

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-241-92-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1a was superseded by N1-241-96-001, item 35a

Item 1b was superseded by N1-241-96-001, item 35a

Item 2 was superseded by N1-241-96-001, item 36

Item 3 was superseded by N1-241-96-001, item 37

Item 4 was identified as covered by the GRS, however it erroneously stated the retention period as 20 (twenty) rather than two (2) years.

Date Reported: 06/30/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-241-92-2</i>	DATE RECEIVED <i>1-31-92</i>
1. FROM (Agency or establishment) U.S. 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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Enrollment and Discipline			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Pickering	5. TELEPHONE (703) 308-0590	DATE <i>3/10/93</i>	ARCHIVIST OF THE UNITED STATES <i>Raymond A. M... Acting</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 2-17-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Hall Pickering</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED PAGES		
<i>Copies sent to agency, NCF, NN-W, NNT 3/15/93</i>			

**Patent and Trademark Office
Office of Enrollment and Discipline**

1. Closed Complaint Files - No Disciplinary Proceeding is Initiated

Files contain correspondence, complaint letters, and supporting documentation relating to the complaint.

- a. Routine Cases where no formal warning or reprimand is issued.

AUTHORIZED DISPOSITION: Close file on completion of PTO investigation and microfilm. Break files every two years and transfer to WNRC in cubic-foot blocks. Destroy 10 years after closure. (Microfilm is non-record reference copy).

- b. Significant Cases where a formal warning or reprimand is issued.

AUTHORIZED DISPOSITION: Close file on completion of PTO investigation and microfilm. Break files every two years and transfer to WNRC in cubic-foot blocks. Destroy 20 years after closure. (Microfilm is non-record reference copy).

2. Closed Complaint Files - Disciplinary Proceeding is Initiated

Files contain correspondence, complaint letters, investigation reports, administrative hearing records, final decisions, and supporting documentation.

AUTHORIZED DISPOSITION: Close file on completion of formal disciplinary hearing and decision and microfilm. Break files every two years and transfer to WNRC in cubic-foot blocks. Destroy 50 years after closure. (Microfilm is non-record reference copy).

3. Reinstatement Correspondence

Correspondence and supporting records relating to appeals for reinstatement as a registered attorney or agent following disciplinary action.

AUTHORIZED DISPOSITION: Close files after decision on reinstatement is completed. Break closed files every five years and transfer to WNRC. Destroy ~~when the latest records are~~ 20 years ~~old~~ after closure.

4. Database of Significant Complaints and Investigations

Database of all significant complaints against attorneys and agents including name, date of charge, nature of the complaint, summary of disposition, date of disposition, and status codes.

AUTHORIZED DISPOSITION: Delete records when 20 years old or when no longer needed for current agency business (GRS 23/8).