. Retire to the Federal Records Center when five years old. Offer to the National Archives when 20 years old or when no longer needed for current business which ever comes first.</p> <p>Break files every five years and transfer to WNRC for 20 years. Destroy when 25 years old.</p> <p>Cut off files at the end of five years and transfer to WNRC.</p> <p>Des at 25 years old</p> <p>Changes to this proposed schedule have been approved by:</p> <p><i>Janice Baume</i> <i>4/2/91</i> NARA appraiser date</p> <p><i>Janice Hall Pickering</i> <i>5-30-91</i> Agency representative date</p> | | |

Copies sent to agency, NN-W, NNT, NCF 6/20/91