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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                                 | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                                 | JOB NUMBER<br><i>NI-241-92-3</i>  |   |
| 1. FROM (Agency or establishment)<br><u>DEPARTMENT OF COMMERCE</u>                |                                 | DATE RECEIVED<br><i>5-26-92</i>   |   |
| 2. MAJOR SUBDIVISION<br><u>PATENT AND TRADEMARK OFFICE</u>                        |                                 | <b>NOTIFICATION TO AGENCY</b>   |   |
| 3. MINOR SUBDIVISION<br><u>OFFICE OF DATA BASE ADMINISTRATION</u>                 |                                 | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><u>JANICE HALL PICKERING</u>             | 5. TELEPHONE<br><u>305-8740</u> | DATE<br><i>5/2/92</i>   | ARCHIVIST OF THE UNITED STATES<br> |

**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 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, 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<br><u>5/20/92</u> | SIGNATURE OF AGENCY REPRESENTATIVE<br> | TITLE<br><u>Records Officer, USPTO</u> |
|------------------------|---|--|

| 7. ITEM NO.                                    | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|--|--|-----------------------------------|----------------------------------|
| 1.   | <u>OFFICE OF PATENT QUALITY REVIEW</u><br>Quality Review of Sample of Allowed Patent Applications<br>a. Working papers used to prepare monthly statistical<br><u>DESTROY</u> One (1) month after statistical report is issued.<br>b. <u>Monthly Statistical Report</u><br><u>DESTROY</u> when no longer needed to conduct office business. | 241-NC1-76-1, Item 62             |                                  |
| <i>Copies sent to agency, NARA NNT 12/7/92</i> |  |                                   |                                  |