

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
NI-570-05-3

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
9/9/05 (11/9/05)

1 FROM (Agency or establishment)
 U S Department of Transportation

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

2 MAJOR SUBDIVISION
 Research & Innovative Technology Administration

3 MINOR SUBDIVISION
 Bureau of Transportation Statistics

4. NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE NUMBER

DATE
3/3/06

ARCHIVIST OF THE UNITED STATES
Alb. W...

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 _____ page(s) are not needed now for the business for 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
11/9/05

SIGNATURE OF AGENCY REPRESENTATIVE
Maureen S. Savoy

TITLE
Director of Administrative Services
~~Administrative Specialist~~

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

1

Intellectual Property Records
 The records described in this schedule pertain to the management and operations of specific legal services which have been transferred from OST's General Counsel's office to the new Research and Innovative Technology Administration (RITA).
 This schedule applies to all the described records regardless of physical media.
Patent Case Files
 Documents created in reviewing invention disclosures of employees and contractors to determine patenting, licensing, assignment, or other disposition action; investigating and disposing of infringement allegations and claims; reviewing use of contract clauses and actions concerning royalties; developing and providing information for use in patent infringement and interference litigation; and handling similar matters.
Agency nwmw

NC-398-75-1
 Item 5

a. Record copy

Disposition: **Disposable**. Keep files in the office for 2 years after closure, then retire to the FRC. Destroy 25 years after closure.

b(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: **Disposable**. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: **Disposable**. Destroy/delete when dissemination, revision, or updating is completed.

Trademark Case Files

Documents developed in preparing, filing, and prosecuting applications to register trademarks, service marks, certification marks, and collective membership marks; and documents developed in connection with opposition and concurrent use proceedings.

a. Record copy

Disposition: **Disposable**. Close file after completion of the case. Cut-off closed file at the end of the calendar year. Transfer to the FRC 2 years after cut-off. Destroy 25 years after closure.

b(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies

NC-398-75-1
Item 6

2

<p>3</p>	<p>on shared network drives that are used only to produce the recordkeeping copy</p> <p>Disposition Disposable. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition Disposable. Destroy/delete when dissemination, revision, or updating is completed.</p> <p><u>Copyright Case Files</u></p> <p>Documents developed in connection with the registration and acquisition or licensing of copyrights; and documents developed in connection with opposition and concurrent use proceedings.</p> <p>a. Record copy</p> <p>Disposition: Disposable. Close file upon expiration of original term of copyright. Cut-off closed file at the end of the calendar year and transfer to the FRC. Destroy 28 years after expiration of original term of copyright.</p> <p>b(1). Electronic mail and word processing system copies – copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Disposition: Disposable. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b(2). Electronic mail and word processing system copies – copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: Disposable. Destroy/delete when dissemination, revision, or updating is completed.</p>	<p>NC-398-75-1 Item 7</p>	
----------	--	-------------------------------	--

4	<p><u>Reference Copies</u></p> <p>Copies of Intellectual Property records maintained for reference purposes</p> <p>Disposition: Disposable Destroy when no longer needed for reference.</p>		
---	--	--	--

Addendum to N1-570-05-3.

If the recordkeeping copy is a temporary record and is maintained in an electronic format, keep the file in the office for the entire retention period in accordance with 36 CFR 1234 sec: 30-32.

Approved 2/6/2006, per BTS.

JC 2/21/2006