

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NOV 2 NOV 1978

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Commerce

2 MAJOR SUBDIVISION
U.S. Patent and Trademark Office

3 MINOR SUBDIVISION
Printing and Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Herbert M. Hoop

5 TEL EXT
557-3571

LEAVE BLANK	
JOB NO	NC1 241 79 1
DATE RECEIVED	NOV 6 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-28-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 10/30/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Lucy V. Barr</i>	E. TITLE Departmental Records Mgmt. Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Bulky Trademark Specimens. Trademark applications specimens which do not strictly meet the basic requirements for the physical form of specimens which state:</p> <ol style="list-style-type: none"> 1. That they be made of material suitable for being placed inside a manila file wrapper. 2. That they be capable of being arranged flat, such as being folded. 3. That they be of a size not to exceed 8-1/2 inches wide by 13 inches long. (Rule 2.56) <p>These requirements provide for specimens which will fit inside the application file wrapper, which is 9 x 14 inches in size and which will conveniently expand to about one inch thickness.</p> <p>Specimens which do not meet the above requirements are referred to as "bulky" specimens and the Examiner must require that they be replaced by specimens of acceptable size and shape.</p> <p><i>Destroy within 30 days after applicant is notified that the specimens are unacceptable, unless picked up sooner by the applicant.</i></p>		

*Specimens
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sent to Agency 12-4-78. MMS

1 item