

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-24-90-3*

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

DATE RECEIVED

*1/2/90*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

~~DEPARTMENT OF COMMERCE~~

2. MAJOR SUBDIVISION

~~PATENT AND TRADEMARK OFFICE~~

3. MINOR SUBDIVISION

~~OFFICE OF INFORMATION SYSTEMS~~

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

JANICE PICKERING

*Janice Pickering*

557-0410

*12/11/90*

*[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 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>1-10-90</i>	<i>Janice Pickering</i>	<i>Records + Forms 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 GRS OR SUPERSEDED JOB CITATION	10.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)
<b><u>MITRE COMPANY CONTRACT FILES</u></b>			
1.	<p><b>CORRESPONDENCE FILES, 1984 - .</b> Arranged chronologically. Correspondence between PTO and Mitre on general subjects that are not included in one of the separate files described elsewhere.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
2.	<p><b>PROGRESS REPORTS, 1984 - .</b> Arranged chronologically. Monthly progress reports on contract objectives, showing each task, current objectives for the task, progress, problems, and planned activities.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		

*Copies sent to agency, NN-W, NNT, NCF 12/13/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	OF ACTION TAKEN (NARS USE ONLY)
3.	<p><b>TECHNICAL REPORTS, 1984 - .</b> Arranged chronologically by submission date. Technical reports submitted by Mitre under the terms of the contract with PTO.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
4.	<p><b>TECHNICAL LETTERS, 1984 - .</b> Arranged numerically. Numbered technical memoranda, prepared by the contractor as responses to specific questions or requests for information or clarification.</p> <p>DISPOSITION: <u>PERMANENT</u>. Retain in office until completion of the contract. Retire to the WNRC when contract is completed. Transfer to the National Archives 10 years later.</p>		
5.	<p><b>WORKING PAPERS, 1984 - .</b> Arranged chronologically. Drafts of technical reports submitted to PTO for review and comment. The working papers result in technical reports that are deliverables under the terms of the contract.</p> <p>DISPOSITION. Destroy six months after the delivery of the final version of the technical report.</p>		