

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-241-90-4

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

DATE RECEIVED

2-9-90

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF COMMERCE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

U.S. PATENT & TRADEMARK OFFICE

3. MINOR SUBDIVISION

OFFICE OF GENERAL SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

JANICE HALL PICKERING

557-0410

4/30/90



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
1-4-90		Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>RECORDS OF U.S. PATENT AND TRADEMARK OFFICE</u></p> <p>1. Unmatched/Unidentified Correspondence. Papers, correspondence and other miscellaneous materials received by the Patent and Trademark Office with no serial number or any type of identification.</p> <p><u>DISPOSITION:</u> Destroy six months from date of receipt.</p>		

Copies sent to agency, m.w., m., 5/3/90

5/3/90