

Rev Nov 26 1978

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 241 79 2	
DATE RECEIVED 2 JAN 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-15-79 Date	<i>James B. Rhoads</i> Archivist of the United States

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

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 12-18-78	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Angie V. Pove</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>Section 8 and/or 15 Affidavit Control Cards- indicate the acceptance of an affidavit under Section 8 and the acknowledgement of an affidavit under Section 15 or the cancellation of a registered Trademark under Section 8. These cards are used to update registered trademark files in the Search Room. This file is maintained as a convenience tickler file.</p> <p>a). Control cards which indicate the acceptance of an affidavit under Section 8 and the acknowledgement of an affidavit under Section 15.</p> <p>Destroy six months following the transfer of information reflected thereon to Search Room records.</p> <p>b). Control cards for Registered Trademarks cancelled under Section 8.</p> <p>Destroy two years after the date of cancellation.</p>		