

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER *701-241-98-1*

DATE RECEIVED *10-21-97*

### NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *1-16-98* ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**Department of Commerce**

2. MAJOR SUBDIVISION  
**Patent and Trademark Office**

3. MINOR SUBDIVISION  
**Data Administration Division**

4. NAME OF PERSON WITH WHOM TO CONFER **Kathleen A. Schultz**  
5. TELEPHONE **(703) 308-7400**

### 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>10/16/97</i>	<i>Kathleen A. Schultz</i>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>Patent and Trademark Office</b> <b>Office of Patent Programs Control</b></p> <p>OPBUDGET System</p> <p>The Office of Patent Programs Control (OPPC) uses OPBUDGET to monitor and track revenue and expenditure actuals against the budget baseline. The budget baseline includes projections of revenue generated from the patent process including filing, processing, issue, and maintenance fees. Expenditures include minor items such as supplies and furniture purchases, and major items such as examiners' salaries. Actuals are monitored and reconciled with the Office of Finance records on a weekly basis against the budget baseline. Adjustments are made to the budget and/or to projected spending for the fiscal year as required. This is a standalone system, utilizing the Gentia COTS product.</p> <p><u>Disposition:</u></p> <p>a. Data Maintain online for 2 years; maintain offline 5 years thereafter.</p> <p>b. Software Update as needed for current agency business.</p> <p>c. Documentation Transfer to the Configuration Life Cycle Management Library when system is operational.</p> <p><i>Kathy Schultz verbally concurred with all changes on 12/23/97, J Baume 12/29/97</i></p>	Proposed	<i>DESTROY WHEN 7 YEARS OLD</i>

*copy to: Agency NWRC  
NWDD, NWRW*